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

Contents

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:

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:

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:

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:

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.
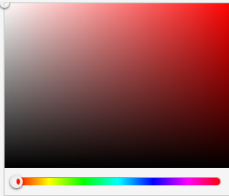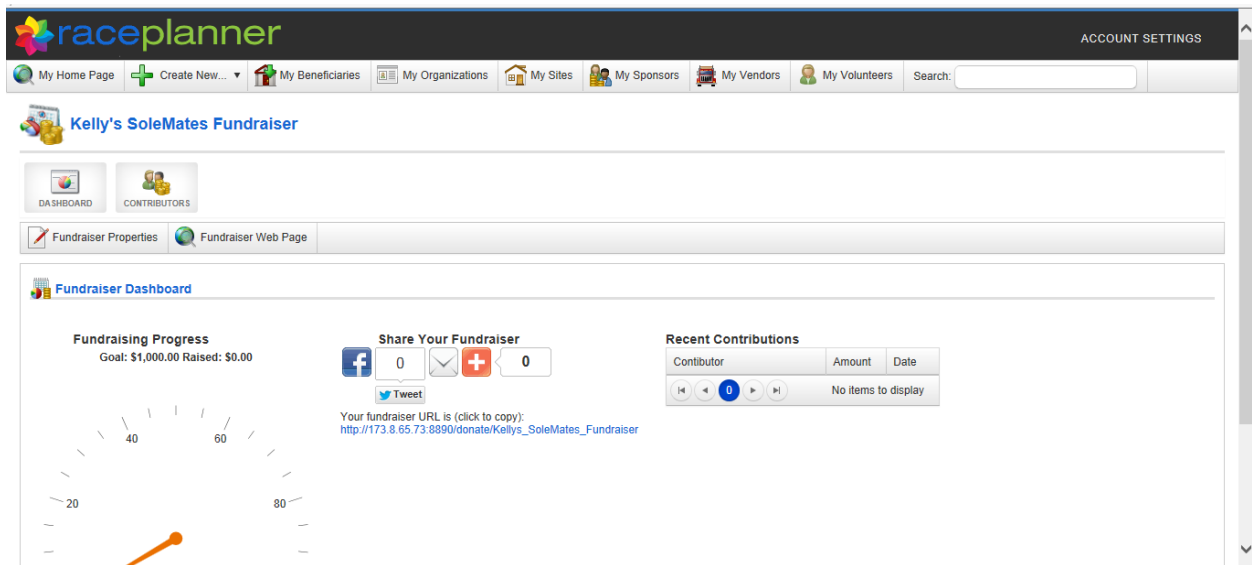
D. **Fundraiser Page Content** – Enter a description of why you are doing the fundraiser that will compel the donors to make a donation.

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:

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.
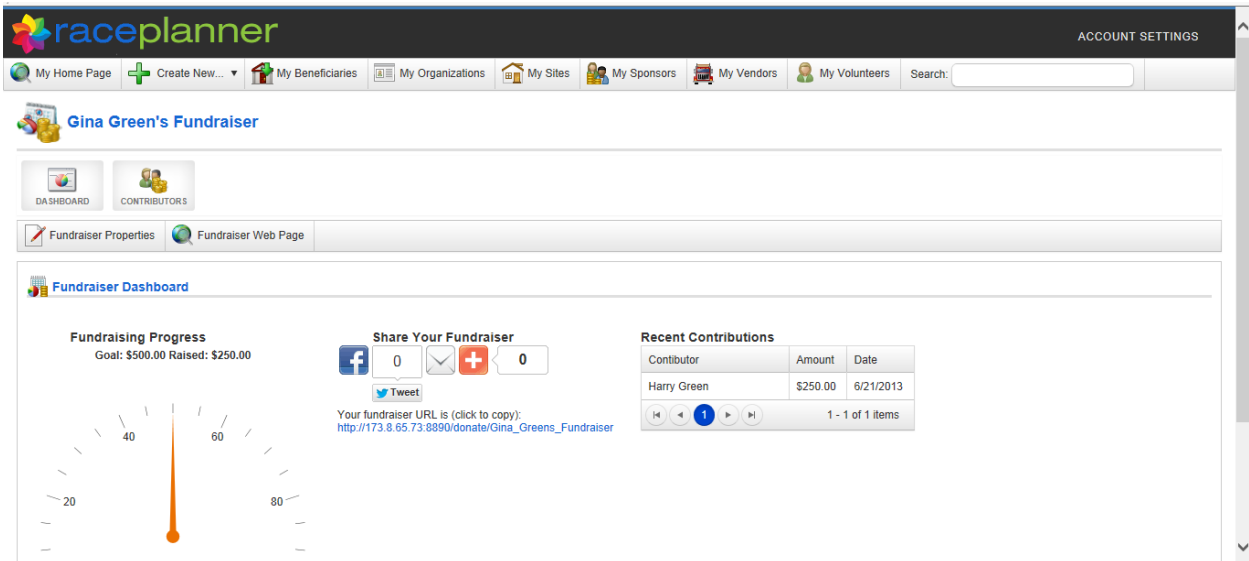
3. Managing Your Fundraiser

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

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.

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

C. Fundraiser Properties

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

1. **General Tab**
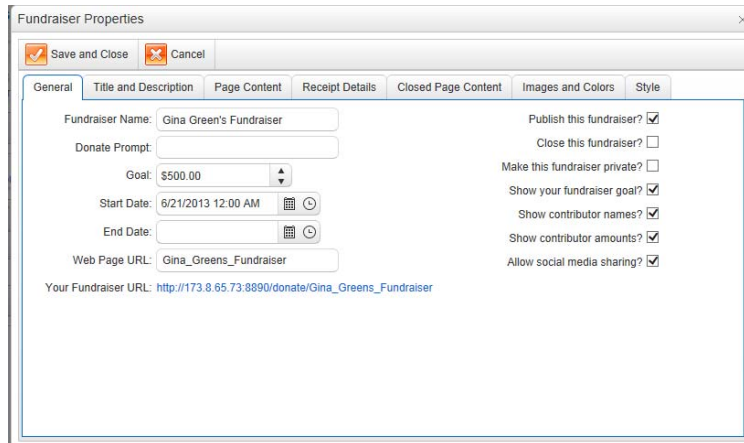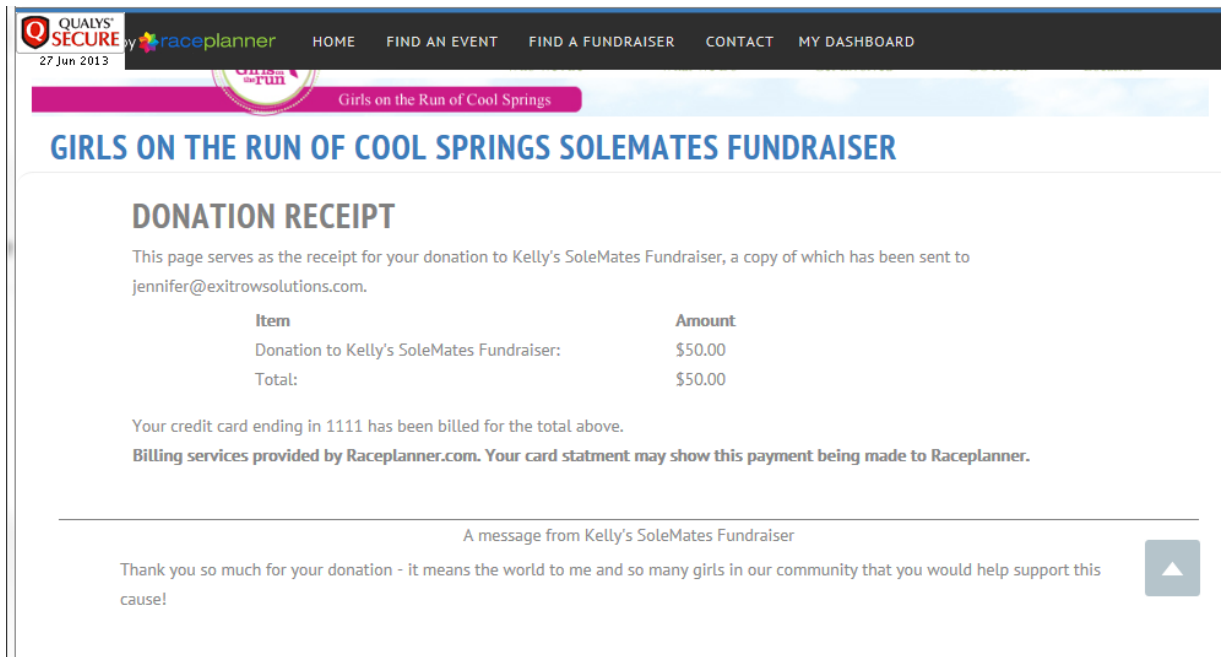   a. **Fundraiser Name** – This is the name of the fundraiser that appears at the top of the fundraising website. Once the site is published, DO NOT change this name, as the website name will become invalid.
    b. **Donate Prompt** – this is a phrase of your choosing that will appear in the box on the 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 it 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.

2. **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 is used to provide a short description about your fundraiser on the RacePlanner 'Find a Fundraiser' search feature.

3. **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.

4. **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.

5. **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!"

6. **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.

7. **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:

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