



How to Register for Spin4Kids (Step-by-step Instructions)

This document provides you with easy steps to:

- Register for the Event
- Set up your Personal or Team Fundraising page so you can fundraise online
- Outline how to track cash and cheque donations using Spin4Kids.com.

Registering for Spin4Kids

1. Find Spin4Kids.com and click the red button that says 'REGISTER TODAY!' to get started.
*If you've taken part in the past years, you can enter just your username and password.
If you've forgotten your username or password there are links to retrieve this information.
2. Choose the Event location where you plan to participate. Click on the 'NEXT' button on the bottom right of the page.
3. Review and accept the waiver. Click on the 'NEXT' button on the bottom right of the page.
4. Choose to fundraise as:
 - a) As an individual
 - 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.
5. Enter your contact information and create a username and password.
6. Confirm a few details regarding your fundraising. At this point you also have the option to 'Add Other People'. This means you can register your team mates to take part in the Event. When you're finished, click 'NEXT'
7. 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 about 5 minutes – your session will expire after 20 minutes and you will need to start over.

Thank you for choosing to support GoodLife Kids Foundation by fundraising for Spin4Kids!

Spin4Kids Fundraising Hub Options

You have the opportunity to increase the funds you raise by asking your friends, family, co-workers and neighbours to donate online. The following options are available for you:

PERSONAL FUNDRAISING HUB – Anyone who has registered online will have a personal fundraising hub. Here you can customize your fundraising story, send emails to friends and family, and track your own fundraising progress.

TEAM FUNDRAISING HUB – This is the fundraising page for your TEAM. Only the Team Captain has access to the Team Fundraising Hub. Captains can personalize their Team story, send emails on behalf of their Team, track Team fundraising process and communicate with the rest of the Team members.

Once you have registered for *Spin4Kids* through Spin4Kids.com you can customize your Team or Personal 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 Cash and Cheque Donations

You may have supporters who prefer to give cash or cheque donations. If you would like these cash/cheque donations to count toward your online fundraising total which could increase the rewards 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)’ or ‘Donation from an event or cash lump sum’
- 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.

***The billing address for your credit cards MUST match the address you entered during registration. You can update your address under “My Profile’ on the left.**

By ‘paying in’ these donations, your supporter will immediately receive an email thanking them for their donation. Donations of \$20+ will also receive an electronic income tax receipt. As well, the donation will count towards achieving fundraising rewards.

If you don’t want to enter your cash and cheque donations online, please ensure you track them on one of our Pledge Forms (you will find the link to download this in your Fundraising Hub). Complete donor information (name, mailing address, postal code, 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.

Any cash and cheque donations which have not been paid online using a credit card are considered ‘unverified’ until funds and pledge forms have been received by GoodLife Kids Foundation. Unverified funds will not be included when determining what Reward level you have achieved.