



Presented by
GoodLife

Thank you for supporting GoodLife Kids Foundation by participating in *Spin4Kids Plus*. This document will provide you easy steps to 1) Register for the event, 2) Set up your Personal or Team Fundraising Hub so you can fundraise online and 3) Outline how to track donations not made via credit card at Spin4Kids.com.

Registering for Spin4Kids Plus

Go to spin4kids.com

Select the Sign up link from any page. From here you can select 'I Have an Account', 'I'm New' or 'Use Facebook'. If you are Returning you will be asked for your username and password (there are prompts to retrieve this information if you have forgotten it).

1. LOCATION- Select the location where you will participate
2. WAIVER – Review and accept the waiver. If you choose not to accept the waiver you won't be able to complete the online registration or participate in *Spin4Kids Plus*
3. REGISTRATION TYPE – Chose to register as an Individual, Join a Team, Create a Team
 - a) **As an individual** – From here you can select either 'Individual' or 'All Day Participant'. You will be taken directly to the About You form
 - a. **Join a Team** – search for the team you want to join either by Team Name or Team Captain's Name
 - b. **Create a Team** – Enter your Team Name, Team Description and Team Fundraising Goal (minimum \$1,000) and select the location your Team will participate at.
4. ABOUT YOU – Complete the About You form with your personal information, create your username and password
5. QUESTIONS – Here you can confirm your fundraising goal, make an optional donation to yourself, update your permissions and select the event you will be participating at. You will also have the option to 'Add Other People'. This means you can register your team mates to take part in the event.
6. REGISTER – Double check your information and confirm your registration

At any stage of registration you can go back to update or change your information. Registration only takes a few minutes – your session will expire after 20 minutes and you will need to start over again.

Spin4Kids Plus Fundraising Hub Options

You have the opportunity to increase the funds you raise by offering the option to donate online to your friends, family, co-workers, neighbours, Facebook contacts, etc. The following options are available for you to choose from:

PERSONAL FUNDRAISING HUB – This fundraising page is for an **INDIVIDUAL** or **ALL DAY PARTICIPANT**. If an individual has indicated their team in the registration process the funds they raise will also be included on the fundraising total on their team's fundraising page.

TEAM FUNDRAISING HUB – This will be the fundraising page for your **TEAM**. Team member fundraising success will be added to this page if they have selected the team they are participating on during the registration process. Only the Team Captain has access to the Team Fundraising Hub.

Once you have registered for *Spin4Kids Plus* through Spin4Kids.com you can customize your Fundraising Hub. We highly recommend you personalize your page with photos, video and a personal message to your supporters. "70% of decisions are based on emotional cues" so put your best foot forward in achieving your fundraising goal.

Tracking Donations Not Made Online

You may have supporters who prefer to give you cash or a cheque for their donation. Please ensure you track their information on one of our Pledge Forms (you will find the link to download this in your Fundraising Hub). Complete information (name, mailing address and email address) is required and must be legible to ensure we can provide income tax receipts for donations of \$20+. Cash/cheques and completed pledge forms are to be handed in at check-in on Event day.

If you would like these cash/cheque donations to count toward your online fundraising total which could increase the incentive level you achieve you will need to complete the following steps:

- 1- Ask your donor to make cheque out to you
- 2- Log into your Fundraising Hub select the My Fundraising Tab
- 3- Select Cash and Cheque Donations
- 4- Select either Donations from a friend, family member or company (may be receipted)
- 5- Complete the form provided using **the donor's name, mailing address and email address**.
- 6- 'Pay in' the donation using your credit card and keep the cash/cheques to reimburse you for the credit card charge.

By paying in these donations, your supporter will immediately receive an email thanking them for their donation and for donations of \$20+ an electronic income tax receipt. As well, the donation will be added to your online total and count towards reaching incentives.

Any cash and cheque donations which have not been paid online using a credit card are considered unverified meaning funds have not been received by GoodLife Kids Foundation. These unverified donations will not be included when determining what incentive level you have achieved.