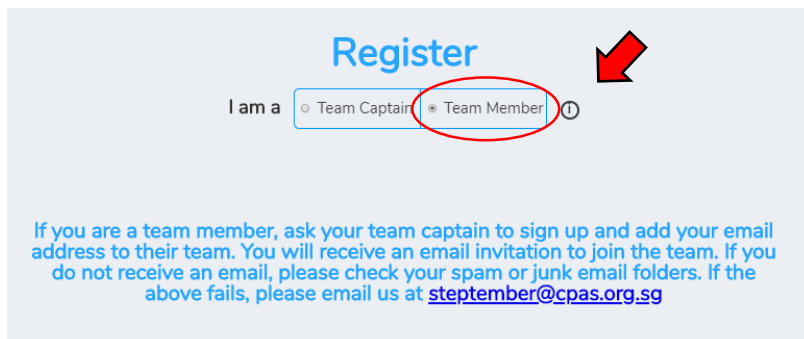


**Step 1: For new participants** (if you have previously participated in September, you may proceed to login into your existing account)

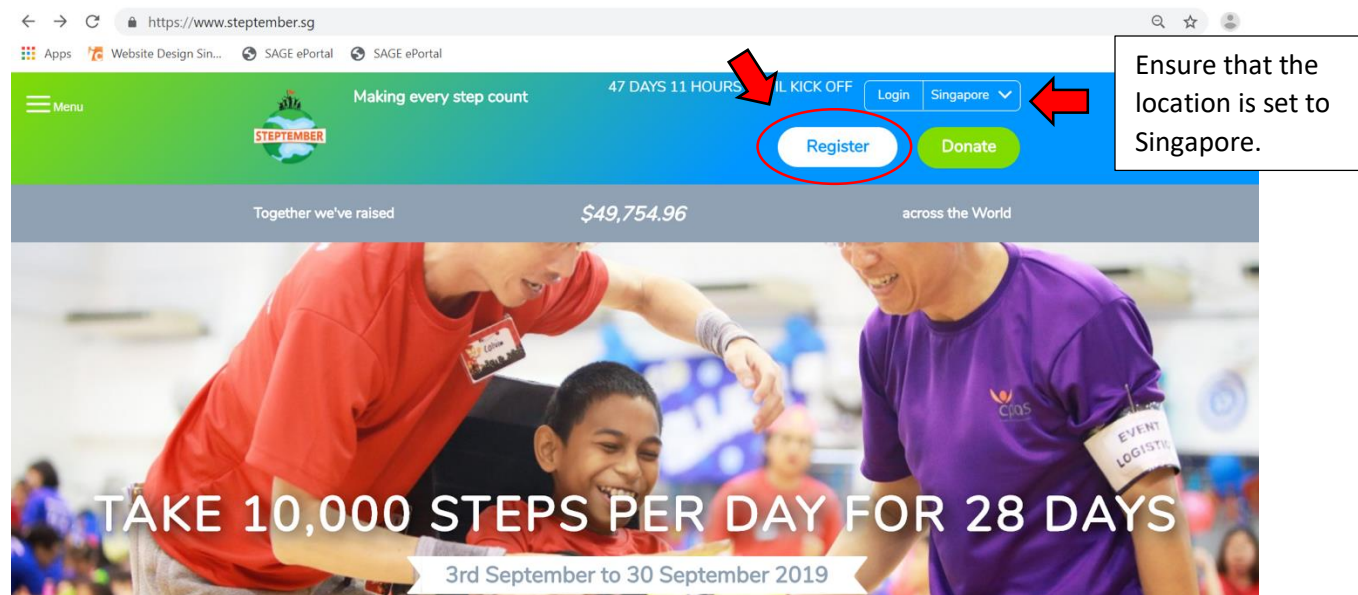
### Team Members

- If you are registering as a **Team Member**, wait for your Team Captain to register first and send you the invite link.
- Once your Team Captain has registered, you will receive an invite link in your inbox. **Note:** Remember to check your junk/spam folder of your inbox. You will need to click on the invite link to register under the same team.



### Team Captains

- Click “Register”



- **Note:** The Team Captain has to register first. After the team captain registers, (s)he will send the invite link to the rest of the team members via his/her September account.
- **If this is your first time participating**, ensure that you are on the page “I am new to September”.

## September 2019 Sign-Up Guide



- Fill in the required details.

If this is your first time participating, ensure that you are on this page.

**Register**

I am a  Team Captain  Team Member ⓘ

I'm new to September  I've stepped before

Email Address \*

Confirm Email Address \*

Password \*

Name \*

Contact Number

Postcode

I am  
 Female  Male

- Check “I’m 18 years of age or over”
- Check “I have read and agree to the Privacy Policy”
- Click “Register your team”.

Contact Number

Postcode

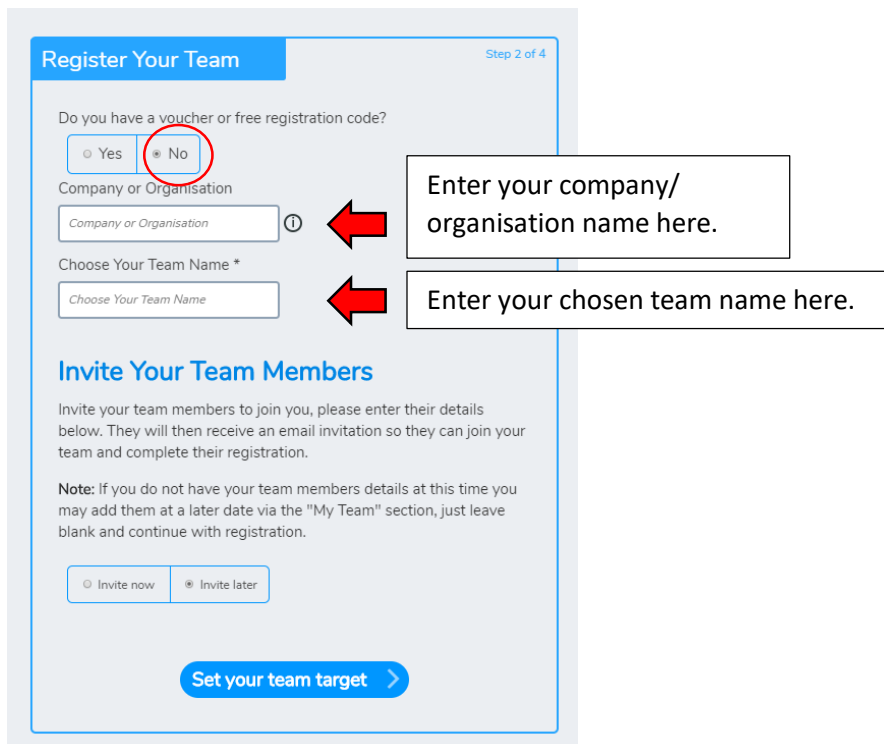
I am  
 Female  Male

I'm 18 years of age or over ← Tick

I have read and agree to the [Privacy Policy](#) ← Tick

## Step 2: Registering your team

- If you do not have a voucher code, check “No”.
- Track your team’s progress against other teams in your company when you register under your organization. If you wish to do so, fill in your company name under “Company or Organisation”.
- Come up with with a name for your team and fill it in under “Choose your Team Name”.
- Should you need to change your organisation name or add an organisation after registration, kindly email the Steptember team at [september@cpas.org.sg](mailto:september@cpas.org.sg).



**Register Your Team** Step 2 of 4

Do you have a voucher or free registration code?

Yes  No

Company or Organisation

ⓘ

Choose Your Team Name \*

**Invite Your Team Members**

Invite your team members to join you, please enter their details below. They will then receive an email invitation so they can join your team and complete their registration.

**Note:** If you do not have your team members details at this time you may add them at a later date via the "My Team" section, just leave blank and continue with registration.

Invite now  Invite later

[Set your team target >](#)

Enter your company/organisation name here.

Enter your chosen team name here.

- If you have a voucher code that you wish to use, check “Yes”.
- Enter your voucher code under “Team payment code”.
- Click “Add”. **THIS STEP IS IMPORTANT.** If you don’t click “Add” your discount will not be reflected.
- If you are using a discount code provided by your company, your affiliated company should be reflected under “Company or Organisation” after you have added your voucher code. **If you are registering under your company, please use the voucher code issued to your company.** Otherwise, your steps and funds raised will not count towards your company’s total, and you will not be able to see your team’s progress in relation to other teams from your company.



### Register Your Team Step 2 of 4

Do you have a voucher or free registration code?

Yes  No

Team payment code

Company or Organisation

ⓘ

Choose Your Team Name \*

### Invite Your Team Members

Invite your team members to join you, please enter their details below. They will then receive an email invitation so they can join your team and complete their registration.

**Note:** If you do not have your team members details at this time you may add them at a later date via the "My Team" section, just leave blank and continue with registration.

Invite now  Invite later

Enter your voucher code here.

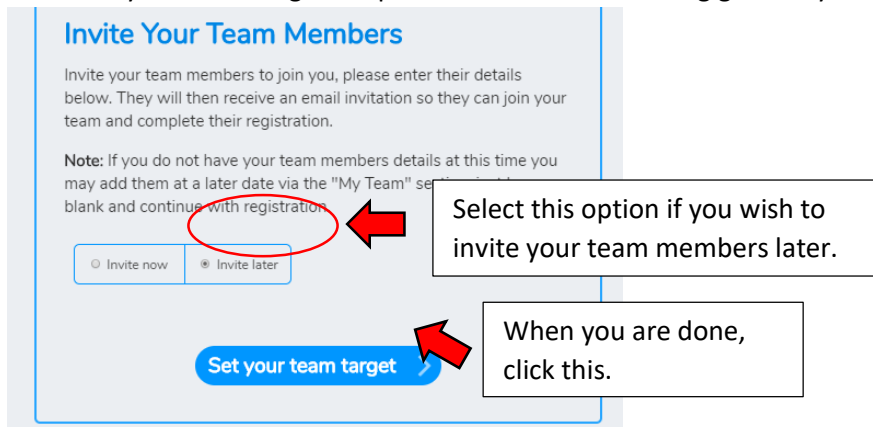
Ensure that the corresponding organisation name is correct.

Enter your chosen team name here.

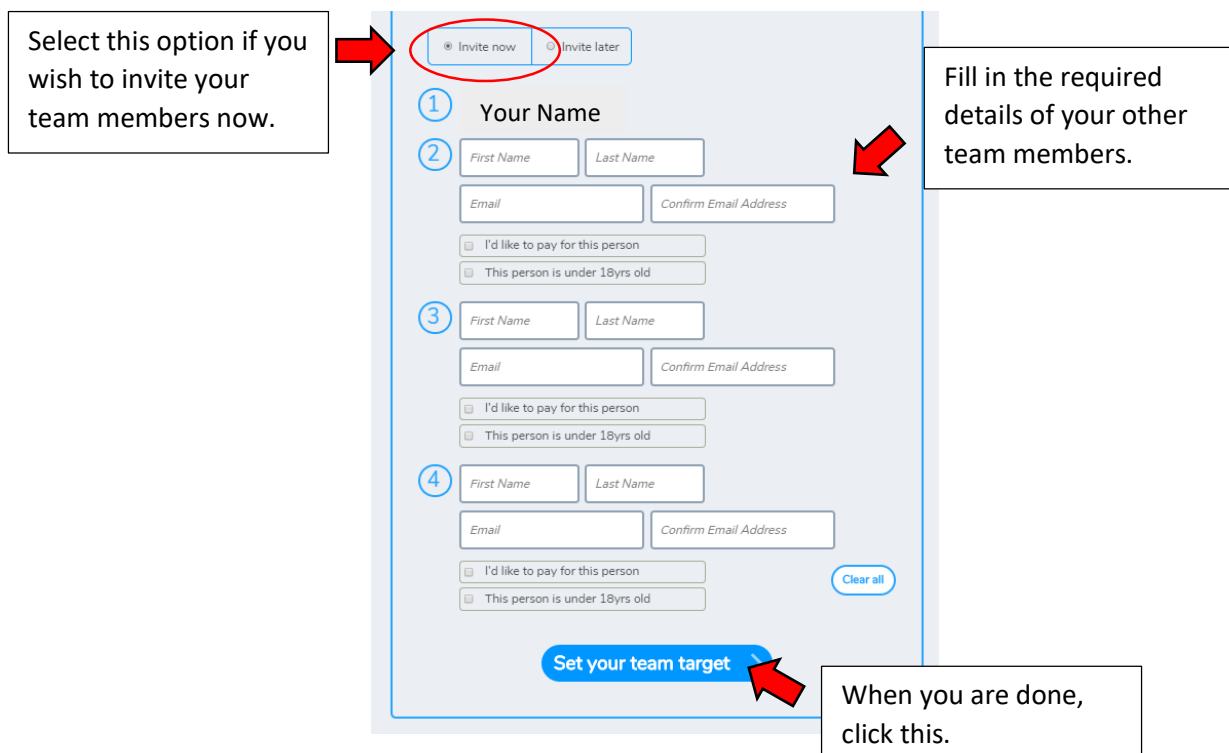
Remember to click "Add" after you have keyed in your voucher code.

**Step 3: Inviting your team members (for team captains)**

- If you wish to invite your team members only after completing the registration process, check “Invite later”. You may invite up to three team members.
- Click “Set your team target” to proceed to set a fundraising goal for your team.



- Alternatively, you may invite your team members now by selecting “Invite now”. You may invite up to three team members.
- You will be prompted to fill in the details of your team members, as shown in the following screenshot. An invite link will be sent to their respective email addresses (remind them to check their spam/junk folder). Your team members have to click on the invite link in the email to register with your team.
- **Note:** You do not have to pay for your team members’ registration fees. They will be prompted to make payment after clicking on your invite link.
- After that, click “Set your team target” to set your fundraising goal for your team.





**Step 4: Setting your team target**

- Now, you can set your team's fundraising target. You can choose any of the amounts provided, or create your own fundraising target for your team. The fundraising period starts from now and ends 30<sup>th</sup> October 2019.

- Next, you can choose to make a donation to Steptember. This would be in addition to your registration fee. You can select any of the options provided, or specify another amount of your choice. This donation will count towards your total fundraised amount for your team.
- Donations are not compulsory. If you do choose to donate, please provide your full name, NRIC/UEN and email address. Your donation will then be processed for 2.5 times tax exemption in Singapore.

If you wish to donate another amount, click here.

If you don't wish to donate at this point, click here.

When you are done, click here.



**Step 5: Payment and Confirmation**

- Congratulations, you have reached the Payment page! Your registration is almost complete.
- You will be prompted to select whether you would like a pedometer. **Note:** Pedometers are available for the first 500 early birds.
- If you do not need a pedometer, select “No thanks”.
- Next, fill in your address to which you want your pedometer and September Kit to be mailed to.

- Then, proceed to fill in your NRIC number (only required if you wish to obtain tax-exemption on your donation. Please note that registration fees are not tax-exempt).
- Check that your payment details are correct under “Summary”. Then, click “Complete your registration”! You are almost done!
- If your payment details are incorrect, you may wish to revisit the previous pages to check that you have keyed in your details correctly. If not, you may contact the September team for help at [september@cpas.org.sg](mailto:september@cpas.org.sg).



**Payment**

Do you need a pedometer? \*

Yes include a pedometer  No thanks

NRIC number (individual) or UEN number (corporate): optional, only required if you wish to obtain tax-exemption on your donation.

**Summary**

Summary	Amount	Qty	TOTAL
Adult Registration Purchase	\$0.00	1	\$0.00
You will receive your Tax Invoice and Tax Receipt by email	TOTAL		\$0.00

[Complete your registration >](#)

Key in your NRIC here if you have made a donation and wish to obtain tax-exemption.

Your payment details will be reflected here. If you have keyed in a voucher code, the discounted price will be reflected. If you have selected that you will be paying for your team members, the total amount will be reflected here as well.

**You have completed your registration!**

- Now, all you have to do is to wait for your team members to register, and you can start stepping and fundraising together!