Energy for Life Walkathon

Fundraising Website How-To - 3.2
Part 1 – The Registration Process
Let’s get you Registered!

When you arrive to the Energy for Life Walkathon fundraising page, you’ll want to click on the ‘Register’ button (after you look around of course!)

You will then have to choice to register ‘As an individual’, ‘Join a team’ or ‘Create a team’

What do these mean?

- As an Individual – you will be registering as an individual fundraiser and not part of a fundraising team. You can register one or more individual fundraisers at a time.

- Join a team – just that – you will be registering as a fundraiser who is also part of a team. You can register one or more team members at a time.

- Create a team – this is if you are setting up your fundraising team. You will set up your team and then register one or more team members on the second step.
Create a team.....
Let's get that team registered!

- Click ‘Register’ and then ‘Create a team’
- A box will pop up for you to create your:
  - Team Name
  - Team Fundraising Goal (don’t worry – you can change this later if needed)
  - Team Page Headline (again, you can change this later if needed)
- Hit ‘Create team’ button!
Answer some questions about your team:
- Zip
- Address
- City
- State

Hit ‘Register’

You will now be prompted to Register yourself and your family as participants.
- Add your family members you will be registering. You can select from:
  - Adult Walker (16 & up)
  - Youth Walker (under 15)
  - Virtual Walker (you want to fundraise, but will not physically be at the event)
- Review ‘Your Order’
- When complete, hit ‘Submit’
You will then be prompted to ‘Complete Registrations’ for each registrant (attendee).

Be prepared with:
- First name, Last Name, Email (unique if available), Birth Date (not required), Phone, Home Address, Company Name, Gender (not required)
- Be sure to submit ‘I accept Waiver Agreement’ for each registrant.

Once finished with Attendee 1, hit ‘Next’
➢ You will then be prompted to ‘Complete Registrations’ for attendee #2
➢ Follow the same steps as above and hit ‘Next’
You will then be asked if you would like to make a donation upon registration.

You will then:

- Choose a pre-selected amount or enter your own amount by selecting ‘Other’ and entering your amount
- Choose if you would like to make a one-time gift or make multiple gifts throughout the year as a monthly donor
- Select who you would like the donation to be credited to (note, you will only see this if you have registered multiple people)
- You can select the check box to cover the transaction fees so that 100% of your donation goes to the UMDF (this is optional)
- You can also select ‘Skip Donation’
Final step is your ‘Check Out’
- Enter the information for the individual filling out the form. This should be an adult whenever possible.
- Once order looks correct, hit ‘Purchase’
- Note: you can always use the ‘Back’ button to go back and make changes to your order.
- You will then see ‘SUCCESS’ come across your screen to show your registration processed.
➢ You will then be directed to the ‘Next Steps/Thank You’ page.
➢ On this page, you will be able to view your individual fundraising pages as well as see the prompt to check your email to claim your fundraising page (allows you to edit your page – please note, if you entered unique emails for each registrant, they will each receive an email to claim their page) and to view your receipt.
Check your Email

- You will receive two emails upon registration
- Registration Confirmation Email
- This email will provide details about your registration and your donation receipt.

Hi Tania,

We appreciate your participation in Energy for Life Walkathon - Pittsburgh 2018.

Thank you!

Order Summary

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Walker (16 and over)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Tania Hanscom</td>
<td></td>
</tr>
<tr>
<td>Youth Walker (15 and under)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Logan Hanscom</td>
<td></td>
</tr>
</tbody>
</table>

Order Total $0.00

Total Amount Tax Deductible $0.00

ENERGY FOR LIFE WALKATHON - PITTSBURGH
Claim Your Fundraising Page Email

This email will require some action – so simply click on the teal box that says ‘CLAIM YOUR FUNDRAISING PAGE’ – it’s yours!

You will then be directed back to the website where you will be able to set up your fundraising page!