**COBC REGISTRATION INSTRUCTIONS**

1. Click **Register**
2. Select the Registration **TYPE**
	1. Team Captain Reg. CFO Member (to set up your team) -- $50
	2. Team Captain Reg. CFO NON-Member (to set up your team) -- $75
	3. Team Member Reg. (to join an existing team) -- FREE
	4. Bird Your Own Way (non-competitive category) -- FREE
3. To set up your team (first two options above), fill in the specific info: your fundraising goal, your bird species goal, the COBC category and the Colorado County you will bird in. Where it indicates Fundraising Page Vanity URL, insert your name (John-Doe) this will create a personalized link to your team’s webpage.
4. Be sure to accept the CFO liability waiver and then click **Add Ticket**. You will be prompted to join or create a team, click this and then select the **Create** option, which will open a window that lets you upload an image and fill in your team’s name, for example: “boulder\_bobolinks” or “the\_powerline\_peepers.”
5. Then click **Create Team**.
6. Next you will pay the team registration fee, $50 for CFO Members, $75 for non-members. (Non-members, this would be a great time to join CFO!)
7. Once your team is registered, you will be prompted to tell your team’s story including writing a welcome message for potential donors (a sample message is provided).
8. Now you can visit your Team Page. Click **Edit Page** to customize your team’s goals and all other settings.
9. Done! Now you can contact your teammates and ask them to register for FREE when they select the **Team Member Reg.** option in step 2.