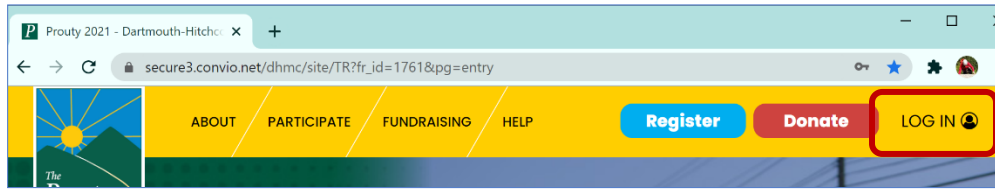
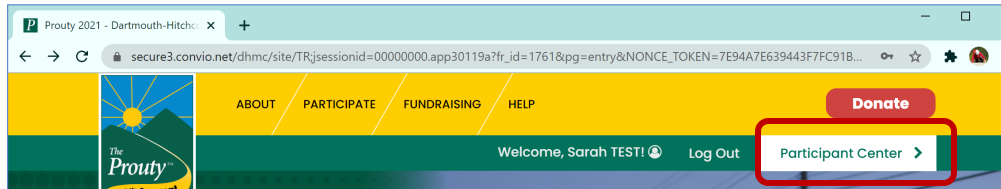


How to Change your Registration Details

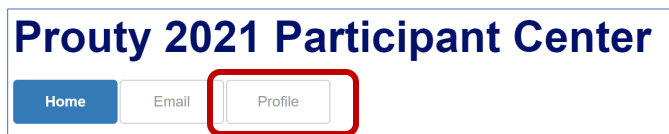
1. Go to www.TheProuty.org and click login:



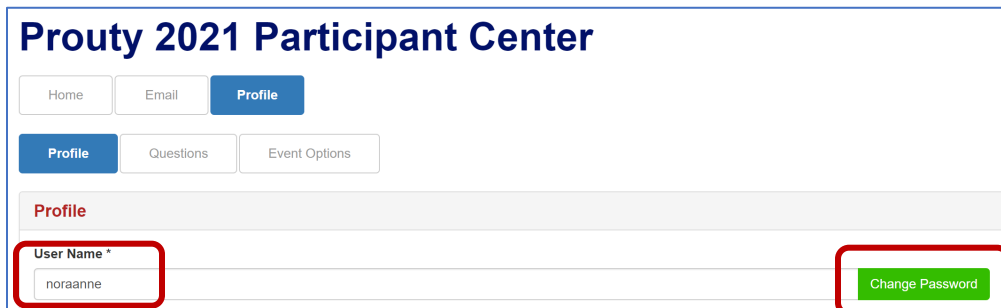
2. Click on the “Participant Center” Button:



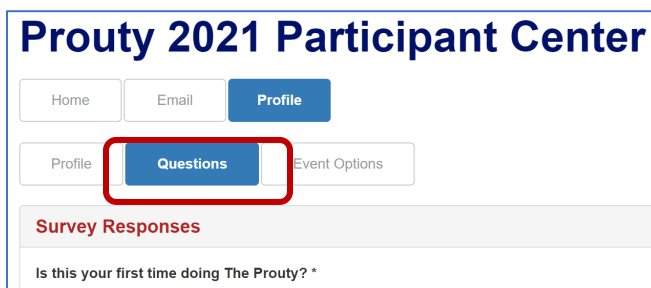
3. Click on the “Profile” Button at the top of the page:



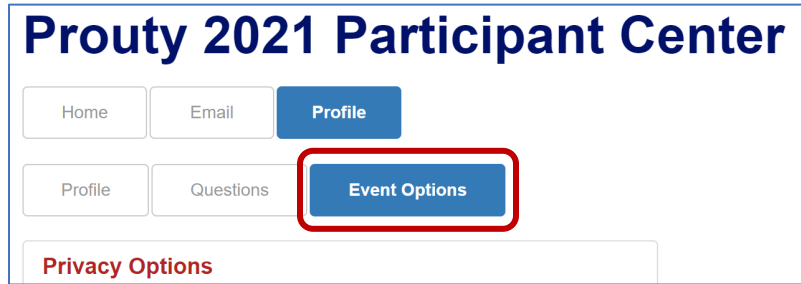
4. To reset your password or change your username, scroll down on the Profile page. You can also change your contact information if you’ve moved or changed emails. Make sure to hit “save” at the bottom when you’re done!



5. To edit your registration questions, click the “Questions” button. Change any answers you’d like and then hit “save” at the bottom.



6. To change your Team Membership, click the “Event Options” button. If you’re a team captain and would like to join a different team, please reach out to our office at info@theprouity.org or 1-800-226-8744.



7. Scroll down to the section that says “Change Team Membership”.
- a. If you’re on a team and want to become an individual or switch teams, select “participate as an individual” and then the “Continue” button. Once you’re an individual, follow the next step to join a team, or if you’re staying an individual, you’re all set.

The screenshot shows the 'Change Team Membership' form. It has a title 'Change Team Membership' and two radio button options: 'Participate as an individual' (selected) and 'I am happy with my current team membership status.'. Below the options is a yellow warning box that says 'Selecting this option will remove you from your current team'. At the bottom is a green 'Continue' button, which is highlighted with a red box.

- b. If you’re an individual joining a team, select “join team” and enter the team name – if you’re sure about the other fields you can search for them here, but just searching the team name is easiest! Click the “Search” button and find the team you want to join in the Search Results. Click “Join Team” and you’re all set!

The screenshot shows the 'Search for team' form. It has a title 'Search for team' and several input fields: 'Team Name:' (with 'funraiser' entered), 'Team Company:', 'Captain's First Name:', and 'Captain's Last Name:'. Below the input fields is a green 'Search' button, which is highlighted with a red box. Below the search form is a 'Search results' section. It shows one result: 'The FUNraisers' with the caption 'Captain: Sarah Markwell'. To the right of the result is a green 'Join Team' button, which is also highlighted with a red box.