How to Register for the CARA Summer Marathon Training
(Instructions for Charity Runners)

1. Navigate to the registration page.
2. If you are a current/past CARA member, or if you have enrolled in any of our programs/events in the past two years, you will have a user profile. Input your username and password in the “CARA Members & Existing Users” section.
   a. If you do not know your username or password, click on the “Forgot your password?” link. (Screen 1) Think about where you receive email from CARA. Input this address into the “Forgot Password” screen.
   b. The system should send you an email with your username and password. If you do not receive this email, feel free to contact the CARA office at 312.666.9836 and we can retrieve this information for you.
3. If you have NOT participated with CARA in the past, please input your email address in the “New Users” section.
4. On the first page of the registration form, you must confirm you are running for a CARA Charity Partner and select your charity from the drop down list. Note, all charities are listed alphabetically. Please make sure you’re selecting the proper charity! (Screen 2)
7. Complete the demographic information on the first page of the registration form. If you are registering for yourself and these fields are filled with someone else's information, **STOP!** Call the CARA office at 312.666.9836 and we can assist you. (Screen 3)

All bolded fields are required. Make sure you enter your phone number as it is shown in the example, otherwise the form will make you go back and re-enter it.

6. Complete the remaining fields, being sure to select a shirt size from the drop down menu. You must also select a registration option. You may choose between just a CARA membership or membership and training. (Screen 4).

5. After hitting submit, you’ll be taken to the confirmation page. This shows your registration was successful. You should also receive a confirmation email within an hour. (Screen 5).