

1. Click on "Sign up"
2. Fill out form- all items are required except "Membership Info"
3. A confirmation email will be sent to you in order to activate your account; you must activate your account before registering for the event
4. Open the confirmation email and activate your account
5. Click on "Sign In"; Sign in using your Local Account ID and password (Do not refresh the page; logging onto a secure site may take additional time to load)
6. Click on "Register" at the top of the page
7. Change the drop down menu from "Summer 2017" to "Fall 2017"
8. Click on "Prairie Star 5K"; the correct rate for registration will appear when you go to your Shopping Cart
9. Click on "Add to Cart"; Choose the family member you are registering if applicable
10. Make sure everything in the Shopping Cart is correct and "Checkout"
11. Enter Credit Card information and submit; Do not refresh page
12. You will then be able to print a PDF of your registration; a copy will also be emailed to you