

# Registration Instructions

6000 Sisters, 6000 Steps for Hope

Breast Cancer Walk and Expo

*“Its not just **Pink** it’s personal”*

Saturday, November 5, 2016

Richland College, DCCCD ▪ 12800 Abrams Rd ▪ Dallas, TX 75243



## TABLE OF CONTENTS

<b>Registration Fees</b>	<b>2</b>
<b>How to Register Online</b>	<b>2</b>
<b>How to Access Your Fundraising Page</b>	<b>4</b>
<b>How can Donors Make Online Donations to You</b>	<b>5</b>
<b>How to Register Offline</b>	<b>6</b>
<b>How to Turn in Offline Donations</b>	<b>6</b>

## REGISTRATION FEES

<b>Registration Fees – <u>Online Registration CLOSSES October 21, 2016</u></b>		
	<b>Early Registration (ends October 1, 2016)</b>	<b>After October 1, 2016</b>
<b>Adult Registration</b>	<b>\$30</b>	<b>\$35</b>
<b>Child Registration (ages 4 – 12)</b>	<b>\$20</b>	<b>\$25</b>
<b>Honorarium/Memorial Fees</b>		
<b>Honorarium/Memorial Purchase (purchase sign by October 17, 2016)</b>	<b>\$25</b>	

(T-Shirt guaranteed for participants who register **June 1, 2016 - October 21, 2016**)

### HOW TO REGISTER Online

1. Go to <http://sistersnetworkdallas.org/walk/annual-walk>
2. Click on “**Register To Walk**”
3. Click the “**Register**” button for Adult or Child Registration in the Individual Registration section.
4. Select the applicable option Under Individual / Team Registration:
  - a. Select “**Create a Team**” if you are a **Team Captain**, enter your Team Name, and select whether you want to send emails to invite friends to join your team (DO NOT select the option Team members must enter password to join) **Team Captains must register first and create their team before team members can join.** Even if you participated last year, Team Captains must register and create a team for this year. When creating a team, you may use the same team name from the previous year or create a new team name.
  - b. Select “**Join a Team**” if you are a **Team Member**, and select the team you wish to join from the drop-down list.
  - c. Select “Register as an Individual” if you do not wish to join a team.
  - d. Then click the red ‘x’ to close the pop-up message reminding you to answer yes to become a fundraiser.
5. Enter your contact information under Participant information (name, DOB, gender, phone, mailing address, email address, etc.)
6. Answer applicable questions under Participant Questions about company name, Breast Cancer Survivor, or purchase information for Honorarium or Memorial signs.

## How to Register Online (Cont.)

7. Select your T-Shirt size under 'Race Give-Away Information'
8. If you are creating or joining a team, click 'Yes' to become a fundraiser, even if you are not fundraising. (Answering 'Yes' will ensure your name and team is listed as a team member on the fundraising page as well as your team's registered participant list and donors can donate to you or your team.) Verify pre-filled information on the pop-up Fundraiser form; enter a User Name and password. (Please use only letters and/or numbers for your User name), then click "Become a Fundraiser" and close the thank you pop-up message. (Your user name and password is used to manage your personal fundraising page).
9. Select whether you are making a donation or purchasing an Honorarium or Memoriam sign with your registration. (Please note, your name or team name will not appear in the drop-down list under Support a Fundraising Team or Individual until after you complete your registration. Your additional donation will be manually added to your team or individual fundraising page after you complete your registration)
10. Please read the waiver carefully, enter your Date of Birth, First and Last Name in the signature section, and check the box agreeing to the waiver.
11. Verify your Purchase Total. General Donations and Honorarium/Memoriam purchases are listed separately. If you made a donation with your registration, your complete total will be tallied when you proceed to check out.
12. If you would like to register another participant, select "Register another participant" and select Adult or Child registration then complete their registration.
13. Click "Proceed to checkout" when done, verify registration details, complete your payment information then click "Complete Registration."
14. You will receive confirmation emails for your Registration, Fundraising Account Details (if you answered 'yes' to become a fundraiser), and Team Information (if you are a Team Captain). (Please check spam email folder if the confirmation emails do not appear in your inbox.)
15. Congratulations! You have registered as a Walk participant. See the section on 'How to Access your Fundraising Page' (page 4) to modify your Team and/or personal fundraising page.

## **How to Access Your Fundraising Page** (Modify your fundraising page after you've registered as a walk participant)

1. Go to <http://sistersnetworkdallas.org/walk/annual-walk>
2. Click on "Donate to Support a Team"
3. Click on "Login" (right side of page below event goals) (At a minimum, you must login and enter a personal goal (step 7) so your name appears as a Team Member on your Team's Donation Page)
4. Enter User name and password created during registration when you answered 'yes' to become a fundraiser, then click 'Submit'
  - a. If you forgot your password click "Forgot Password" and follow the prompts.
  - b. If you need to create a fundraising login, click "Become a Fundraiser" enter requested information and click 'Register' (Use 'Become a fundraiser' option if you registered offline or accidentally answered 'no' to become a fundraiser during registration)
5. Under My Profile, check the box to be notified by email, when you receive a donation, update contact information if needed, then click "Save All Changes"
6. Team Captains, click "Create/Edit My Team Page" to customize your Team page. You may enter a dollar amount for your Team Fundraising Goal (suggested minimum goal \$1,000 - \$100 per team member for a team of 10 members), enter a team message, upload images & share team page on Facebook. Click "Save All Changes & Publish" when done.
7. Click "Create/Edit My Personal Page" to customize your personal fundraising page. Enter a dollar amount for your personal Fundraising Goal, (suggested minimum goal \$100) enter a personal message, upload images & share your page on Facebook. Click "Save All Changes & Publish" when done.
8. Click on "Communication" to send emails to request donations from family, friends, co-workers, etc...
9. Once you receive donations, click "Reports" to view your fundraising statistics and donors.
10. Click "Logout" when done.
11. Congratulations! You now have your own personal fundraising page where donors can donate directly to you.

## How can Donors Make Online Donations to You

After you've registered and customized your fundraising page, you may direct donors to your personal page to make online donations to you.

1. Donors may search for your name from the donation page. Have donors:
  - a. Go to <http://sistersnetworkdallas.org/walk/annual-walk>
  - b. Click on "Donate to Support a Team"
  - c. Click on 'Search by Last Name' under Support a Fundraising Individual, type the first few letters of your last name and click on your name to open your personal fundraising page
  - d. Click "Make Donation"
  - e. Complete the payment information
  - f. Click "Donate Now"

- Or -
2. You may copy & paste the web page address from your donation page into a personal email and send to donors. To copy the web page address: Go to your personal donation page; Right click the web page address (example: [https://thedriven.net/sisters-network-dallas.donate\\_team\\_cptain/teamId/891/captainId/2941/eid/6022024578](https://thedriven.net/sisters-network-dallas.donate_team_cptain/teamId/891/captainId/2941/eid/6022024578)); Click 'Copy' and 'Paste' the address into your personal email message requesting a donation then send to donors.
  - a. Have donors:
    - 1) Click on the web page address from the email to go directly to your personal page
    - 2) Click "Make Donation"
    - 3) Complete the payment information
    - 4) Click "Donate Now"
3. Your donors will receive a confirmation email for their donation. (Have them check their spam email folder if the confirmation email does not appear in their inbox.)

Sample Email to solicit donations

Hi \_\_\_\_\_,

I will be walking in the 6000 Sisters, 6000 Steps for Hope Walk on Saturday, November 5, 2016 to support Sisters Network Dallas. I would appreciate it if you could make a donation for the cause. Please click on my webpage link below to make a donation.

Link: [https://thedriven.net/sisters-network-dallas.donate\\_team\\_cptain/teamId/891/captainId/2941/eid/6022024578](https://thedriven.net/sisters-network-dallas.donate_team_cptain/teamId/891/captainId/2941/eid/6022024578)

Thanks,

## **How to Register Offline**

1. Go to <http://sistersnetworkdallas.org/walk/frequently-asked-questions>
2. Click on “Registration-Form-2016 (PDF)” under ‘How can I register?’ to download an offline registration form. Completed form and registration fee should be turned in to Team Captains, if applicable, turned in at designated bank nights or mailed to Sisters Network Dallas, P.O. 743811, Dallas, TX 75374

## **How to Turn in Offline Donations**

1. Go to <http://sistersnetworkdallas.org/walk/frequently-asked-questions>
2. Click on “Team-Individual-Donation-Form-2016 (PDF)” under ‘How do I turn in offline donations?’ to download an offline form to collect donations. Completed forms and donations should be turned in to Team Captains, if applicable, turned in at designated bank nights or mailed to Sisters Network Dallas, P.O. 743811, Dallas, TX 75374

For more information, please visit <http://sistersnetworkdallas.org/walk/annual-walk>