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
 - o Facebook
 - o Google+
 - o ChronoTrack
 - o 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

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

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 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).

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

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

Updating Individual Fundraising Profile

Add Team/Individual Photo:



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Click on the grey circle:

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■ at ● 8:27 AM 1/17/2016

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

	Edit Profile		
Your CrowdRise	Profile shows your charitable life all in one place. It's also the fi	rst place the admissions people will go to	
see if y	ou should get into college and the first place someone will che	ck before asking you on a date.	
ACCOUNT / EDIT PROFILE			
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Scroll down the page to the 'Stuff About Me':

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					SAVE
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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.

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Edit Fundraiser

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Event Date: (Optional)	Clear Date			CHOOSE CHARITY 🗸
Mini Summary:				SET GOAL
Pretend like you have to desc	cribe your fundraiser in 140 charact	ters or less. And then really 140		PICS & VIDEOS
do it right here. You can write	a a full story as soon as your page is	set up.		
About My Fundraiser				DONATE TO THIS FUNDRAISER
B 7 U Size +		Styles +		
				MY FUNDRAISER WIDGET

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

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	SET FUNDRAISING GOAL	Λ	*
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• <u>Click here</u> for a listing of state liaisons

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

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Manage Team



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'



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.

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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! <u>Click here</u> 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 <u>modify registration</u>)
- 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