



Before you begin, please take a moment to think about the impact that your fundraising will have on thousands of people throughout our community! Charity applications are still coming in and the 2024 recipient charities will be announced in the coming months.

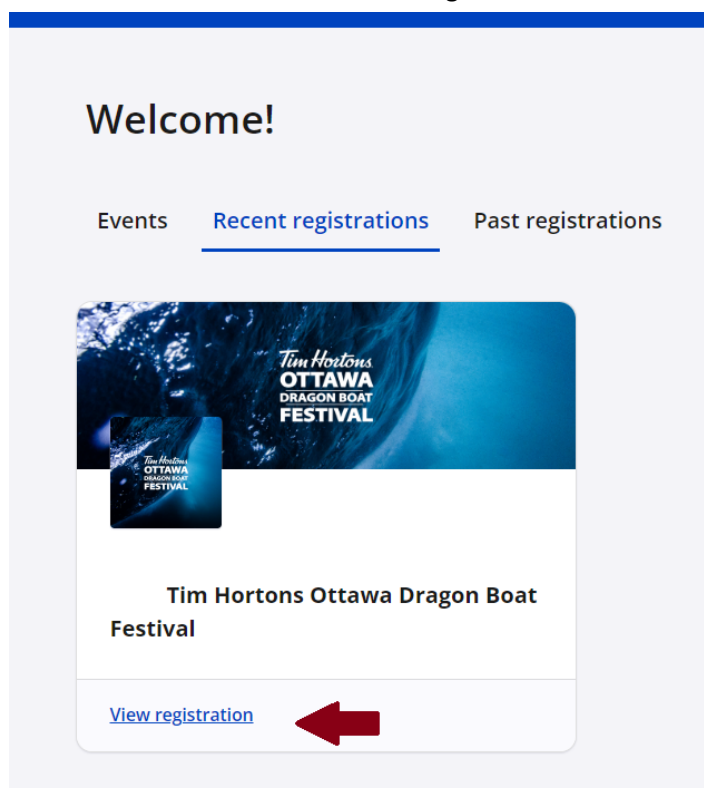
The impact of your fundraising will be felt by thousands of people throughout Ottawa!

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

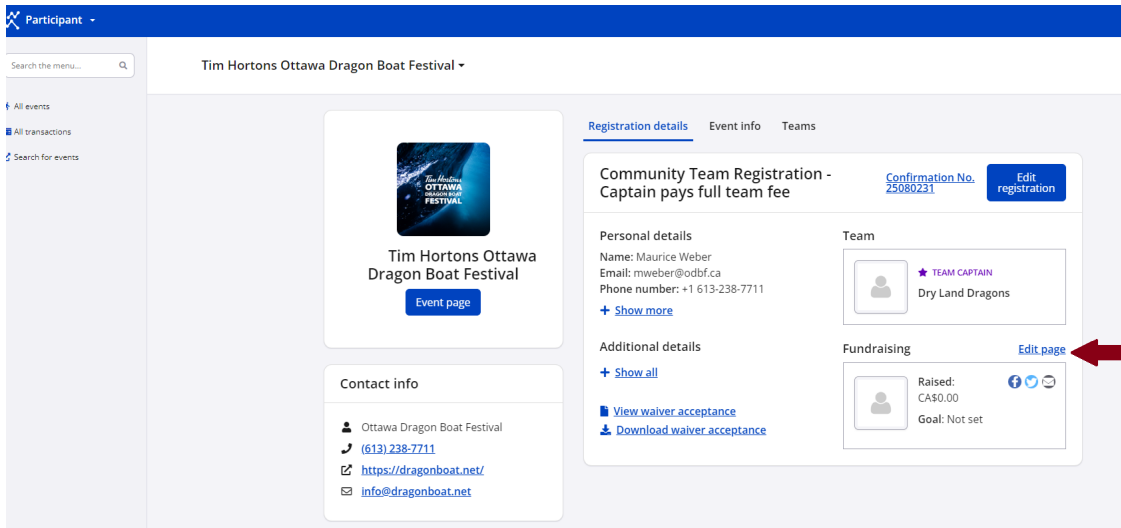
Keep in mind that the ODBF Pledge Challenge Cup Races will be held on the evening of Friday, June 21st. Races will be held for the top fundraising teams in the Mixed, Women and Open Divisions!

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 “2024 Tim Hortons Ottawa Dragon Boat Festival” and click on “View Registration”.



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 your fundraising details.



Participant -

Search the menu...

Tim Hortons Ottawa Dragon Boat Festival

Tim Hortons Ottawa Dragon Boat Festival

Event page

Contact info

Ottawa Dragon Boat Festival

(613) 238-7711

https://dragonboat.net/

info@dragonboat.net

Registration details Event info Teams

Community Team Registration - Captain pays full team fee

Confirmation No. 25880231

Edit registration

Personal details

Name: Maurice Weber

Email: mweber@odbf.ca

Phone number: +1 613-238-7711

+ Show more

Team

TEAM CAPTAIN

Dry Land Dragons

Additional details

+ Show all

View waiver acceptance

Download waiver acceptance

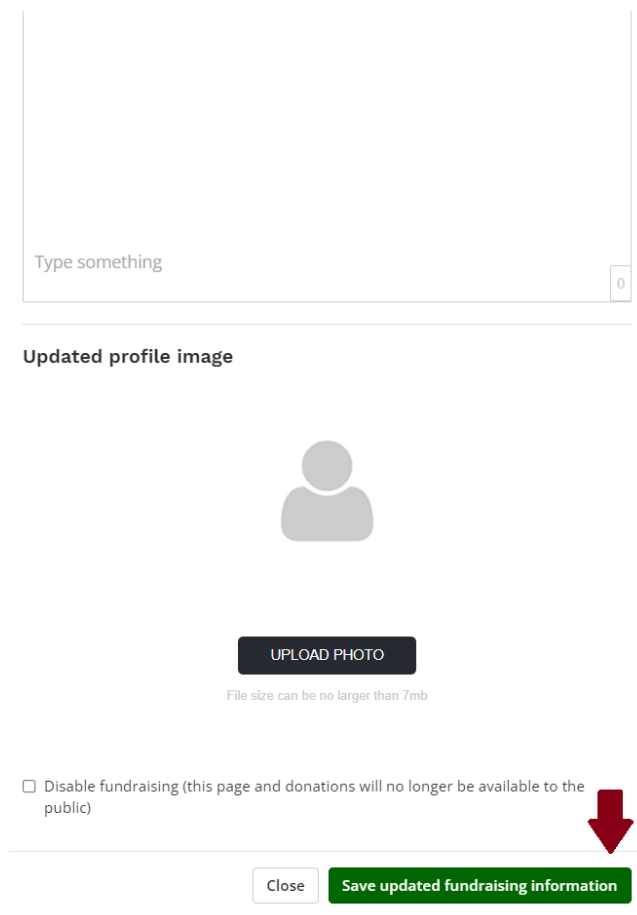
Fundraising

Edit page

Raised: CA\$0.00

Goal: Not set

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.



Type something

0

Updated profile image

UPLOAD PHOTO

File size can be no larger than 7mb

☐ Disable fundraising (this page and donations will no longer be available to the public)

Close Save updated fundraising information

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

The screenshot shows the 'Participant' page for the 'Tim Hortons Ottawa Dragon Boat Festival'. The page is divided into several sections:

- Header:** 'Participant' with a dropdown arrow.
- Search:** A search bar with the placeholder 'Search the menu...'. Below it are links for 'All events', 'All transactions', and 'Search for events'.
- Event Card:** A card for the 'Tim Hortons Ottawa Dragon Boat Festival' with an 'Event page' button.
- Contact info:** A section with the event name, phone number '(613) 238-7711', website 'https://dragonboat.net/', and email 'info@dragonboat.net'.
- Registration details:** A section with tabs for 'Registration details', 'Event info', and 'Teams'. It contains:
 - Community Team Registration - Captain pays full team fee:** Includes a 'Confirmation No. 25080231' and an 'Edit registration' button.
 - Personal details:** Name: Maurice Weber, Email: mweber@odbf.ca, Phone number: +1 613-238-7711. A '+ Show more' link is present.
 - Team:** A card for 'Dry Land Dragons' with a 'TEAM CAPTAIN' star.
 - Fundraising:** A section with a 'Raised: CA\$0.00' and 'Goal: Not set'. It includes social media icons (Facebook, Twitter, Email) and a red arrow pointing to them.
 - Additional details:** Includes a '+ Show all' link, a 'View waiver acceptance' link, and a 'Download waiver acceptance' link.

- 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.

The screenshot shows a modal form titled 'Ask your friends for donations!'. The form contains the following fields and sections:

- Header:** 'Ask your friends for donations!' with a close button (X).
- Text:** 'Hi [Name], I will be participating in Tim Hortons Ottawa Dragon Boat Festival'.
- Text:** 'Help me raise money for'.
- Dropdown:** A dropdown menu with 'Ottawa Dragon Boat Foundation' selected.
- Text:** 'Enter message (optional) e.g., "Any amount would be greatly appreciated!"'.
- Text:** 'To donate on my behalf, please visit:'.
- Text:** A URL: 'http://racerooster.com/events/2024/79863/2024-tim-hortons-ottawa-dragon-boat-festival/pledge/participant/22468129'. A red arrow points to this URL.
- Text:** 'Enter their name and email address below'.
- Form:** Two input fields for 'Name' and 'Email'.
- Text:** 'Add a recipient' button.
- Buttons:** 'Close' and 'Send' buttons at the bottom right.

Sample Fundraising Message:

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

I am participating in the Tim Hortons Ottawa Dragon Boat Festival and fundraising to help all of the local charities supported in the ODBF Pledge Challenge.

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!

Thank you for being a part of our fundraising efforts...every fundraiser and every donation counts towards us making a big impact on some incredible local charities!

Questions regarding the online donation system? Contact Maurice at mweber@odbf.ca

Questions about our recipient charities, tax receipts, etc? Contact Shelley at sfreak@odbf.ca