

Before you begin, we invite you to take a moment to learn a little about [the charities you are fundraising for](#).

[Cornerstone Housing for Women](#)

[Shelter Movers Ottawa](#)

[Ottawa Anglican Day Programs](#) (including St. Luke's Table, Centre 454, and The Well)

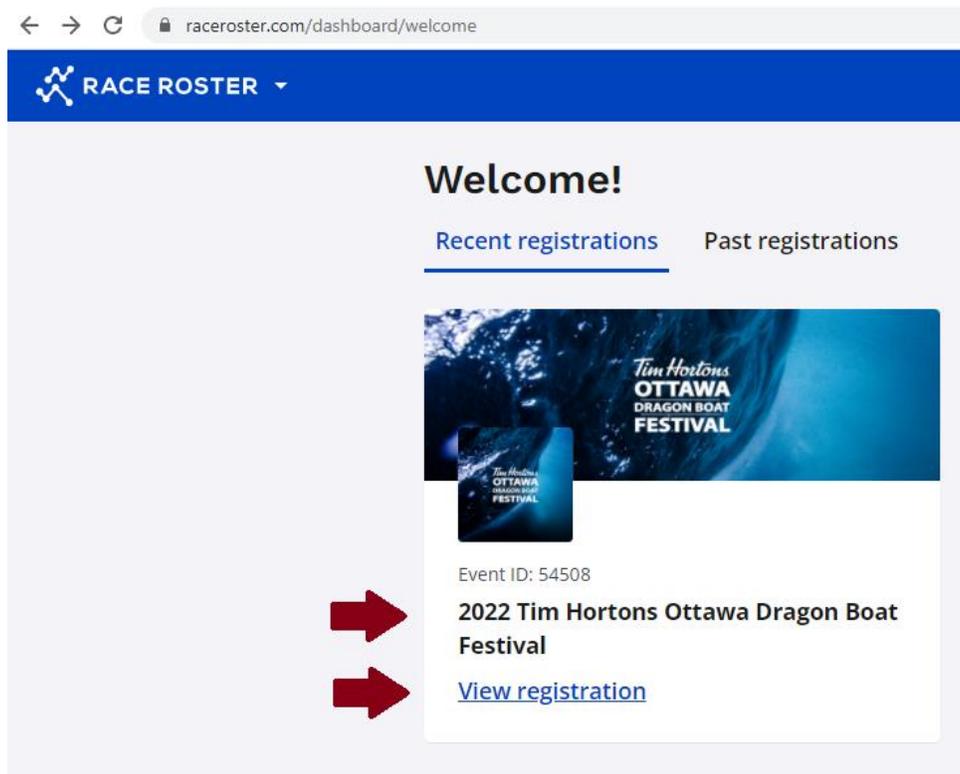
These inspiring local charities offer essential local programs and services to women, men, and children in our community every day.

The impact of your fundraising will be felt by thousands of people throughout Ottawa!

Here is a step-by-step guide to help you set-up your fundraising page and share it with your friends, family and colleagues!

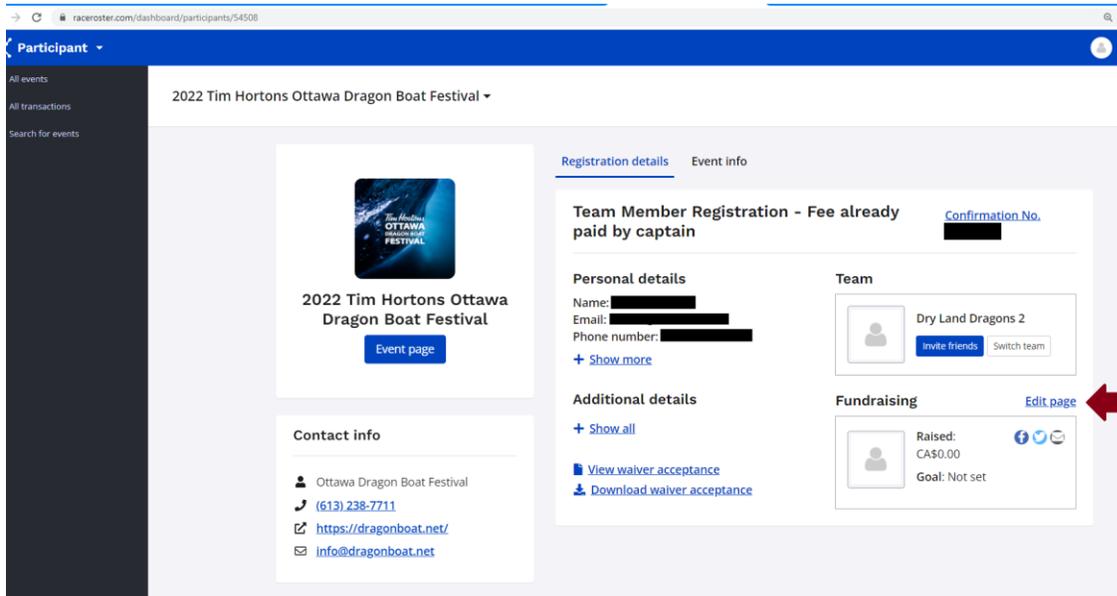
How to set up your fundraising page:

1. Log into your Race Roster account using this [link](#).
 - a. Once logged in you can access our event through your dashboard.
2. Go to our event "2022 Tim Hortons Ottawa Dragon Boat Festival" and click on "View Registration".



The screenshot shows a web browser window with the URL raceroster.com/dashboard/welcome. The page features a blue header with the 'RACE ROSTER' logo. Below the header, there is a 'Welcome!' message and two tabs: 'Recent registrations' (which is active) and 'Past registrations'. A card displays the event '2022 Tim Hortons Ottawa Dragon Boat Festival' with an event ID of 54508. Two red arrows point to the event name and the 'View registration' link.

3. On the “Registration Details” page click on “Edit Page” across from the word Fundraising. This will open a new tab allowing you to enter you fundraising details.



4. Complete the form adding in a display name, fundraising goal, a message to donors and uploading an image, if you wish. Click “Save updated fundraising information” at the bottom of the page to complete your profile. Close the tab when done to return to your registration page.

The form is used to update fundraising information. It features a large text area for a message to donors with a "0" character count. Below this is the "Updated profile image" section, which includes a placeholder for a profile picture and an "UPLOAD PHOTO" button. A note states "File size can be no larger than 7mb". At the bottom, there is a checkbox labeled "Disable fundraising (this page and donations will no longer be available to the public)". A red arrow points to the "Save updated fundraising information" button.

5. Click on the social media links to share your page or the envelope icon to send by email.

The screenshot shows a participant's dashboard for the 2022 Tim Hortons Ottawa Dragon Boat Festival. The page is divided into several sections:

- Event Overview:** Displays the event name, a logo, and an "Event page" button.
- Contact info:** Lists the event name, phone number (613) 238-7711, website (https://dragonboat.net/), and email (info@dragonboat.net).
- Registration details:** Shows "Team Member Registration - Fee already paid by captain" with a "Confirmation No." field.
- Personal details:** Includes fields for Name, Email, and Phone number, with a "Show more" link.
- Team:** Displays the team name "Dry Land Dragons 2" and buttons for "Invite friends" and "Switch team".
- Additional details:** Includes links for "View waiver acceptance" and "Download waiver acceptance".
- Fundraising:** Shows the amount raised (CA\$0.00) and the goal (Not set). It includes social media icons for Facebook, Twitter, and Email, which are highlighted by a red arrow.

6. If you need to find the link to your fundraising page, click on the envelope icon in the social media section. Copy the link under the heading "To donate on my behalf, please visit:" and send this link to potential donors. We recommend setting it up as a hyperlink, something like "Click here to donate!" where the "here" is hyperlinked to your page.

Ask your friends for donations!



Hi [Name],
I will be participating in 2022 Tim Hortons Ottawa
Dragon Boat Festival

Help me raise money for

Ottawa Dragon Boat Foundation

Enter message (optional) e.g., "Any amount would be greatly appreciated!"

To donate on my behalf, please visit:

<http://racerooster.com/events/2022/54508/2022-tim-hortons-ottawa-dragon-boat-festival/pledge/participant/14159235>



Enter their name and email address below

Name

Email



Send

Sample Fundraising Message:

Here is an example of a message you could send to your network of supporters (hyperlinking to your personal donation link where the word here is underlined):

I am participating in the Tim Hortons Ottawa Dragon Boat Festival and fundraising to help the charities supported in the ODBF Pledge Challenge ([Cornerstone Housing for Women](#), [Shelter Movers Ottawa](#), and [Ottawa Anglican Day Programs](#) (St. Luke's Table, Centre 454, and The Well)).

I have set a goal of \$0000 and would be very thankful if you could help me reach it!

Click [here](#) to donate...thank you for your support!