How to register and Set up a Fundraising Page – For Individuals

Part I: Register

Go to: http://rev3tri.com/maine/sign-up-me/registration/

Click on "CLICK HERE TO REGISTER" which will take you to the Active website:

http://www.active.com/triathlon/old-orchard-beach-me/rev3-maine-and-she-jams-2013

You will see a list of triathlon options as you scroll down. Click on the green "**Register Now**" button at the top right side of the page.

1. **Select category**: Under the "sheJAMs Olympic Rev" choose the option sheJAMs Olympic Rev (one woman completing the entire triathlon.

2. Click "**Continue**" once you have chosen the option you prefer.

3. **Sign in**:

   - If you have registered with Active before chose "Sign in with your ACTIVE.com account" and enter your email address and password, then click "Sign in".

   - If you are a "new user" enter your email address and click "continue".

     1. Choosing "New user" will ask you for information including name, gender, birthdate, address, and contact numbers.

4. **Choose options for:**

   - **T-shirt size, gift options**

   - **Fundraising:** choose "Fundraise for UNIVERSITY OF MAINE SYSTEM INC" to have your fundraising go toward Women, Work and Community. You are also able to make your own donation at that time which will be added to your total at check out.

   - **Additional purchases**: if you need to rent a wetsuit for the swim portion of the race you can choose the type and size here. If you wish to participate in the post race lobster bake you can purchase tickets here. The cost will be added to your total due at the end.

   - **USAT sanctioning**: if you are a member of USA Triathlon you will need to enter your membership number. If not, you will need to purchase a 1-year membership or a 1-day membership to compete. Choose your option here and check the box at the end of the agreement and sign in the box your electronic signature.

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- **Waivers and agreements**: You must check the box to agree to the Active Agreement and Waiver and sign your name in the box "Electronic signature".

5. Click "**Continue.**" You will then be taken to another page to fill out your payment information. Upon completion, you will see a note that your registration is complete.

PART II: Set up Fundraising Page

On the right hand side of this page is a **money icon**. You can click on "start fundraising" and it will bring you to your Active fundraising page.

1. Click "Manage my fundraising campaign"

2. -This will bring you to the "Dashboard" section of the fundraising. At the bottom of the page you will see two links:

   - the web address to your personal fundraising page.

   - A link is where you can customize your website.

3. Click on "Customize your website" and you will be directed to the "My Site" tab.

   - Title: Here you can change the title to something that reflects your race, goal, or your support   for Women, Work, and Community.

   - Personal Message: The most effective fundraising campaigns give a personal reason for competing in the race and also tell about why you are supporting the organization that you're fundraising for.

   - Photo: You can upload a photo of yourself from your computer or use the stock image provided. Add a caption if you wish to describe your photo. A personalized picture helps donors feel more connected to the race and the cause they are supporting.

   - Goals: Include your fundraising goal amount. (A minimum of $100 is required.) Pick a date to have your fundraising completed by. Also check the boxes that you wish to include on your page regarding fundraising.

   - Donations: You can input the donation amounts that you want to suggest or leave them as they are.

   At the bottom **remember to hit the "Save" button**. This page can be edited at any time so feel free to update friends and family with your training progress and fundraising progress.

4. Click on the "**Mail Center**" tab on the left side of the page. Here you can use two prepared templates, the thank you form and the donation request.

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- Donation Request: a standardized form is provided and can be customized any way you wish. Note that anything shown within the {...} will be automatically generated and doesn't need to be edited unless you feel it is necessary. The more personal information you provide the more donors are likely to view your fundraising page.

- Thank you: a standardized form is provided or you may craft your own note. Additionally there is a box that can be checked to send a thank you note to every donor after a donation is made.

- -New Message- Insert your friends and family's email addresses, choose which template to use and insert a subject. Click "send" at the bottom and wait for the donations to come rolling in. You will then see an entry for each email address with the date you sent it.

5. Manage Contacts:

- Click on the "Contacts" tab on the left side of the page. You will see three tabs across the top, "All", "My Contacts" and "Donors".

Click on "Fundraising Tips" for additional thoughts on fundraising and managing your campaign.

Bookmark this page to be able to return to it quickly. This is where you will be able to email potential donors to support you and WWC.

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