

## **STEP BY STEP GUIDE TO ENROLLMENT**

#### There are three steps to enrollment:

1. CREATE YOUR PROFILE	2. SUBMIT YOUR ENROLLMENT FORM	3. PRINCIPAL/DIRECTOR APPROVAL
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#### **1. CREATE YOUR PROFILE**

- 1. Go to strides.nyrr.org. Enter your first name, last name, and email address. Click "Continue."
- 2. Complete the sign-up form and "Submit."

Your Profile	Sign Up		
First Name			
Last Name	Your Profile 2		*Required Fields
Email	First Name *	Last Name *	
Continue Contact Us for more information	Email '(used for all NYRR communications)	Confirm Email *	
Already have an Account? Log in	Phone *	Shirt Size • 🝞	
			Submit

- 3. Connect to Your Site (school, afterschool or community center)
  - Select your State. If your site is located in NYC, select the Borough. Click "Search."
  - A list of sites in your State/Borough will appear below. Search for your site by typing your site's name in the search field OR Scroll the list.
  - Click "Select Site" to select your site, select your position at site, and check the box to agree to the terms.

# If you found your site, skip to step 7.

Connect to a Site <sub>?</sub>				
Search for your Site				
What state is your site located in?		Are you located in any of the below NY	C boroughs?"	
New York		<ul> <li>Monhotton</li> </ul>		
				Search
Search Results ?	3			Show 100 • entri
Site Name	1). Site Type	1 Address	Principal 11 Grades	Action
Run for Life School	Public School	123 ABC St., New York, New York, 10019	Test Test PKX:12/3/4	5;6;7;8;9;10;11;12 Site Selected
howing 1 to 1 of 1 entries (filtered from 612 total e	ntries)			Previous 1 Next
an't Find your Site?				
our Position at Site				
		•		
Consent to Disclosure of Personal Inform	ation			
y moving forward with the STRIDES registration process, m creating or joining, I understand that if I do not consent	I consent to the disclosure of my name, email address and phone r to the disclosure of the information described herein, I cannot com	umber, as well as the name, address, and type of Site I am registe plete STRIDES registration or join an existing STRIDES Site.	ring or joining, after disclosure of which may be viewable by NY	/RR and others associated with the Site I
I agree to the Terms of Use				
			Create	Profile & Connect to Site



- 4. Can't find your site? Click the "Can't find your site" link at the bottom of the table.
- 5. Select "Yes" to the pop-up question.

Search for your Site		[			
What state is your site located in?		1	Create a New Site		×
New York		·	(5)		
Search Results (?)			Have you searched the site selection table to confirm your si	ite is not already in the datab	2222
	(4)		They you searched the site selection table to commit your si	the is not already in the data	5436:
Search: Run for Life					
Site Name	↓1. Site Type	11 Address			
Run for Life School	Public School	123 ABC \$		Cancel	Yes
		New York, New York,			
		10019 L			
Showing 1 to 1 of 1 entries (filtered from 612 total en	intries)		Previous 1 Next		
Can't Find your Site?					
Your Docition at Site					
		•			
Consent to Disclosure of Personal Informa	lation				
By moving forward with the STRIDES registration process, am creating or joining. I understand that if I do not consent	I consent to the disclosure of my name, email address and phon t to the disclosure of the information described herein, I cannot o	e number, as well as the name, complete STRIDES registration of	address, and type of Site I am registering or joining, after disclosure of which may be viewable by NYRR and others associated with the Sit r join an existing STRIDES Site.		
I agree to the Terms of Use					
			Create Profile & Connect to Site		

- 6. Enter your site's information, select your position at site, and check the box to agree to the Terms of use. Click "Create Profile & Connect to Site" to submit.
- 7. Set your password. Check your email for instructions to set your password.
- 8. Enter the temporary password from your email and set your permanent password. Click "Set My Password."
- 9. Once your password has been set successfully, click "Continue."

Create a New Site		Your profile has and set your pa	been created. Please check your email for the link to ssword.	log in
Site Name"		-	0	Continue
Is site located at a school?*  Yes No Grades at Site*  PK K 1 2 3 4 5 6 Site Address 1*	7 8 9 10 11 12 Site Address 2	Select All	Password Set Successfully! Your new password has now been set. Click Continue to log in to	STRIDES.
			8 Rove Runnes	
City*	State*         Zip*		Set Your STRIDES Password	
Phone*				
		_	you@email.com	
Your Position at Site			Enter temporary password	
			New password	
Consent to Disclosure of Personal Information			Verify new password	
By moving forward with the STRIDES registration process, I consent to the discl and type of Stel Lam registering or joining, after disclosure of which may be understand that if I do not consent to the disclosure of the information describe I agree to the Terms of Use	osure of my name, email address and phone number, as well as the na well as the name of the n	me, address, ning. I RIDES Site. nect to Site	Note: Your password must be at least 8 characters long and contain at least one letter and one number. Set My Password	



### 2. SUBMIT YOUR ENROLLMENT FORM

- 1. Log into <u>strides.nyrr.org</u> with your username and password. Click on the "Site Applications" tab and click on "Apply."
- 2. Click "Yes" for the pop-up question.
- Complete the enrollment form, check the box to agree to the Terms of Agreement, and click "Submit."



## **3. PRINCIPAL/DIRECTOR APPROVAL**

Upon submission of the enrollment form, your Principal/ Director will receive an email from DocuSign with the subject "DocuSign on behalf of Rising New York Road Runners" to electronically sign the Terms of Agreement (TOA). If you are the Principal/Director, please check your email to sign the TOA.

If you are NOT the Principal/Director, your part of the enrollment process is done. Please encourage your Principal/Director to electronically sign the TOA as soon as possible. You will receive a notification email when the TOA is signed. This is the last step to complete enrollment.

ROAD PUNNERS	you@enail.con •
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	Appy for Pendipal Isoleg Build Rut Review Bendment Spire Available Reader TCA
Quick Links	Enrollment Application "Required Fields My Size: Rising New York Road Runners NYC 2020-21
	Profile Information Update Datability
	Name" Mr. Fint Name
	Email' (used for all NYRR communications) yourlemail.com
	Phone" 1024507100 (Work) Best Time to Costact & Ram - 10pm (SST)
	Position at Site" PE Teacher 3
	NYTRX Member Number (?)
	Site Information Grades at Star*
	И <sub>РК</sub> И <sub>К</sub> И <sub>1</sub> И <sub>2</sub> И <sub>3</sub> И <sub>4</sub> И <sub>5</sub> И <sub>6</sub> И <sub>7</sub> И <sub>8</sub> И <sub>9</sub> И <sub>10</sub> И <sub>11</sub> И <sub>12</sub>
	Site Name
	My See
	See Address V See Address
	City* Selet* Zity*
	Prost Fax
	1234567890
	Shipping Information
	Is the preferred shipping address the same as Site Address above?" (?) Attention To First Name
	● Yes ● No
	Ste Address
	Chy*         State*         Zip*           Size Chy         New York         ¥         \$2019
	Principal/Director Information Prefix* Post Name* Last Name*
	Select Ose
	Email* Confirm Email*
	Position At Start
	Selections
	Dates School/Ster Veer Ster Date' School/Ster Yeer End Date'
	MM DDYYYY
	Estimated Program End Date" ()
	Additional Information
	How dd you hear about ut?" Select One
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	International Control of Control
	ROAD RUNNERS
	RISING NEW YORK ROAD RUNNERS TERMS AND CONDITIONS
	Rising New York Road Runners is a running program for kids of all fitness levels from prekindergarten
	are too often sidelined, Rising New York Road Runners gives all students the skills and confidence to stay healthy and active for life. The school, organization or team (hereinafter referred to as "Program") shall
	comply with the following terms and conditions ("Agreement") in order to register and participate in the Rising New York Road Runners Program:
	<ol> <li><u>Program Term</u>. The term commences on July 13, 2020 and continues through June 30, 2023 ("Term").</li> </ol>
	2. Program Responsibilities.
	A. Site.
	Program must demonstrate it has access to a suitable and safe site ("Site") for the
	agree to the terms and conditions
	Says and Continue Later Salem
	Privacy Pally 1 lense of the Copyright 2 lense of the Burvers All rights reserved. NYBR is a registered 50(b;c)) net for york copyration. New York City Manaton is a registered technick of New York Road Burvers, Inc. NYBR is a
	reported indexes of New York Road Rowens, York (Worg Rowens is a registered statemed value) for Road Rowens, York Road Rowens, Row York Road Rowens, Rowens, Row York Road Rowens, Rowens, Row York Road Rowens, Rowens, Row York Road Rowens, Rowens, Row York Road Row York Road Rowens, Row York Road Rowens, Row York Road Rowens, Row York Road Row York Road Row York Road Rowens, Row York Road Row York Row York Road Row York Road Row York Road Row York Roa

You are all set! When your enrollment is confirmed, your Program Coordinator will contact you to help you get started. Please email <u>risingnyrr@nyrr.org</u> with questions.