

INSTRUCTIONS FOR WALKATHON CROWDRISE FUNDRAISER PAGE

Click on the link below to set up your fundraising page:

<https://www.crowdrise.com/beafriend4thannualwalkathon>

1. Click on the 'REGISTER' button on the upper right-hand corner of page.
2. Then, click on the red 'Next Step' button on the EVENT REGISTRATION page.
3. Now you can Set up your Fundraiser by clicking the 'FUNDRAISE AS AN INDIVIDUAL' button.
4. Check the box to Guarantee Your Fundraising Minimum of \$250. Then click on the red 'Next Step' button.
5. Next, click the 'SIGN UP' button to Create an Account.
6. Fill out the First Name, Last Name, Email and Password fields and then click on the 'SIGN UP' button.
7. Now, fill in the required fields in the Participant Info section then click on 'NEXT STEP'.
8. Next, fill out the required fields in the Billing Information and Payment Information Sections. (Note: Your card will not be charged upon registration. You will only be charged in the event that you have not reached the fundraising minimum of \$250 by 9/25/16)
9. Click on the 'Complete Registration' button on the bottom of this page to continue.
10. Next, click the 'GO TO MY FUNDRAISING PAGE' button.

Your page is set!! Once you are on your fundraising page you can:

Use the 'EDIT FUNDRAISER' button to edit your fundraiser text, set your fundraising goal (minimum is \$250 but we welcome more ambitious goals) and upload pics and videos. Click 'SAVE' when you are finished.

NOTE: Your name will be automatically added to the first part of the title for your individual page, to remove it edit the text in the 'FUNDRAISER TITLE' field

After you have saved, click the 'VIEW FUNDRAISER' button and scroll down to the "THE TEAM" section. Click 'ADD PROFILE PHOTO' to complete your page.

Use the 'MANAGE CAMPAIGN' button to ask for donations.

To see the how the fundraising campaign is going or to view fellow team members pages click the orange link titled 'SAMARITANS 4th ANNUAL BE A FRIEND WALKATHON' to the right of your picture(s).