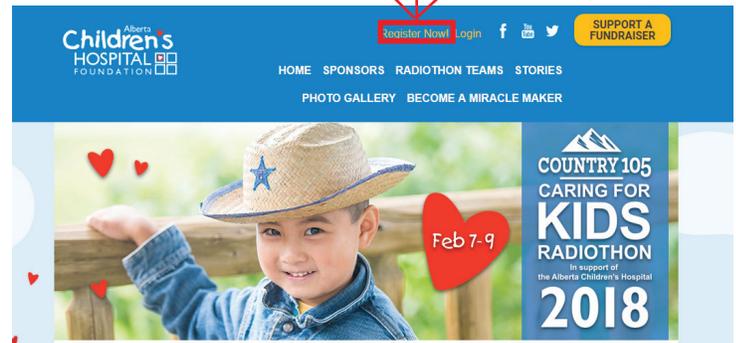


Radiothon - Fundraising Guide

Thank you for creating a fundraising page in support of the Caring for Kids Radiothon. Your Participant Page is a great tool to help increase the impact of your participation.

Ia. Join or Form a Team or Register as an Individual.

Create a Radiothon Team, join an existing team, or sign up as an individual fundraiser by clicking the "Register Now!" button at the top of the page navigation.



Ib.

You will be directed to the registration page. If you are **registering as an individual**, click the blue "Register as a fundraiser" button in the first bucket.

If you are **joining an existing team**, type in the team name in text area of the first bucket, and click "Search for a team". If you don't know the team name, you can click the button without entering any text, and it will take you to a page where you can scroll through all existing teams.

When you find the team name, click "Join."

To **form a new team**, type the name of the team, enter your fundraising goal and click yellow "Create a new team button" in the second bucket.

2. Choose your Participation Type.

There are four participation types to choose from:

1. Alberta Children's Hospital Staff (you work at ACH)
2. Work Place Champion (Corporate Teams)
3. Radiothon Champion (General public/community members that are signing up without association with a company team).
4. Hospital Family (You or your family have been cared for at the Alberta Children's Hospital).

1 Get Started 2 Select Options 3 Provide Details 4 Review

Participation Options
Select one of the participation types below.

* Select a Participation Type

- Alberta Children's Hospital Staff - No Fee
You work at the Alberta Children's Hospital and want to support this amazing facility!
- Work Place Champions - No Fee
Gather up your office for a terrific team-building experience you just can't put a price on!
- Radiothon Champion - No Fee
Radiothon Champion - You're a member of the community who wants to help sick and injured kids at the Alberta Children's Hospital! Thanks for being on our team!
- Hospital Family - No Fee
You or a member of your family have used the Alberta Children's Hospital and are giving back to this amazing place!

Your Fundraising Goal:
\$150.00
Suggested Goal: \$150.00

Would you like to make an additional gift?
Additional Gift:

PREVIOUS STEP NEXT STEP

3. Login.

If you already have a login from previous events, enter your username and password under "Returning User". If you can't remember your details, click "Email me my login information". Enter your email address and your uername will be sent to your email address associated with your profile. From here you can choose to reset your password if you don't remember it.

1 Get Started 2 Select Options 3 Provide Details 4 Review

Returning Participant or User Login

* Indicates Required

New User

JOIN AS A NEW PARTICIPANT

Returning User

* User Name:

* Password:

LOG IN

[Email me my login information](#)

New user? Click "Join as a New Participant"

4. Fill in Registration Details

Complete registration form and click "next Step" when finished.

There is no cost to register.

Click "Complete Registration" once reviewing your information.

1 Get Started 2 Select Options 3 Provide Details 4 Review

Registration

* Indicates Required

Please complete the registration form below

Personal Information

* Title

5. Access your Participant Centre

Now that you are registered, you can access your participant centre where you can customize your personal fundraising page, team page and invite people to join your team, make a gift and thank your supporters for their gift.

Thanks for Registering

Thank you for registering for Caring for Kids Radiothon 2018!
A confirmation email has been sent to [REDACTED]

Start fundraising today with your Participant Center!

ACCESS YOUR PARTICIPANT CENTER

6. Login to your participant centre.

Login to your participant center by clicking either “Login” on the top of the page or click on the Participant Page link that was sent to you in your registration confirmation email. Use the username and password that you entered during the registration process. If you have forgotten your password, click on “Login”, then at the bottom click on “Forgot your password?”.



6a

1 Get Started 2 Select Options 3 Provide Details

Returning Participant or User Login

New User

JOIN AS A NEW PARTICIPANT

Returning User

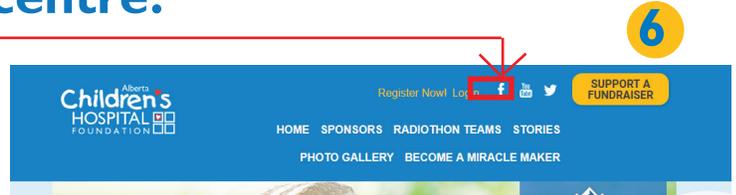
* User Name:

* Password:

LOG IN

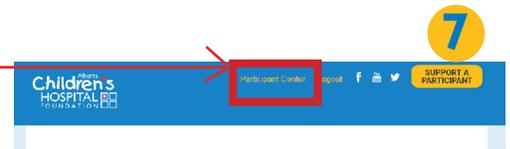
Email me my login i

PREVIOUS STEP



7. My participant centre main page.

Once you have logged in, at the top of the page click on “Participant Center”. Your participant center will show you your Fundraising, Email and Team statistics and give you options for how to build your page and reach out to friends and family about supporting you during Radiothon.



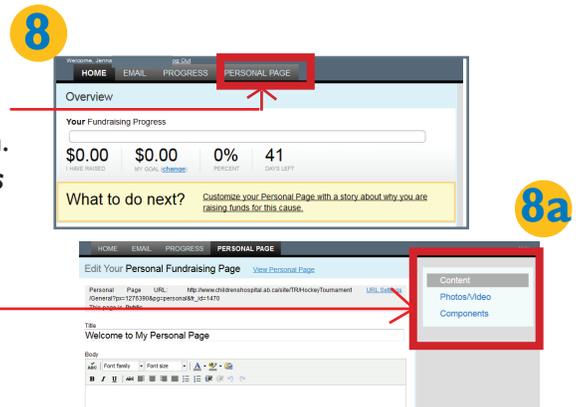
8. My web page.

You can edit the URL, title, photo, background and text on your page. Personalize it and share why you are supporting Radiothon. ***If your team page has been setup by the Alberta Children's Hospital Foundation, please do not change the teampage URL***

On your personal page, select “Photos/Video” on the right hand side and upload.

Images must be .gif, .jpg, or .png files. Files with a .jpg or .png type will be automatically resized to fit in a 300 x 400 pixel space. The maximum acceptable file size is 4 Mb.

If you are the captain of a team you will have access to your personal page and your team page.



8

PERSONAL PAGE

Overview

Your Fundraising Progress

\$0.00 \$0.00 0% 41

What to do next? Customize your Personal Page with a story about why you are raising funds for this cause.

8a

Content

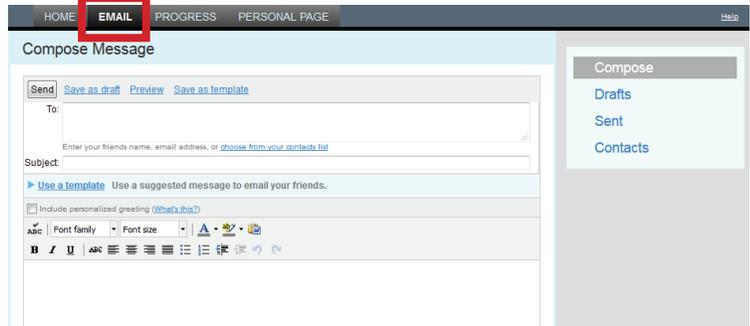
Photos/Video

Components

9. Send email.

Send emails to your friends and family encouraging them to donate or join your team. Enter email addresses individually or import your address book from your email service or as a .CSV file.

You can use the template provided or create your own email and save it as a template for future use.

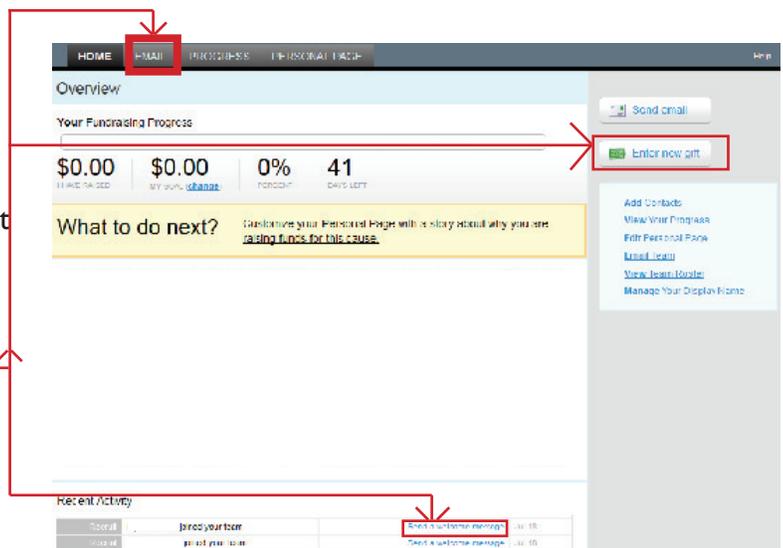


10. Other tools.

Enter Pledges - Enter the details for a gift that someone gave you or promised to give you by selecting "Enter new gift" on the right hand side.

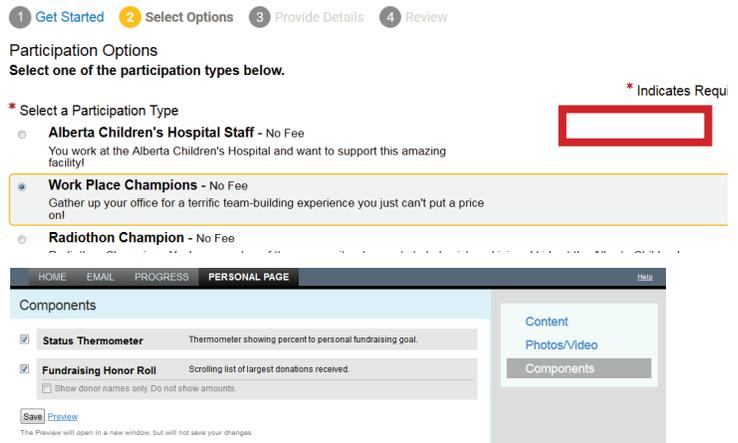
Encourage Teammates - Welcome participants that have joined your team.

Thank you - send thank you emails to those that have donated to you.



11. Gadgets.

If you want to add a thermometer or honor roll for your donors you can select "Components" on the right hand side of your personal page.



Thank you for fundraising for the Caring for Kids Radiothon!
If you have any questions, please contact
Kelly Knight Dasko
403-955-8833 or kdasko@achf.com