



Girls on the Run SoleMates Fundraising  
How to use RacePlanner.com

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## 1. Register for SoleMates

To register to be a SoleMate for Girls on the Run (GOTR), visit the GOTR website and click on the link for SoleMates. Click on the link to the registration page and the following screen will appear:



powered by  **HOME** **FIND AN EVENT** **FIND A FUNDRAISER** **CONTACT**

**Girls on the Run** **SOLE MATES** **learn dream live run.**  
*The adult charity running leg of Girls on the Run.*

**SOLEMATES REGISTRATION - GOTR COOL SPRINGS 2013 REGISTRATION**

Your \$35 registration fee to the SoleMates program has great benefits, including:



- Easy online registration process
- Welcome packet and a SoleMate T-Shirt
- Incentive prizes for participants exceeding fundraising minimum
- Simple online fundraising
- Inspirational emails from Girls on the Run
- Extra motivation while training for your event – that you are doing it for a reason - to change the lives of girls in our community!





**PARTICIPANTS**

\*First Name:

Middle Name:

Complete the Participant information and click the **Next** button. Complete the Registration information and click the **Next** button. Review the participant information, enter the payment information and click the **Submit Your Registration** button. A Confirmation Page will appear:


25 Jun 2013
powered by 
HOME
FIND AN EVENT
FIND A FUNDRAISER
CONTACT

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**Don't forget to set up your fundraising page. Ask your family and friends to support your efforts to bring Girls on the Run to more girls in the Cool Springs.**  
[Click here to set up your fundraising page!](#)

Thank you for registering for the SoleMates Registration - GOTR Cool Springs 2013. This page serves as your receipt, a copy of which has been sent to amy@yahoo.com.

Participants

Name	Category	Birthdate	Amount
Amy Smith	SoleMates Registration - GOTR Cool Springs	5/5/1992	\$35.00



Registration Summary


Description	Amount
Registration Total:	\$35.00

Your credit card ending in 1111 has been billed for the amount \$35.00.  
**Note:** This charge may appear as Raceplanner.com, which provides registration services for Girls on the Run of Cool Springs.

## 2. Build Your Fundraising Page

Click on the link provided on the Confirmation Page or within the Confirmation Email to set up your fundraising page. The following screen will appear:


25 Jun 2013
powered by 
HOME
FIND AN EVENT
FIND A FUNDRAISER
CONTACT


Who We Are
What We Do
Get Involved
GOTR 5k
Locations
DONATE
SHOP
BLOG
NEWS
CONTACT US

Girls on the Run of Cool Springs

### JOIN GIRLS ON THE RUN OF COOL SPRINGS SOLEMATES FUNDRAISER

Thanks for joining Girls on the Run of Cool Springs SoleMates Fundraiser! In order to create your fundraiser, we just need to ask a few questions.

Please note:

- Your email address will serve as your Raceplanner user name
- Passwords must be a minimum of 6 characters in length, with one number or symbol

Your Account Details

\*First Name:   
 \*Last Name:   
 \*Email Address:   
 \*Confirm Email Address:   
 \*Password:

Enter your name, email address (which will serve as your login ID) and create a password. Click the **Create My Account** button. The following screen will appear:

Let's configure your fundraiser - give it a name, set a goal, insert a photo and add some content!  
You'll be able to customize your fundraiser more once we finish this step.

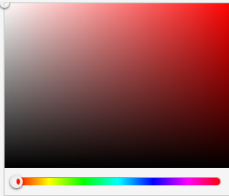
**Fundraiser Details**

Fundraiser Name:

Page Url:

Fundraising Goal:

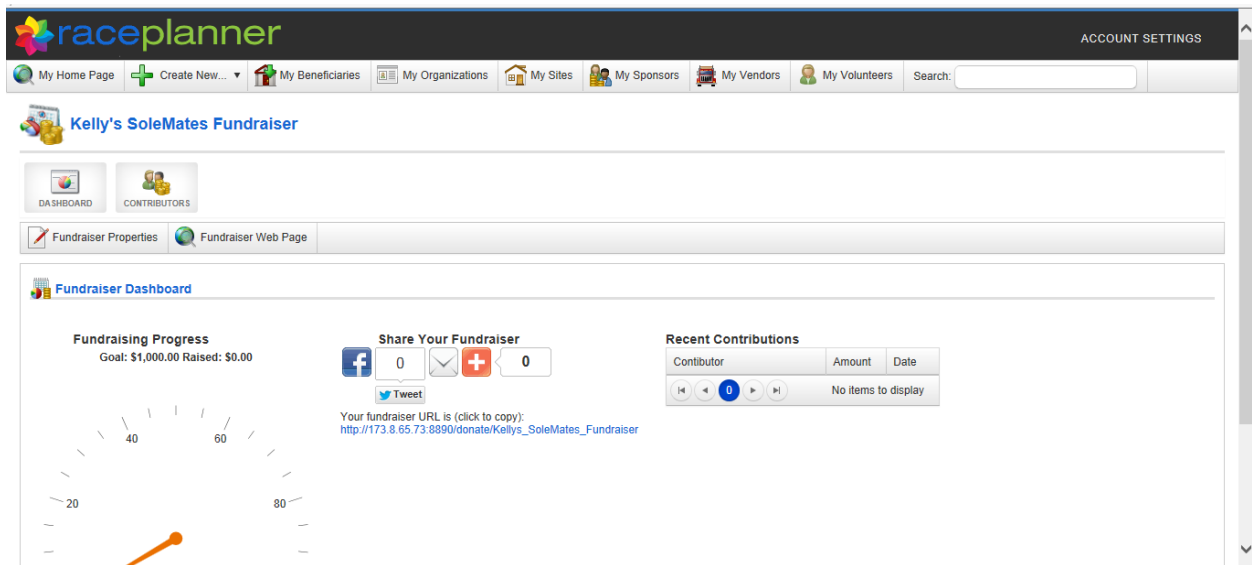
Fundraiser Page Content:

Change The Background Color?  Color Preview

Complete the following Fundraiser Details:

- A. Fundraiser Name** – This is the name of the fundraiser that will appear at the top of the fundraising page that donors visit.
- B. Page URL** – The URL will be automatically generated based on the name of the Fundraiser created in the field above. This will be preceded by the RacePlanner.com link, so the website will be automatically created for you.
- C. Fundraising Goal** – Enter the dollar amount you wish to raise.
- D. Fundraiser Page Content** – Enter a description of why you are doing the fundraiser that will compel the donors to make a donation.
- E. Change the Background Color** - To adjust the color of the website background, select a color in the rainbow bar, then move the Circle cursor to the correct level of brightness. To choose the color White, put the cursor in the upper left-hand corner of the color box.
- F. Your Fundraiser Photo/Logo** - Click the **Select A File From Your Computer** button to add a picture.

When complete, click the **Create my Fundraiser** button. The following screen will appear:



The screenshot shows the RacePlanner website interface. At the top, there is a navigation bar with the RacePlanner logo and the text 'ACCOUNT SETTINGS'. Below this is a menu with options: 'My Home Page', 'Create New...', 'My Beneficiaries', 'My Organizations', 'My Sites', 'My Sponsors', 'My Vendors', and 'My Volunteers'. A search bar is also present.

The main content area is titled 'Kelly's SoleMates Fundraiser'. It features a 'Fundraising Progress' section with a gauge showing 'Goal: \$1,000.00' and 'Raised: \$0.00'. The gauge has markings at 20, 40, 60, and 80, with the needle pointing to 0.

Next to the gauge is a 'Share Your Fundraiser' section with social media sharing icons for Facebook, Email, and Twitter, each with a '0' counter. Below these icons is a 'Tweet' button and a URL: 'http://173.8.65.73:8890/donate/Kellys\_SoleMates\_Fundraiser'.

To the right is a 'Recent Contributions' section with a table header: 'Contributor', 'Amount', and 'Date'. The table is currently empty, displaying 'No items to display'.

You can now 'Share Your Fundraiser' with your friends and family using the social media sharing icons. The following section will let you know how to manage your fundraiser.

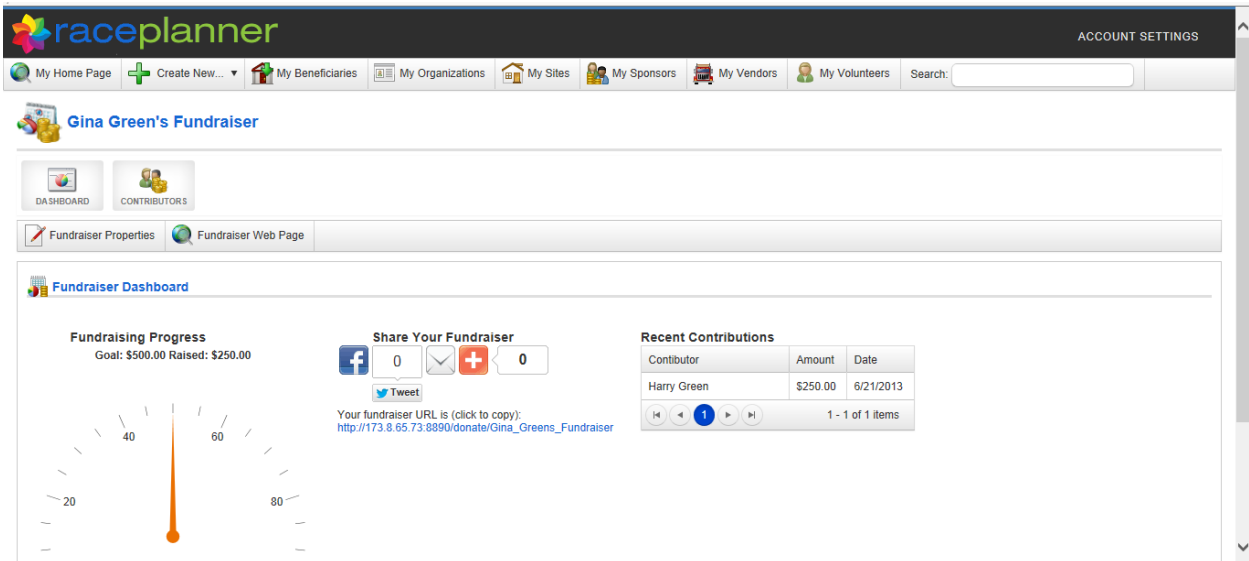
### 3. Managing Your Fundraiser

To manage and track the results of your fundraiser, visit RacePlanner.com, and sign in using the login and password credentials that you created in the last step. That will take you the fundraiser's Dashboard to watch progress, access the donation site, and make changes.

#### A. Dashboard

The screen that appears when you first login into RacePlanner is the Dashboard. It will provide the following:

1. A visual gauge to show how much you have collected towards your goal
2. Tools to share your fundraising effort with social media options
3. A chart to show Recent Contributions




The screenshot shows the RacePlanner dashboard for a fundraiser named "Gina Green's Fundraiser". The dashboard includes a navigation bar with links to "My Home Page", "Create New...", "My Beneficiaries", "My Organizations", "My Sites", "My Sponsors", "My Vendors", and "My Volunteers". Below the navigation bar, there are buttons for "DASHBOARD" and "CONTRIBUTORS". The main content area is titled "Fundraiser Dashboard" and features three sections: "Fundraising Progress" with a gauge showing a goal of \$500.00 and a raised amount of \$250.00; "Share Your Fundraiser" with social media sharing options (Facebook, Email, Print) and a "Tweet" button; and "Recent Contributions" with a table listing donor information.


Contributor	Amount	Date
Harry Green	\$250.00	6/21/2013

#### B. Contributors

Click on the **Contributors** button to see who has donated to the fundraiser to date. This screen will provide the donor name, donation amount, email address, comments, and the donation date.



ACCOUNT SETTINGS

[My Home Page](#)
[Create New...](#)
[My Beneficiaries](#)
[My Organizations](#)
[My Sites](#)
[My Sponsors](#)
[My Vendors](#)
[My Volunteers](#)


**Gina Green's Fundraiser**

[DASHBOARD](#)
[CONTRIBUTORS](#)

[Fundraiser Properties](#)
[Fundraiser Web Page](#)


**Fundraiser Contributors**

[New Donation](#)
[View Donation](#)

Donor Name	Amount	Email	Comment	Donation Date
Harry Green	\$250.00	michael@savetheclicks.com		6/21/2013 2:34 PM

items per page
 1 - 1 of 1 items

To see more information about the donor, click once on a donor name, then click the **View Donation** button:

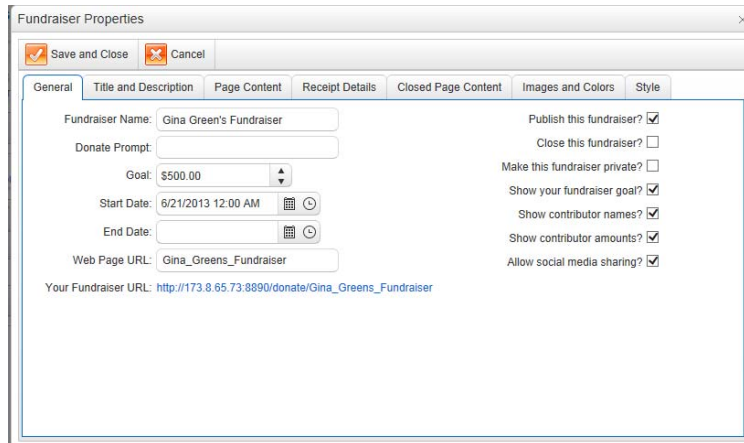
**Donation Properties** ✕

Save and Close
  Cancel

First Name: <input type="text" value="Harry"/>	Donation Date: <input type="text" value="4/7/2013 7:48 PM"/> <input type="button" value="Calendar"/>
Last Name: <input type="text" value="Green"/>	Donation Amount: <input type="text" value="\$10.00"/>
Phone Number: <input type="text" value="(555) 978-5251"/>	Payment Method: <input type="text" value="Credit Card"/>
Email Address: <input type="text" value="michael@savetheclicks.com"/>	Convenience Fee: <input type="text" value="\$0.00"/>
Street Address 1: <input type="text" value="566 Johnson Drive"/>	Payment has been received? <input checked="" type="checkbox"/>
Street Address 2: <input type="text"/>	Anonymous Donation? <input type="checkbox"/>
City: <input type="text" value="Cool Springs"/>	Hide this donation? <input type="checkbox"/>
State: <input type="text" value="California"/>	Comment: <input type="text"/>
Zip Code: <input type="text" value="95959"/>	

## C. Fundraiser Properties

To see details and make changes to the fundraising page you created, click the **Fundraiser Properties** button:

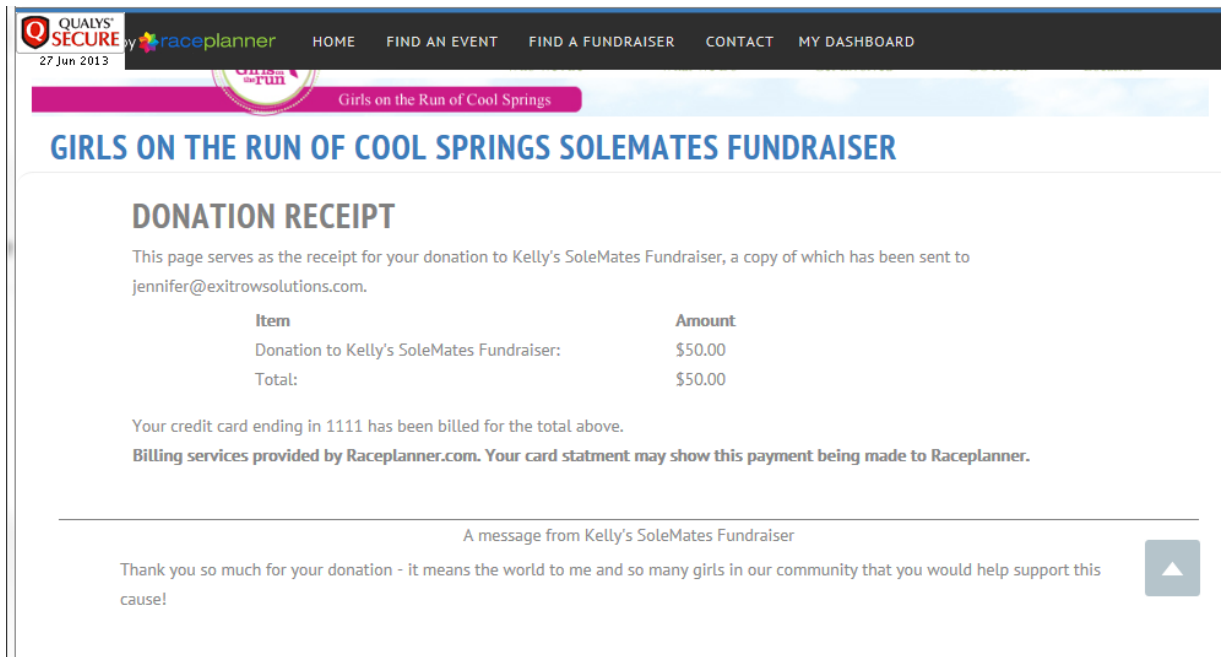


### 1. General Tab

- a. **Fundraiser Name** – This is the name of the fundraiser that appears at the top of the fundraising website. Once the site is published, **DO NOT** change this name, as the website name will become invalid.
- b. **Donate Prompt** – this is a phrase of your choosing that will appear in the box on the website that asks potential donors to donate a sum of money.
- c. **Goal** – this is the dollar goal that will be published on the website.
- d. **Start and End Dates** – these are the dates of the fundraising period. Donors will not be able to access the site to donate before the start date or after the end date.
- e. **Web Page URL** – This will be automatically generated based on the Fundraiser Name field above. It can be modified to anything you choose.
- f. **Your Fundraiser URL** – this is a direct link to the fundraising page that can be copied into an email or other documents.
- g. **Publish this fundraiser?** – What does this do?
- h. **Close this fundraiser?** – This makes the fundraiser not searchable on the RacePlanner site.
- i. **Make this fundraiser private?** – This takes the fundraiser off of the RacePlanner site and is not searchable under the Find a Fundraiser.
- j. **Show your fundraiser goal?** – Check this if you want your fundraising goal to be displayed on the website.
- k. **Show contributor names?** Check this if you want the names of donors to appear on the website.
- l. **Show contributor amounts?** Check this if you want the amount of each donation to appear next to each contributor name. If this is checked but contributor name isn't, it will show up as "Anonymous - \$10"?



- m. Allow social media sharing?** Check this box if you would like to offer the opportunity for other people to share this fundraiser using Facebook, Twitter or other social media sites.
- Title and Description Tab** – This tab controls the Title of the fundraising event, which will appear at the very top of the fundraising page (ex. Gina Green’s SoleMates Fundraiser). The Description box will be used to provide a short description about your fundraiser on the RacePlanner ‘Find a Fundraiser’ search feature.
  - Page Content Tab** – The page content section allows whatever you place here to show up on your fundraising home page. Use this area to describe why you are doing this fundraiser.
  - Receipt Details Tab** – This tool you to control the subject line in the emailed receipt that goes to donors, as well as create a message that appears at the bottom of the Confirmation Page that a donor sees after donating to the fundraiser, as well as in the emailed receipt.



QUALYS SECURE by raceplanner 27 Jun 2013 HOME FIND AN EVENT FIND A FUNDRAISER CONTACT MY DASHBOARD

Girls on the Run of Cool Springs

## GIRLS ON THE RUN OF COOL SPRINGS SOLEMATES FUNDRAISER

### DONATION RECEIPT

This page serves as the receipt for your donation to Kelly's SoleMates Fundraiser, a copy of which has been sent to jennifer@exitrowsolutions.com.

Item	Amount
Donation to Kelly's SoleMates Fundraiser:	\$50.00
Total:	\$50.00

Your credit card ending in 1111 has been billed for the total above.  
**Billing services provided by Raceplanner.com. Your card statement may show this payment being made to Raceplanner.**

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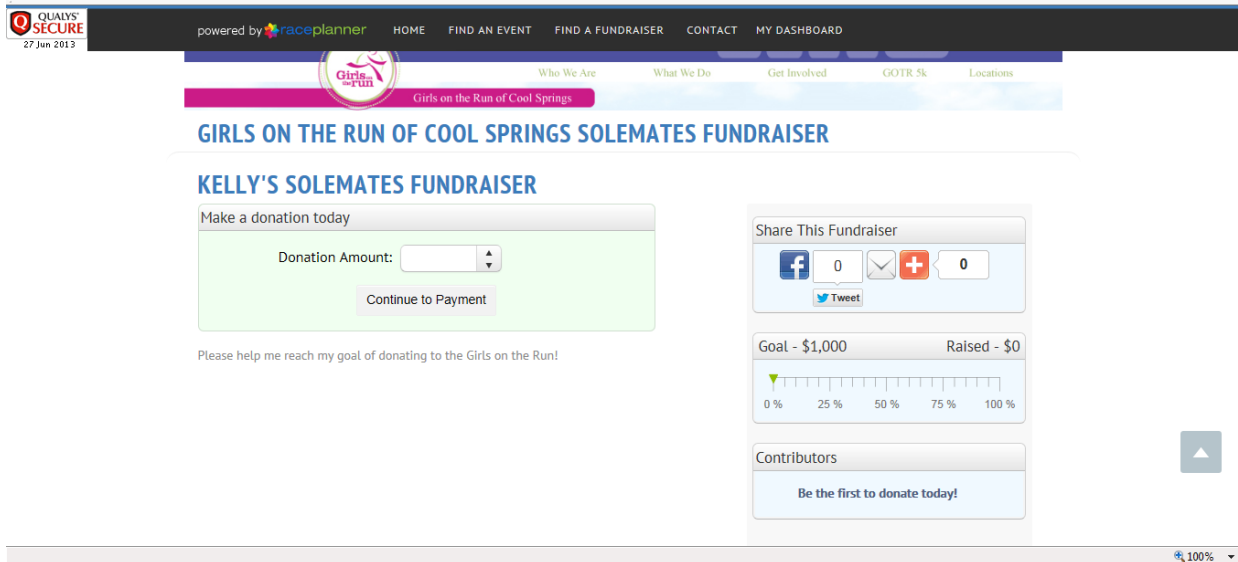
A message from Kelly's SoleMates Fundraiser

Thank you so much for your donation - it means the world to me and so many girls in our community that you would help support this cause!

- Closed Page Content Tab** – The description that appears in this box will be displayed on the page when the fundraising event is closed and no longer accepting donations. An example includes, “Thank you for visiting my fundraising page! The event is over but I really appreciate your interest and support!”
- Images and Colors Tab** – This tab allows you to put a picture on the site and change the colors of the banner. Click the Select button to add a picture. To adjust the color, select a color in the rainbow bar, then move the Circle cursor to the correct level of brightness. To choose the color White, put the cursor in the upper left-hand corner of the color box.
- Style** – The style tab is used by RacePlanner to help customize the look of your fundraising page.

## D. Fundraiser Web Page

Clicking the **Fundraiser Web Page** button will allow you to go directly to your fundraising page to see what donors are seeing:



The screenshot shows a fundraising page for "KELLY'S SOLEMATES FUNDRAISER" under the "GIRLS ON THE RUN OF COOL SPRINGS SOLEMATES FUNDRAISER" category. The page includes a navigation bar with "powered by raceplanner" and links for HOME, FIND AN EVENT, FIND A FUNDRAISER, CONTACT, and MY DASHBOARD. A secondary navigation bar includes "Who We Are", "What We Do", "Get Involved", "GOTR 5k", and "Locations".

The main content area features a "Make a donation today" section with a "Donation Amount:" input field and a "Continue to Payment" button. Below this is a message: "Please help me reach my goal of donating to the Girls on the Run!".

To the right, there is a "Share This Fundraiser" section with social media icons for Facebook (0), Email, and Twitter (0). Below this is a progress bar showing a "Goal - \$1,000" and "Raised - \$0", with a scale from 0% to 100%. A "Contributors" section below the progress bar contains the text "Be the first to donate today!".

The bottom right corner of the page shows a browser zoom level of 100%.

For further assistance, contact RacePlanner.com at 530-230-2225.