

# Instructions for use of Crowdrise On-line Registration and Donating

<https://www.crowdrise.com/JCMW2017>

## **CROWDRISE TERMINOLOGY:**

### **EVENT:**

- An “event” is designed for Event Organizers to reach out to a bunch of participants and provide them a way to fundraise for a cause. **So, the Jim Cameron Walk is considered an event.**
- The event “organizer” is the one who creates the “main page” on the website, where individuals & teams can come and join the event.
- Individuals AND Teams can join the event.
- Participants can join as an individual.
- Participants can create a Team.
- Participants can join a Team that has already been created.
- EACH participant, whether an individual, or as part of a Team, will HAVE THEIR OWN personal fundraising page as PART of THE EVENT.

So, the JCMW presently has its own Event Page established. Teams will create their own webpage within the JCMW. Team-members will create their own page within their team. This will become their appeal page to send to others requesting donations, and it will also track their success of receiving donations.

### **FUNDRAISER:**

- A “fundraiser” is an Individual or Team who is a part of the “event”. Therefore, a “fundraiser” is a participant in the JCMW Event.
- A “fundraiser” can create a Team.
- A “fundraiser” can join a team.
- A “fundraiser” can simply be an individual, not part of any team.

## **EVENT FUNDRAISING:**

### **How Do I Create a TEAM for the JCMW?**

1. Go to <https://www.crowdrise.com/JCMW2017> and you will find our “Event Page”.
2. Choose the “REGISTER” button on the JCMW Event Page. (It’s located on the right side of the page, within the gray box).
3. Pick 5K Walk or 10K Walk. Then click “Next Step”.
4. You will be sent to a page that asks you: “Set up your fundraiser”? Choose: “Create a Team”.

5. As a Team-Leader, it is here you will create your Team. You will assign it a Team Name and be able to upload a photo representing your Team.
  - a. Enter your team name in the box and click “Next Step”.
  - b. “Log In” or “Sign Up” (if new).
  - c. Enter the URL you want to use for your team page.
  - d. Complete your “Participant Info” and click “Net Step”.
  - e. Click “Complete Registration”
6. Congratulations! You have just established your JCMW Team! You have also registered yourself on your team!
7. To edit:
  - a. You need to LOG IN at top right corner.
  - b. Click on picture or small square box next to LOG IN.
  - c. Click on “ACCOUNT”.
  - d. Pick “Edit Profile’ and click on it.
  - e. Make changes.
8. Note your team URL link to your page.  
Example: <https://www.crowdrise.com/Bridgewater-Pointe-Condos2>
9. Remember to “LOG OUT”: Go to your name in upper right corner, then click and pick “LOG OUT” in dropdown menu.

## **How Do I Get People to Join My Team?**

1. Once your Team Page has been established, send emails from your personal email service to those you want to recruit to walk as part of your Team, including the URL of your Team page.  
Example: <https://www.crowdrise.com/Bridgewater-Pointe-Condos2>

**Here is a Sample Email Message you can send out to people who you would like to join your Team:**

*This is great...I am asking you to help raise money for LAKE CHRISTIAN MINISTRIES by walking on our team (TEAM NAME) in the Fourth Annual Jim Cameron Memorial Walk on Saturday, September 16, 2017. Will you join our Team?*

*Simply go to our Team page [enter your Team URL] and follow the instructions in points 2 thru 9 below. When you are done, you'll instantly have your own fundraising page as a part of our Team. Simply answer the prompts, and questions, and you will become part of our 2017 Team!*

2. After going to the Team’s URL, simply choose the “**REGISTER**” black button on the right side of the page, which will take you to the “EVENT REGISTRATION” page.

3. Pick 5K Walk or 10K Walk. Then click "Next Step".
4. You will be sent to a page that asks you: "Set up your fundraiser"? Choose: "Join A Team".
5. Enter your team name in the box and click "Next Step". (Note if all capitals in name may have to use capitals only for first letter, such as "THE BOYS" would be "The Boys".
6. Complete your "Participant Info" and click "Net Step".
7. Click "Complete Registration".
8. Now YOU are a member of that Team.
9. You can select "EDIT FUNDRAISER" to set a goal for yourself, if you like.
10. You can "EDIT PROFILE" by going to name in upper right corner, clicking what you want to do.
11. Remember to LOGOUT: Go to your name in upper right corner, then click and pick "LOGOUT".

*Please email me if you need help with anything or have questions  
Thanks so much.  
Nancy Bagadonuts*

## **How Do I Start Fundraising for the JCMW using Crowdrise?**

1. Once you have joined a Team, you can begin fundraising for the JCMW! Using email, simply send your personal URL to people you would like to solicit donations from.

Example:

<https://www.crowdrise.com/Bridgewater-Pointe-Condos2/fundraiser/corinnematthies1>

2. Here is a SAMPLE email that you may use in this effort:

*Hi Betty, I am requesting your helping me raise money for Lake Christian Ministries through the Annual Jim Cameron memorial Walk being held on September 16, 2017 at SML State Park. Every dollar that I receive will be used to provide food, clothing, crisis financial assistance, and various other assistance and self-improvement programs offered at LCM. LCM provides these services to 3000 individuals with limited financial means within the Smith Mountain Lake area. LCM has no paid staff and is operated by over 160 volunteers that help the clients. If you would like to support my effort and donate to LCM, simply go to the URL link below which will bring you to my personal fundraising page and click the big DONATE button.*

*LCM is a 501(c) 3 corporation and all donations are tax deductible.*

<https://www.crowdrise.com/Bridgewater-Pointe-Condos2/fundraiser/corinnematthies1>

*Please email me if you need help with anything. Thank you for your support!.  
Harvey Wallhanger*

If You Would Like To Learn More About Lake Christian Ministries Go To:

<http://www.lakechristianministries.org>

If You Would Like To Learn More About The Jim Cameron Memorial Walk Go To:

<http://www.lakechristianministries.org/jim-cameron-walk.html>

If You Would Like To Learn More About Jim Cameron Go To:

<http://www.lakechristianministries.org/remembering-jim-cameron.html>