

# 2017 Trick or Trot 5K and Fun Walk

## Steps for FirstGiving Registration

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**Step 1:** Select "register" on the right hand side of the event page  
[tinyurl.com/trickortrot2017](http://tinyurl.com/trickortrot2017)

**Step 2:** Select your Registration type (5K Runner, Junior 5K Runner, Walker)

- Just registering yourself? Select a quantity of 1 for whichever option you'd like.
- Registering others? Select the proper quantities in each category you're registering for. Be sure to let them know you registered them and encourage them create a fundraising page for themselves!

**Step 3:** Register for FirstGiving or sign into your existing account

- Never used FirstGiving before? Create your account! Creating your account through Facebook is recommended as you don't have to remember your login information, and it'll help you with your event fundraising down the line! Don't have Facebook? No problem! Just fill out the form, and your email and password will be your future login information.
- I have used FirstGiving before. Great! Sign into your existing account using one of the two available options on the right-hand side of the screen.

**Step 4:** Teams

- Join a team: Select a team that is already registered by a Team Captain, or join Team VHF if you're an individual runner/walker.
- Create your own team: Come up with a fun team name, be the team captain, encourage other to join you, and show up in cool team shirt on walk day!
- Don't join a team: Just you? No problem! You don't have to join or create a team, but Team VHF is always an option!

**Step 5:** Fill out your registration details

- Just registering yourself? Fill out all your required information and check the event waiver box.
- Registering someone else? Make sure you have their T-shirt size, cell phone number, and date of birth.

**Step 6:** Create your fundraising page

- Edit your fundraising story so it's personal to you. People want to know why this cause is important to you! The more personal it is, with photos and videos, the more people will be willing to donate to your page. The more you raise on your personal fundraising page, the better chance you have of winning the Top Individual Fundraiser Award at the walk! All donations made to your personal fundraising page will also be credited to your Team Goal, which could help you win the Top Team Award.
- Set your fundraising goal. How much do you plan to raise? Whether \$50 or \$500+, all money raised goes towards supporting VHF's vital programs and services throughout the Commonwealth of Virginia and helps provide a better quality of life for those affected by a bleeding disorder.
- Make the first donation to your own page! If others see you're committed to the cause, they will be more willing to put up their own money to support you.

**Step 6:** Make your payment

- The total includes your registration fee, and the amount you chose to donate to your own fundraising page.
  - Once you've filled out your credit card details, hit the red Submit button and you're registered!
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#### Step 7: Share your fundraising page

- Utilize the email that firstgiving.com sends you as a follow-up to creating your personal fundraising page. It includes the link to your fundraising page that is live and waiting for you to share, as well as top fundraising tips and suggestions on creating an engaging message and adding an effective image to tell your story.

OR

- Login to your fundraising page if you're not already logged in ([www.firstgiving.com](http://www.firstgiving.com) and click sign in the top right corner.)
  - Select the event you're fundraising for, in this case VHF Trick or Trot 5K and Fun Walk.
  - Click on the "Your Fundraising" tab at the top. Here you can edit your story, add photos, enter donation to your page that you've received offline (check and cash), see or change your team, edit your thank you note that goes out to everyone who donates online to you, and see your donors and supporters.
  - Social media: Under "Post Your Page" on the bottom right, you can post your fundraising page to Facebook and twitter, while adding a personal message to your friends and to let them know this is a cause you're passionate about!
  - Email: You can also send your page link via email to your address book. Just click "Send your page via email" under the "Send Your Page to Friends" section on the top right.
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