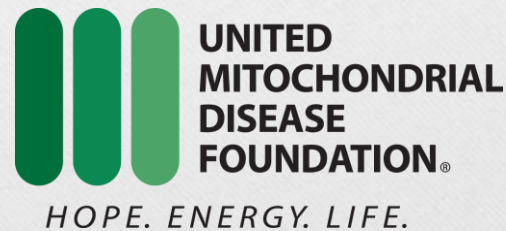
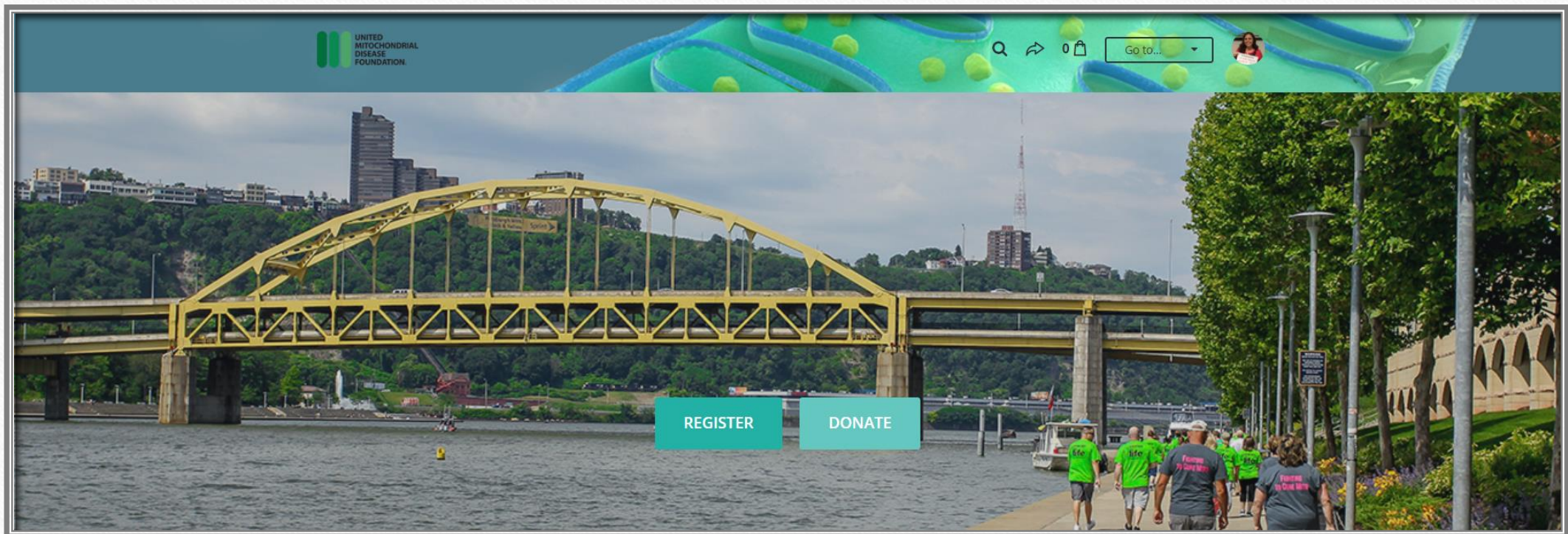


# Energy for Life Walkathon

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.

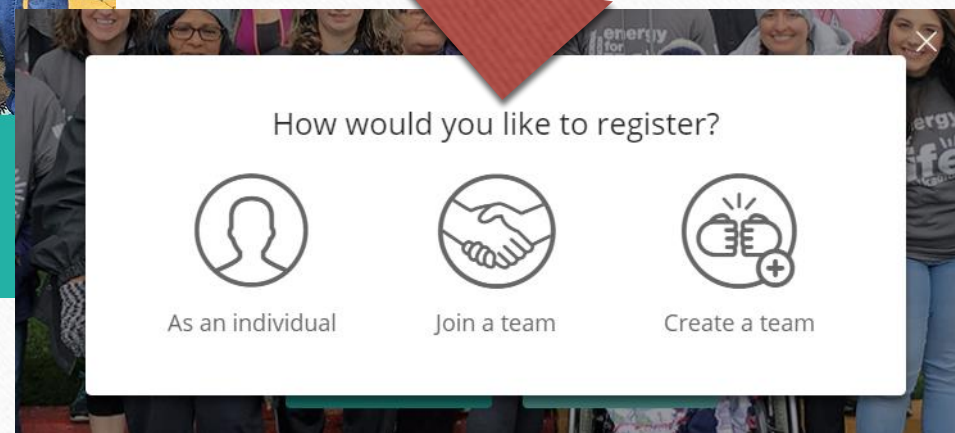


Create a team – this is if you are setting up your fundraising team. You will set up your team and then register one or more team members on the second step.





Join a team.....








You've been asked to join a team – you must be a pretty amazing person! Here's what to do:

- Click 'Register' and then 'Join a team'
- You will then be promoted to select a team. Choose one from the list or search for a team. Simply click on the name and you will be directed to register yourself and your family!

Select a team to join

Search for a team

	<b>Aubrey's Army</b> 1 Members • \$0 Raised	>
	<b>Leslie's Legacy</b> 1 Members • \$0 Raised	>
	<b>Team Lena</b> 3 Members • \$640 Raised	>





- 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'

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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)  
Attendee 1

\$0.00  
[Remove](#)

Youth Walker (15 and under)  
Attendee 2

\$0.00  
[Remove](#)

Total

\$0.00

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

Your Order

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

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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

\$0.00

Remove

Youth Walker (15 and under)

Logan Hanscom

\$0.00

Remove

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'

**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

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Order Total \$0.00

Total Amount Tax \$0.00  
Deductible

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