



How to use Spin4Kids.com

This document provides you with easy steps to:

- Register for Spin4Kids online
- Set up your Personal or Team Fundraising Page so you can fundraise online
- Track cash and cheque donations using Spin4Kids.com

Registering for Spin4Kids

1. Visit Spin4Kids.com and click the red button that says REGISTER TODAY!
2. Choose the Event location where you plan to participate
3. Choose your registration type:
**Note that for each option you will be prompted to accept the Event waiver before you can continue.
 - a. Create a team
 - Enter your team name and fundraising goal. You also have the option to set a password required for anyone who is joining your team – this is not mandatory
 - b. Join a team – search for the team you want to join by team name (only teams registered at your Event location will be included in the search results)
 - c. Register as an individual
4. Create a username and password, set your fundraising goal, and enter your contact information
5. You can choose to add other Participants or skip this step
6. Make a donation to kickstart your fundraising or select CONTINUE to skip this step
7. Double check your information and click the SUBMIT button to complete your registration

At any stage of registration, you can go back to update or change your information. Registration takes about 5 minutes.

Spin4Kids Online Fundraising

The following options are available for you:

PARTICIPANT CENTRE – Anyone who has registered online will have a Participant Centre, where you can customize your fundraising story, send emails to friends and family, and track your progress. Team Captains can access their Team Page via their Participant Centre.

TEAM PAGE – Only the Team Captain has access to the Team Page. 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 Pages. We recommend you personalize your page with photos, videos, and a personal message to your supporters. 70% of decisions are based on emotional cues, so put your best foot forward to achieve your fundraising goal.

Tracking Cash and Cheque Donations

You may have supporters who prefer to give cash or cheque donations. If you want these to count toward your online fundraising total and increase your rewards level, complete the following.

1. If donating by cheque, ask your donor to make the cheque out to you
2. Log into your Participant Centre and select the Offline Pledges tab
3. Complete the form provided using **the donor's name, mailing address, and email address.**
4. "Pay in" the donation using your credit card and keep the cash/cheques to reimburse yourself

***The billing address for your credit cards MUST match the address you entered during registration. You can update your address any time online.**

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.

If you don't want to enter your cash and cheque donations online, or you can't "pay in" donations due to incomplete donor information, please ensure you track them on a pledge form. Cash/cheques and completed pledge forms are to be handed in at check-in on Event Day.

Any cash and cheque donations that aren't "paid in" are considered pending until funds and pledge forms have been received by GoodLife Kids Foundation. Pending funds will not be included when determining what reward level you have achieved, so make sure you submit your funds and pledge forms on time!