

**2nd Annual Mermaid Run 5K & Mermaid Mile
Instructions for Participants, Donors & Fundraisers**

Make a Donation Without Registering

To make a donation without registering, go to

<https://runsignup.com/Race/Donate/MD/Aberdeen/MermaidRun>

Click DONATE and scroll to the bottom to enter amount and message. Payment is on the next screen.

PARTICIPANTS/DONORS/FUNDRAISERS/TEAMS

- Participants are people who register for the race.
 - They can make an additional financial contribution (and become a Donor), or become a Fundraiser.
 - Fundraisers are people who have decided to solicit donations from others to earn money for the race charity. They don't have to be participants. To create a fundraiser without registering, go to <https://runsignup.com/Race/MD/Aberdeen/MermaidRun>, click DONATE, then Become a Fundraiser
 - A Team is a group of Fundraisers that join their fundraising efforts together.
 - The person who creates the Team becomes the Team Captain

The person wanting to start a Fundraising team first needs to register for the event. The Fundraising Team is created during the registration process:

REGISTER

- <https://runsignup.com/Race/MD/Aberdeen/MermaidRun> then click SIGN UP.
- They choose whether they are registering for themselves or another person/child
- They enter their demographic information and choose the event/distance option
 - To register additional people at the same time/payment, click:
 - Add Another Registrant and add their demographic info
 - Click "Continue", read and accept the waiver
- Select shirt size and click "CONTINUE"

Virtual Racers will be able to self-submit their times or use RaceJoy to auto-submit. Information will follow as we get closer to race day.

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FUNDRAISER/DONATION PAGE

There are many options on this page

1. **Do nothing (no donation, don't become a fundraiser or join a team)**
 - a. Scroll to the bottom of the page and click "Continue"
2. **Make a donation to the TEARS Foundation**
 - a. Scroll to the donation section, enter the donation amount, and click "Continue".
The donation amount will be added to the checkout total

Donation

\$250 \$100 \$50 \$40

\$25 \$10

Custom Amount

Enter a custom donation amount or select a donation level above.

\$

On Behalf Of

My Name

Anonymous ⓘ

Other

Continue Back

3. **Make a donation that contributes to a Fundraiser**
 - a. Click the Fundraiser's name, click SELECT, and enter the donation amount.
 - b. The donation will be added to the checkout total
 - c. The Fundraiser will be credited with the donation amount.
 - d. If the Fundraiser is on a Team, the team will also receive credit.
4. **Make a donation that contributes to a Team**
 - a. Select TEAM FUNDRAISERS and find/click on the Team Name
 - b. Click SELECT, and enter the donation amount.

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- c. The donation will be added to the checkout total
- d. The Team will receive credit

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5. Become a Fundraiser

- a. Click “Become A Fundraiser” and solicit others for donations
- b. Add your Fundraiser Name (it will default to your first and Last Name)
- c. Add a custom URL. Use this URL to send out to family and friends to bring in donations
- d. Add some language as to why you are fundraising for the L & B Foundation
- e. Add a financial goal for your Fundraiser.

6. Create a Fundraising Team

- a. Go down to the TEAM section and move the Create a Team Fundraiser slider from NO to YES
- b. Add a name, URL, goal and message for your Team
- c. You are the Team Captain
- d. Ask others to join your Team as fundraisers (they must register for the race) or to make donations to your team’s efforts

CAPTAIN’S TOOLS

TEAM CAPTAINS: You can access tools only available to Team Captains through your PROFILE: Log in to RunSignUp (same username and password you used to register), then go to the circle in the upper-right hand corner. Click Profile.

Profile screen:

1. The first section is to manage your personal information and to see events that you are registered for (as a participant). If you need to change your address or phone number, or add a profile photo - this is where that happens. Need the info from the Confirmation Email? Just click to RESEND it.
2. The second section is to manage each race that you are registered for - here you can Submit Virtual Results or View/Print a Digital Bib. Need the URL for your Fundraiser or Team - it’s right there at the bottom.
3. The 3rd section is used to manage your fundraiser. EDIT FUNDRAISER to Create a custom URL, ie: runsignup.com/tearsmermaid You can edit your fundraiser content, add a photo or enter a URL name, email the team, or view the team roster.