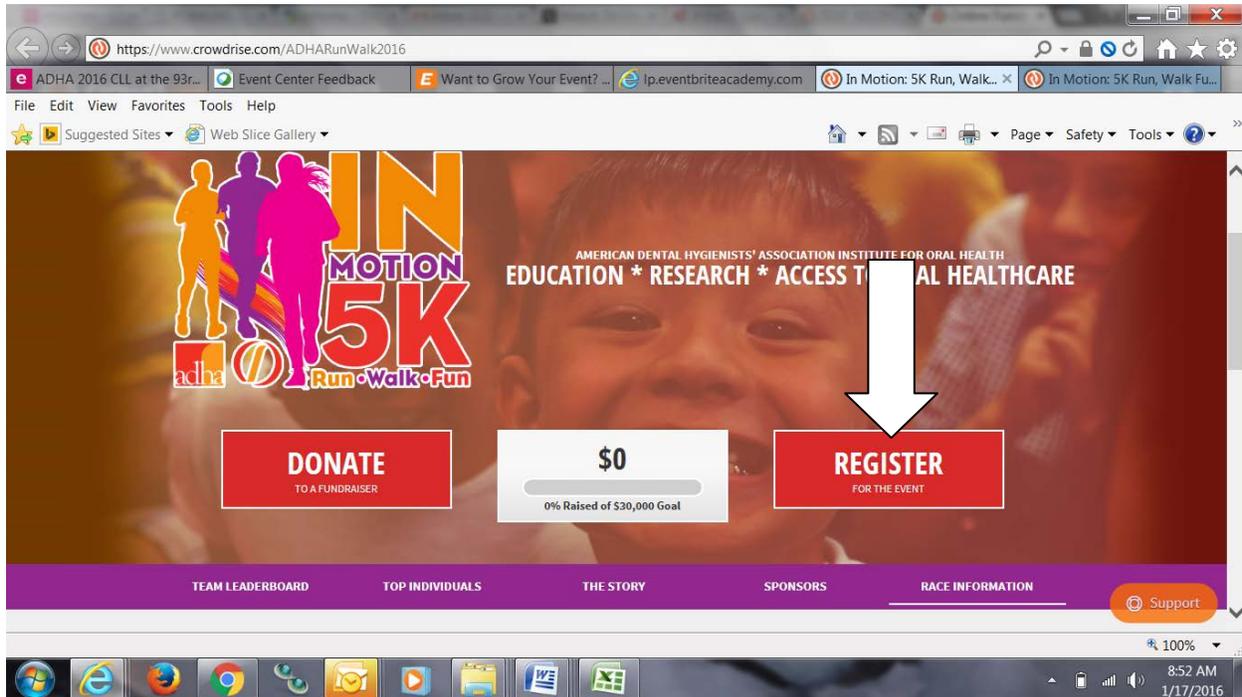


Registration Process for ADHA's Foundation: 5K Run, Walk, Fun

Click Register



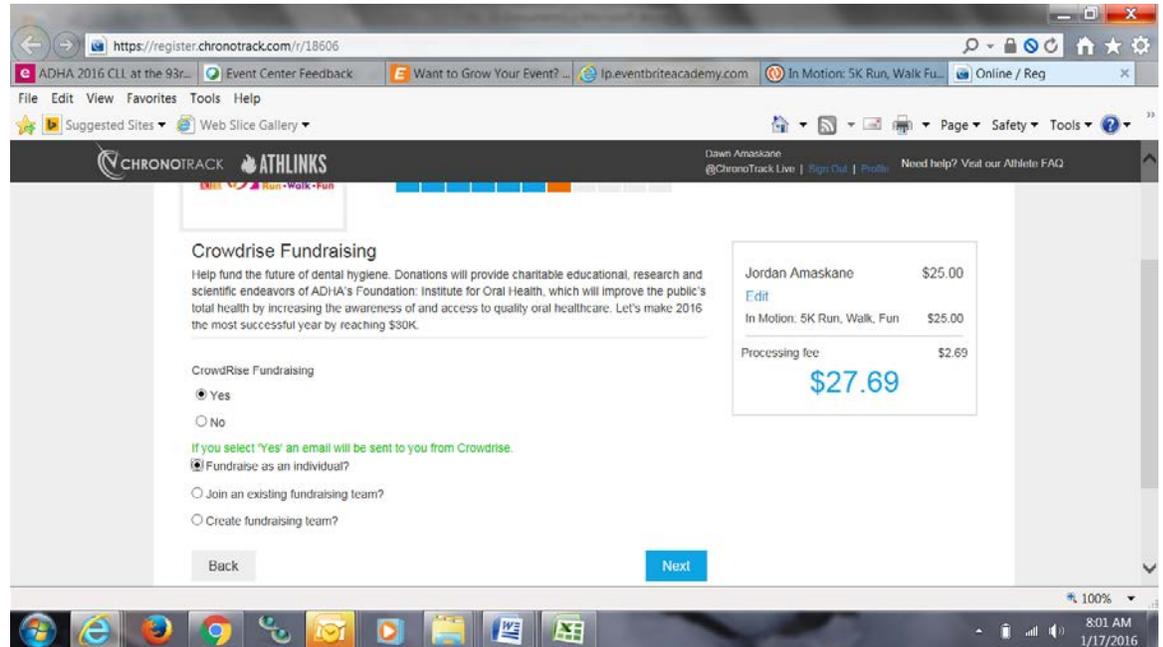
Complete the Registration

- To start off registering, you may pick on how to register from 4 options. You may pick which ever you wish
 - Facebook
 - Google+
 - ChronoTrack
 - Guest

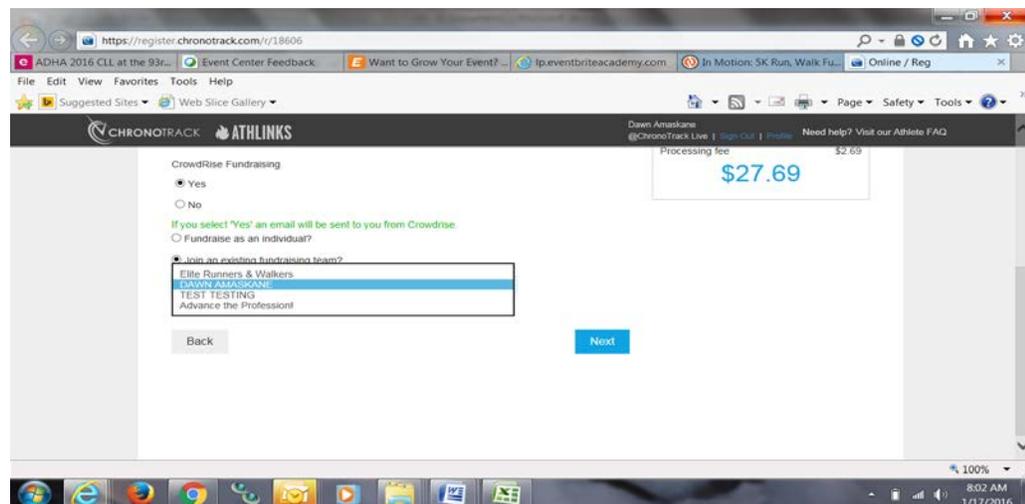


- During the registration process, you will come across the fundraising page. On this page, you must select “yes” and then choose from 3 options

- **Individual**

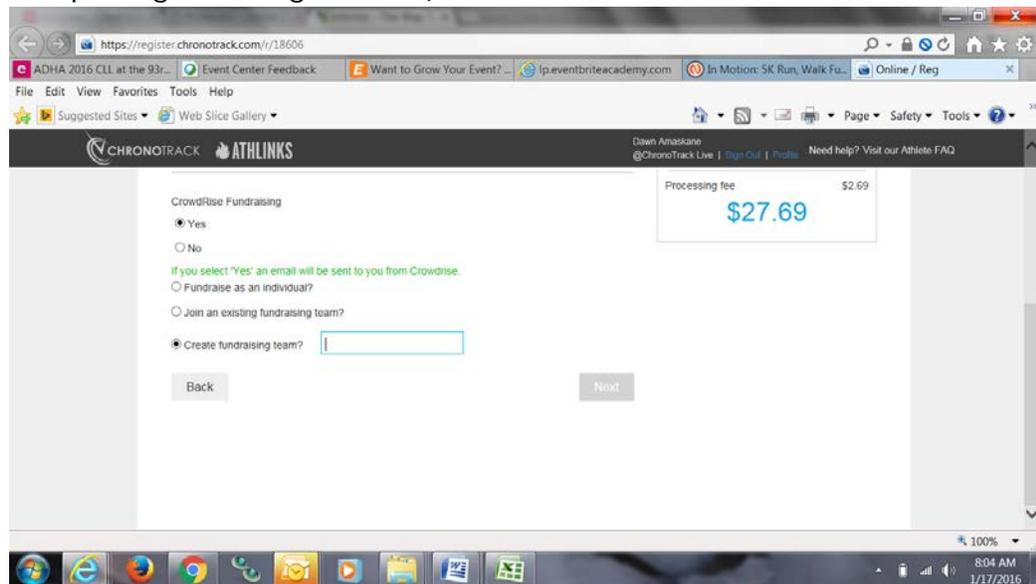


- **Join a Team (a list of all the teams created will appear)**



- Create a Team (here you can create your team. Once created, it will be in the drop down list for your team members to select when

completing their registration).



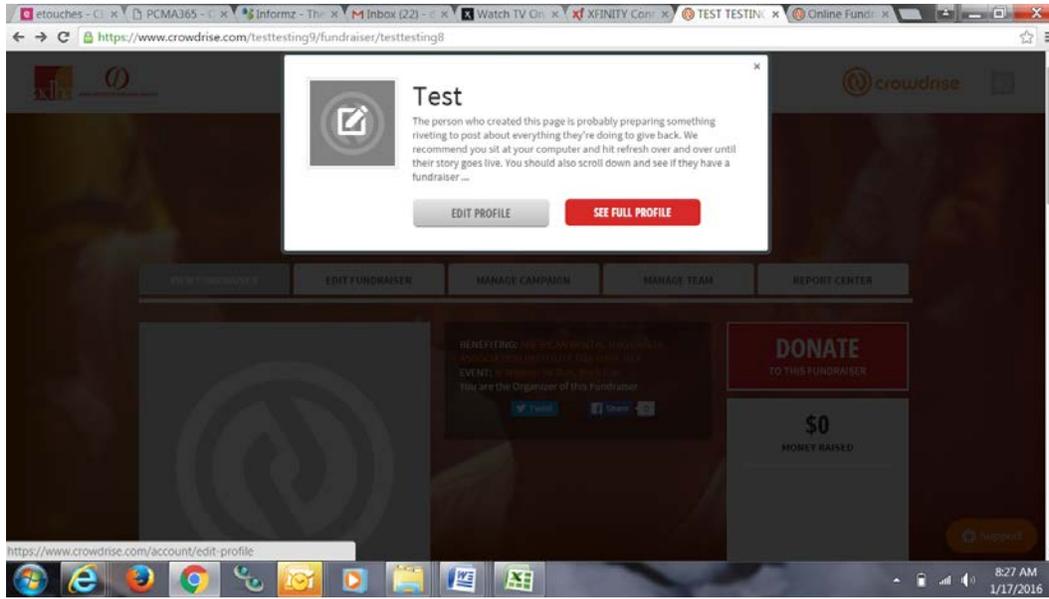
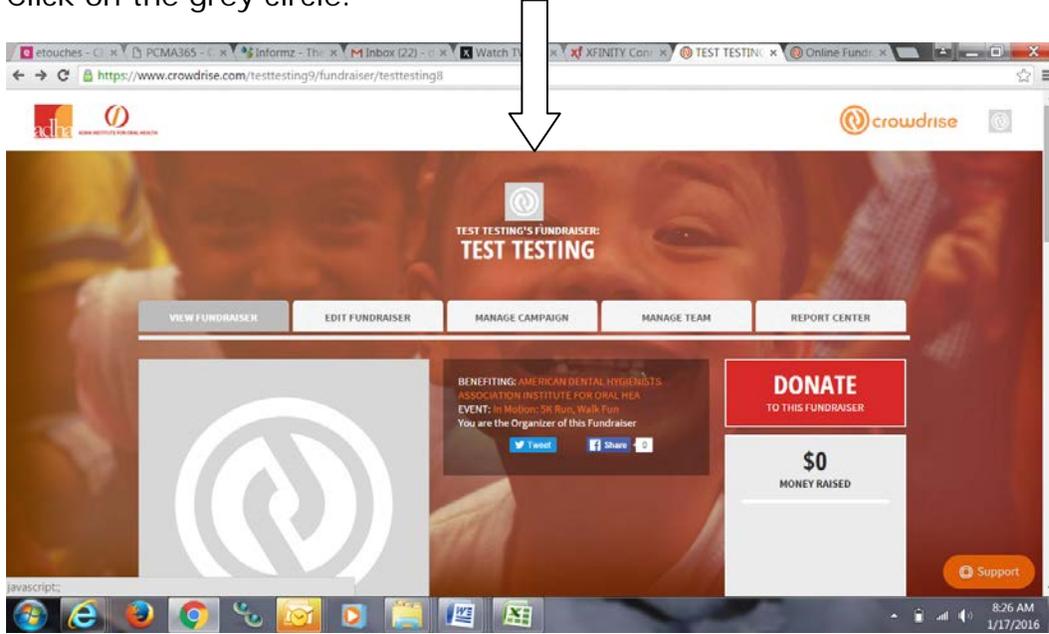
Once the event registration is completed, the page will be directed back to the crowdise main page.

Attendees will receive an email from crowdise with a link to create the password for their unique fundraising page. Once this is completed, login to your crowdise account to setup page and begin fundraising (see below).

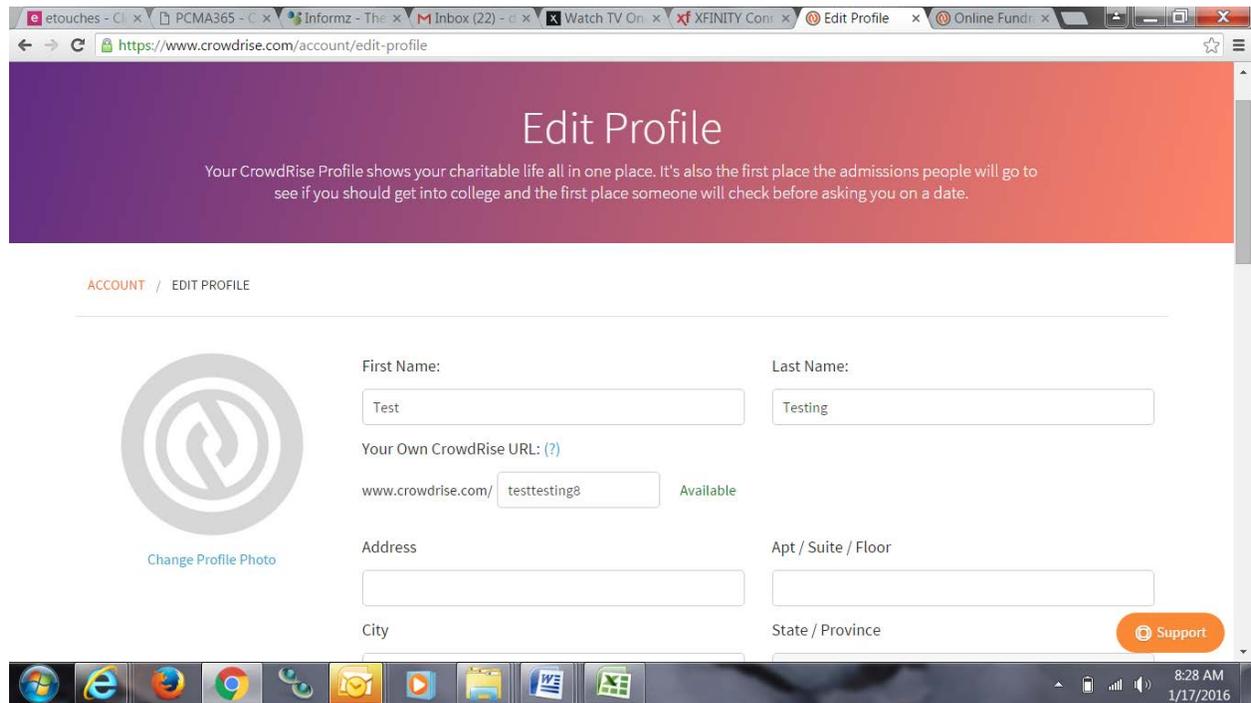
Updating Individual Fundraising Profile

Add Team/Individual Photo:

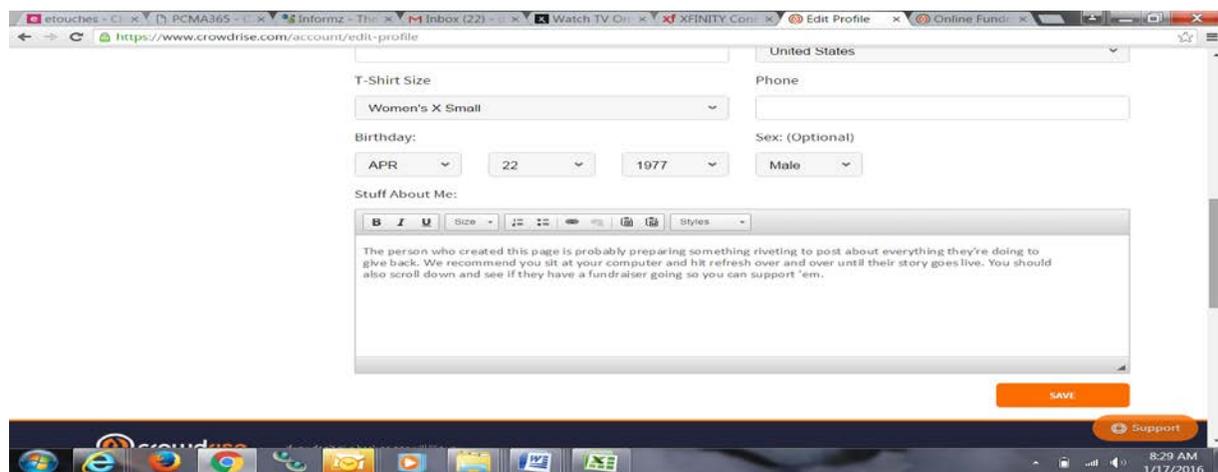
Click on the grey circle:



It will bring you to your profile page where you can upload photos, upload videos, etc.



Scroll down the page to the 'Stuff About Me':



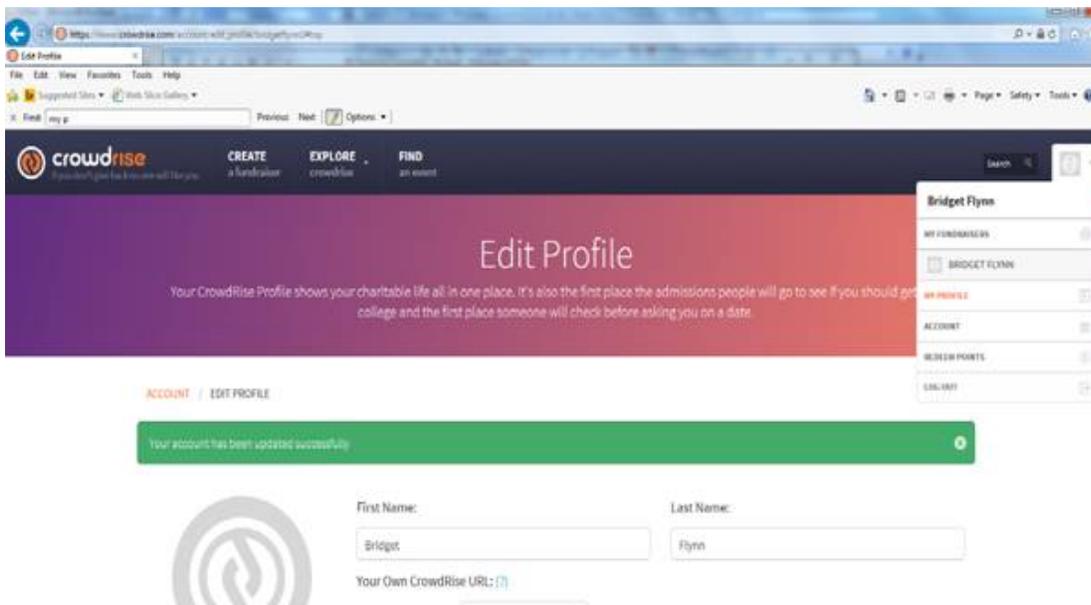
Add the following copy about the foundation below, then you can also add copy about why you are doing this:

In collaboration with the American Dental Hygienists' Association and through the generous support of our donors, the ADHA Institute for Oral Health provides thousands of dollars each year to advance the profession of dental hygiene through scholarship, research and service! *This is the only foundation for hygienists by hygienists.*

Funds are awarded to:

- ✓ dental hygiene students for educational needs (Scholarships)
- ✓ those expanding the field of dental hygiene (Research)
- ✓ dental hygienists to provide oral health care and education to those in their communities (Community Service)

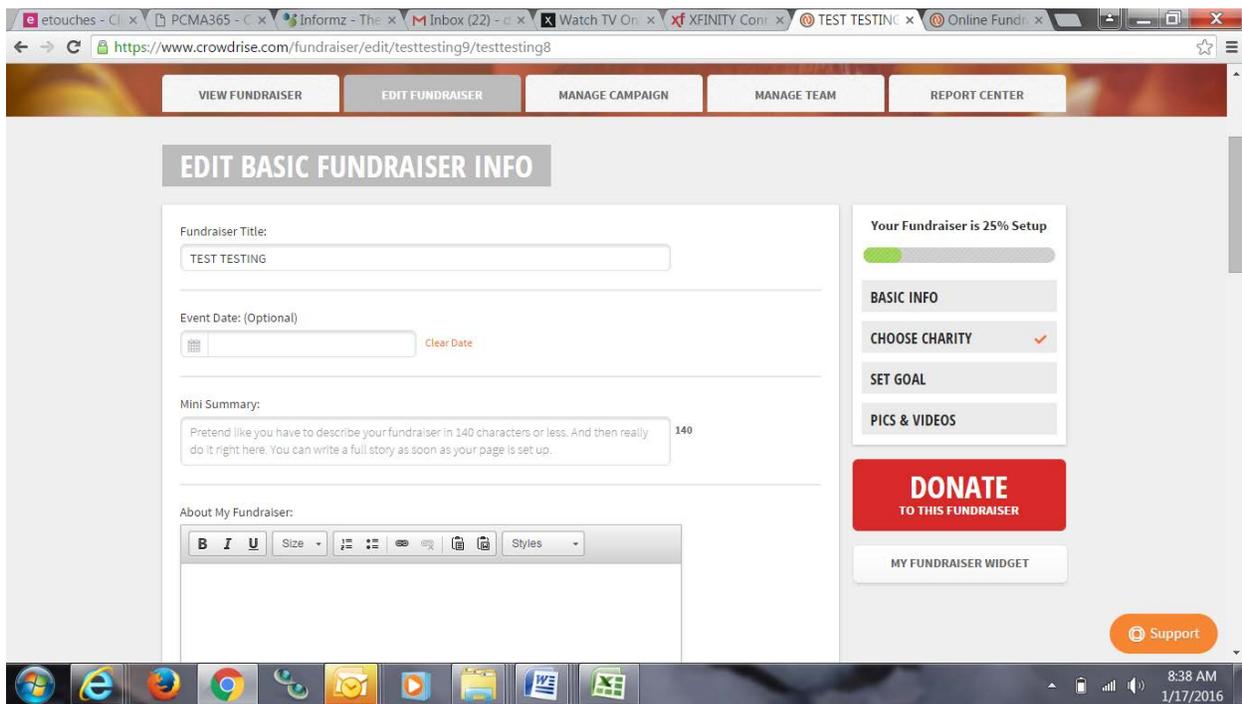
Then scroll to the top of the page. Click on your profile button in the top right corner and then select My Profile.



Then scroll to the bottom where it says fundraiser, and click on the fundraiser name highlighted in orange.



Edit Fundraiser



Fundraiser Title:

- Change to: ADHA IOH Foundation 5K: TEAM NAME or INDIVIDUAL NAME

Event Date:

- Add in June 9, 2016

Mini Summary:

- Insert this copy:
- ADHA's Foundation: Institute for Oral Health 5K Run/Walk raises funds to improve the public's total health by increasing awareness/access.

About my Fundraiser:

Insert this copy:

For every....\$1,000 raised, you will provide a scholarship to *develop* a dental hygienist's access to educational programs!

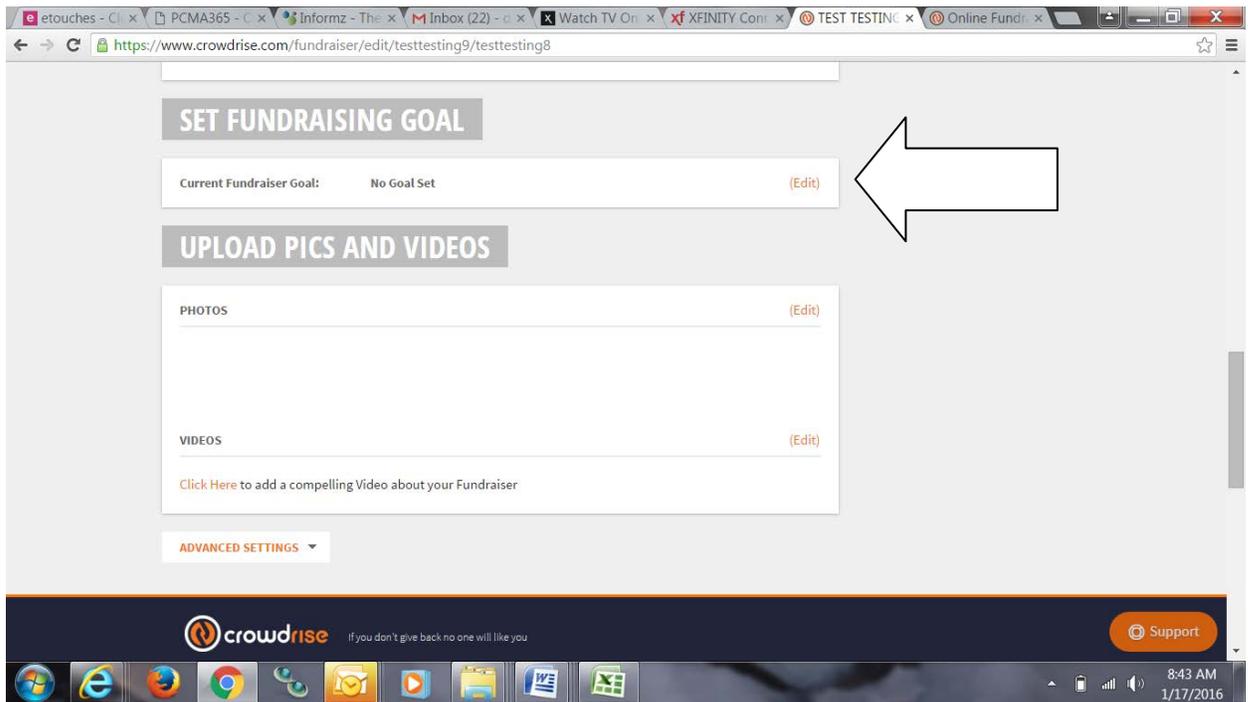
For every....\$2,000 raised, you will *empower* hygienists to improve the public's health in underserved communities!

For every....\$5,000 raised, you will provide a Research Grant that *supports* dental hygienists to reach their full professional potential!

Once the above items have been added – click 'SAVE'

Set Fundraising Goal:

- Here you can enter what your team or individual fundraising goal is by clicking on the edit button
- You can determine your own fundraising goal, but here's a way to earn 10 seconds off your time! For any individual that raises \$250 or more, you will have 10 seconds taken off your finish time. If you are registered as a Team, each member must raise \$250, OR the Team total must exceed \$1,000.
- Connect with your states liaison to see what the states fundraising goal should be
- [Click here](#) for a listing of state liaisons



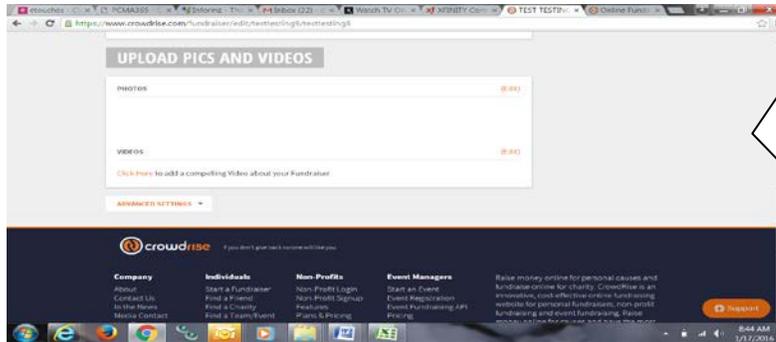
The screenshot shows a web browser window with the URL <https://www.crowdfunder.com/fundraiser/edit/testtesting9/testtesting8>. The page has a grey background and features several sections:

- SET FUNDRAISING GOAL**: A white box containing the text "Current Fundraiser Goal: No Goal Set" and a red "(Edit)" button to its right. A large white arrow points from the right towards this "(Edit)" button.
- UPLOAD PICS AND VIDEOS**: A white box containing two sub-sections:
 - PHOTOS**: A white box with a red "(Edit)" button to its right.
 - VIDEOS**: A white box with a red "(Edit)" button to its right. Below it is a link: "Click Here to add a compelling Video about your Fundraiser".
- ADVANCED SETTINGS**: A dropdown menu icon.

The bottom of the browser window shows the Windows taskbar with various application icons (Windows, Edge, Firefox, Chrome, etc.) and the system tray displaying the time as 8:43 AM on 1/17/2016.

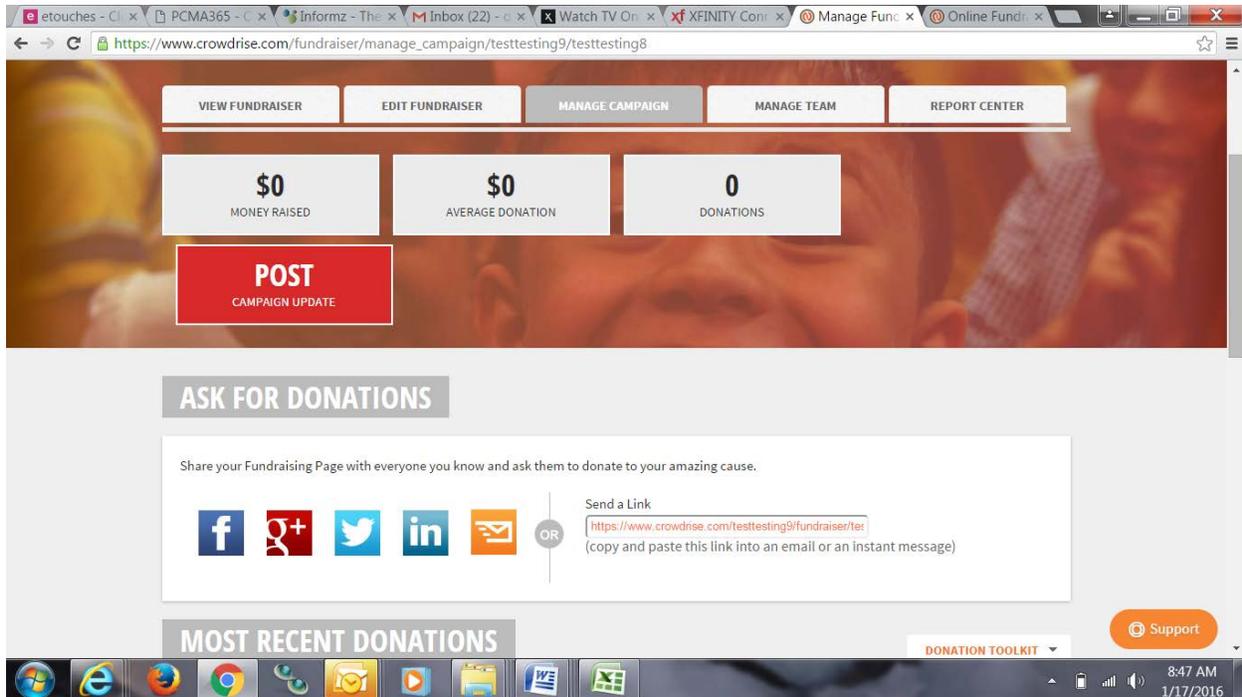
Upload Pictures & Videos

- Here you can enter what your team or individual fundraising goal is by clicking on the edit button
- Upload the "In Motion" logo as your first photo. This can be found from the marketing kit online at:
<https://www.eiseverywhere.com/ehome/adha16/marketingkit/>



Manage Campaign:

Share your page on your social media or send your link out by email



Manage Team

The screenshot shows a web browser window displaying the 'Manage Team' page for a fundraiser. The page features a navigation menu with options: VIEW FUNDRAISER, EDIT FUNDRAISER, MANAGE CAMPAIGN, MANAGE TEAM (selected), and REPORT CENTER. Below the menu, three summary cards are displayed: 'MONEY RAISED BY TEAM' at \$0, 'AVERAGE DONATION' at \$0, and 'TEAM MEMBERS' at 1. A prominent orange 'INVITE TEAM MEMBERS' button is visible. At the bottom of the page, there are 'TOOLKIT' and 'EDIT TEAM PREFERENCES' dropdown menus, and a 'Support' button. The browser's address bar shows the URL: https://www.crowdrise.com/fundraise-and-volunteer/the-team/testtesting9/testtesting8. The Windows taskbar at the bottom shows various application icons and the system clock indicating 8:48 AM on 1/17/2016.

Invite Team Members:

Use this to send to your colleagues/friends to register for the event.

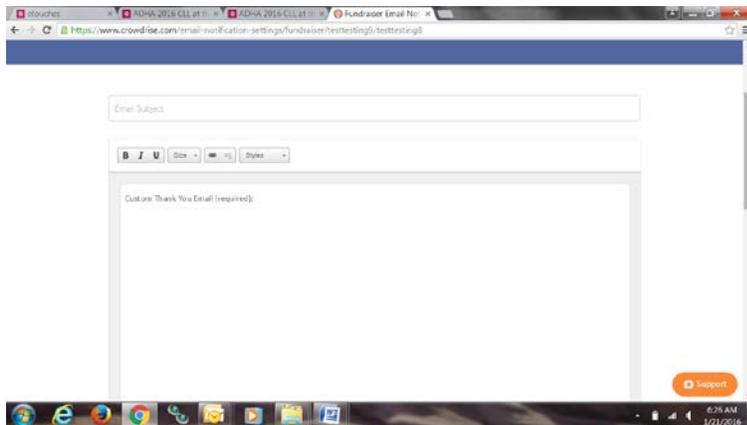
While there is standard copy in here, you can customize this as long as you don't remove your unique link

Set Up Automatic Thank You Email:

Under Edit Fundraiser, scroll all the way to the bottom, click on 'advanced settings', then click on the 'Setup Custom Thank You Email'

The screenshot shows the 'DONATION EMAIL SETTINGS' page in Crowdrise. The page is titled 'CONNECT TO EVENTBRITE' and contains several sections. The 'DONATION SETTINGS' section includes checkboxes for 'Invite other people to help me fundraise', 'Allow other Team Members to Enter Offline Donations', 'Hide All Donation Dollar Amounts', and 'Display Team-to-Donation Ratio'. Below these are input fields for 'Items Per Dollar' and 'Items Description'. The 'DONATION EMAIL SETTINGS' section has a link to 'Setup Custom Thank You Email' and a red 'SAVE' button. The browser's address bar shows the URL: https://www.crowdrise.com/fundraise-and-volunteer/017/testtesting9/testtesting8. The Windows taskbar at the bottom shows various application icons and the system clock indicating 6:25 AM on 1/21/2016.

After you click on 'setup custom thank you email', the window opens where you can insert copy. Every time someone donates to you/your team, they will automatically receive this email.



Copy to insert:

Subject Line: Thank you for donating to ADHA's Foundation: Institute for Oral Health

Copy for Body of Email:

Thank you for supporting me to raise funds for the American Dental Hygienists' Association's Foundation: Institute for Oral Health. Your donation helps the educational, research and scientific endeavors of ADHA which will improve the public's total health by increasing the awareness of and access to quality oral healthcare.

Sincerely, **Your name**

Fundraising Campaign:

Begin your fundraising campaign! [Click here](#) to view the solicitation letter that you can copy and paste to send to your family and friend by email.

CLL/AS Event Registration – Adding On After Glow Party

- Immediately following the 5K, there will be an after party celebration. If you are registered for the 5K and raise donations, the After Glow party is free but you must still register to attend
- You must add this event to your existing CLL/AS meeting registration
- Login to your existing event registration (using your email address and clicking on [modify registration](#))
- Follow the pages through until the 'options page'
- Select "Yes, you are registered for the In Motion: 5K Run, Walk, Fun"
- Please follow the instructions that auto populate following
- This will add the after party to your CLL/AS registration to allow you admission to the after party event