



## How to Register

**Ad Blockers:** If you use ad blocking software with your Internet browser, please deactivate it for the [qgiv.com](http://qgiv.com) and [bleedingdisordersnc.org](http://bleedingdisordersnc.org) websites. Neither site shows advertising, but some ad blockers can interfere with login and registration services.

### 1. Choose your event – Charlotte or Raleigh

Raleigh: go to <https://secure.qgiv.com/event/2022raleigh/>

### 2. Sign up

Click on the *Register For This Event* button, then click on *Register as a Fundraising Participant*. You will be prompted to enter your email address. If you have a Qgiv account from a prior event, you can use it to log in. If you're not sure, just enter your email address, click the red *Continue* button, and the system will check automatically. If you're new to Qgiv you'll see a *Create Account* button to go on to the next step.

At this point you'll be asked to enter your name and to make up a password. You may use your Facebook or Google (Gmail) account to fill in this information and log you in.

### 3. Join or create a team

You must now choose whether to join an existing team, create your own team, or continue as an individual fundraiser (meaning you'll be an independent participant without joining or creating a team).

- If you want to join an existing team, you'll see a list of teams to choose from.
- If you wish to create a new team, you'll have the opportunity to make up a team name and enter your team's fundraising goal.
- If you don't wish to join an existing team or create your own team, you can continue as an individual fundraiser.
- If you opt to continue as an individual fundraiser and wish to join a team later, you can do that when you log in next time.

### 4. Creating your personal profile

You will be asked whether you are registering as an adult or child. **There is a \$25 registration fee for adults. Children may register for free. The registration fee allows each participant to receive an event T-shirt and participate in all of the awesome activities at the event.**

Next you will be prompted to enter your personal information.

The next step will be to enter your personal fundraising goal and make an optional donation. If your company matches charitable donations, please select *This donation can be matched*.

Next you will be prompted to select your T-shirt size.

Read the waiver and agree to its terms and conditions by checking the box as indicated. Then click the *Continue* button.

Review and complete your registration information, including your name, team (if applicable), registration fee, and donation amount. At this time, you will also have the opportunity to register additional participants. You may also add other participants at a later time.

**When registering children and others who do not use email**, select *Register/Join Team as a Non-Fundraiser*. This will allow you to register that individual, but they will not have the option to create a fundraising page. Click Continue.

Then enter that person's information, make a donation (optional), select their T-shirt size, and agree to the waiver. Click the *Add Additional Registrant* button to confirm the entry.

The new person will still appear on your team page as team members, but they will **not** have their own individual fundraising page. You will receive an email confirmation message that will include a link to the team page, but no option to create a personal fundraising page. In order to have a fundraising page, the individual must be registered with their own email address, one that is different from that of anyone already registered.

**You can register additional team members who do use email** by entering their email address (different from your own) and clicking the button *Register/Join Team as a Fundraiser*. Click the *Continue* button.

Select category (Adult or Child), enter their email address, personal information, set a fundraising goal, set an optional donation, select a T-shirt size, and agree to the waiver.

They **will** receive a confirmation message that includes a link for setting up their own fundraising page. Click the *Add Additional Registrant* button.

After you have completed entering the participants, you will need to enter your billing information. You will be charged a \$25 registration fee for all adults you have registered (children are free). When you have finished filling in your credit card information, click the red *Complete Registration* button.

You will receive an email about details about who you registered (including yourself), plus links to your personal fundraising page and event page.

## **5. Update your personal profile and your personal fundraising page**

You can update your personal information, including your avatar, send a fundraising email, raise your first donation, and share on social media. The tutorial will walk you through the steps to personalize your page.

## **Next Steps – Tools for effective fundraising**

The Qgiv service offers a number of features to help you raise funds for BDFNC and the Family Festival & Walk.

**When you create a personal fundraising page**, you'll receive a confirmation email message with more information. Included near the top of that message will be your page's URL (web page address). Anyone can view this page, so this is a great way to send your prospective donors directly to you and a handy big red "Donate" button. Be sure to add this URL to your social media page and include it in your email fundraising efforts.

That same email message also contains a link to instructions for editing your personal fundraising page, and how to share it on Facebook, Twitter, and by email.

**Keep track of your Qgiv account name and password.** You will need this to enter any donations you receive by check or cash. You can also use it to sign up for the next BDFNC Family Festival. If you used your Google (Gmail), Facebook, or Twitter email address for your Qgiv account then you can use that service to log you in to Qgiv.

**If you have created a team**, you'll receive an email confirmation message as its captain. This message will contain a URL (web address) of your team page, which you can share with your team.

## **Now It's Time to Start Fundraising!**

If you need help with anything in this process, contact the BDFNC office at (919) 319-0014 or email [festival@bleedingdisordersnc.org](mailto:festival@bleedingdisordersnc.org) for assistance.