



## How to Set up Your Personal or Team Fundraising Page

1. Go to [runforone5k.org](http://runforone5k.org) and select your state run location.
2. Select "Register Today".
3. Select "Donate" on the left side of the screen.
4. Select "Become a Fundraiser".

### To Set up a Team Page:

1. Enter your name where it says "Your Individual Fundraiser Name"
2. Enter your personal fundraising goal
3. Decide what you want your individual page URL to be
4. Write a personal message for your page if you wish
5. Upload an image if you have one – This could be a picture of you or your team
6. Where it says "Create or Join a Fundraising Team" check the box that says "New Fundraising Team"
7. Enter your Fundraising TEAM Name
8. Enter your Fundraising TEAM goal
9. Enter a personal message to display on your Fundraising TEAM page
10. Select "Set up Fundraiser"

### To Set up an Individual Page/ Join a Fundraising Team:

1. Enter your name where it says "Your Individual Fundraiser Name"
2. Enter your personal fundraising goal
3. Decide what you want your individual page URL to be
4. Write a personal message for your page if you wish
5. Upload an image if you have one- this could be a picture of you or your team
6. Where it says "Create or Join a Fundraising Team", select the team you wish to join from the dropdown box labeled "Fundraising Team"
7. If you are not joining a team OR creating a team page, select "(No Fundraising Team)"
8. Select "Set up Fundraiser"

Once you complete these steps, Run Signup will email your Team Page URL if you created one and/or your individual page URL.

You can send those URL's to those who wish to donate to your team or individual fundraiser!

Thank you for partnering with us to share about and raise money on behalf of (un)adopted!

#### **Additional Team Fundraising Information:**

- You can choose to raise money as a team or individual. Teams, as it relates to fundraising, are usually a group of people who are all participating in the event and raising money together.
- If you are not part of a team, have never heard of team fundraising or don't really want to know what it is, please register as an "individual".
- Your team or you as an individual will set your fundraising goal. It can be as high or low as you would like for it to be!
- We ask that you complete your fundraising by Friday, August 19<sup>th</sup>.
- Make sure and invite people to view and donate to your team or individual page! You can post it on your social media, email it out to friends, or mail it out in a letter! The options are endless of how you can spread the word!

#### **FAQ:**

- **Will registration fees for people on my team count towards our team fundraising goal?**  
No – Only funds donated to your team outside of the cost of registration will count towards your team fundraising goal.
- **If I'm on a team, do I still have to register to run?**  
Yes, you still must register to run even if you are part of a fundraising team.
- **Do I have to run in the race to be part of a fundraising team?**  
No! You can be part of a fundraising team and do not have to run in the race. But we would love for everyone to join us!
- **Are there prizes for the team that raises the most money?**  
Yes! Stay tuned to hear what they will be!

For additional questions on leading or being part of a fundraising team, email Krystal Brummitt at [krystal.brummitt@lifelinechild.org](mailto:krystal.brummitt@lifelinechild.org) or call 205.967.0811.