



Registration and Fundraising Guide

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HOW TO REGISTER AND FUNDRAISE OFFLINE

What if I don't have an email address, or I don't want to register online?

Print and complete our print registration form and waiver [linked here](#) (see the form for instructions on how and when to return it to us) – or call us at 414-671-1212 and we'll mail you one. Please fill out one form per household.

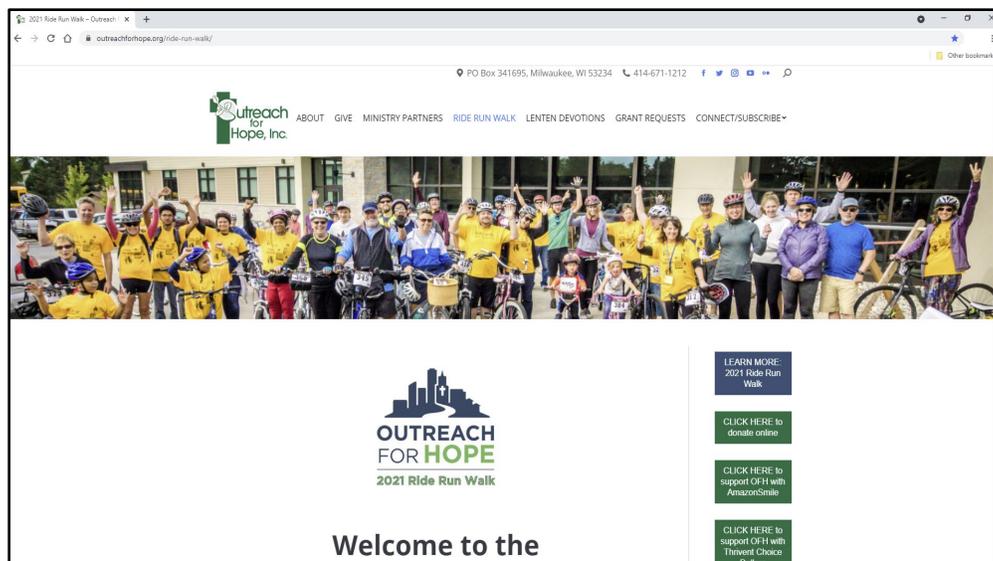
How do I fundraise offline? Print and complete our print pledge form [linked here](#) (see the form for instructions on how and when to return it to us) – or call us at 414-671-1212 and we'll mail you one. You may also simply ask friends and family to mail us donations (with checks made payable to **Outreach for Hope**).

HOW TO REGISTER ONLINE

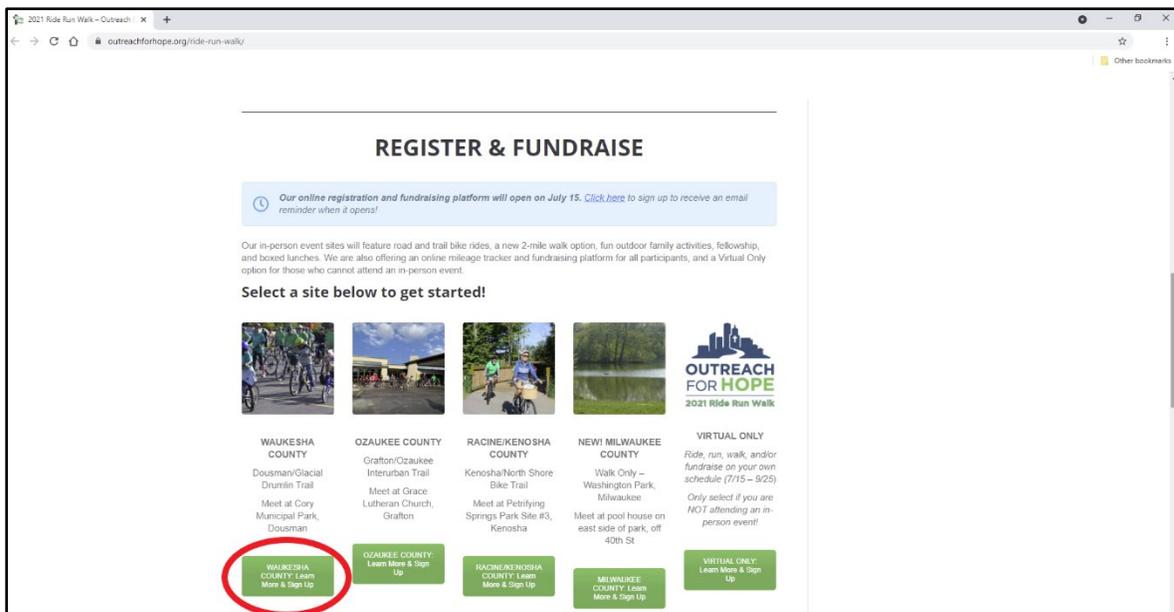
1. Navigate to the **2021 Ride Run Walk Event Hub** by typing **ofhrrw.org** into the address bar of your internet browser.



You will be taken to a page that looks like this:



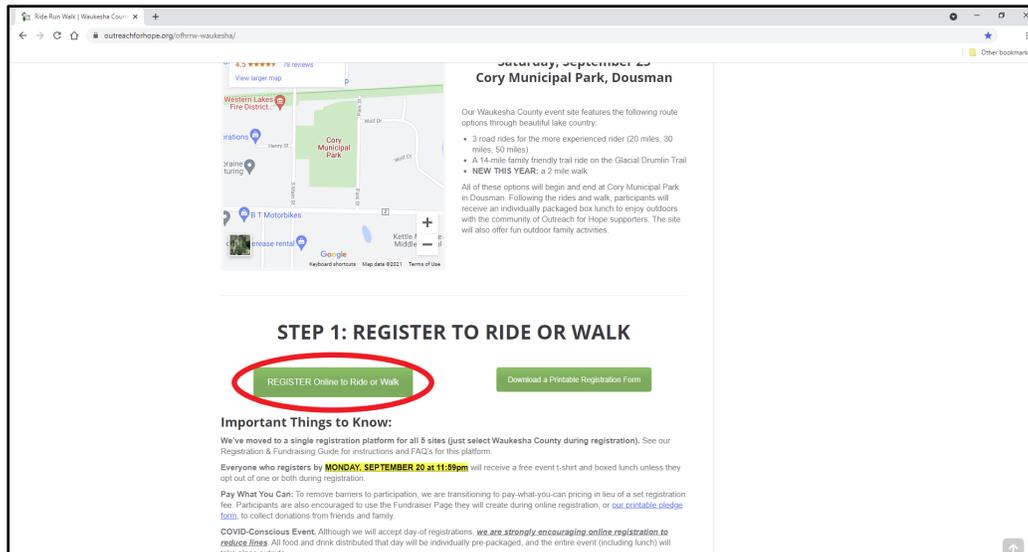
2. Scroll down to the "REGISTER & FUNDRAISE" section. Select the button under your site of choice.



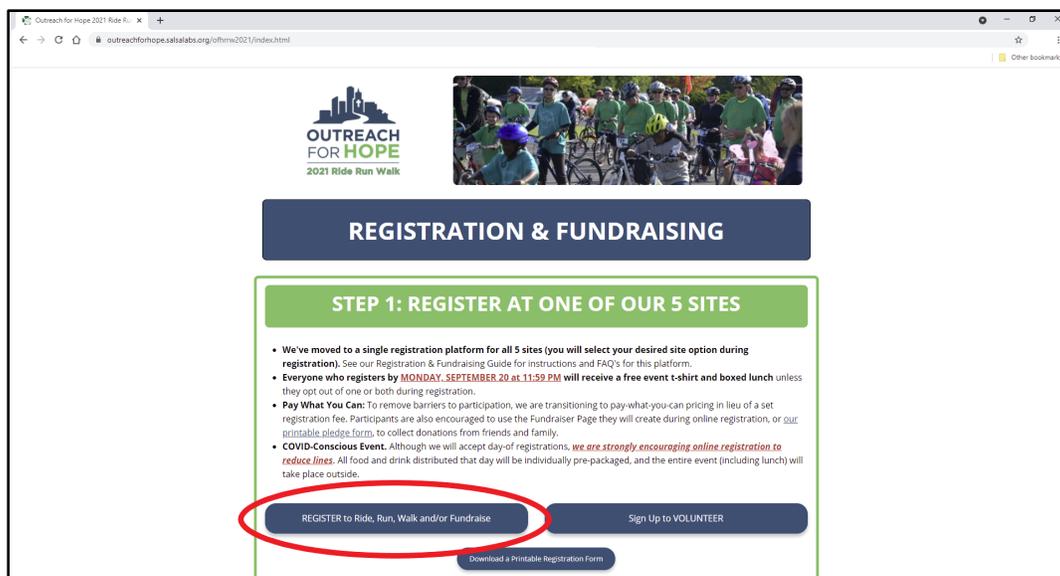
You will be taken to the information page for the site you selected. You will want to *bookmark* this site, as it contains regularly updated information specific to your chosen location. As an example, the Waukesha County information page looks like this:



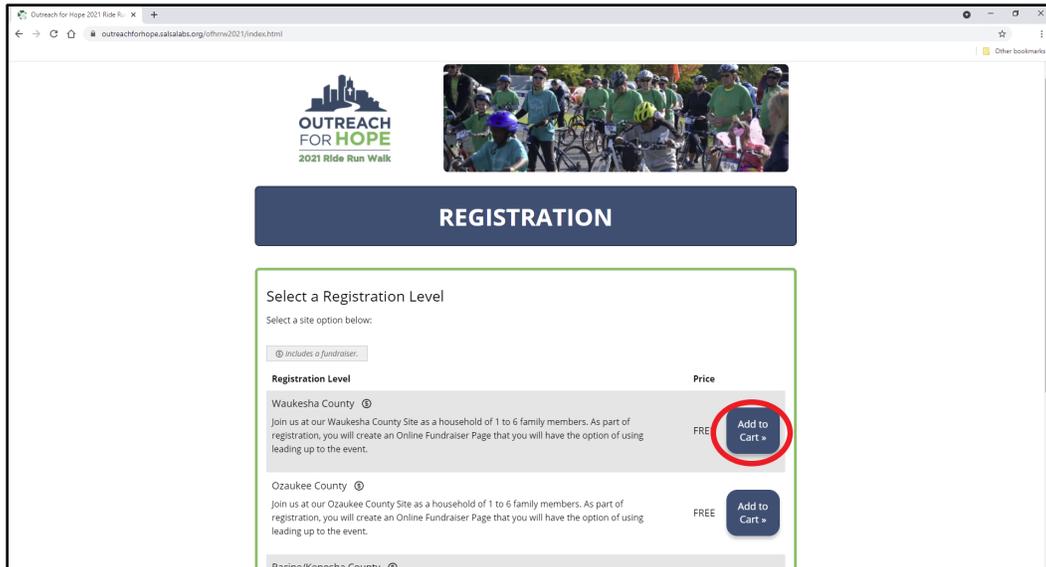
3. Scroll down to the heading "STEP 1: REGISTER TO RIDE OR WALK." Click the button labeled "REGISTER Online to Ride or Walk." This will take you to our online registration and fundraising platform. Note that we've moved to a single platform for all 5 sites (you will select your desired site option during registration).



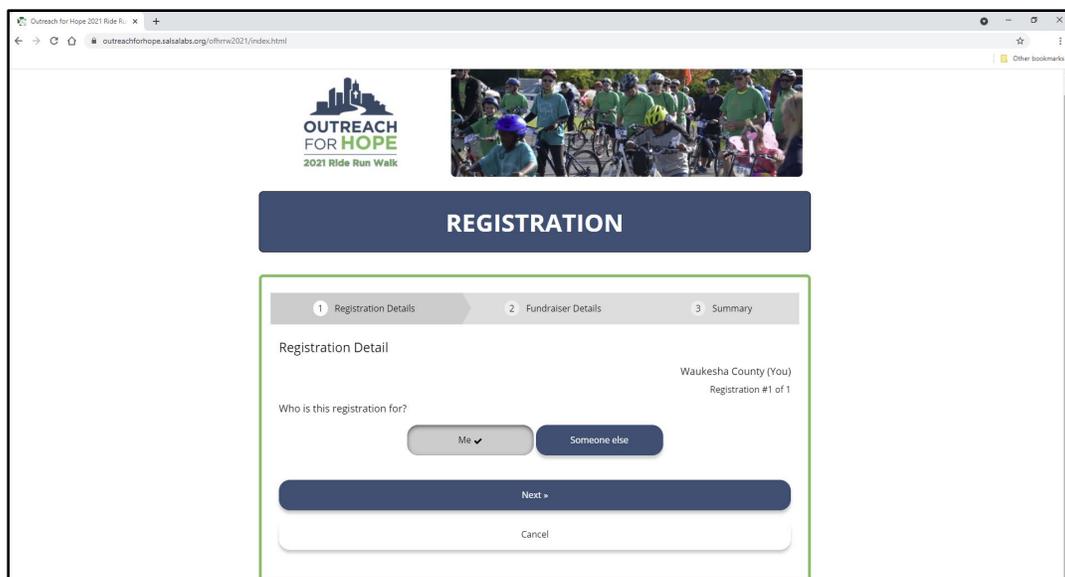
4. Under the heading "STEP 1: REGISTER AT ONE OF OUR 5 SITES," click the button labeled "REGISTER to Ride, Run, Walk and/or Fundraise."



5. Select your desired site (in this example, Waukesha County).



6. If you are registering as yourself or your family, just click "Next." If you are registering for someone else, they will get an email after registration is completed with a link to set up their Fundraiser Page.



7. Fill in all the required fields on the Registration Details page (**please read and follow the instructions at the top of this page highlighted in the screenshot below**).

OUTREACH FOR HOPE
2021 Ride Run Walk

REGISTRATION

1 Registration Details 2 Fundraiser Details 3 Summary

Registration Detail

Waukesha County (You)
Registration #1 of 1

Please make sure you have filled out all required fields correctly. If "Next" does not take you to the next step, there may be an error which needs correction further up this page.

- Individuals:** Once you have completed all fields up to, and including, "T-Shirt Size" and "Age," you can scroll to the bottom and click Next.
- Couples and Families:** Please DO NOT put more than one family member's name in the "First Name" field. Use the numbered "Family Member" fields to enter the names, t-shirt sizes and ages of other members of your household.

Enter your information.

First Name * Last Name *

If you'd like to join your congregation's team, select "Yes" for the question "Would you like to join or create a Team?". You can then select your congregation from a dropdown menu of existing teams, or create a new team if your congregation doesn't have one yet by typing your Congregation's name and city (for example, "Galilee, Pewaukee") into the text field marked "Or, create a new team?".

Would you like to join or create a Team? Yes No

Would you like to join an existing team?
Select

Or, create a new team?

If no one from your congregation has created a team yet, please create a team using the naming format "Congregation, City".

Home Congregation Name & City *

Emergency Contact Name (cannot be participant name) *

Emergency Contact Phone *

Waukesha County Route Selection *

Have you read and accepted the terms of liability? You must do so before you can walk or ride at the event. READ THE WAIVER: <https://tinyurl.com/OFHRRW2021waiver> *

Approximately how many members of your household plan to eat a boxed lunch at the event? (We will do our best to offer a variety of sandwich options, but cannot guarantee a certain sandwich will be available. If you have dietary concerns or allergies, we recommend that you bring your own lunch.) *

T-Shirt Size *

Once you've filled in all required fields, scroll down and click "Next."

The screenshot shows a web browser window with the URL 'outreachforhope.satastabs.org/info/2021/index.html'. The form contains several input fields: a dropdown menu labeled 'Please select', followed by text boxes for 'Family Member #4 Age', 'Family Member #5 First & Last Name', 'Family Member #5 T-Shirt Size', 'Family Member #5 Age', 'Family Member #6 First & Last Name', 'Family Member #6 T-Shirt Size', and 'Family Member #6 Age'. At the bottom of the form are three buttons: 'Next >', '< Back', and 'Cancel'.

8. Follow the instructions on the following page to set up your Personal Fundraiser, if you haven't done so already, or log into your existing Fundraiser if you created one in a previous year (examples below):

The screenshot shows a registration page with a dark blue header labeled 'REGISTRATION'. Below the header is a progress bar with three steps: '1 Registration Details', '2 Fundraiser Details', and '3 Summary'. The 'Fundraiser Details' section is active. It displays 'Waukesha County (dosfo@aol.com)' and 'Registration #1 of 1'. A note states: 'Your registration includes a free, customizable Fundraiser Page! In this step, you will either be prompted to...'. Below this are two bullet points: 'Log into your existing Fundraiser Page if you created one for a previous year; OR' and 'Create a new Fundraiser Page by choosing how you'd like to login in the future: either enter your Facebook account login, or click "create an account" to enter a unique password.' A bolded note follows: 'This step is required to complete registration, but you are not obligated to use your Fundraiser Page once it's been created.' At the bottom, there are three buttons: 'Continue with Facebook' (with a Facebook icon), 'OR', 'Create an Account', and '< Back'.

OR

The screenshot shows a 'Fundraiser Details' page with a progress bar at the top: '1 Registration Details', '2 Fundraiser Details', and '3 Summary'. The 'Fundraiser Details' section is active. It displays 'Virtual' and 'Registration #1 of 1'. Below this are two input fields: 'Email Address' and 'Password I Forgot'. At the bottom are two buttons: 'Back' and 'Log in'.

This step is required to complete registration, but you are not obligated to use your Fundraiser Page once it's been created. You will not be asked for your credit card information during this step.

Once you've completed all required fields, scroll down and click "Next."

After you've finished registration, you can return to our Registration & Fundraising Platform to log into your Fundraiser Page. From there, you can customize your Fundraiser Page with photos and your personal story, and use it to collect donations via credit card or ACH payments (cash and checks can be mailed to the Outreach for Hope office).

Your Account

Email Address *
email234@gmail.com

First Name *
First

Last Name *
Name

Password * (6 characters minimum)
.....

Password Confirmation *
.....

About This Fundraiser

What would you like to call this fundraising page? *
First Name's Page

What is the fundraising goal?
\$ 100.00

Would you like to join or create a Team?
 Yes No

Next >

9. Next, you will be taken to a summary of your registration.

OUTREACH FOR HOPE
2021 Ride Run Walk

REGISTRATION

Summary
Please review the information below before you continue.

1 Registration \$0.00

Waukesha County (You) \$0.00

REGISTRATION LEVEL	REGISTRATION DETAILS
Waukesha County Price: \$0.00	EMAIL: email234@gmail.com PHONE: 123-456-7890 ADDRESS: 1234 Main Street Milwaukee, Wisconsin 53215 United States

Review all the information to make sure it's correct, then scroll down and click "Go to Checkout."

FAMILY MEMBER #4 FIRST & LAST NAME:
-

FAMILY MEMBER #4 T-SHIRT SIZE:
-

FAMILY MEMBER #4 AGE:
-

FAMILY MEMBER #5 FIRST & LAST NAME:
-

FAMILY MEMBER #5 T-SHIRT SIZE:
-

FAMILY MEMBER #5 AGE:
-

FAMILY MEMBER #6 FIRST & LAST NAME:
-

FAMILY MEMBER #6 T-SHIRT SIZE:
-

FAMILY MEMBER #6 AGE:
-

FUNDRAISER DETAILS edit

FUNDRAISING PAGE NAME:
First Name's Page

FUNDRAISING GOAL:
\$0.00

Delete

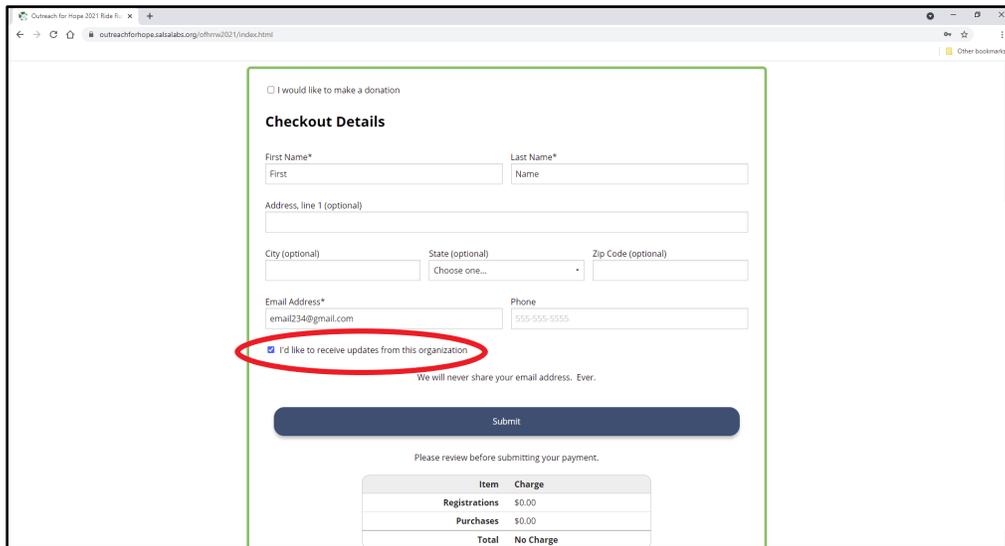
Go to Checkout >

10. Next, you will be taken to the registration checkout. Select the amount you'd like to pay for registration and fill in your payment information; or, if you choose not to donate at this time, uncheck the box "I would like to make a donation."

You must fill in the first/last name and email fields; all others are optional.

Item	Charge
Registrations	\$0.00
Purchases	\$0.00
Total	No Charge

If you'd like to sign up for email updates from us, check the box labeled "I'd like to receive updates from this organization."



Outreach for Hope 2021 Ride R... X
outreachforhope.salsalabs.org/offer/2021/index.html

I would like to make a donation

Checkout Details

First Name* Last Name*
First Name

Address, line 1 (optional)

City (optional) State (optional) Zip Code (optional)
Choose one...

Email Address* Phone
email234@gmail.com 555-555-5555

I'd like to receive updates from this organization

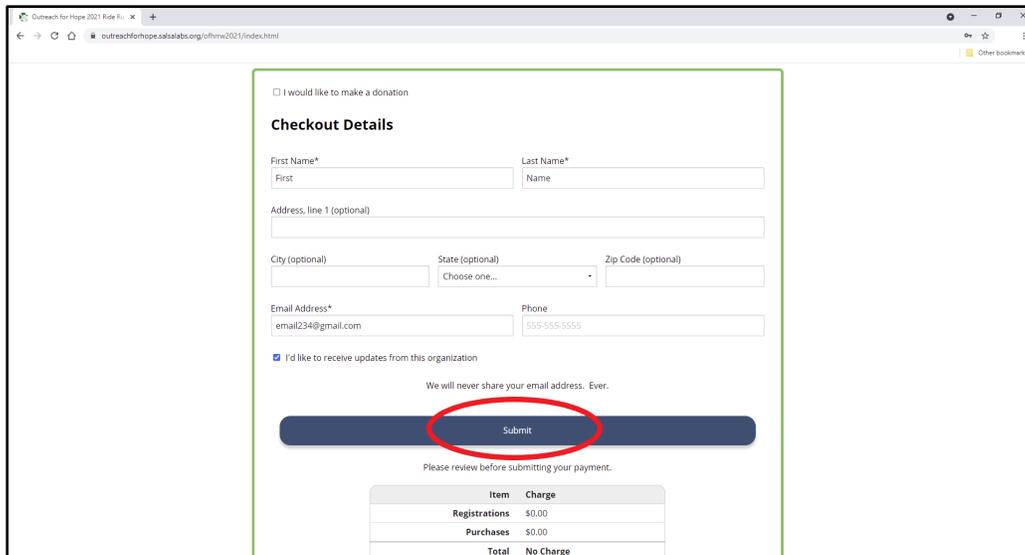
We will never share your email address. Ever.

Submit

Please review before submitting your payment.

Item	Charge
Registrations	\$0.00
Purchases	\$0.00
Total	No Charge

When you're done, click "Submit."



Outreach for Hope 2021 Ride R... X
outreachforhope.salsalabs.org/offer/2021/index.html

I would like to make a donation

Checkout Details

First Name* Last Name*
First Name

Address, line 1 (optional)

City (optional) State (optional) Zip Code (optional)
Choose one...

Email Address* Phone
email234@gmail.com 555-555-5555

I'd like to receive updates from this organization

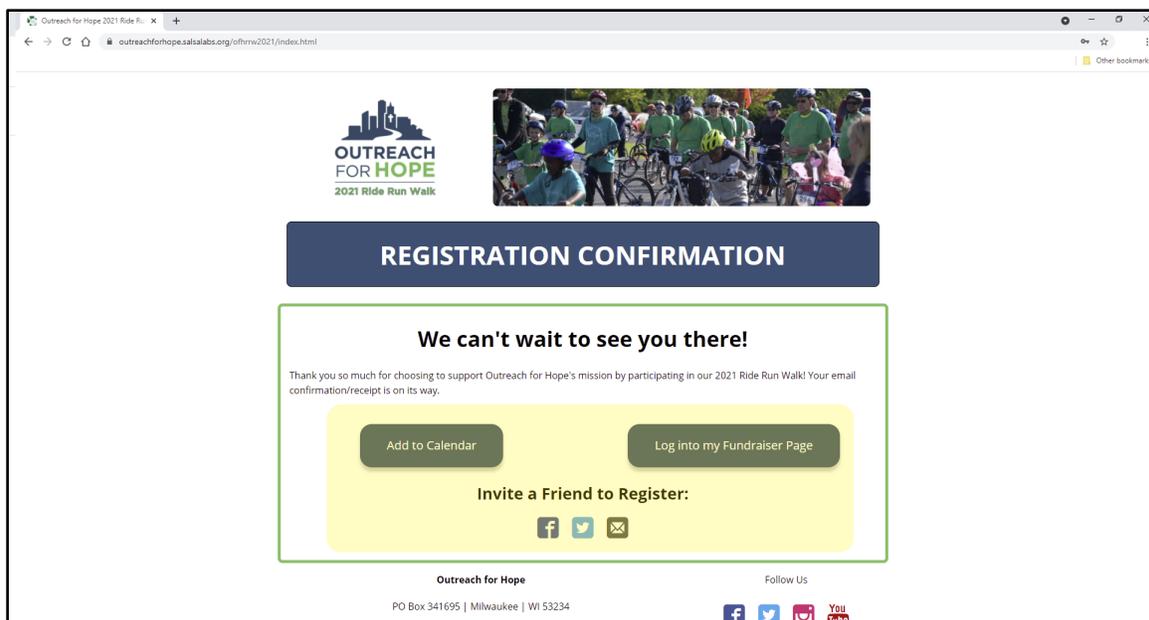
We will never share your email address. Ever.

Submit

Please review before submitting your payment.

Item	Charge
Registrations	\$0.00
Purchases	\$0.00
Total	No Charge

11. You will be taken to a confirmation page. There are buttons to add the event to your calendar or log into the Fundraiser Page you created during registration. You can also invite a friend to register via Facebook, Twitter, or email (see highlighted options below):



ONLINE REGISTRATION FAQ'S:

How do I invite others to register? There will be an option to invite a friend to register on your registration confirmation screen. Otherwise, simply ask them to visit OFHRRW.org.

I have more than one adult in my household. Should we register together or separately? It depends. For example, if you and your partner share an email address, you can register using one form and just fill in the second person's information in the "Family Member #2" fields. On the other hand, if you and your partner want to receive notifications at your respective email addresses and have your own Personal Fundraiser pages, you will want to each fill out the form individually.

Can my child register themselves? No, because minors cannot legally sign their own waiver. Instead, a parent or guardian should enter their child(ren)'s information in the "Family Member" registration fields.

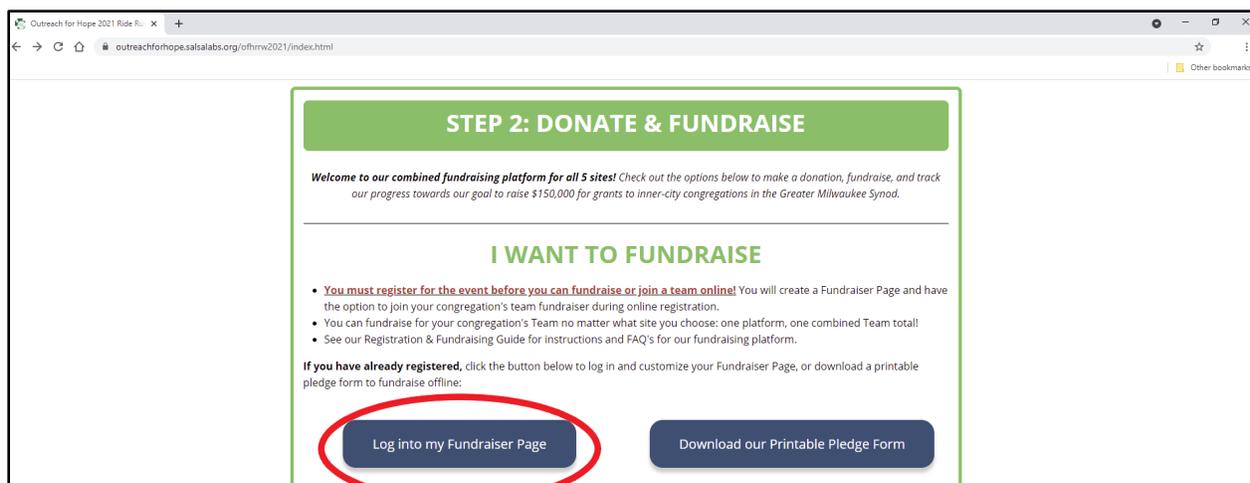
Can I change information after I register? Email us at info@outreachforhope.org and we can retroactively correct some errors, change your route selection, add family member to your registration, or cancel a registration if no donation was made. Some changes - including a change to your email address - cannot be corrected, but please contact us and we will do our best to address any errors you may have made in the registration process.

I want to participate virtually *and* attend an in-person event. All registrants are given access to our online mileage tracker and fundraising platform; just register for your desired in-person event. Please do not select the “Virtual Only” option during registration if you’re also attending an in-person event!

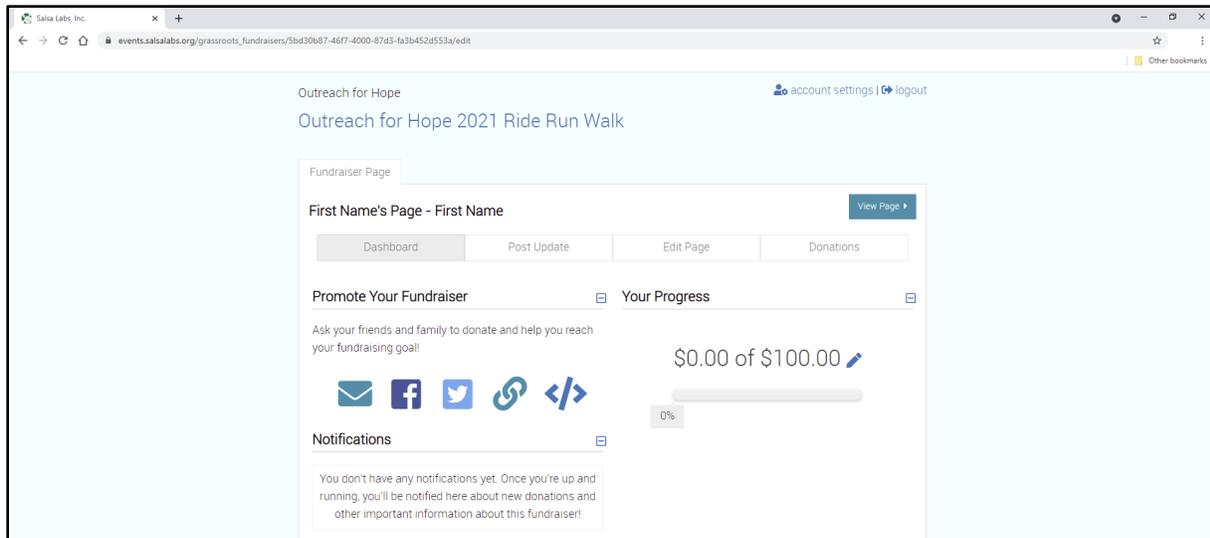
HOW TO FUNDRAISE ONLINE

You must register for the event before you can fundraise or join a team!

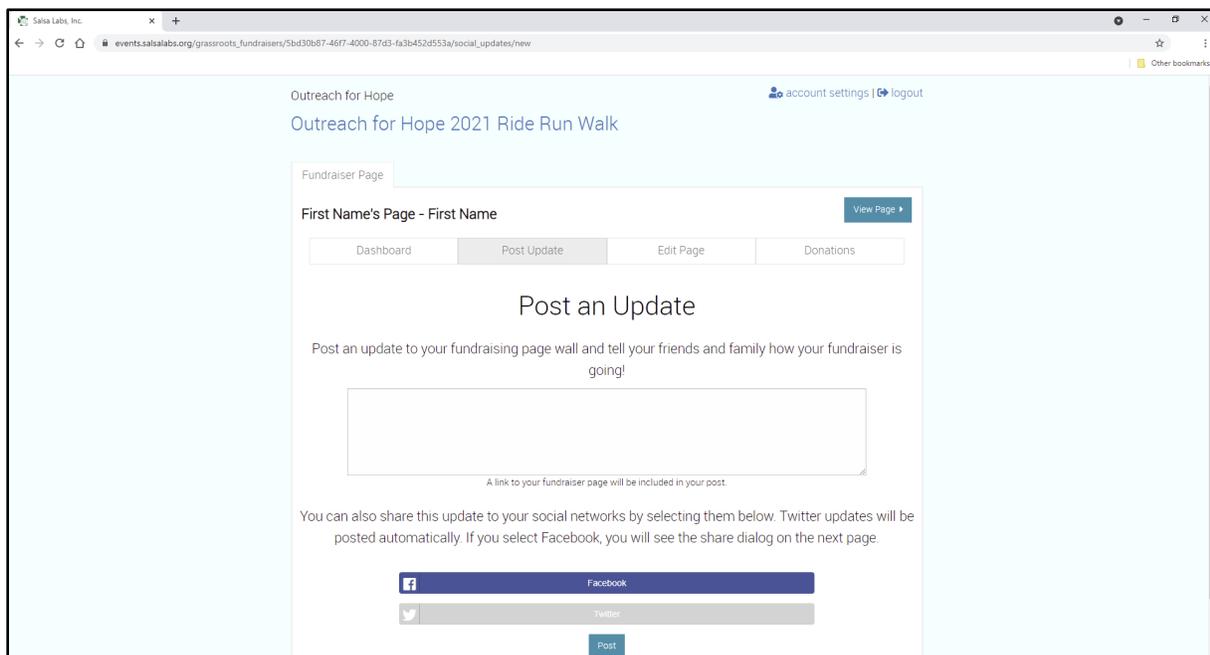
Once you have registered online, scroll down to the heading “STEP 2: DONATE & FUNDRAISE.” Under the subheading “I WANT TO FUNDRAISE”, click the button labeled “Log into my Fundraiser Page.”



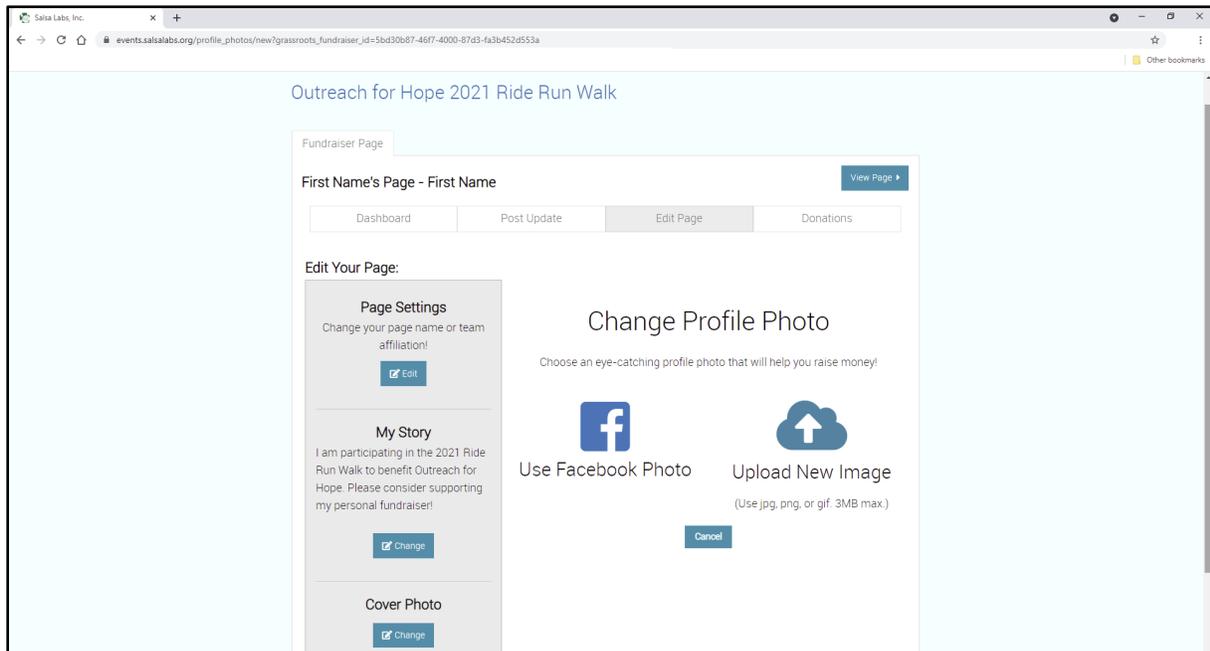
Once you've logged in, you'll be taken to your Fundraiser Dashboard. Here, you can share your fundraiser via email, social media, and more ("Promote Your Fundraiser"); view a list of donations you've received ("Notifications"); and edit your fundraising goal ("Your Progress").



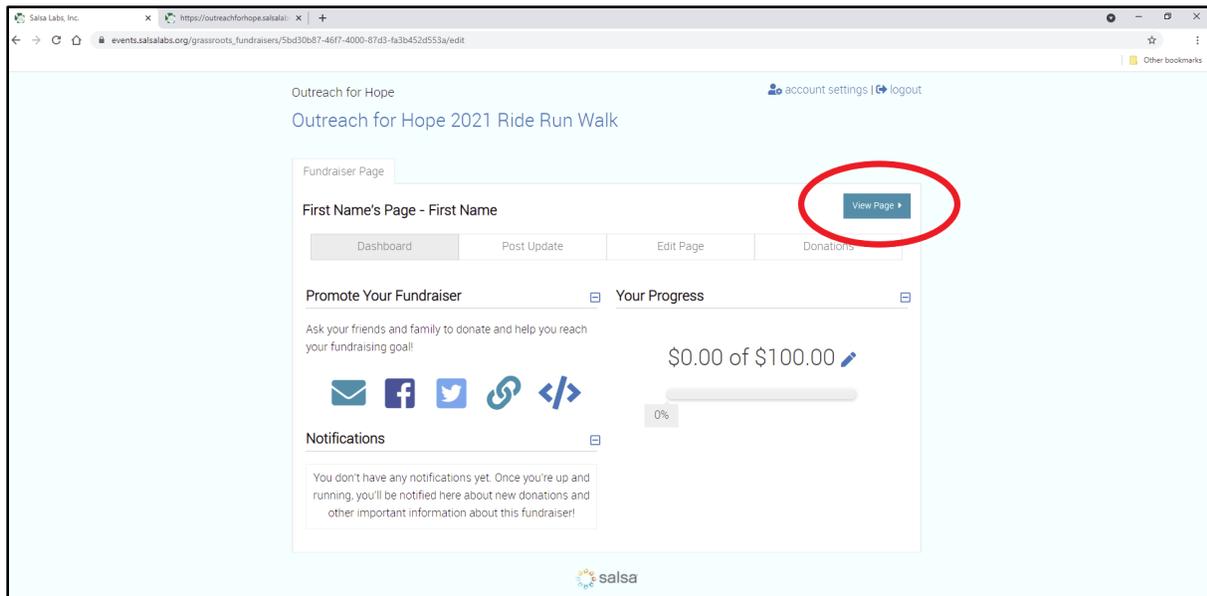
If you click the "Post Update" top menu bar tab, you'll have the option to post an update to your Fundraiser Page, and to automatically share your update to social media.



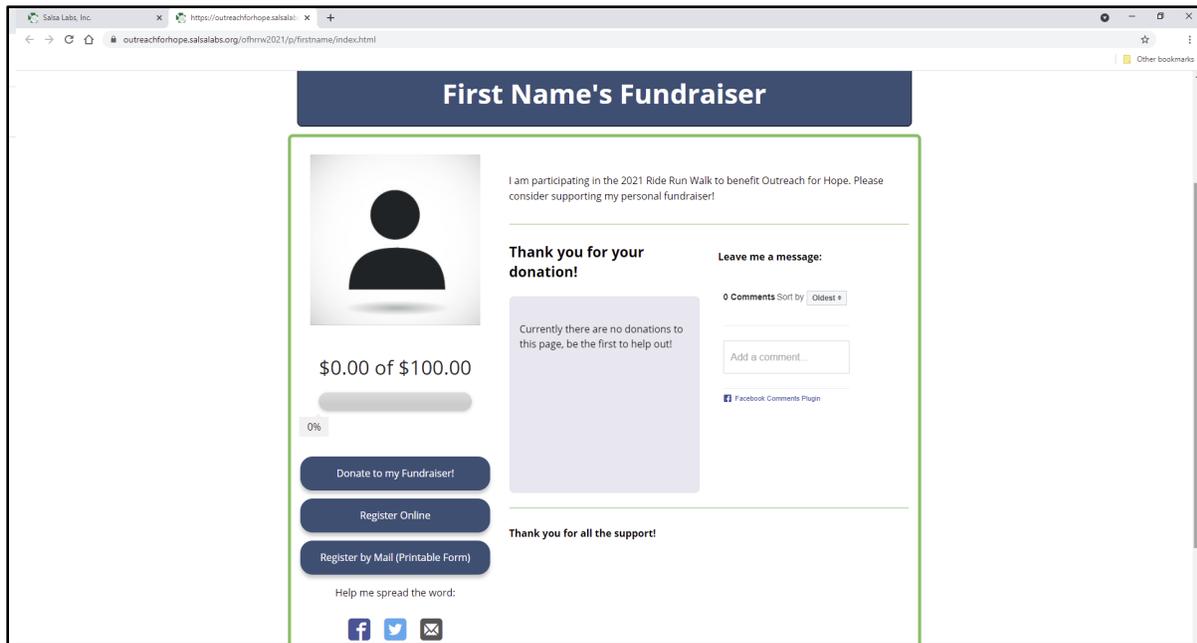
If you click the "Edit Page" top menu bar tab, you can edit your page name, team, and welcome text ("My Story"), and add a profile and cover photo.



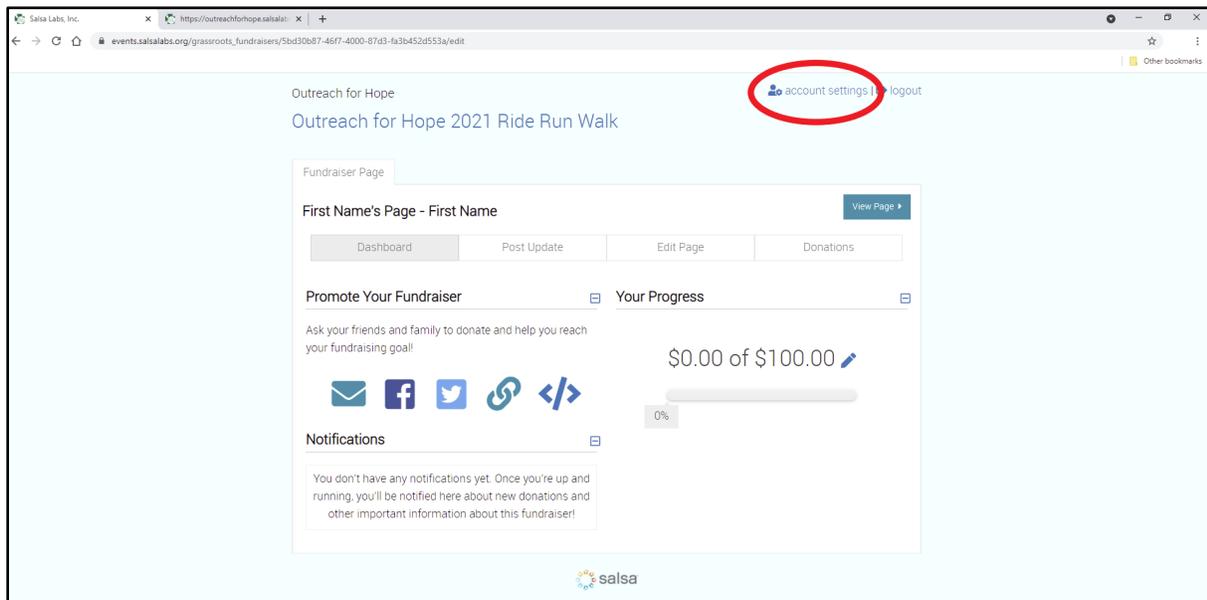
To see your Fundraising Page, click "View Page."



Here's an example Fundraiser Page (hint: *bookmark/copy* the website address for an easy way to share your page!):



To update your login information or connect your Facebook or Twitter account, click "Account Settings."



Don't forget to click "Update Information" to save your updates!

The screenshot shows a web browser window with the URL events.salsalabs.org/grassroots_fundraisers/5bd30b87-46f7-4000-87d3-fa3b452d553a/account_settings/mine/edit. The page is titled "Social Networks" and includes a "Back" button. Below the title, there is a message: "Connecting your social network accounts will allow you to easily share your fundraising page and post updates with your friends and family." There are two sections for social media connections: "Facebook - No account connected!" with a "Connect to Facebook" button, and "Twitter - No account connected!" with a "Connect to Twitter" button. Below these is the "Login Information" section, which contains form fields for "First Name" (with a sub-field "First"), "Last Name" (with a sub-field "Name"), "Email" (containing "email234@gmail.com"), "Password", and "Password Confirmation". An "Update information" button is located at the bottom of the form.

ONLINE FUNDRAISING FAQ'S:

REMEMBER: You must register for the event before you can fundraise!

MAKING A DONATION:

How do I donate to an Individual or Team Fundraiser? Navigate to outreachforhope.salsalabs.org/ofhrrw2021. Scroll down to the heading "STEP 2: DONATE & FUNDRAISE." Under the subheading "I WANT TO FUNDRAISE," you will have the option to search for and donate to a Team or Individual Fundraiser, or make a donation to the overall event.

Can't find the individual/team you want to donate to? Try using fewer search terms (for example, "Galilee" instead of "Galilee Lutheran Church," or "Harold" instead of "Harold Partridge"). Still can't find them? Give us a call at 414-671-1212 for assistance— it may be that they haven't registered yet!

How do I make a cash or check donation? Cash and check donations can be mailed to Outreach for Hope at PO Box 341695, Milwaukee WI 53234, along with a letter noting the Individual or Team the donation will benefit (if applicable). Checks should be made payable to **Outreach for Hope**. We'll

enter the donation into our system so it will be reflected in fundraising totals.

TEAM / CONGREGATIONAL FUNDRAISERS:

How do I join my congregation's Team? You will have the option to join a team (or to create one) during online registration (see instructions at the start of this document). If you missed this step, please contact us at info@outreachforhope.org and we can add you to a team retroactively.

How do I make a change to my Team? Email us at info@outreachforhope.org. We can move a registrant to another team, add a registrant to an existing team, remove a registrant from a team, or change a team captain. We cannot create a new team manually, but can work with you to arrange an alternate solution to the issue.

Will donations made to me show up both on my Individual Fundraiser page and my congregation's team page? Yes!

I have people in my congregation registering at different sites. Can we still have one team? Yes! Since we've moved to a combined platform, you can join your congregation's team no matter where you're participating!

Does my team have to be associated with a single congregation? No, you're welcome to create a team of any type. Just be sure to name your team in a way that is easily searchable by other potential members and donors.

INDIVIDUAL FUNDRAISERS:

How do I invite others to donate to my Fundraiser Page? See the "How to Fundraise Online" section above to instructions on how to share your Page.

What if I don't want to fundraise? While you must create a fundraiser page in the registration process, there's no requirement to fundraise for the event.

Can I use my Personal Fundraiser page from last year to fundraise? Please do not try to log into your 2020 or prior Fundraiser! Go through the 2021 registration process as usual, and as long as you're using the same email, you'll be prompted to log into your existing Page during registration (there is an "I Forgot My Password" option). From here, you can re-use and/or edit your information from last year as needed.

I want my own Fundraiser Page, separate from other adults in my household. Since Fundraiser Pages are tied to email addresses, simply register individually with your own email address to get your own Page.

I'm volunteering with the Ride Run Walk. Can I fundraise? Yes!

If you'd like to be able to fundraise online (including receiving credit card donations), you'll need to register online using the process outlined above; if you are volunteering but don't plan to ride or walk at your location, be sure to select the "Virtual Only" site option.

If you only want to collect cash and check donations, just mail us your donations by Oct. 31.

Have a question that's not answered here?

Contact us at info@outreachforhope.org or 414-671-1212.