



HCQCAA, USA Virtual Walk/Run/Bike Fundraiser

Registration and Participation Instructions

October 10-18, 2026

These instructions explain how to register through RunSignUp, create or join a team, receive sponsor donations, submit your activity results, and upload photos. **Use only the section that applies to what you need to do.**

Register for the Fundraiser

1. Go to www.runsignup.com using your internet browser.
2. Select **Find a Race**. Enter **HCQCAA, USA** in the search box and select the **HCQCAA, USA virtual fundraising event** from the search results.
3. Select **Sign In**.
4. Under **Who are you registering?** select the down arrow and choose **Me, 18+**.
5. **Returning participants:** Enter the email address and password you used previously, then select **Continue**. If you do not remember your password, select **Forgot Password** and follow the instructions.
6. **New participants:** Enter your email address, create a password, and select **Continue**.
7. Enter your initials in capital letters in the text box - for example, **EW** - and select **Continue**.
8. Create a team name, or enter the name of the team you are joining.

REGISTRATION CHARGE

The participation donation is \$25. A \$2.50 processing fee is added, making the total registration charge \$27.50.

When you reach the Donation section, enter **\$0** unless you wish to make an additional donation. Any amount entered in the Donation field will be added to the \$27.50 registration charge.

9. If you want an email confirmation of your registration, select the **Sign up for email** option, then select **Confirm payment**.
10. After completing your registration, you may register another participant or log out. You may return to your account later to add registrants or record additional sponsor donations.

Create or Join a Team

Create a Team

1. Sign in to RunSignUp, select **Find a Race**, and search for **HCQCAA, USA**.
2. Select the **HCQCAA, USA virtual fundraising event**.
3. At the top of the event page, select **Teams**.
4. Select **Create a Team** and follow the prompts.

Join a Team or Add a Registrant

1. After signing in, select the **three-bar menu** at the upper left to open the Race Dashboard.
2. Select **Groups/Teams**, then **View Groups**.
3. Select the appropriate team.
4. On the right side of the page, select **Join Team**.
5. Select **Add a new registrant** and follow the prompts.

Receive Donations from Sponsors

You may give your fundraising link to family members, friends, and other sponsors. They can use the link to make a donation in support of your participation.

After a sponsor donates, please provide HCQCAA, USA with the sponsor's name so the donation can be credited to your fundraising total.

Submit Your Activity Results and Photos

1. Sign in to your RunSignUp account and select **RESULTS**.
2. **Submit your activity results first.** After submitting your results, look for **Submit your photos**.
3. Drag and drop photos from your phone or computer, or browse your device to locate the files you want to upload.
4. Accepted image formats are **JPEG, PNG, and GIF**. Each file must be **less than 5 MB**.
5. When all photos are uploaded, select **I'm finished uploading**. If the upload takes longer than about a minute, refresh the page and check again.

Thank you for supporting the HCQCAA, USA Virtual Walk/Run/Bike Fundraiser.
