



## SET-UP YOUR FUNDRAISING PAGE

Thank you for registering for the Rivalry Run: Kansas vs. Missouri. Now it's time to set up your fundraising page. There are fundraising pages for both individual participation and a page for your team (if applicable).

**To set up your fundraising page follow the instructions below:**

- [Click here](#). Log onto the Sports Commission with the account you set up at registration.
  - If you didn't set up an account during registration, you will need to create one now. Once you have created an account you will need to click on the events tab located in your profile. Next you will need to "Add an Event." You can add the Rivalry Run: Kansas vs. Missouri by using the confirmation number you received in your registration e-mail.
- Once you have logged on click on the events tab at the top right-hand side of the page.
- In the events tab you will see "Upcoming Event." Rivalry Run: Kansas vs. Missouri should appear as "August 20, 2011 Rivalry Run: Kansas vs. Missouri". Below that you will see:
  - "Fundraising Setup" this will take you to your individual fundraising page setup.
- Next you will want to set your personal fundraising goal. Remember this can change throughout the event. If you reach your goal, you can always increase it!
- Next upload a photo. This can be a photo of you, the team, or even an action photo from last year's event.
- Below that you will see the pre-determined fundraising message. Next you can add your own personal message. In your personal message we encourage you to share why you are participating in the Rivalry Run: Kansas vs. Missouri and let everyone know what Domestic Violence means to you.
- Below your personal message is a button to publish your page and a link for you to share with friends and family so that they can find your page. *Please remember you must publish your page in order to invite donors and view fundraising reports.*
- You can copy the URL for your page and send it out from your personal e-mail account to solicit donations or you can scroll to the top of the page and click on "Invite Donors." Here you can add the e-mail addresses of friends and family to solicit donations right from your fundraising page.
- Don't forget to check up on your progress by looking at your "Fundraising Reports." This tool can be accessed right above where you clicked "Invite Donors."

For questions, contact Carrie Helfers at [chelfers@sportkc.org](mailto:chelfers@sportkc.org).