Step 1:

Type the URL into your internet browser

🔍 www.GHFWalkRun.ca
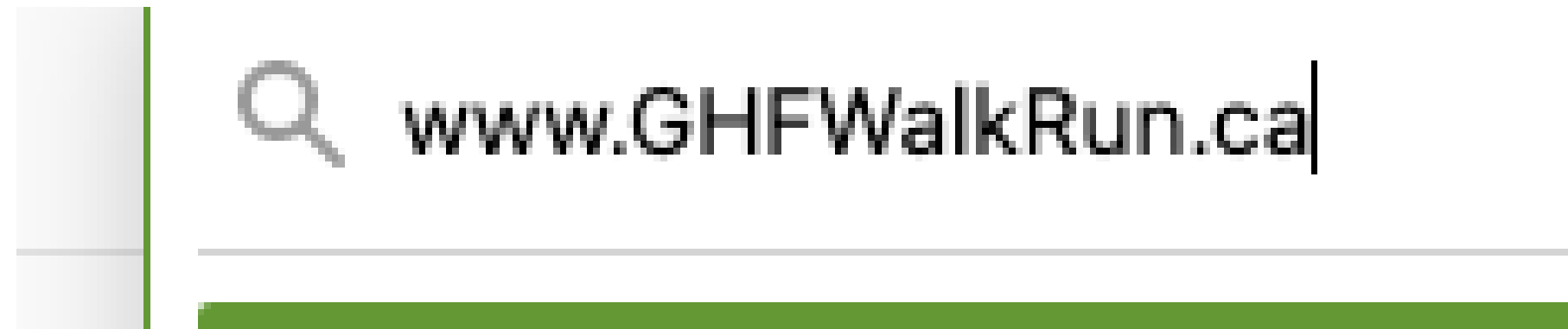
Step 2:

You will be taken to the Event Home Page, which looks like this. Please click on **"Register"** at the top of the page in the navigation bar.

Search This Event

Log In or Sign Up

Event Home   Register   Donate   Sponsors   Resources & Info   FAQ   Photos

Presented by RBC

Walk or Run for Georgetown Hospital

September 27, 2020

100%

$18,800.00

Walk or Run for Georgetown Hospital

Step 3:

This screen will appear. Please click on the space that says **"Register as a Fundraising Participant"**
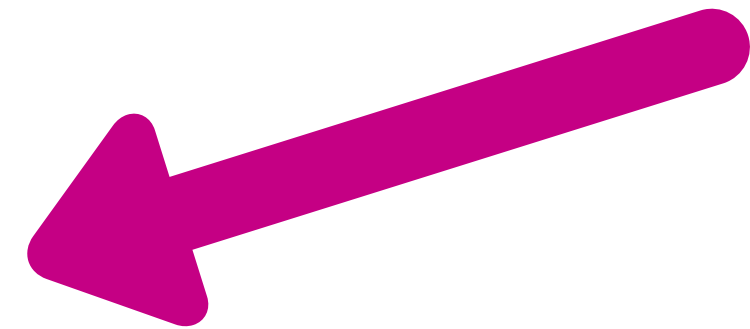
Registration Details → Review and Billing → Thank You

1 **How would you like to participate?**

Register as a Fundraising Participant

Create a fundraising page you share to help reach your fundraising goal. You'll also be able to join a team or create your own.

Cancel

Step 4:

This screen will then prompt you to enter your email address. Please enter your email into the space provided.
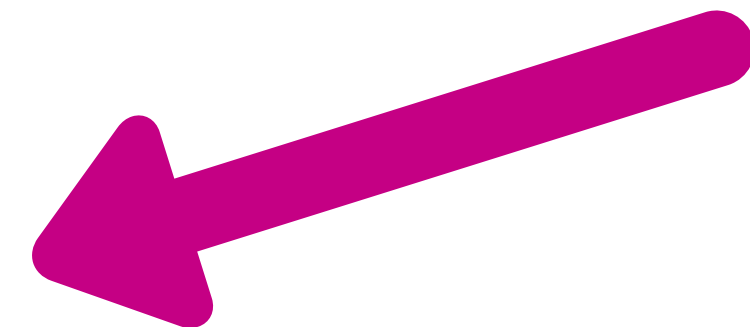
1 **How would you like to participate?**

Register as a Fundraising Participant

Create a fundraising page you share to help reach your fundraising goal. You'll also be able to join a team or create your own.

Your Email Address

name@example.com

Continue

Step 5:

Then you will have to choose adult or child participant. Please choose whichever participant classification applies to you.

(2) **Select a Classification**

○ **Child Participant (12 and under)**

Child participant (12 and under)

○ **Adult Participant**

Adult participant (12 and older)

Step 6:

You will be prompted to select between the following categories. Please select one that applies to you. In this case, we will register as an individual fundraiser. *You can always join or create a team after registering as an individual.*

3 Would you like to:

Join a Team

Join a team and raise more money by fundraising as a group!

Create a Team

Take the lead and create a team to supercharge your fundraising!

Continue as an Individual Fundraiser

Create a fundraising page without joining or creating a team.

Step 7:

You will then need to fill out your personal information. Please fill out all the boxes that are required to move forward in the registration process.

(5) **Personal Information**

First Name required

Last Name required

Address required

Address Line 2

City required

Province

Postal Code

Select a Pr... ▼

Step 8:

Here you can enter the fundraising goal you would like to achieve. You can put in any amount you would like. You can also donate to yourself to kick-start your fundraising.
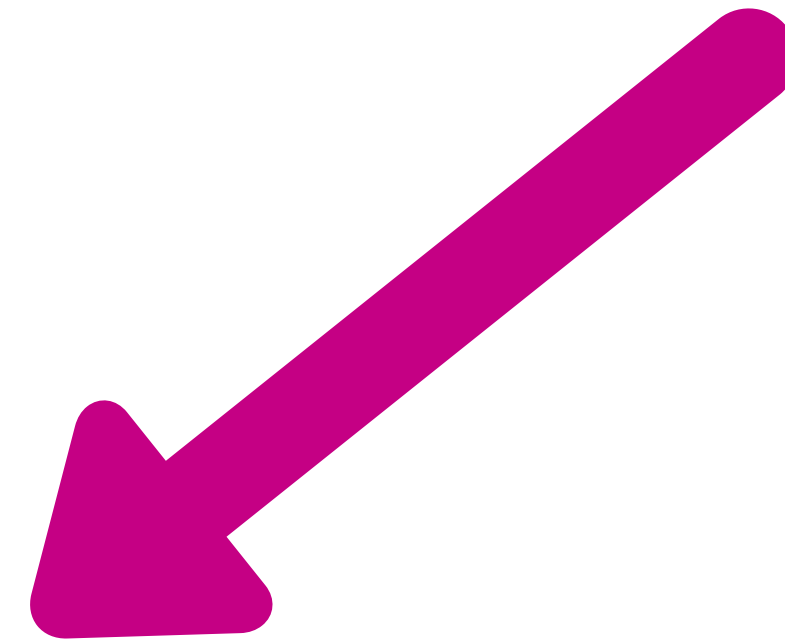
Fundraising Goal

Your Personal Fundraising Goal

$ 35.00

Optional Donation

Optional Donation Amount

$

You can start your fundraising efforts today by making an optional donation that will be applied toward your fundraising goal.

Step 9:

Here you can choose the size of the T-shirt you would like to recieve for the event. Note that it is required. You may also let us know if someone referred you to the event.

Additional Questions
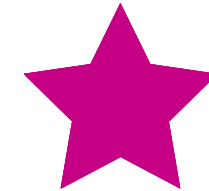
T-shirt Size required

Please Choose an Option ▼

Were you referred to this event by a person or business? If yes, type the name below:

Step 10:

The final step here is to read our event waiver and click the box beside "I agree and accept the terms and conditions"

Waiver

☐ I agree and accept the terms and conditions. ★

I agree that: 1) my participation in the Walk or Run for Georgetown Hospital event (the "Event") is voluntary; 2) I am in good physical condition and suffer from no personal health issues that may prevent me from participating in the Event; 3) at all times during the Event, my safety and safety of any minors under my care remains my sole responsibility; 4) I will discontinue from participating in the Event if requested to do so by any representative of Georgetown Hospital Foundation; and 5) I am aware of the inherent risks in participating in the Event and voluntarily assume such risks. I acknowledge that there are elements of risk involved in the Event and that neither Georgetown Hospital Foundation nor its affiliates

Step 11:

You will then be taken to this screen, where you can complete your registration by clicking **"Complete Registration"**.
You may also add additional registrants at the same time by clicking **"Add additional registrants"** (this is great for also registering family members)

Registration Details → **Review and Billing** → Thank You

Review and Complete Your Registration Below

Complete Registration	Go Back	Cancel

Registrations	Fees	Donation	Total	
Connor Vincent Individual	$0.00	$0.00	$0.00	✎

+ Add Additional Registrant

Promo Code(s)	Apply		TOTAL **$0.00**

Now you've registered!

Here's how you can log in afterwards if it does not automatically log you in.

Step 1:

On the event home page, you can see **"Log in or Sign up"** in the top right hand corner. Click on that to log into your account.

Search This Event

Log In or Sign Up ⌄

Event Home   **Register**   **Donate**   **Sponsors**   **Resources & Info**   **FAQ**   **Photos**

Presented by **RBC**

Walk or Run for Georgetown Hospital

September 27, 2020

Step 2: It will then take you to this screen. Here you will enter your log in email address and password.

Log In to Your Account

Email Address

Password

Log In   Forgot your password?

Step 3:

It will automatically take you to your Fundraising Dashoard when you log into your account. This is where you can access information on your fundraising goal and donations, access event resources, and more.

Search This Event

My Fundraising Tools ⌄   **Connor Vincent**

Event Home   Register   Donate   Sponsors   Resources & Info   FAQ   Photos

- Dashboard
- Share Event
- My Donations
- Resources
- My Registration

My Fundraising Dashboard

Customizing your fundraising page will help you raise more money! Creating a unique page for yourself is easy – all the tools are right here.

Get the Word Out

Providing easy access to your fundraising page is a great way to increase donations.

✉ Send a Fundraising Email   f Share on Facebook   👤+ Add a Registrant $ See All Donations

Step 4:

Dashboard

Share Event

My Donations

Resources

My Registration

Manage Registrations
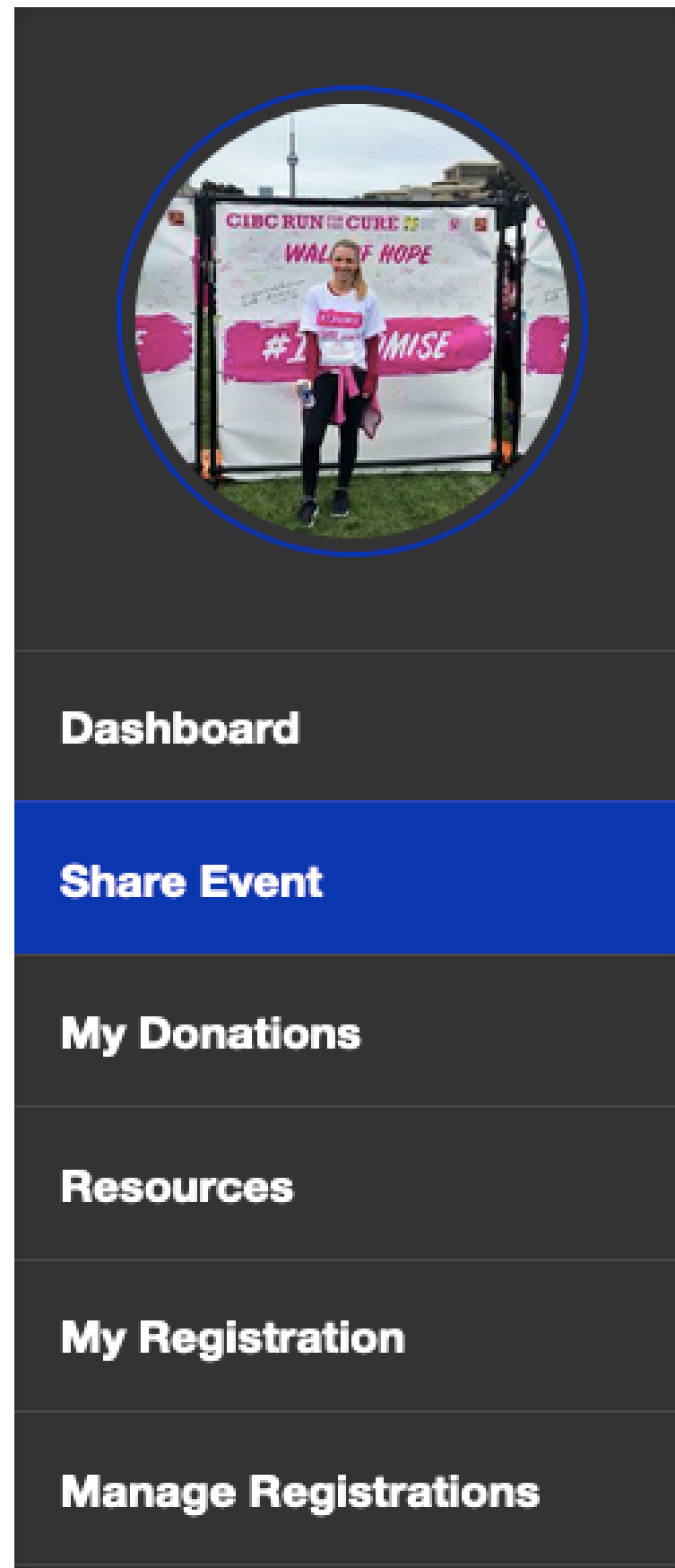
Share Event

Share your event by email, Facebook, or Twitter. People can't donate to you if they don't know how – start getting the word out!

Share Using Email	Share On Facebook	Share On Twitter

Send an Email

Email Management

(1) **I Want To**

- ○ Email Team Members

- ○ Send a Custom Fundraising Email

Step 4:

If you go to "Resources" you will find images and documents you can share to assist you on your fundraising journey. There are pledge forms also in there for those who want to collect donations offline.

Dashboard

Share Event

My Donations

Resources

My Registration

Manage Registrations

Downloadable Resources

Download resources provided by your organization.

Start Typing to Search Resources...

File Name	Type		
Participant Fundraising Toolkit	Document	Q Preview File	⬇ Download File
How to raise $1,000 fast!	Document	Q Preview File	⬇ Download File
Pledge Form	Document	Q Preview File	⬇ Download File
GHF Logo	Image	Q Preview File	⬇ Download File
Walk/Run 2019 Image	Image	Q Preview File	⬇ Download File
I support healthcare workers image	Image	Q Preview File	⬇ Download File

Step 5:

Under the **"Our Team"** tab, you can select different options including ask others to join your team, change teams, or leave a team.

Manage Registrations

My Recurring Gifts

Our Team

Edit My Page

Edit My Team Page

Your Team's Recruitment Goal

3 registered

0 goal

Set a goal to recruit new fundraisers to your team. Recruiting more people can help you raise more money so you can reach your fundraising goal faster!

0%

Update Our Recruitment Goal

View Team Page

Ask Others To Join

Change Teams

Leave Team

When askng your team mates to register, make sure they select the "Join a team" Option while registering and have them select your team.

3 **Would you like to:**

Join a Team

Join a team and raise more money by fundraising as a group!

Create a Team

Take the lead and create a team to supercharge your fundraising!

Continue as an Individual Fundraiser

Create a fundraising page without joining or creating a team.

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