



Registration How-To Support Guide

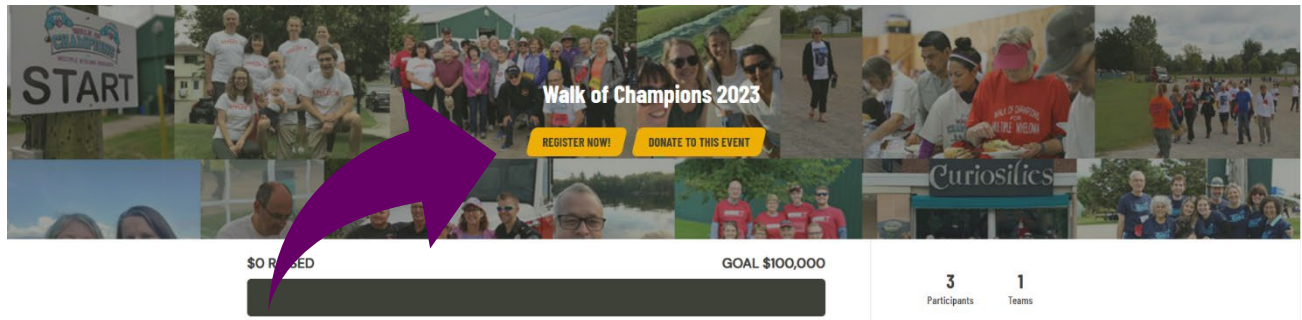
This is your resource manual for your Donor Drive Fundraising Portal.

This guide will show you:

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How to Register:

1. Go to www.lhsf.ca/myeloma



2. Click on the 'Register Now' Button

3. If you have registered for the event in the past (or any other event for LHSF), click on "Login to your account". Enter your username and password.

If you have not registered before, create a New User Profile by entering your information. Make sure you remember the email address and password you use to register as this is what you will be using to login to your Participant Profile.

A screenshot of the user registration form. At the top, there's a section titled 'Been here before?' with a question mark icon and a link to 'Login to your account to prefill the fields below with your information.' Below this, there are three input fields: 'Name' (with a red asterisk), 'Email Address' (with a red asterisk), and 'Create Password' (with a red asterisk). A 'Privacy' link is located below the 'Email Address' field. At the bottom of the form, there is a blue button labeled 'CONTINUE TO NEXT STEP' and a red link labeled 'Cancel'.

4. Click 'Continue to Next Step'

5. Select your registration type

The screenshot shows the 'Registration Type' form. At the top, it says 'Participant Type* Registration'. Below this, there are three options under the 'Role*' label: 'Individual', 'Join a Team', and 'Create a Team'. A purple arrow points from the text 'To join a team that is already registered.' to the 'Join a Team' option. Another purple arrow points from the text 'To register without joining a team.' to the 'Individual' option. A third purple arrow points from the text 'To create a new team.' to the 'Create a Team' option. At the bottom of the form, there is a blue button labeled 'CONTINUE TO NEXT STEP' and a red link labeled 'Cancel'.

To Join a Team:

- Click Search to find the team you want to join. Select the team and click 'Continue to Next Step'

To Create a Team:

The screenshot shows the 'Registration Type' form with the 'Create a Team' option selected. Below the 'Role*' label, it says 'Create a Team' with a blue 'Change' link next to it. Under the 'Team Type*' label, it says 'Community Event'. Below this, there are two input fields: 'Team Name*' and 'Team Fundraising Goal*'. A purple arrow points from the text 'Create a team name and set a fundraising goal.' to the 'Team Name*' field. At the bottom of the form, there is a blue button labeled 'CONTINUE TO NEXT STEP' and a red link labeled 'Cancel'.

6. Complete Your Registration Details

Registration Details

Your Fundraising Goal*

Make a Donation* ☐ Yes! I'd like to make a donation toward my fundraising goal.
☐ No thanks.

Are you a multiple myeloma patient?* ☐ Yes
☐ No

It's okay to contact me in the future ☐ yes

Check this box to make sure you are receiving important event emails

Address Information

Street*

Apt/Suite/Other

City*

Province/State*

Postal Code/Zip*

Country*

Phone*

Mobile Phone (Optional)

☐ Sign up for text alerts? ⓘ

+ Save & Add Another Participant

If you chose 'Create a Team' and are registering other members, click here. (see explanation below)

[CONTINUE TO CONFIRMATION](#) [Cancel](#)

How to Register an Additional Participant

1. On the Registration Details page, click the 'Save and Add Another Participant' button
2. Complete the required information for the additional participant
 - Unique email addresses are required.
 - If you are registering a minor who does not have their own email address, be sure to select the appropriate 'Relationship to you' and check the 'I will manage this participant's page...'
 - If you do not check the 'I will manage this participant's page...' option, you will not be able to register them with an already used email address.

Registration Type Participant 2

Name* First Name Last Name

☒ Use my address for this participant

Relationship to You* [Select...]

☒ I will manage this participant's fundraising page and receive email about their fundraising progress.

Email Address*

[Privacy](#)

Participant Type* Registration

Team Test

1 Participant Added

You

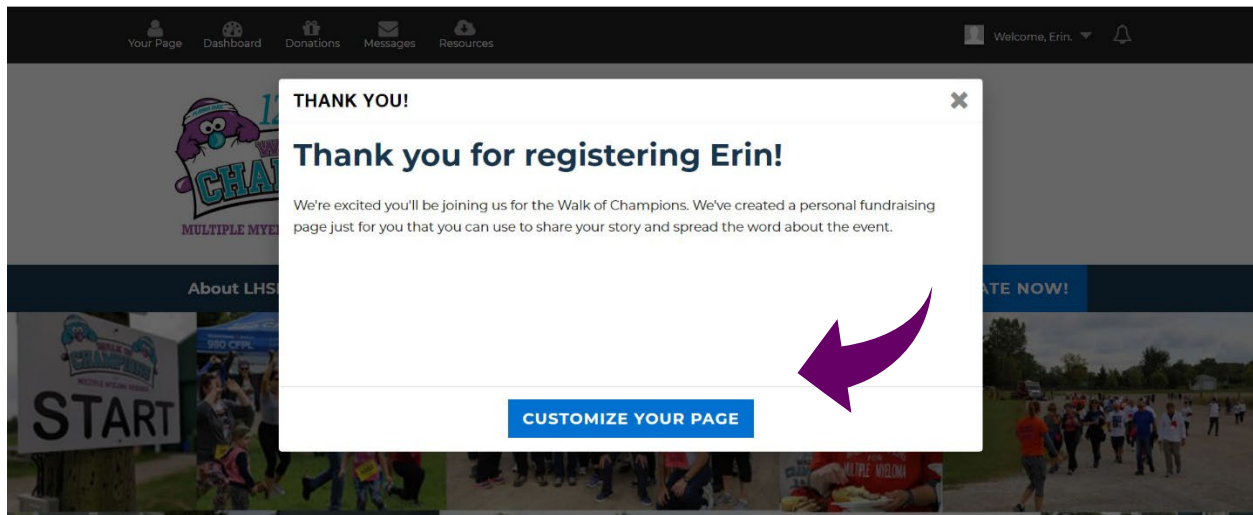
Registration

CONTINUE TO NEXT STEP [Cancel Additional Registration](#)

3. Once complete, click 'Continue to Next Step'
4. Confirm Registration details, Click 'Complete Registration'

How to Customize your Fundraising Page:

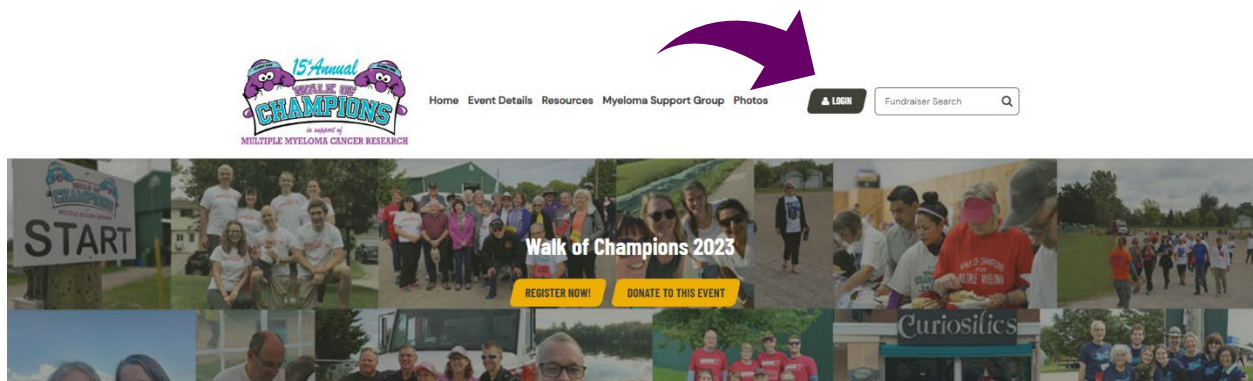
After you complete your registration(s), you will be prompted to Customize your page. You can do this at any time by logging in to your participant profile as well.



This prompt will walk you through adding a picture, customizing your personal story, and setting a unique link if you desire to.

How to Log in to your Participant Portal:

To access your Participant Portal, click on the Login button on the event homepage (www.lhsf.ca/myeloma). Enter your login details from when you registered.



How to Navigate Your Participant Portal

Dashboard View: (the example below is a team captain portal, so if you did not register your own team, all options might not be available to you, but it functions pretty much the same.)

The screenshot displays the 'Walk of Champions' participant portal dashboard. At the top, a navigation bar includes links for 'Your Page', 'Team Page', 'Dashboard', 'Donations', 'Messages', and 'Resources'. A welcome message 'Welcome, Erin.' is visible on the right. Below this is the event logo for the '15th Annual WALK OF CHAMPIONS' in support of 'MULTIPLE MYELOMA CANCER RESEARCH'. A secondary navigation bar contains 'About LHSF' and a prominent 'DONATE NOW!' button. A third navigation bar lists 'Home', 'Home', 'Event Details', 'Pledge Form', 'Myeloma Support Group', and 'Need Help?'. The main content area is titled 'Walk of Champions' and shows event details: 'Event Date: 09/13/2020 / Team: test Captain: You'. It features two tabs: 'Your Fundraising' and 'Your Team Fundraising'. The 'Your Team Fundraising' tab is active, displaying a 'Give Yourself a Gift' section with a 'MAKE A DONATION' button. Below this is a 'Your Stats' section with six metrics: Team Rank (1/2), Overall Rank (1/8), Donor Emails Sent (0), Donations Received (0), Largest Donation (\$0.00), and Average Donation (\$0.00). On the right, a sidebar contains 'YOUR FUNDRAISING' links (View Your Page, Make a Donation, View Donations Received, Register Another Participant), 'ASK FRIENDS TO DONATE' social media links, and 'EVENT INFORMATION' links (View Event Page, Print Event Info, Download Resources, Embed a Banner). Annotations with arrows point to various elements: 'Event Menu' points to the top navigation bar; 'View Toggle' points to the tabs; 'Action Items' points to the 'Give Yourself a Gift' section; 'Your Stats' points to the 'Your Stats' section; and 'Easy Links' points to the sidebar links.

Event Menu

View Toggle

Action Items

Your Stats

Easy Links

How to Make Donations on Behalf of Someone

If people have provided cash or cheque (made out to you) as a donation and you would like to submit them, please email jennifer.watts@lhsc.on.ca or call 519-685-8711. These donations can no longer be entered on the website as per Canadian Revenue Agency regulations. All donations made via credit card online will be issued tax receipts in the name of the cardholder and cannot be altered.

Your Dashboard View Explained

In the top menu bar, you will see the following from left to right:

Your Page – This takes you to your Personal Fundraising Page. This is the direct page that you will send your network to support you. You can update your picture, story or other details here.

Team Page – This takes you to the page of the team that you belong to (if you registered to either create a team or join a team). You can see how the team is performing overall with fundraising. Team Captains can edit any of the team details here. You can also send this link to people to join your team.

Dashboard – This is the page you see above. It is an overview of your fundraising and will be explained a little more below.

Donations – This page will allow you to see all public donations, as well as send thank you's to donors. Team Captains can toggle here to see the team donations as well.

Messages – If you hover over 'Messages' you will see shortcuts to compose messages, see your drafts, and sent messages as well as your contact list. If you click on it here, you will see more information on your messaging. This message centre is key to your fundraising campaign.

Resources – If there are resources available for your event, you will have access to them here.

Welcome Menu – If you hover over this, shortcuts to manage your account and preferences will appear.

Notifications Icon – This will let you know when you have new people join your team or receive donations.

Other Important Areas on your Dashboard

Event Menu – This menu will navigate you out of your Participant Portal. It won't log you out, so to get back just click on 'Dashboard'

Action Items – These are prompts to help you optimize your fundraising. They are simple and easy to complete and are really impactful on your fundraising efforts.

Easy Links – This menu bar is full of quick and easy links that help you manage your team and your fundraising page. You can view the donations you have received from here, or post to social media or even see event details.

View Toggle – If you created a team, you will be able to toggle here to view your Team Page or your Personal Page.