Create a fundraiser

Help raise money for your race on <u>runsignup.com/StepstoHomeWalk</u>.

Become a Fundraiser While Registering

1. Navigate to the Race Page of the race

2. Click Sign Up to begin the registration process
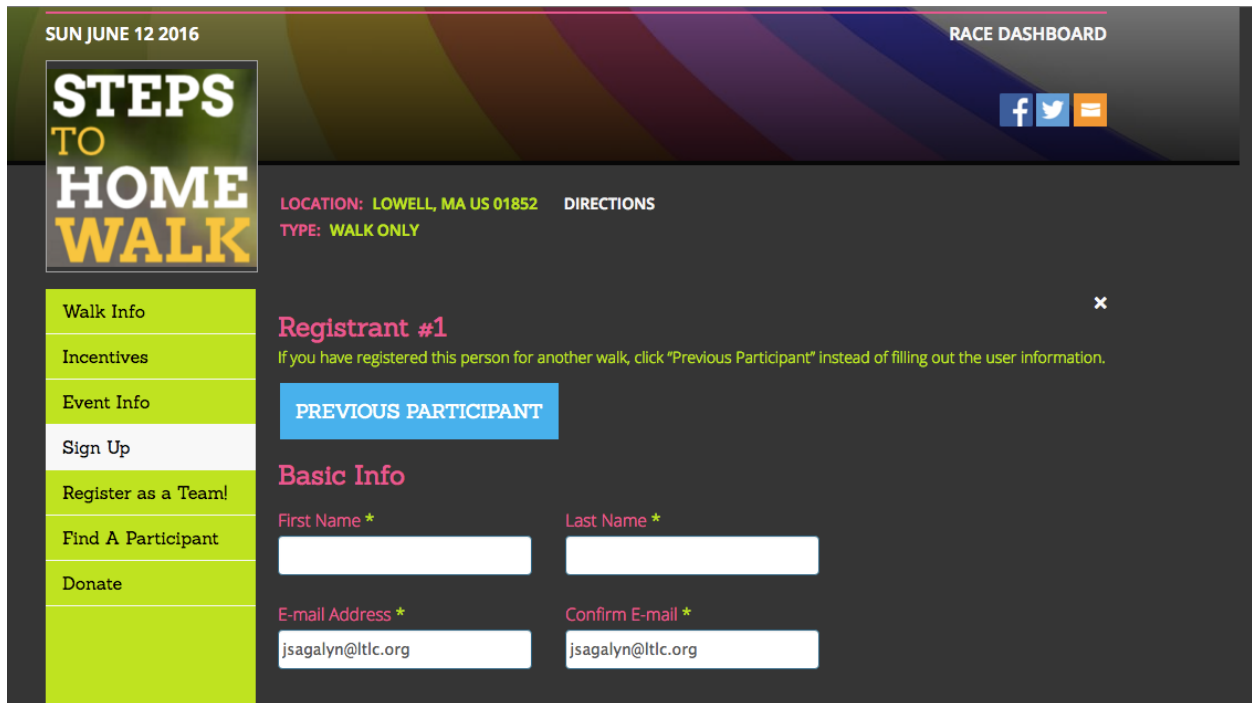
3. Enter in all participant information

4. Select your Team if you are joining an existing Team (or Team Leaders/Administrators can create a team) *Do not select if you are registering as an individual*

5. Agree to our Waver and click Continue

6. Select your t-shirt size

TEAM

JOIN EXISTING TEAM	CREATE NEW TEAM

Select Existing Team

✓ (No Team)
  Register as a Team!
  Crossfit Lowell
  Imaginary
  Walking Amok

Search Teams

CONTINUE   CANCEL

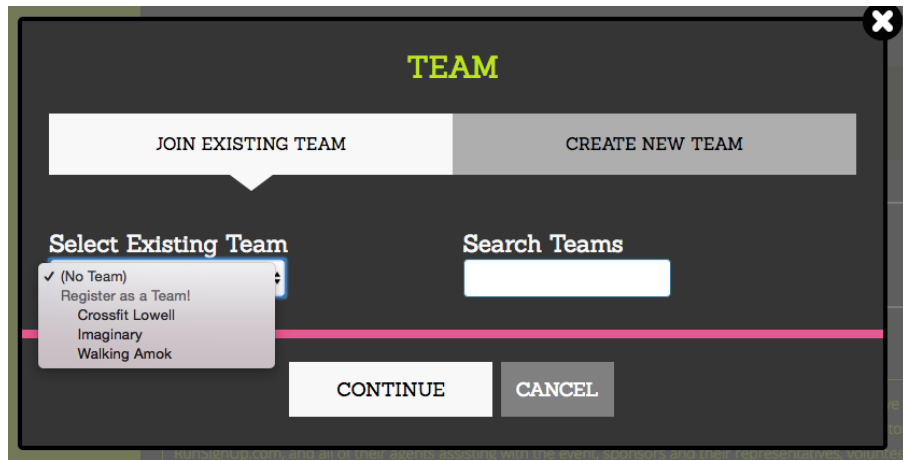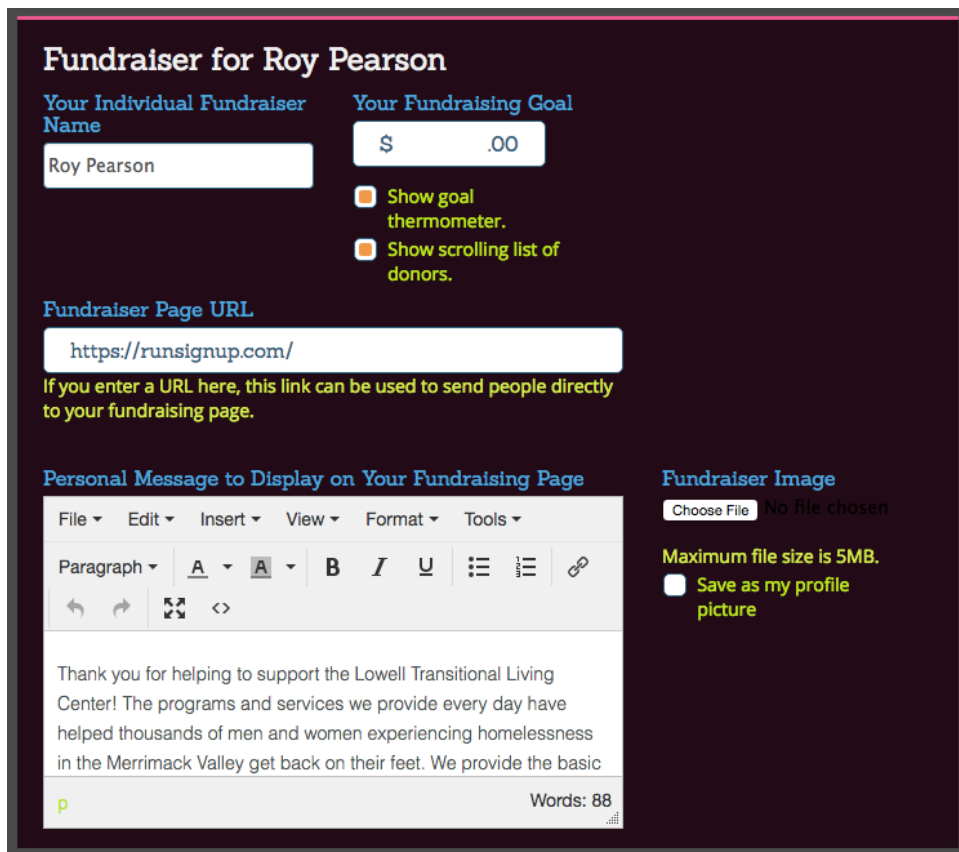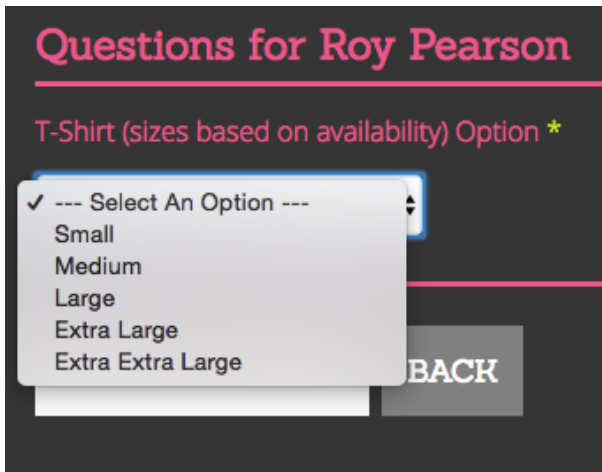7. Click Become Fundraiser

8. Enter in a name for your Fundraiser

9. Enter in a goal for your new Fundraiser

10. Create a unique URL so you can send friends the link to your fundraising page

11. Add a message to describe your Fundraiser and click Complete

Questions for Roy Pearson

T-Shirt (sizes based on availability) Option *

✓ --- Select An Option ---
  Small
  Medium
  Large
  Extra Large
  Extra Extra Large

BACK

Fundraiser for Roy Pearson

Your Individual Fundraiser Name

Roy Pearson

Your Fundraising Goal

$ .00

☐ Show goal thermometer.
☐ Show scrolling list of donors.

Fundraiser Page URL

https://runsignup.com/

If you enter a URL here, this link can be used to send people directly to your fundraising page.

Personal Message to Display on Your Fundraising Page

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Tools ▾

Paragraph ▾ A ▾ A ▾ B I U ≡ ≡ 🔗

↶ ↷ ⤢ <>

Thank you for helping to support the Lowell Transitional Living Center! The programs and services we provide every day have helped thousands of men and women experiencing homelessness in the Merrimack Valley get back on their feet. We provide the basic

p   Words: 88

Fundraiser Image

Choose File No file chosen

Maximum file size is 5MB.
☐ Save as my profile picture

(For Team Leaders) Create the Fundraising Team

1. Enter in a name for your Team

2. Enter in a goal

3. Add a message to describe your Fundraising Team

4. Now select donation levels to donate towards your Fundraiser

5. Select who this donation will be on behalf of

6. Click Continue

7. Complete your registration (Now your team members can join your team when they register!)

Create a New Fundraising Team
from an existing fundraiser

1. Sign In to RunSignUp
2. Go to your Profile (at the top of the screen)

3. Scroll down to Runner Links
4. Click My Fundraisers
5. Click Edit Fundraiser
6. Scroll down to the Create or Join a Fundraising Team section
7. Check the New Fundraising Team box
8. Enter in a name for your Fundraising Team
9. Enter in a goal for your new Fundraising Team
10. Add a message to describe your Fundraising Team
11. Click Save Fundraiser Changes

MANAGING YOUR FUNDRAISING TEAM

After your fundraising team is created, you can go to your "Profile" page and click on "My Fundraisers" in order to manage your fundraising team. You can also access your fundraising team management features by going to your "Fundraising Team Page URL" and opening up the "Manage Fundraiser" menu.

Edit Fundraiser

By clicking the "Edit Fundraiser" button, you will be able to edit all of your fundraising team settings as you were when you first created your team. For more information on this topic, please refer to "How to Create/Join a Fundraising Team".

View Donations

The "View Donations" section will allow you to view a report of all donations attributed to your fundraising team. You will be given the name of the donor, the amount they donated, their email, address, and the name of the fundraiser the donation was brought in by (if applicable). This information can be used for sending out "Thank you" messages if necessary.

My Fundraisers

5th Annual 2016 LTLC Steps to Home Walk
TIME/DATE: June 12, 2016

FUNDRAISER NAME: Imaginary — Fundraising Team
CAPTAIN: Sean McCarthy
GOAL: $100
FUNDRAISER URL: https://runsignup.com/Race/29560/Donate/7NBGntaQT2O5XrSK
FUNDRAISING TEAM: None

[EDIT FUNDRAISER] [VIEW DONATIONS]

FUNDRAISER NAME: sean McCarthy
CAPTAIN: Sean McCarthy
GOAL: None
FUNDRAISER URL: https://runsignup.com/imaginary
FUNDRAISING TEAM: Imaginary

[EDIT FUNDRAISER] [VIEW DONATIONS]

[BACK TO PROFILE]

Donations for Fundraiser: Imaginary
Number of Donations: 0
Total Donations: $0.00

AMOUNT PAID	DONATION AMOUNT	DONATION DATE	NAME	E-MAIL	ADDRESS	ON BEHALF OF	DONATION LEVEL	FUNDRAISER

There are no donations to your fundraiser.

Links/Sharing

| Walk Home |
| Edit Fundraiser |
| View Donations |
| Links/Sharing |

Fundraiser: Imaginary
Your fundraiser URL is https://runsignup.com/Race/29560/Donate/7NBGntaQT2O5XrSK. Please send this URL to anyone wishing to donate to your fundraiser.

[SEND E-MAIL]

To embed a donation widget into you own web page, copy the code below into your HTML file.

```
<script type="text/javascript" src="https://runsignup.com/js/widget2.js?page=race-
donation&amp;raceId=29560&amp;raceFundraiserId=42086"></script><br/>
<noscript><p>Sorry, you must enable javascript to view this content from <a
href="https://runsignup.com/">https://runsignup.com/</a>.</p></noscript>
```

The "Links/Sharing" tab (or "Links/Embed" button) is there to help you spread the word about your fundraising team. Here you will find your fundraising team URL, which you can copy and send to anyone wishing to donate to your fundraising team, and the "Send Email" button will draft an email including your fundraising team URL.

Note: The "Send Email" button will only work if your "Mailto" function is enabled.
You will also find the code for embedding a donation widget into your own webpage, which you can copy and paste into your HTML file.

Video Tutorials

https://runsignup.com/How-To/Become-Fundraiser

https://runsignup.com/How-To/Manage-Your-Fundraiser

https://runsignup.com/How-To/Create-Join-Fundraising-Team

https://runsignup.com/How-To/Making-A-Donation