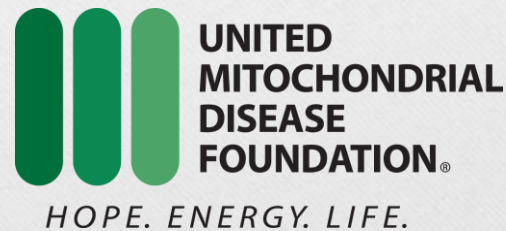
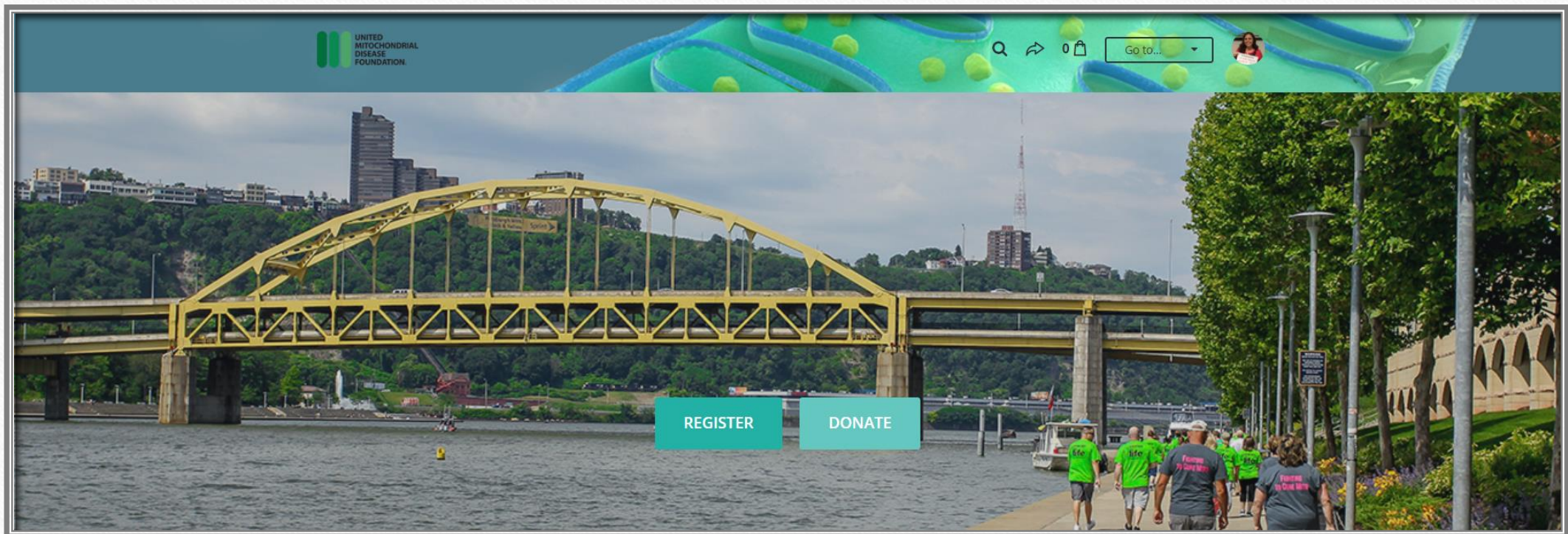


# Energy for Life Walkathon

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.

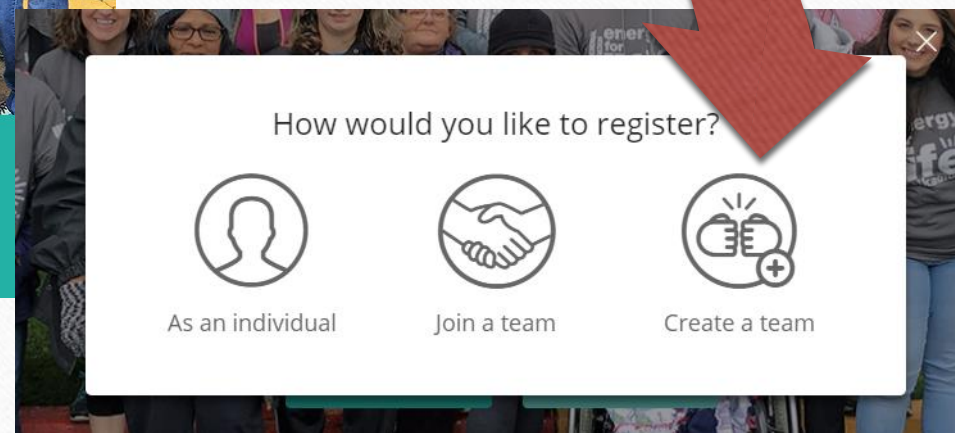


Create a team – this is if you are setting up your fundraising team. You will set up your team and then register one or more team members on the second step.





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!

The screenshot shows a 'Create your team' modal window with a close button (X) in the top right corner. The form contains three input fields, each with a red asterisk indicating it is required. The first field is 'Team name' with a placeholder 'Name your team'. The second field is 'Set Team Fundraising Goal' with the value '500'. The third field is 'Team Page Headline' with the text 'Help us raise money for United Mitochondrial Disease Foundation' and a character count '63/180' at the bottom right. A grey 'CREATE TEAM' button is at the bottom of the modal.

Create your team

Team name \*

Name your team

Set Team Fundraising Goal \*

500

Team Page Headline \*

Help us raise money for United Mitochondrial Disease Foundation

63/180

CREATE TEAM



- 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.

The screenshot shows a web form titled "Team Questions" with the subtitle "Tell us a little more about yourself." The form is set against a background image of a person's legs. It contains four input fields: "Zip" with the value "15239", "Address" with the value "8085 Saltsburg Road, Suite 201", "City" with the value "Pittsburgh", and "State" with the value "Pennsylvania". A teal "REGISTER" button is at the bottom. A close button (X) is in the top right corner.

### Team Questions

Tell us a little more about yourself.

Zip  
15239

Address  
8085 Saltsburg Road, Suite 201

City  
Pittsburgh

State  
Pennsylvania

REGISTER



- 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'

The screenshot shows a registration interface for a 'MIDNIGHT RUN' event. The top navigation bar includes a search icon, a share icon, a shopping cart icon with '2' items, and a 'LOGIN' link. The main content is divided into two panels: 'Select registrations' on the left and 'Your Order' on the right.

**Select registrations**

|                             |        |
|-----------------------------|--------|
| Adult Walker (16 and over)  | \$0.00 |
|                             | - 1 +  |
| Youth Walker (15 and under) | \$0.00 |
|                             | - 1 +  |
| Virtual Walker              | \$0.00 |
|                             | - 0 +  |

**Your Order**

|   |                                  |
|---|----------------------------------|
| Adult Walker (16 and over)<br>Attendee 1  | \$0.00<br><a href="#">Remove</a> |
| Youth Walker (15 and under)<br>Attendee 2 | \$0.00<br><a href="#">Remove</a> |
| <b>Total</b>                              | <b>\$0.00</b>                    |

[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’

Complete Registrations  
1 of 2

Adult Walker (16 and over)

Attendee 1  
Provide the attendee's information

First name \*  
Tania

Last name \*  
Hanscom

Email \*  
taniah@umdf.org

Birth Date  
July 03 1979

Cell Phone  
7244541853

Home Phone  
7244541853

Your Order

|   |                                  |
|---|----------------------------------|
| Adult Walker (16 and over)<br>Tania Hanscom | \$0.00<br><a href="#">Remove</a> |
| Youth Walker (15 and under)<br>Attendee 2   | \$0.00<br><a href="#">Remove</a> |

Total \$0.00

START OVER NEXT





- You will then be prompted to 'Complete Registrations' for attendee #2
- Follow the same steps as above and hit 'Next'

NDRIAL  
ION.

Q ↗ 2 LOGIN

Complete Registrations

2 of 2

Youth Walker (15 and under)

•

Attendee 2

Provide the attendee's information

First name \*

Logan

Last name \*

Hanscom

Email \*

taniah@umdf.org

Birth Date

July

12

2007

Cell Phone

7244541853

Home Phone

Your Order

Adult Walker (16 and over)

Tania Hanscom

Remove

\$0.00

Youth Walker (15 and under)

Logan Hanscom

Remove

\$0.00

Total

\$0.00

BACK

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'

The screenshot shows a web form titled "Add a donation". At the top, there is a decorative header with a blue and green abstract pattern. Below the title, the form is divided into sections. The first section, "Select an amount", features five teal buttons with white text: "\$500", "\$100", "\$50", "\$25", and "Other". Below these buttons is a currency selection area with "USD" and a dollar sign "\$" followed by a text input field. To the right of this is a "One-time" button with a downward arrow. The next section, "Who should we credit for this donation?", contains a dropdown menu with the text "Please select..." and a downward arrow. At the bottom of the form is a checkbox labeled "I'd like to cover all transaction fees so 100% of my donation goes to United Mitochondrial Disease Foundation." Below the form, there is a "SKIP DONATION" link.

Add a donation

Select an amount

\$500 \$100 \$50 \$25 Other

USD \$ One-time ▼

Who should we credit for this donation?

Please select... ▼

☐ I'd like to cover all transaction fees so 100% of my donation goes to United Mitochondrial Disease Foundation.

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.

Checkout

First name \* Last name \*

Tania Hanscom

Email \*

taniah@umdf.org

This is where your receipt and registration will be sent.

Address line 1 \*

8085 Saltsburg Road, Suite 201

[Add another address line](#)

Country \*

United States

City \* State \*

Pittsburgh Pennsylvania

Zip \*

15239

Your Order

Adult Walker (16 and over) \$0.00

[Tania Hanscom](#)

Youth Walker (15 and under) \$0.00

[Logan Hanscom](#)

Total \$0.00

BACK PURCHASE

By clicking I agree to the [terms](#)



- 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.



## Next Steps



Thank You!

Your registration was successful

\$0.00



Check your email

Claim your fundraising page and view your receipt



Tania Hanscom  
registered!

VIEW



Logan Hanscom  
registered!

VIEW





- 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!

12/06/2017

Order #9813971

#### Order Summary

Adult Walker (16 and over) \$0.00

Tania Hanscom

Youth Walker (15 and under) \$0.00

Logan Hanscom

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!

Hi Tania

Thanks for joining our fundraising efforts for Energy for Life Walkathon - Pittsburgh 2018

We are excited that you are supporting our mission. Energy for Life Walkathon - Pittsburgh 2018 helps us to raise vital funds to support our mission, and by fundraising with United Mitochondrial Disease Foundation, you are part of our Roadmap to a Cure.

Thank You,  
United Mitochondrial Disease Foundation

[CLAIM YOUR FUNDRAISING PAGE](#)

## ENERGY FOR LIFE WALKATHON - PITTSBURGH 2018

06/09/2018 at 9:00 AM

*-- taking place at--*

North Shore Great Lawn  
400 North Shore Drive  
Pittsburgh, PA 15212