

SETTING UP YOUR TREK 4 TRYKES FUNDRAISING PAGE

COMPLETE THE FOLLOWING TASKS TO GET YOUR FUNDRAISING EFFORTS IN SHAPE AND OFF TO A GOOD START!

The process outlined below will work best if you have a facebook page or a presence on other forms of social media so you can easily get the word out to family, friends and members of your community. When you finish the set up process you can also email out the link to friends and family.

Don't worry, it's easy and free. Here's how:

1. Visit www.trek4trykes.org, click on **Trekker Info** to the right and then on the event you want to participate in.
2. It will direct you to that event's Crowdrise page. When you arrive, click the gray **Join the Event** button at the top right.
3. If you will walk or run at the event, click on **Register for the Event** to the right. If you just want to fundraise, skip to Step 4.
 - a. Choose the radio button next to the registration option that applies to you (most likely, it will already be selected). And then click on the orange **Next Step**.

Event Options: Cowboy Country Trek 17

Please select a registration option: *

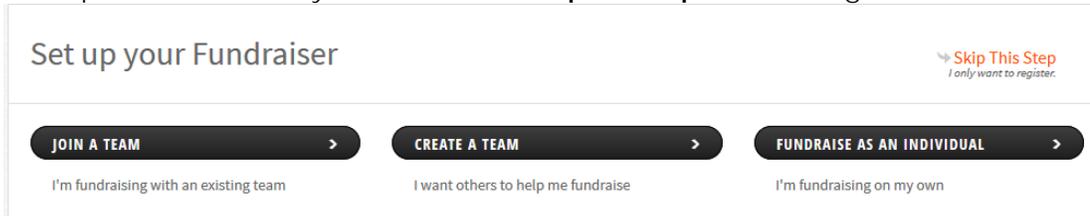
Register To Run/Walk/Pedal Copy

<input checked="" type="radio"/> 5K Run/Walk/Pedal Copy	\$20
---	------

Next Step

- b. Then choose if you want to **join a team** (say your work group all plans to walk in the event together) or **create a team** (you're going to make your besties walk with you whether they like it or not!) or **fundraise as an individual** (for people who will cover the distance solo or who don't want to count on others!). If you're not sure, you can start as an individual and join or create a team later. If you just want to register and

don't plan to fundraise, you can click on **Skip this Step** off to the right.



- c. Then Create an Account. It is free, easy and quick. Be sure to make a note of that password somewhere! ☺
 - d. Add in your Participant Info. Red starred questions are required including the participant waiver. When finished click Next Step.
 - e. And then Check Out.
 - f. A big Thank You page will come up. Click on Go to my Fundraising Page. It will auto fill some information from the main event page...but all of this can be changed, updated or added to by clicking on Edit Fundraiser. Skip to step 5.
4. Or click on **Start your Fundraiser**, to the left, if you are **not** going to walk or run but still want to help provide Amtryke Therapeutic Tricycles to people with disabilities in your community. Or if you registered already and have now decided you also want to help fundraise (thank you!).
- a. Choose either **Join a Team** (it will ask you to search for a team name). Or choose **Start Your Own Fundraiser**.
 - b. Choose a fundraiser title...you might want to include your name and Trek 4 Trykes.
 - c. Put in how much money you'd like to raise. You do not have to reach your goal in order for the funds to provide trykes for people in your community...so feel free to set your sights high! We'd like to suggest a goal of \$200 for each participant.
 - d. Write a few fun paragraphs (About Your Fundraiser) about why you have chosen to participate in the event and why providing trykes for riders with disabilities is personally important to you. You don't have to get it perfect. You can always change it later.
 - e. Put in your t-shirt size and accept the terms and conditions (click on the blue link to read the waiver). Click **Submit**.
 - f. Upload a photo. This is an essential step; if you do not upload an image, many people will not consider giving money. Choose a nice happy image of yourself, a kid on a tryke, or the Trek 4 Trykes logo. Find the Trek logo here: <http://bit.ly/1qyf4Se> and great kids on trykes photos here: <http://bit.ly/1Yr8pep>. You can download the image you want to use to your computer or use one of your own. Click on Browse and then find the image you want to use on your computer, click on the image, and then on Open. Don't forget to click **Upload Photo**. You can come back to this section later if you need to...just click Skip This Step at the bottom. If you are joining an existing team, skip to Step 5. If setting up a team, continue with g - i.
 - g. Search Charities. Type in "National AMBUCS." Be sure you choose the one in High Point, NC (EIN: 56-0715171). If you choose anything else, the funds will not be directed to buy trykes for people with disabilities in your community. We keep track of where the money goes by which event you're participating in. Regardless of where the event is being held, you must choose EIN: 56-0715171.
 - h. It will take you to a Login/Set up page that is divided into three sections. Look at the New Member section to the right, choose Personal Account and put in the details it asks for. This will be YOUR personal Crowdrise account. It is free. If I was you, I would uncheck the emails field. Click Sign Up.
 - i. You will then see what the fundraiser will look like to outside viewers.

5. If you look near the top, you'll see a line of tabs. View Fundraiser is the one you default to. If you click on Edit Fundraiser you can add or change the image, add or change the story, etc. Please look through everything on this tab and add as much as you can!
6. Once you're happy with your page, return to the View Fundraiser page. You can copy the url at the top of that page (it will be www.crowdrise.com/ and then whatever name you chose) and send that out in an email to family and friends.
7. **The Most IMPORTANT Step** is to click (one at a time) the social network icons where you have an account and post it out to your social network. You could, instead, copy that url and then go directly into your social media pages (say facebook or twitter) and post it there.

Contributions are tax deductible to the full extent of the law.