

## Participant Setup

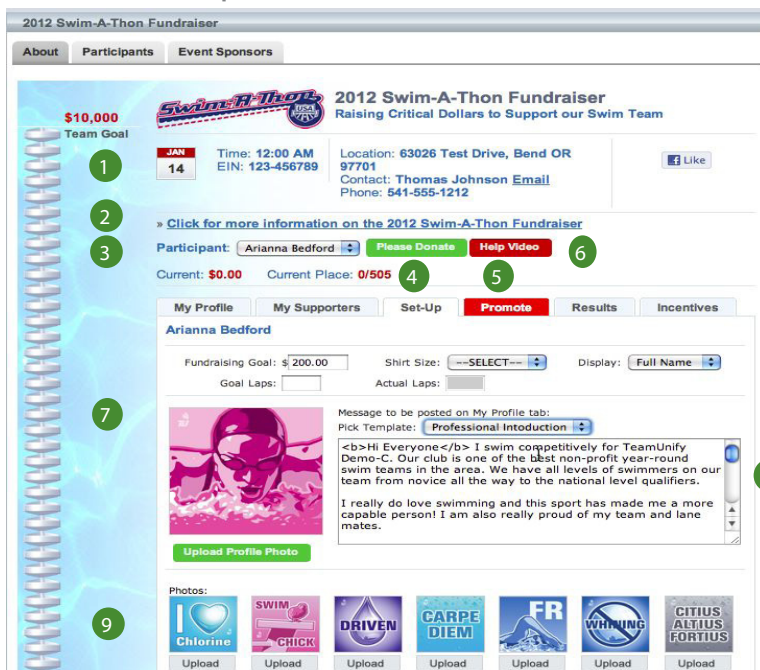


### Tips and Tricks

To access your fundraising setup for allowing donors to sponsor your athlete, simply select the banner on your site.

- 1 Event Fundraising is easy to setup for each individual athlete. You should have received a launch letter from your administrator with a link that will bring you directly into your setup page. If you have not received this simply select your fundraising banner to access your setup.

## Click on Setup Tab



### Tips and Tricks

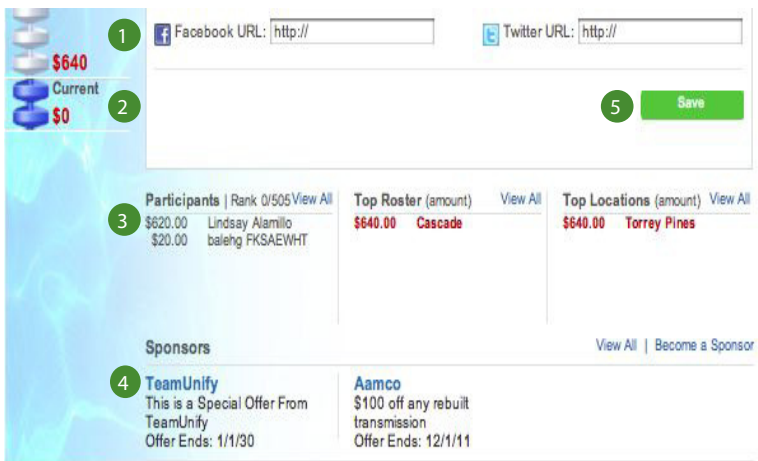
The best way to get your athlete involved is to have them help you setup their profile. When kid's take ownership of the fundraising it becomes important and exciting to watch their goal being reached. Swim teams rely on this money to be better clubs and help your athlete be an all around stronger athlete.

Use the pictures to represent your athlete and to show the donor what type of person and swimmer they are. Have fun with this portion!

- 1 Fundraiser Information - This area has been setup by your Administrator. It will give you information about the fundraiser including the date, time, tax number if applicable, location, contact, and phone number.
- 2 More Information - This is an expandable feature that is viewable to yourself and any potential donors. Select it for more information on your fundraiser.
- 3 Participant Area - Once you are logged in, all of your children will appear in this dropdown. Select your child to begin the setup of their profile. The public will be able to then select an athlete and the corresponding 'please donate' button to ensure the can donate to the athlete of their choice. Their current donation total and 'dollar' place on the team will be viewable as well.
- 4 Setup Tab - You must select this tab to setup each child. This tab is viewable to logged in parents only to allow for individualized setup for each athlete.
- 5 Promote - Select this tab to help promote the fundraising event. See page 3 for more help.
- 6 Help Video - Select this for a video to guide you through your setup process.

## Participant Setup

- 7 Participant Information - Select your fundraising goal, laps that you would like to complete (if applicable), shirt size, and display name. Actual laps will be added by the administrator.
- 8 Message to be posted on my Profile tab - Select a pre-templated message that you can edit by using the template drop down or simply type into the text box to create your own. This message will appear on the profile page to potential donors.
- 9 Photo Upload - Upload both your swimmer's profile picture and additional pictures to help show off some of your child's achievements, hobbies, strokes, or even just something fun. Your site also comes with some great pre-loaded pictures. Simply select library in your options.



The screenshot shows a web form for participant setup. It includes fields for Facebook and Twitter URLs, a current amount display, and sections for participants, top earners, and sponsors. Numbered callouts 1 through 5 point to specific elements: 1 points to the Facebook URL field, 2 points to the current amount display, 3 points to the participants list, 4 points to the sponsors section, and 5 points to the save button.



### Tips and Tricks

Haven't gone social yet? Facebook and Twitter are proven marketing outlets for fundraising. It's a great way to not only show how proud you are of your athlete(s) but also to let your friends and family know they are working hard to raise money for a great sport!

- 1 Social Networking - Enter in your Facebook and Twitter URL to help market this fundraising event. Go social and see how many people you can reach! Don't forget to leave the http:// in the field before you enter in your www.facebookURL.com.
- 2 Lane Progression Goal Marker - Keep an eye on your lane line to see how close your team is to meeting your goal amount.
- 3 Top Earners - Keep an eye on this area to see who are the top earners based on different criteria.
- 4 Sponsors (if applicable to your team) - Your admin has the option of showing any team sponsors that have gone through the team sponsor center.
- 5 Save - Don't forget to select save to ensure all of the work you have done is saved. Select the tab "My Profile" to see the results.