



## Darkness Into Light 2022 Club Registration Guidelines

### Option 1: Tickets booked in bulk, paid for by credit card.

#### Registration Steps

To register your club and buy tickets in bulk for your club members, please follow the steps below:

1. Select your county.
2. Under Join us at Sunrise, select 'Register Now'.
3. Select the option for 'Large Groups'.
4. You will be prompted to select your group type. Please select the option 'Sports / Community / Club'.
5. Next, select the number of tickets required under ticket type.
6. Click on 'Next Step' to proceed to the page 'Your Details'. As the person registering the club, you will firstly enter your personal details. You will be prompted at a later stage to enter the details for your club. Please note that whatever address you add on the 'Personal Details' page will be the one used for the delivery of t-shirts, if you order them.
7. If you are ordering t-shirts for your students, we recommend having the sizes at hand and then you will be able to enter them in the t-shirt section on this page.
8. **Important:** Once you have entered the t-shirt sizes, you will be prompted to enter an address. Please enter the club address in this section or a reliable address that we can send them to in bulk. Please note that whatever address you add to this section, on the 'Personal Details' page, will be the one used for the delivery of t-shirts.
9. You will then be brought to a section where you can choose to join an Official Walk or 'Take Part in Your Own Way'. Select one of these options.
10. Next you will proceed to the 'Group Details' section. This is where you will enter the details for your club.
11. Finally, you will be brought to the payment section where you will enter payment details.
12. To confirm the registration of your club, click on 'Confirm Entry'. Your club is now registered.

You can also follow this step-by-step video when registering:

[Video Tutorial for Registering](#)

#### Next Steps

When you have confirmed entry, a pop-up with two links will appear.

- Please note the link that appears at the top is for your club fundraising page and will display the club's details entered during registration. This is the link you can share with others in your community and with your club members if you are fundraising.
- You will also use this first link to invite other club members to join your group page. This is explained in more detail in the section below.
- The second link that appears below is a personal fundraising page for the person who registered the club, if you wish to personally fundraise. Any funds raised through this page will be added to the total on the main club fundraising page too.

### **Your Fundraising Dashboard**

Once you close this pop-up after registration, you will see your Dashboard and will be prompted to follow a tour of it that shows you the various options available to you. For instance, you will have the ability to personalise your club profile via this dashboard.

- To navigate directly to your club dashboard, click on the small arrow beside your name on the top right of the screen. Click 'My Group' under which you will find various options to edit and manage your club page.
- You can edit the profile picture. We suggest using an image of your club crest / logo here.
- You can then set a fundraising target if you and your club members wish to fundraise.
- You can also track donations and easily share the fundraising page via different social media channels and email from this dashboard.

### **Inviting other club members to join your group page**

Once you have registered, you can also invite club members to join your group page. To do this, simply share the link that was provided to you in the pop-up that appeared when you registered. If you closed the pop-up, you can still find the link to this page on your club dashboard.

**Please note:** This option is **not** for inviting students to join the school page, as a personal fundraising page will be automatically created, and this is strictly for over 18-year-olds.

Please see the video tutorial here to learn more about this option:

[Video Tutorial on inviting teachers to join your club group page.](#)

*Thank you for supporting Darkness into Light 2022*