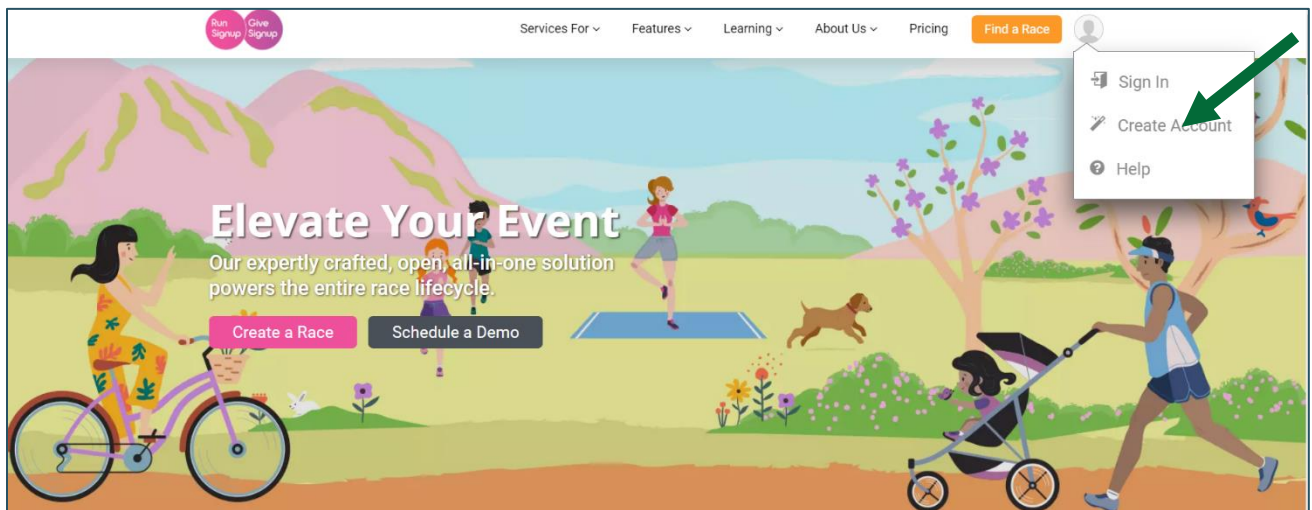


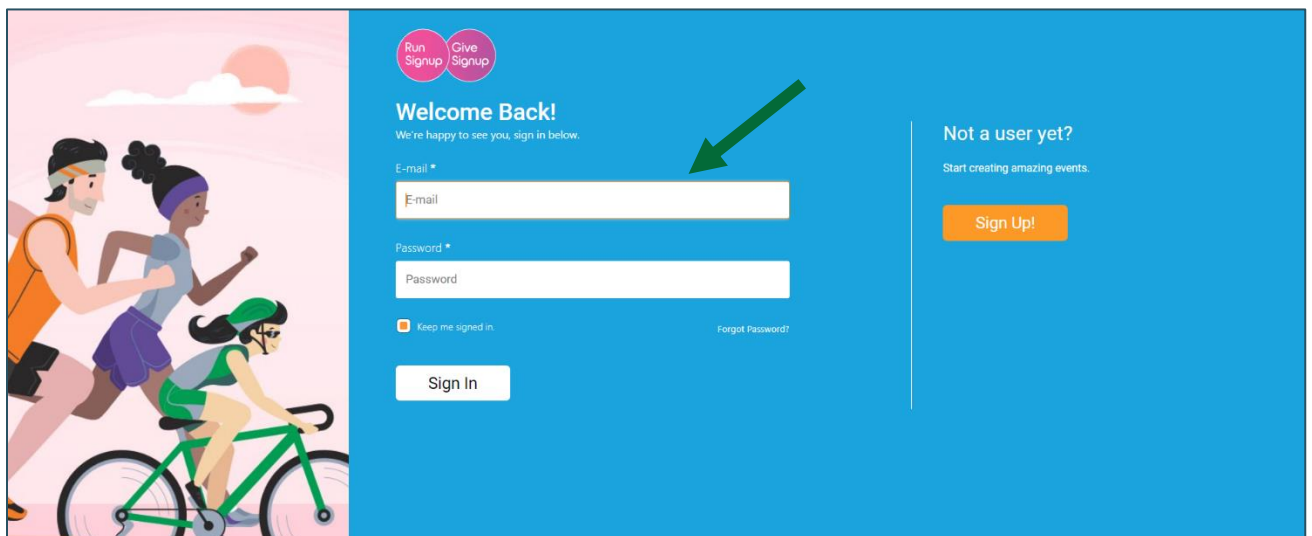


how to enable & collect pledges

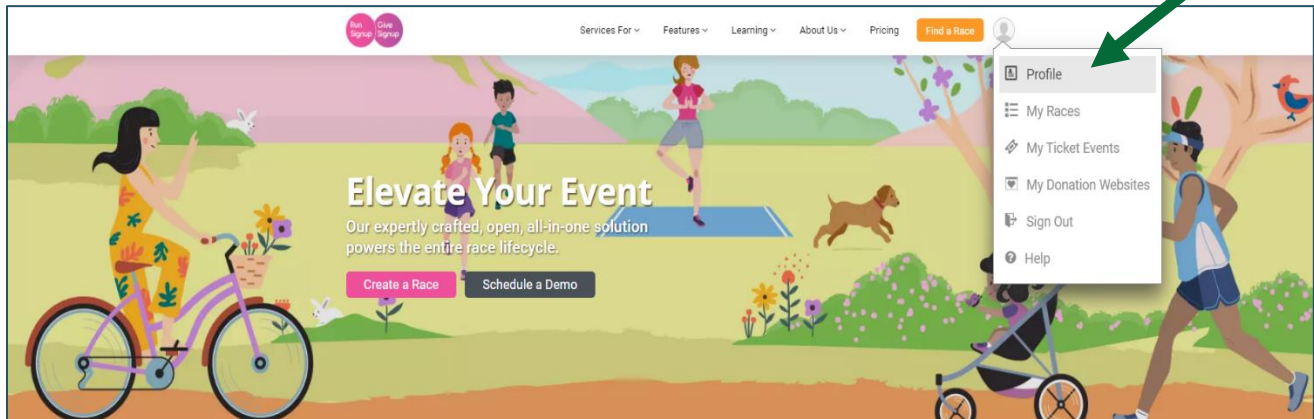
1. Before you can enable your pledges, you need to “Become a Fundraiser” first. If you haven’t become a fundraiser yet, please click [here](#) for instructions.
2. Visit our race website, sign-in to your account, and click the profile icon in the top right corner. In the drop down, click on **Sign in** to sign into your RunSignUp account.



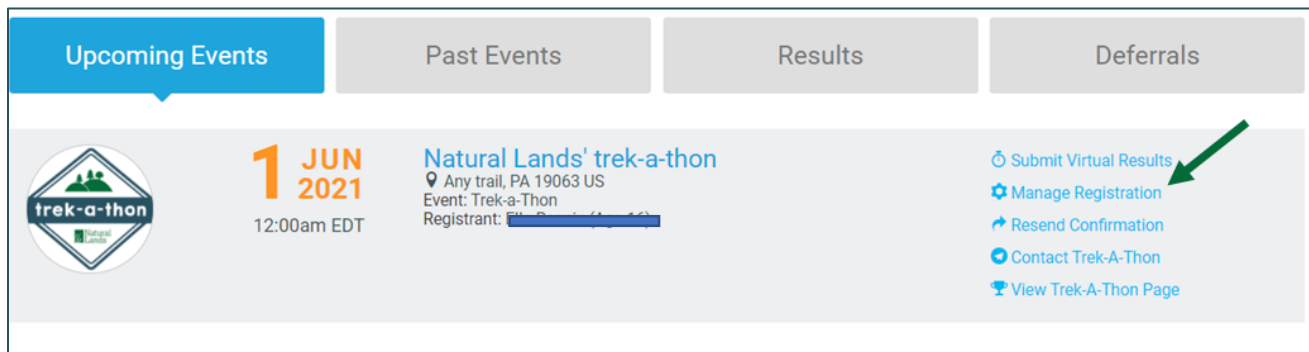
3. Enter your email and password for your RunSignUp account.



4. Click on the profile icon again in the top right corner.



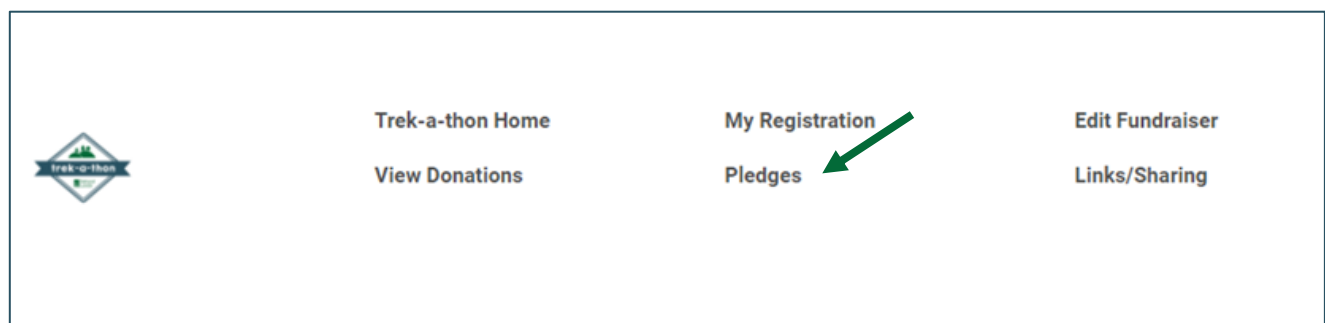
5. Click on **Manage Registration**



6. Click on **Fundraiser** at bottom of page.



7. Click on **Pledges**



8. Enter your **Estimated Minimum Number of Miles** and **Estimated Maximum Number of Miles** that you think you will complete during June. This will help give your donors an idea of how much they should pledge per mile. Then click on [Enable Pledges](#)

Fundraiser Pledges: Ella Rennix


In order to accept donation pledges, you must enable pledges first.

Pledges will be made per mile. Please enter the estimated minimum and maximum number of miles you intend to complete.

Estimated Minimum No. of Miles Estimated Maximum No. of Miles

Note: This must be a whole number.

[Enable Pledges](#) [Back to Fundraisers](#)

 [Trek-a-thon Home](#) [My Registration](#) [Edit Fundraiser](#)

[View Donations](#) [Pledges](#) [Links/Sharing](#)

9. You are now ready to start collecting pledges for Trek-a-Thon! Each fundraiser has a unique link to take people directly to the page to make a pledge for your fundraiser. **Don't forget to share this link!**

Fundraiser Pledges: [REDACTED]

Pledges are made per mile with your estimated range being 1 mile. If you want to change your settings, click [here](#).

Share the following link to take people directly to the page to make a pledge for your fundraiser:
<https://runsignup.com/Race/90181/Pledge/5gluaOwecZEUCFLq>

Final Number of Miles

You have not entered the final number of miles that you completed. [Be sure to come back to this page and enter in the number of miles once completed.](#)

Final No. of Miles

Note: This must be a whole number.

☐ I understand that I can NOT update this value after submitting this form and want pledgers to receive an E-mail informing them how to complete their donation.

[Record Final No. of Miles](#)

Pledges

You do not have any pledges yet.

[Import Pledges](#) [Back to Fundraisers](#)

10. Your supporters will be taken to your pledge page. On this page, they can either enter a pledge amount *per mile* or a *fixed donation amount*. They are also able to enter the maximum donation they wish to give. They will then enter their contact information and click on **Confirm Your Pledge**

The screenshot shows a web form titled "Pledge a Donation" with a gift icon. The form includes the following elements:

- Pledge Amount *** (with an information icon): Includes radio buttons for "Donate Per Mile" (selected) and "Fixed Donation". A text input field is followed by a dropdown menu currently set to "per mile" with a sub-menu showing "About 10 - 25 miles". A green arrow points to the text input field.
- Approximate Donation: Fill in Pledge**
- Maximum Donation *** (with an information icon): A text input field with a dollar sign icon. A green arrow points to this field.
- On Behalf Of:** Radio buttons for "My Name" (selected), "Anonymous", and "Other".
- Your Information:**
 - Link: "Already Have an Account? If you already have an account on RunSignup, click here to sign in."
 - Fields: "First Name *" (with a green arrow pointing to it), "Last Name *", "E-mail *", and "Confirm E-mail *".
- Confirm Your Pledge** button at the bottom.

11. The donor will then receive a confirmation of their pledge on the following page *and* receive an email confirmation.

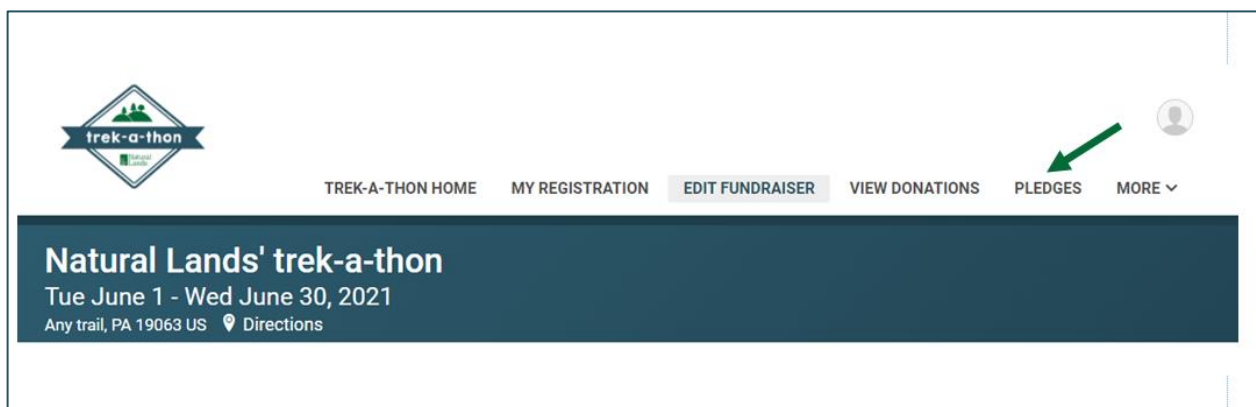
The screenshot shows a confirmation page titled "Thank You for Your Pledge!" with a gift icon. The page contains the following information:

- Message: "Thanks for pledging to donate! Below is your donation information."
- Details:
 - Pledge:** \$1 per mile
 - Max Donation:** \$10
 - Pledge Made:** Tuesday April 20, 2021
 - Expected Donation Date:** Wednesday July 7, 2021
 - On Behalf Of:** [Redacted]
 - Pledge ID:** 570
 - Confirmation Token:** 570-tkcTMXnQcSdEQdeTbSFn9J3Ggvr72pCs
- Instructions: "To complete your pledge, you can make a donation at:"
- URL: <https://runsignup.com/Race/90181/Pledge/5gluaOwecZEUCFLq?completeToken=570-tkcTMXnQcSdEQdeTbSFn9J3Ggvr72pCs>

12. Your donor can then choose to complete their pledge immediately using the link received in their confirmation email or after you complete the Trek-a-Thon.
 - a. **If completing pledge immediately:** The donation amount will be equal to the maximum donation they entered in their pledge or the fixed donation amount. If they did not enter a maximum, the amount will be equal to the maximum number of miles you estimated multiplied by the amount they pledged per mile. *For example, if they pledged \$1 per mile and the maximum number of miles you estimated is 25, the donation amount will be \$25.*
 - b. **If completing pledge after Trek-a-Thon:** You will need to first submit your mileage before the donor can complete their pledge.

TO SUBMIT YOUR MILES AND COLLECT PLEDGES *AFTER* TREK-A-THON, COMPLETE THE FOLLOWING STEPS

1. Log into your RunSignUp fundraising page and click on **Pledges** at the top.



2. Enter the **Final Number of Miles** you completed. You must then check the box acknowledging that you understand you can NOT update this total once you submit, so make sure your total miles are correct in the box, then click **Record Final No. of Miles**

Pledges are made per mile with your estimated range being 1 mile. If you want to change your settings, click [here](#).

Share the following link to take people directly to the page to make a pledge for your fundraiser:
<https://runsignup.com/colinrennix/pledge>

Final Number of Miles

You have not entered the final number of miles that you completed. [Be sure to come back to this page and enter in the number of miles once completed.](#)

Final No. of Miles

☐ I understand that I can NOT update this value after submitting this form and want pledgers to receive an E-mail informing them how to complete their donation.

Note: This must be a whole number.


Record Final No. of Miles





Pledges

You do not have any pledges yet.

Import Pledges **Back to Fundraisers**

- If you collected any pledges on the paper pledge form, click on **Import Pledges**. If you did not collect paper pledge forms, go **directly to Step #5**
- To Import Paper Pledges:** Enter the donor's **Name, Email, Pledge Amount Per Mile and Maximum Donation**, if any. If it's a fixed amount, check the **"This is a fixed donation"** box and enter the amount. You can also enter their name in the **On Behalf Of** box or check **"Show as anonymous."** Continue adding pledges, as needed. When **finished**, click on **Import Pledges** and your donors will receive an automatic email with a link to complete payment.


Upload CSV File  [Choose File](#) No file chosen
Note: Importing a CSV will clear anything already entered below.

DONOR INFO	PLEDGE AMOUNT	OTHER DETAILS
First Name  <input type="text"/> Last Name <input type="text"/> E-mail <input type="text"/>	Per Mile or Fixed Donation? <input type="checkbox"/> This is a fixed donation. Pledge Amount <input type="text" value="\$"/>  per mile Max Donation <input type="text" value="\$"/>  .00	On Behalf Of  <input type="text"/> Anonymous? <input type="checkbox"/> Show as anonymous.
Add Another Pledge		

[Import Pledges](#)

- On your pledge page, you will be able to see all of your pledges. For any donations that have not been received under **"Fundraiser Received"** you can copy your fundraising link to share with them. This will take them to the payment page.

Pledges are made per mile with your estimated range being 1 mile. If you want to change your settings, click [here](#).

Share the following link to take people directly to this page to make a pledge for your fundraiser:
[https://runsignup.com/\[redacted\]/pledge](https://runsignup.com/[redacted]/pledge) 

Pledges
 You have 1 pledge for a maximum of \$1.00 in donations. At most, \$1.00 of this has not been collected.

NAME	PLEDGE	DETAILS	PAYMENT DETAILS
[redacted]	Pledge \$1 Max Donation \$1	Pledge ID: #573	Pledge Date: 04/20/2021 12:35pm EDT Expected Donation Date: 07/07/2021 Change Fundraiser Received: No Change

[Download All as CSV](#) Page 1 of 1

1

[Import Pledges](#)
[Back to Fundraisers](#)

Any questions, please email brennix@natlands.org. Many thanks for supporting Natural Lands!