

Komen Portland Race for the Cure Pledge/Donation System

The following document will provide you with the information that you need to easily create and maintain an online pledge system. When you have completed the process your friends, family, co-workers or acquaintances will have the ability to make a pledge on your behalf in real-time. You will be able to send emails, monitor responses and track donations all through our easy to use online system.

First Things First.....

If you are reviewing this document we will assume that you have registered for the event—if not, please go to www.signmeup.com/20390 to register as an individual or www.signmeup.com/20389 to register as a part of a team.

Getting Started.....

Engaging potential donors online will allow you to communicate to more people in less time ultimately increasing the success of your efforts and the amount of your contribution to the Susan G. Komen Breast Cancer Foundation.

Your link to the Online Pledge System:

http://give.chariteam.com/chariteam/gateway_home.jsp?b=KOMENPORT&p=KOMENPOR03&e=RACE2003

On the first screen you will be presented with a home page. Please click on the 'Go' button stating that you would like to start fundraising online. The next page details the information that is required for you to create your own personal pledge pages. *Be sure to fill in all required fields.*

We have provided all the necessary text and images for you to make the Web page process very easy. You can, however, change some of the items to provide a personal touch for your donors. You can do this through the 'edit' tools provided.

Inviting Others.....

The next step is for you to start communicating to people you know. The Pledge System allows you to send individual emails or group emails to potential donors. We have even included some email text to simplify the communication process.

Each email you send will automatically contain the link back to your Personal Pledge Website. All you have to do is engage the email recipients to click on the link and complete their donations on your behalf. When they do you will notice your donation meter start to fill and you will be on your way toward your fundraising goals.

Managing Your Donations.....

You can monitor your fundraising efforts by accessing your account online. Simply return to the Pledge System Link and in the top right box there is a login area for event participants. Use the username and password that you created to sign-in and view all donation activities.

When you sign-in you are brought back to the area that allows you to update your Personal Pledge Website, communicate with potential donors and monitor your fundraising efforts.

Support.....

We truly hope that this system will help you to raise awareness and money for our cause. We want to ensure a seamless process for you and your potential donors. If you have any questions regarding the system please email your dedicated support contact at pledges@signmeup.com.

Thank you for your efforts and good luck in the event!