



## Registration How-To Support Guide

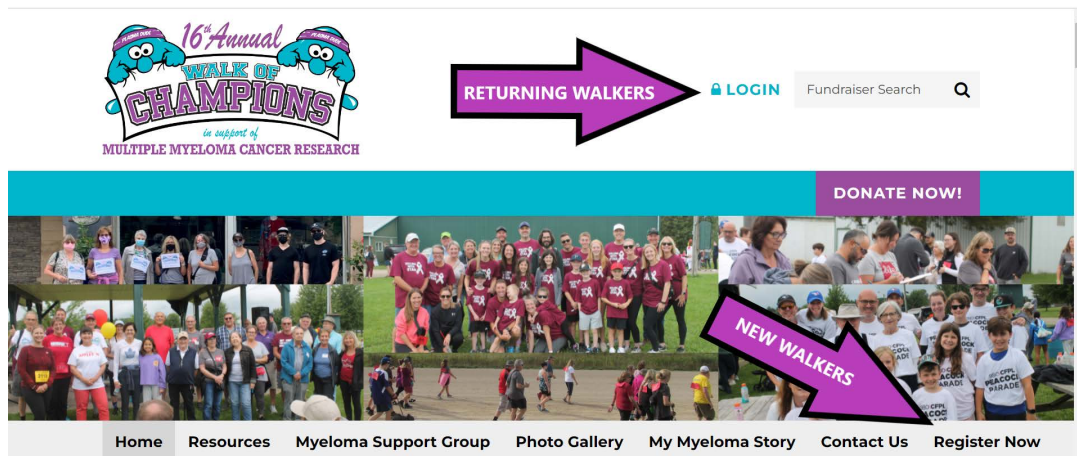
**This is your resource manual for your Donor Drive Fundraising Portal.**

**This guide will show you:**

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## How to Register:

1. Go to [www.lhsf.ca/myeloma](http://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.

4. Click 'Continue to Next Step'

## 5. Select your registration type

**Registration Type**

Participant Type\* Registration

Role\* Individual

Join a Team

Create a Team

CONTINUE TO NEXT STEP [Cancel](#)

To join a team that is already registered. →

← To register without joining a team.

← To create a new team.

### 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:

**Registration Type**

Participant Type\* Registration

Role\* Create a Team [Change](#)

Team Type\* Community Event

Team Name\*

Team Fundraising Goal\* \$

CONTINUE TO NEXT STEP [Cancel](#)

→ Create a team name and set a fundraising goal.

## 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\* [Select...] ▼

Postal Code/Zip\* A9A 9A9

Country\* Canada ▼

Phone\* 123-123-1234

Mobile Phone (Optional) 123-123-1234

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**

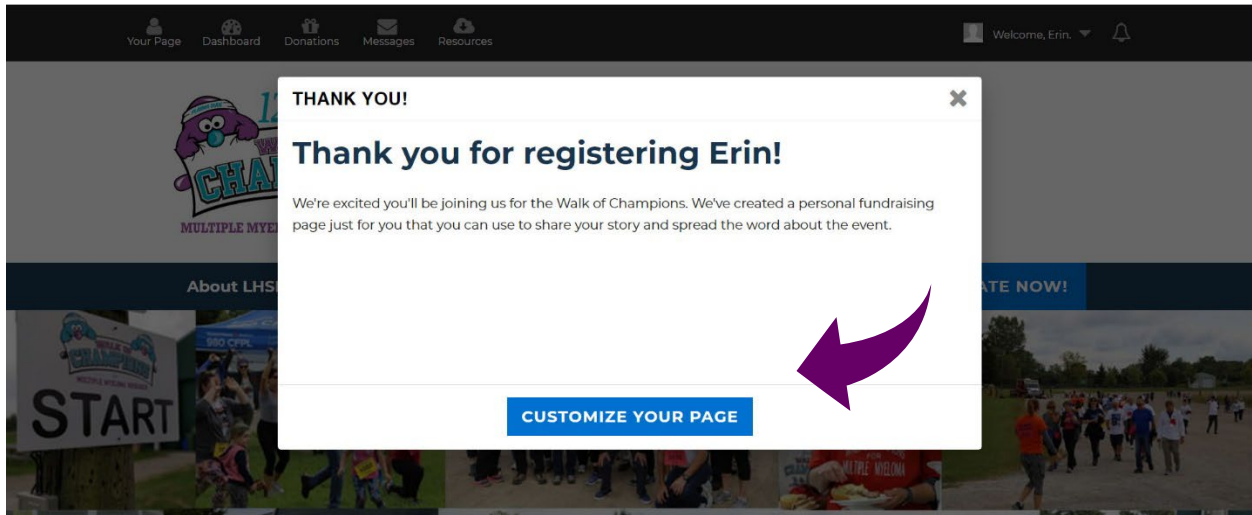
Team  Test

[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](http://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 shows a participant portal for the 16th Annual Walk of Champions. The top navigation bar includes links for 'Your Page', 'Team Page', 'Dashboard', 'Donations', 'Messages', and 'Resources'. The main content area is titled 'Walk of Champions' and includes a 'View Toggle' for switching between 'Your Fundraising' and 'Your Team Fundraising'. A central card titled 'Give Yourself a Gift' encourages donations 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). A right-hand sidebar contains 'Easy Links' such as 'View Your Page', 'Make a Donation', 'View Donations Received', 'Register Another Participant', 'ASK FRIENDS TO DONATE', and 'EVENT INFORMATION'. The footer includes '© 2020 Contact Privacy' and the 'DonorDrive' logo.

## 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](mailto: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.