

Online Registration Manual

3RD ANNUAL

BRAIN MIND MATTERS
G O L F  T O U R N A M E N T

PRESENTING PARTNER



FRIDAY, SEPTEMBER 16, 2016
ST. MARYS GOLF & COUNTRY CLUB

Created by: Drea Kerr

June, 2016

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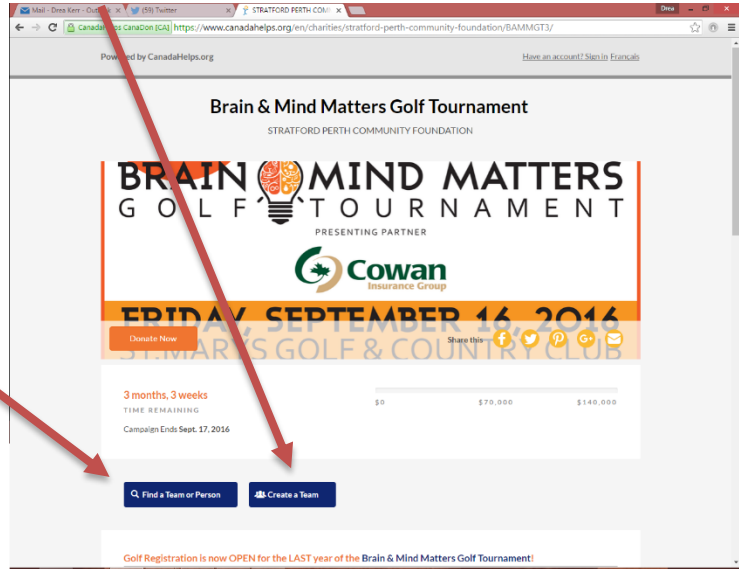


Registrar as a Team/Individual

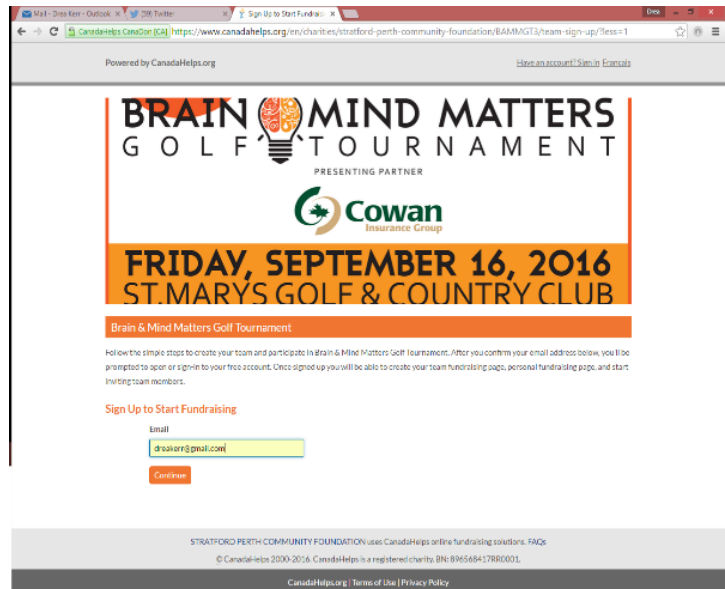
Step 1

- Go to the website provided below
- <https://www.canadahelps.org/en/charities/stratford-perth-community-foundation/BAMMG3/>
- To create a team, please click on the “Create a Team” button

A) If someone wants to donate to a specific person or team they can click on the “Find a Team or Person” or scroll down and click on team or individual they want to donate to. *This is the **only** way they can donate to you or your team online.*



Step 2 To create your team you first need to create account by adding your email address and creating a password.



Step 3

- Fill out your contact information
- Click “Next”

Page’s default is to an individual, you can easily switch to Corporate though by clicking on the button

FRIDAY, SEPTEMBER
ST. MARY'S GOLF & COUNTRY CLUB

Brain & Mind Matters Golf Tournament

Follow the simple steps to create your team and participate in Brain & Mind Matters Golf Tournament. After you confirm your email address below, you'll be prompted to create or sign in to your free account. Once signed up you will be able to create your team fundraising page, personal fundraising page, and set invite team members.

Continue Sign Up

Person Type

Personal Corporate/Group

First Name
Drea

Last Name
Kerr

Company Name (optional)

Street Address
45 East Gore St.

Street Address (cont.)

City
Stratford

Province/State
Ontario

Country
CANADA

Postal Code
n2a2w1

Yes, I would like to receive communications from STRATFORD PERTH COMMUNITY FOUNDATION

Continue

STRATFORD PERTH COMMUNITY FOUNDATION uses CanadaHelps online fundraising solutions. FAQs

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Step 4

Scroll down past the event description to the bottom

Fill out Step 1

- Enter your full name
- Confirm your fundraising goal (\$250/golfer minimum)
- Write a little bit about yourself
- Click “Next Step”

This part is more for the individual fundraiser (you!), so make it personal.

Step 1 of 2

Create Your Fundraising Page

You are a few steps away from being ready to start raising funds! Complete the form below to create your fundraising page. After, you will be prompted to create your team's page and then to invite team members.

About Your Fundraiser

Your Page Title

Set your fundraising goal

Goal Amount
\$

Name of Page Owner

In emails we refer to the page owner. Enter your name if you are fundraising as an individual. Otherwise, enter the name of the group or organization.

Display a list of supporters to my campaign on my page. Please note, all supporters can choose what information (if any) will appear in this list.

Send me an email each time someone makes a donation to my fundraiser.

Your Fundraising Story

Inspire your friends, family and co-workers to support the cause through your fundraising story. The better they connect with your story, the more likely they will make a donation. Be sure to not just tell them what the cause is, but why the cause is important to you.



Step 5

Scroll down past the event description to the Bottom

Complete Step 2

- Enter your team name
- Confirm team fundraising goal (\$1000 = \$250/golfer x 4/team minimum)
- Write something about your team

ATTENTION: You must complete your "Team URL" yourself. Keep it simple like your team name or team initials.

100% of the funds raised will go to the Brain & Mind Matters Community Fund.

Step 2 of 2

Create Your Team's Page

Complete the form below to create your team fundraising page. Your team fundraising page will show the combined fundraising results of your team, provide the option to donate to your team, and provide links to each team member's fundraising page.

Team URL

Team Name

The English name of your page.

About Your Team

Formats: B I U L E P

- You can download a picture of you team or logo here
- Click here when done

Team Logo

Beats.jpg

Image must be at least 400px x 400px but no larger than 5000px x 5000px. Supported formats include: JPG, PNG and GIF

Goal Amount

Access status

Open to everyone

Select an Option

STRATFORD PERTH COMMUNITY FOUNDATION uses CanadaHelps online fundraising solutions. FAQs
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CanadaHelps.org | Terms of Use | Privacy Policy

What a personal page looks like

EPIDAY SEPTEMBER 14 2016

Crazy Dr. Dini's Beats go BMM

3 months, 3 weeks

1186 PERS. ONLINE

Campaign ends Sept. 17, 2016

Donate to Me

My Team

Crazy Dr. Dini's Beats go BMM

Donate to My Team

Donate to Support Crazy Dr. Dini's Beats go BMM

Donate Now Donate Monthly

What a team page looks like

EPIDAY SEPTEMBER 14 2016

Donate to Team

UP BEAT!

3 months, 3 weeks

TIME REMAINING

Campaign Ends Sept. 17, 2016

Donate to Team

MEMBERS

Team Captain

Team Captain

\$3.00

Write about your team here!

Remember you can link into your individual pages and fundraisers!

Donate to Support Crazy Dr. Dini's Beats go BMM

Donate Now Donate Monthly

Remember to sign in every time you want to access to your page and to bookmark and save the URL!

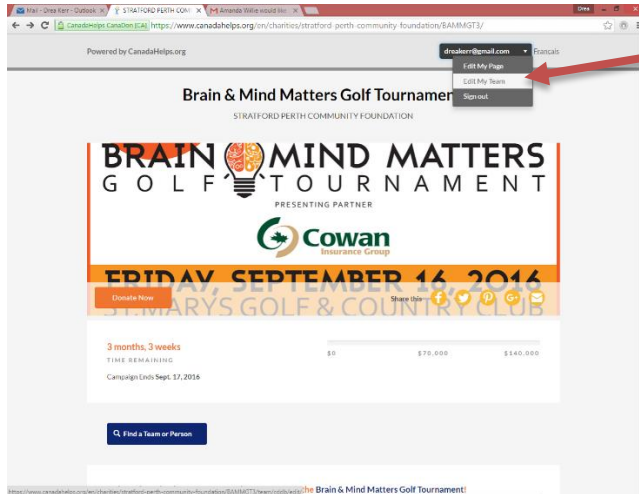
The only way people can get to this page is if they have the link.



Adding someone to your team

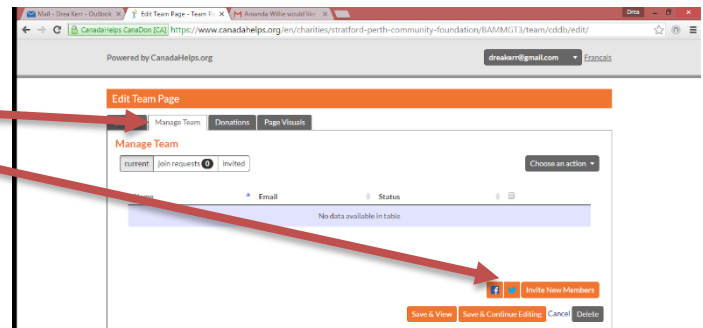
Step 1

- Sign in using your email and password as noted previously
- Once signed in, click on your email on the top right and click on ‘Edit My Team’



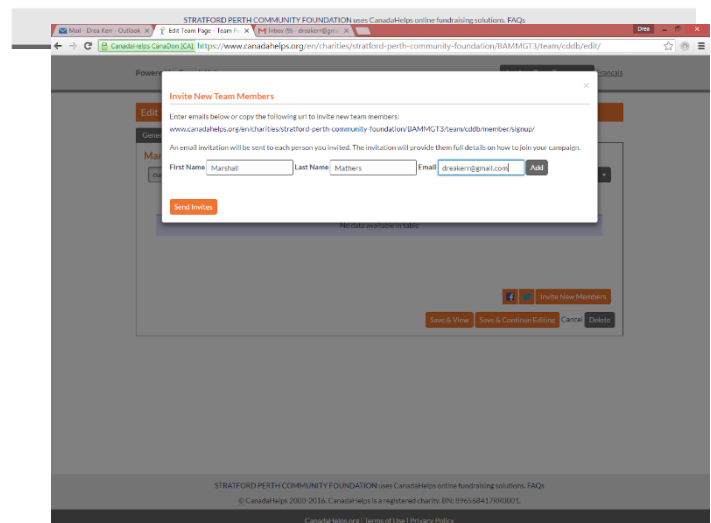
Step 2

- Click on the ‘Manage Team’ tab
- Click on the ‘Invite New Members’ button



Step 3

- When this box pops up, write in team members first name, last name and email
- Click ‘Add’
- The individual will receive an email invitation to join your team



How to donate to an individual or team

Click on the link you received. If you are on the main fundraising page but want to donate to an individual or team please see A) in **Step 1** on page 3.

The link will take you directly to the person or team you want to support. Please scroll down to the bottom of the page

Step 1

Click on the Donate Now button

Step 2

Click or type the amount you would like to donate

Step 3

Write a fun message of support (optional)

Step 4

Click on "Continue with Donation" and the billing page will appear

Step 5

Follow directions as necessary

The screenshot shows a donation page for 'Crazy Dr. Dre's Beats go BAMM'. It features a 'Donate Now' button, a 'Donate Monthly' option, and a form to enter a donation amount. The amount is currently set to \$100. Below the amount field is a text area for 'ADD A MESSAGE OF SUPPORT' with the example text 'Go Team! Love Snoop'. At the bottom of the form is an orange 'Continue with My Donation' button. Red arrows from the text on the left point to these specific elements on the page.

How to donate to the whole Golf Tournament

- Go to the main fundraising page (<https://www.canadahelps.org/en/charities/stratford-perth-community-foundation/BAMMG3/>)
- Scroll down to the bottom of the page
- Follow steps 1- 5 on "How to Donate to an individual or team" above

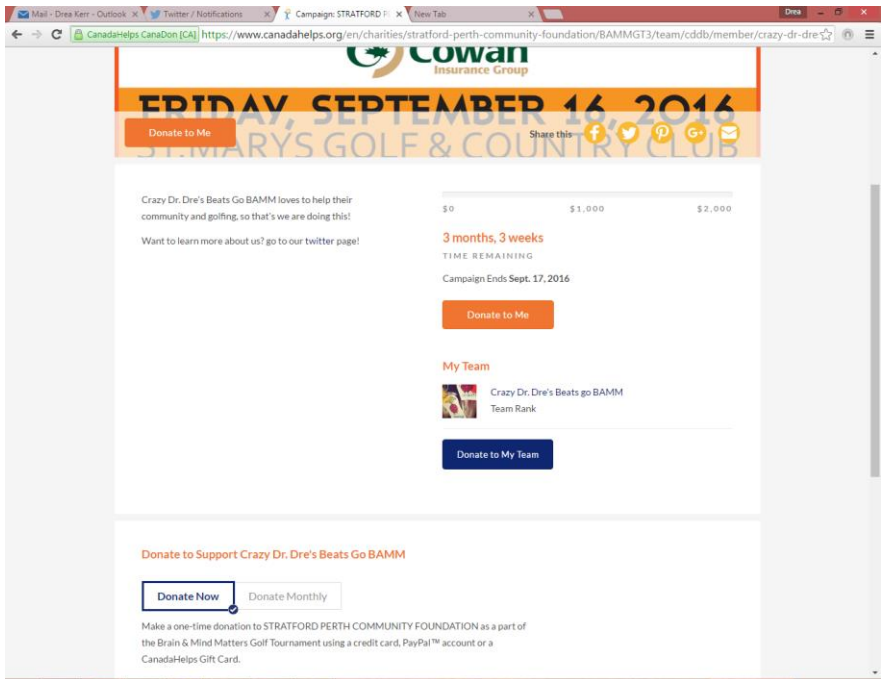
The screenshot shows a donation page for 'Brain & Mind Matters Golf Tournament'. It features a 'Donate Now' button, a 'Donate Monthly' option, and a form to enter a donation amount. The amount is currently set to \$100. Below the amount field is a text area for 'ADD A MESSAGE OF SUPPORT'. At the bottom of the form is an orange 'Continue with My Donation' button.



Fundraising with Email

Go to your team or individual fundraising page.

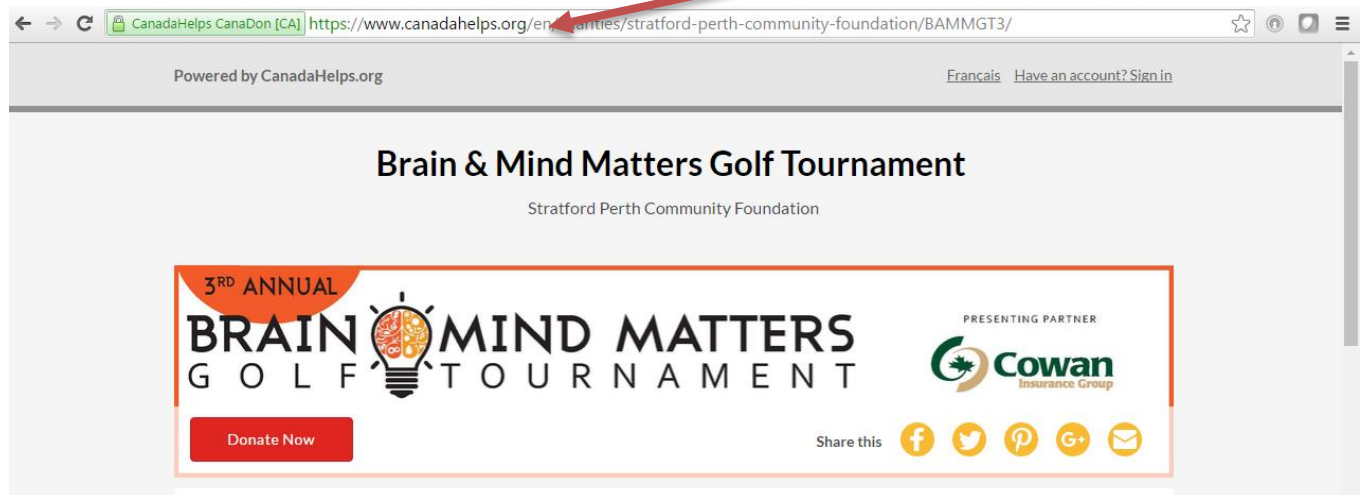
There are three ways to request donations using email.



#1

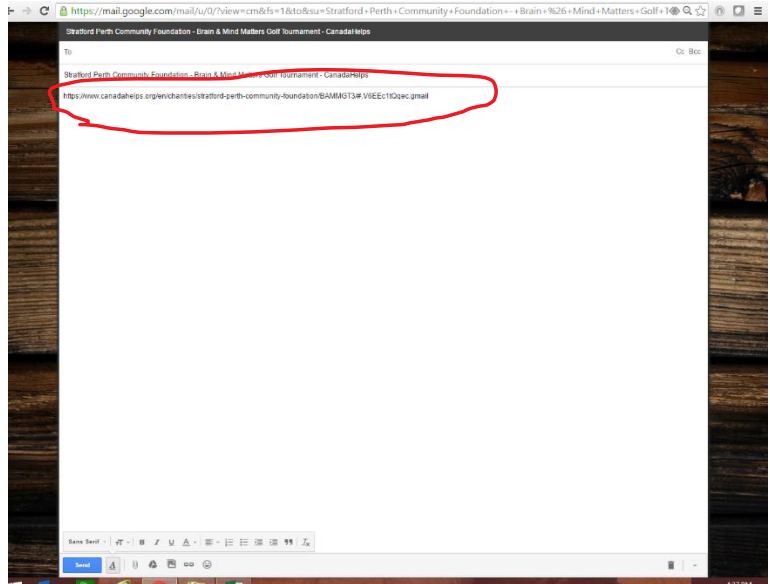
Step 1

Go to the top of your fundraising page and select the URL link, right click your mouse and hit Copy



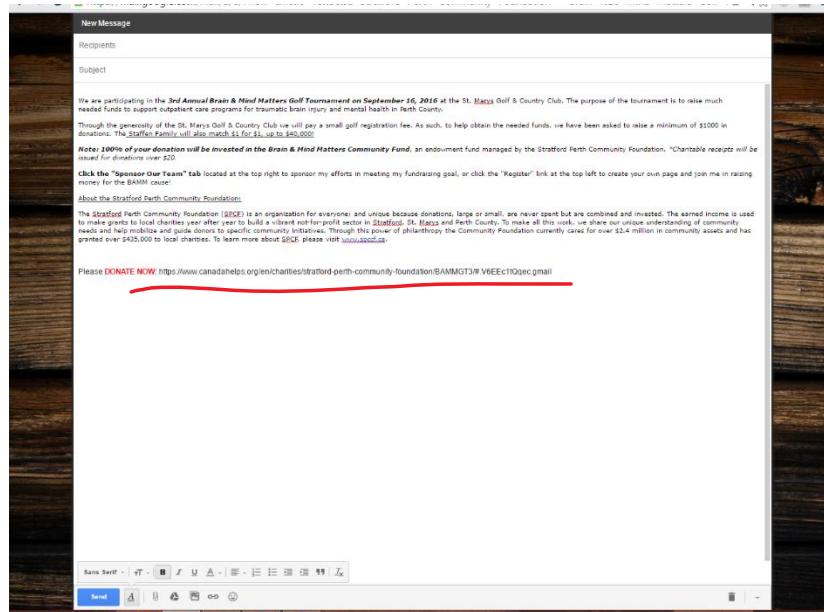
Step 2

Sign in to your personal email account and compose a new email. Once you have your new email page up, right click your mouse and hit Paste and your URL link to your fundraising page will show up on the email.



Step 3

Once this has happened you can write your own personalized message to friends and family or use the suggested messages that we have sent to you. Once finished, send your email.

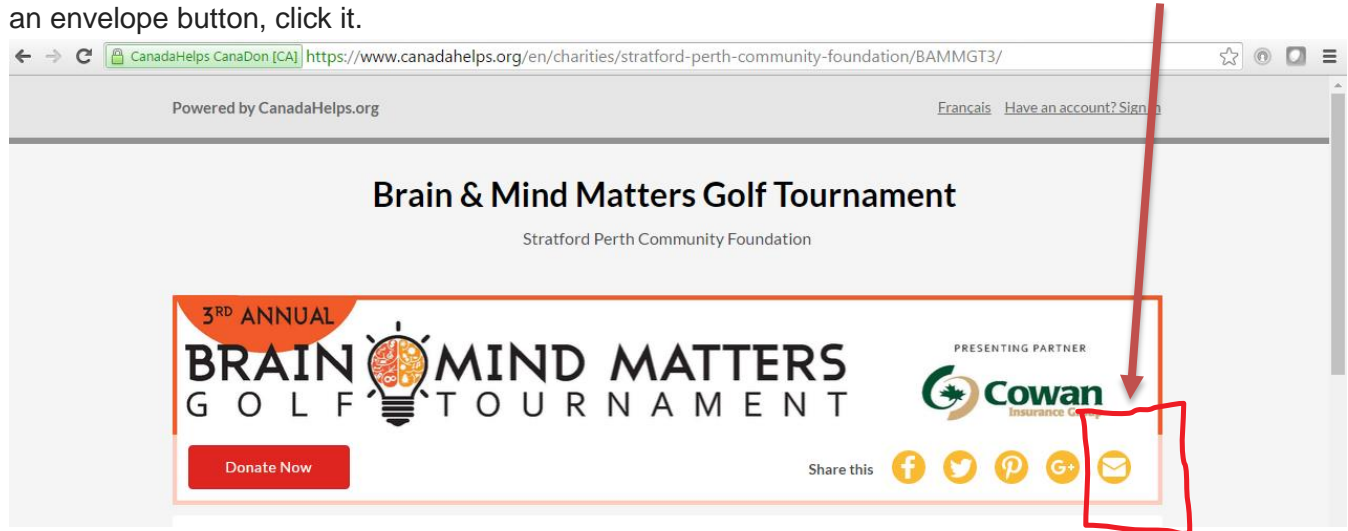


#2

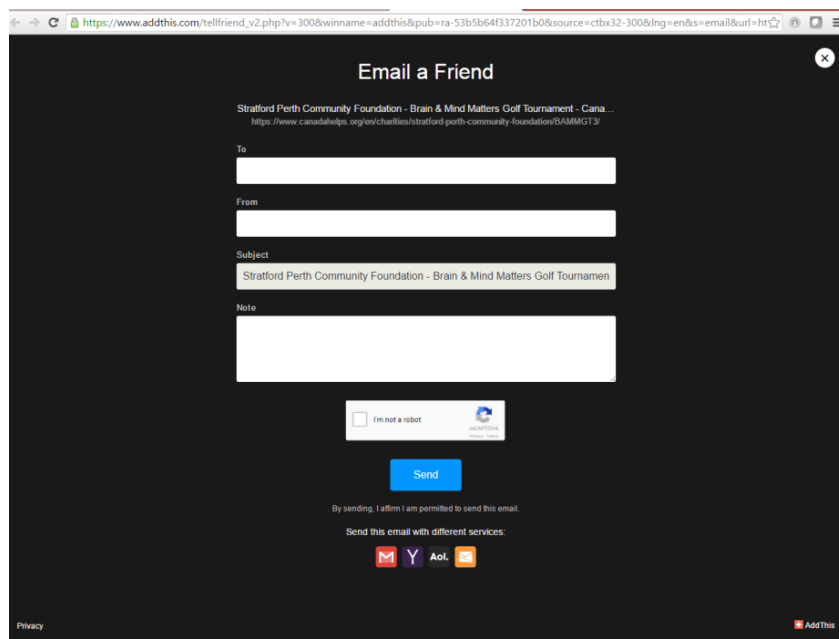
Go to your team page or individual fundraising page.

Step 1

On the top of your fundraising page where the BAMB logo is on the right hand side you will see an envelope button, click it.



This page will pop up



Step 2

Add in your friends email address

Add in your own email address

You can't change the subject line so please skip this

Add in a personal note or use one of our suggested messages that you were sent

Let them know you are not a robot by hitting this square

Hit send and you are done

The screenshot shows a web browser window with the URL https://www.addthis.com/tellfriend_v2.php?v=300&winname=addthis&pub=ra-53b5b64f337201b0&source=ctbx32-300&ing=en&s=email&url=https://www.canadahelps.org/en/charities/stratford-perth-community-foundation/BAMMG73/. The page title is "Email a Friend". The form contains the following elements:

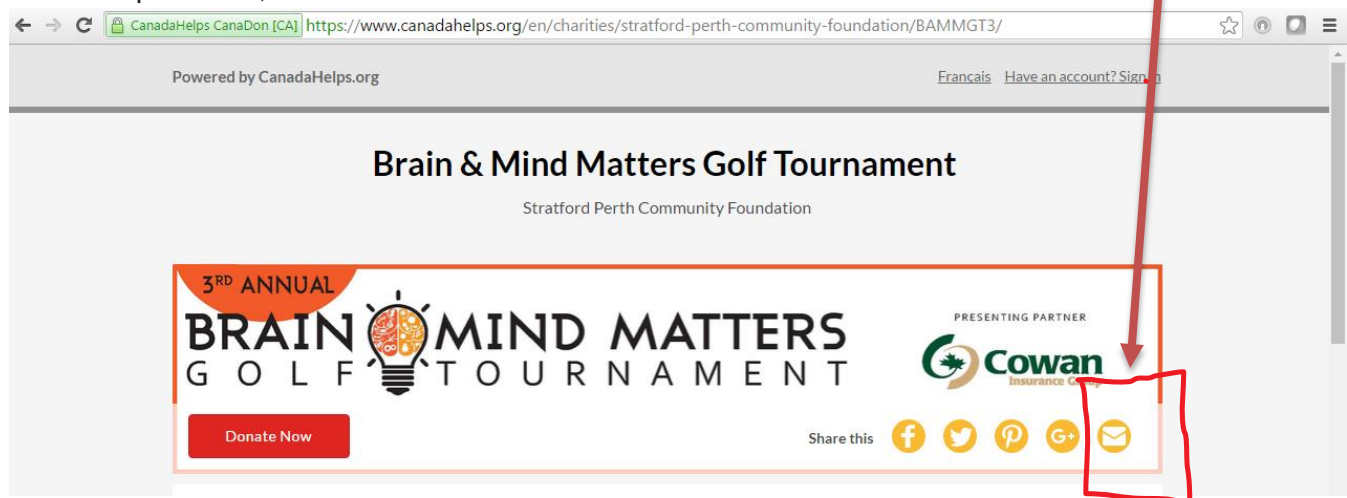
- To:** A text input field for the recipient's email address.
- From:** A text input field for the sender's email address.
- Subject:** A text input field containing "Stratford Perth Community Foundation - Brain & Mind Matters Golf Tournament".
- Note:** A large text area for a personal message.
- Verification:** A checkbox labeled "I'm not a robot" with a CAPTCHA image.
- Send:** A blue button to submit the form.
- Footer:** A disclaimer "By sending, I affirm I am permitted to send this email." and "Send this email with different services:" with icons for Gmail, Yahoo, AOL, and Outlook.

#3 (You can only use this way if your email provider is Gmail, Yahoo, AOL or Hotmail/Outlook)

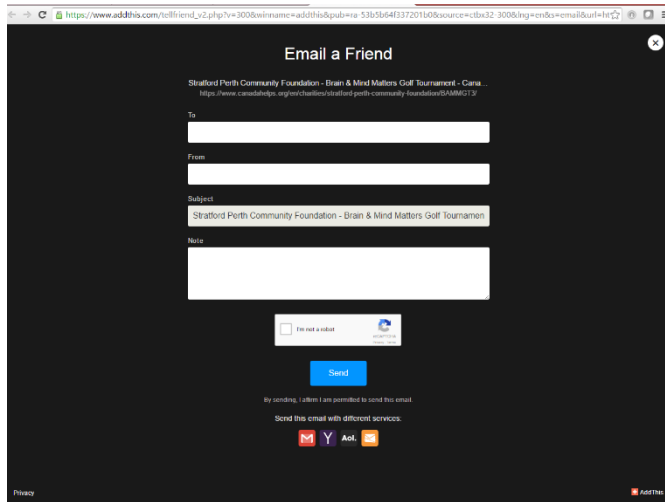
Go to your team page or individual fundraising page.

Step 1

On the top of your fundraising page where the BAMB logo is on the right hand side you will see an envelope button, click it.

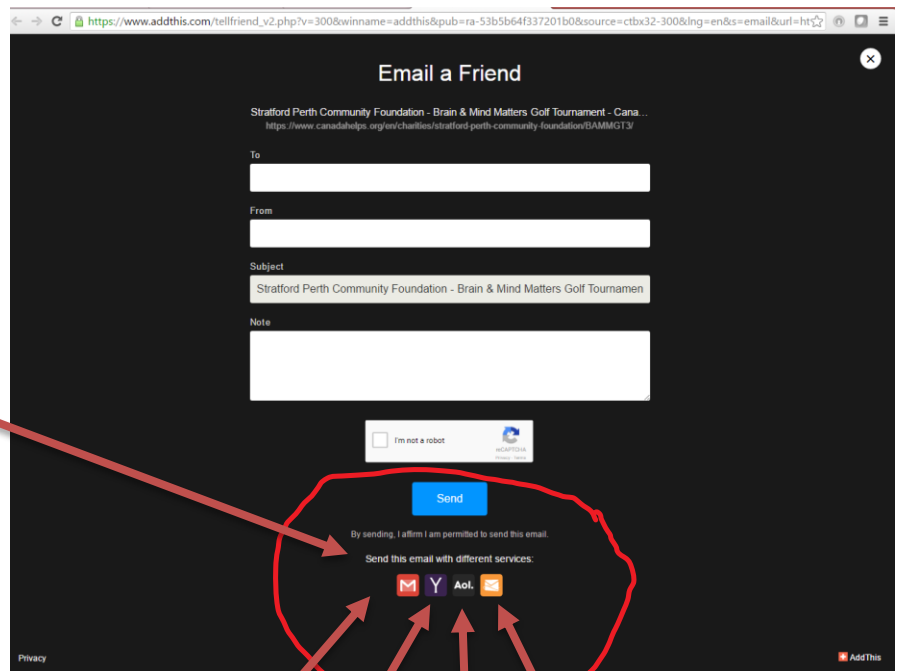


This page will pop up



Step 2

Go to the bottom of the page and click on your email provider.



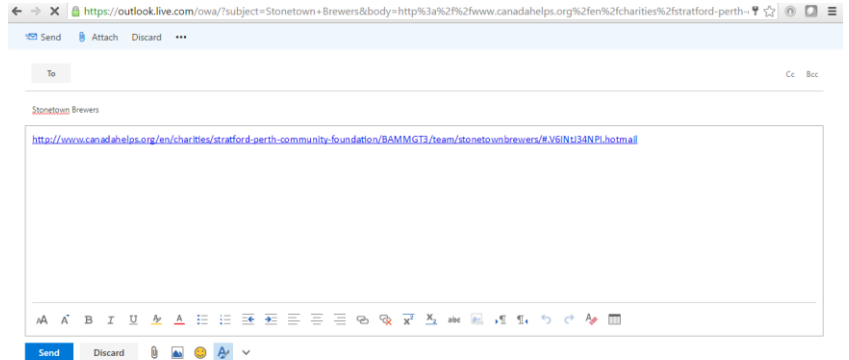
Gmail Yahoo AOL Hotmail/Outlook



Step 3

After you click on your email provider you may be prompted to sign in or it may go in directly to your email depending on your computer, after you go into your email this page will pop up.

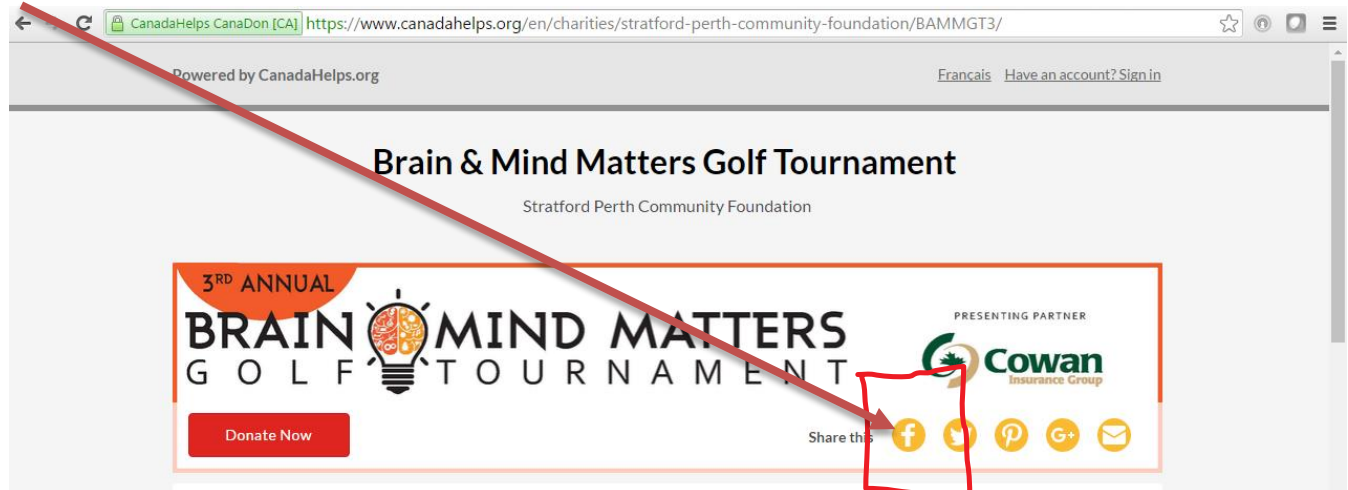
Once this has happened you can write your own personalized message to friends and family or use the suggested messages that we sent to you. Once finished, send your email.



Fundraising using Facebook

Step 1

On the top of your fundraising page where the BAMB logo is on the right hand side you will see a f button, click it.

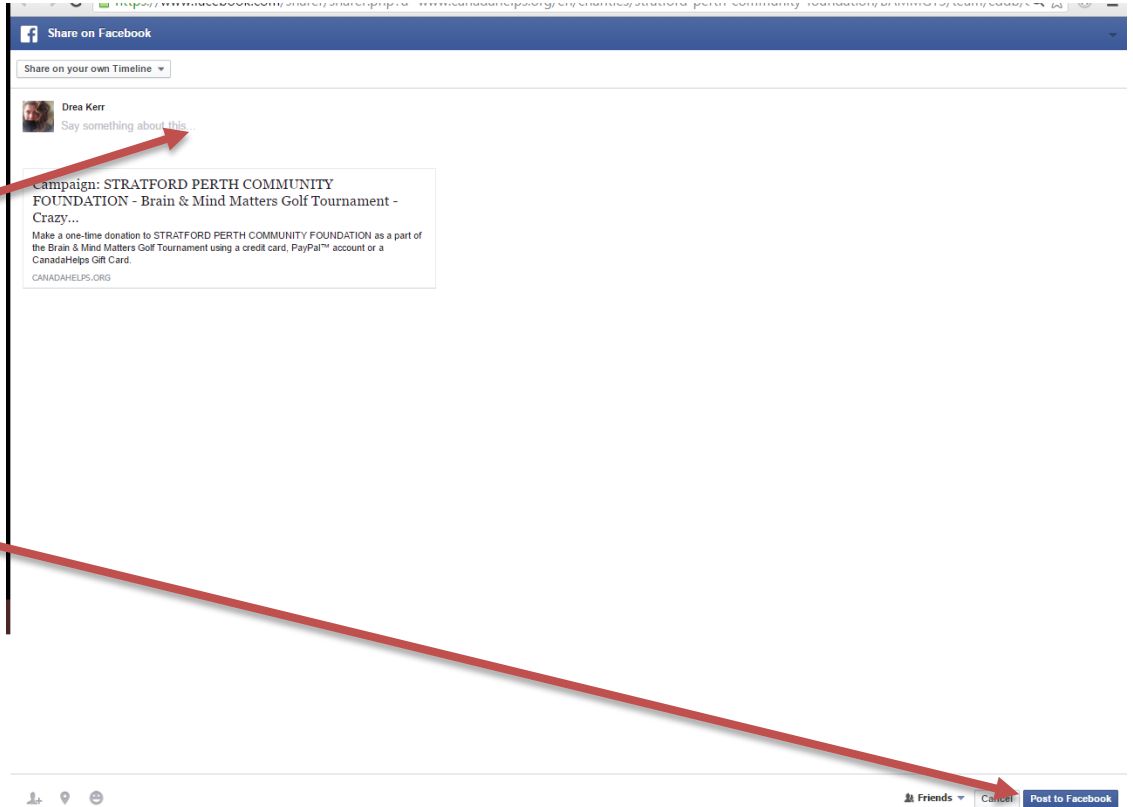


Step 2

This page will pop up.

You can write a personal message here.

When finished post to your Facebook page by clicking here.



Contact

If you require any more information or help about the Brain and Mind Matters Golf Tournament fundraising portal please call Drea at the Stratford Perth Community Foundation.

drea@spccf.ca

519-271-1503

If you have any questions about the BAMM fund or other ways to donate please call Amanda at the Stratford Perth Community Foundation.

amanda@spccf.ca

519-271-1503

