

PARTICIPANT REGISTRATION GUIDE

Signing up is quick and easy! Go to <https://secure.qgiv.com/event/aplacetobelong/register> to begin.

You are now at the first step of registration, where you'll click the **Register as a Fundraising Participant** button and have your own fundraising page.

Registration Details → Review and Billing → Thank You

1 How would you like to participate?

Register as a Fundraising Participant

Create a fundraising page you share to help reach your fundraising goal.
You'll also be able to join a team or create your own.

Cancel

Next, you'll see a place to enter your email address.

Your Email Address

name@example.com

Continue

If you haven't created an account in the past, you'll be presented with the following:

Create a New Account

Set up your account so you can log in to manage and share your fundraising page.

Create Account

Click the **Create Account** button to fill out your details.

Create an Account

 **Log in with Facebook**

 **Sign in with Google**

or

Your First Name

Your Last Name

Enter a Password

Confirm Password

Create My Account

By creating an account, you agree to our [Acceptable Use Policy](#).

Already have an account? [Log in now](#)

You can register using your email address, **Facebook**, or **Google**. If you use Facebook, the email address you used to sign up for Facebook will be the email on file for your registration. The email you used to sign up for Google will be used if you choose to register using Google. When you log in, your Facebook or Google credentials will automatically log you in; you won't have to enter an email address or password. You'll also follow the same steps for registration outlined below.

Next you'll be presented with the following registration options, depending on the event configuration:

3 **Would you like to:**

Join a Team
Join a team and raise more money by fundraising as a group!

Create a Team
Take the lead and create a team to supercharge your fundraising!

Continue as an Individual Fundraiser
Create a fundraising page without joining or creating a team.

Continue

Personal Information

Now you'll enter your personal information.

5 **Personal Information**

First Name required Last Name required

Address required

City required State required Zip Code required

Country required Phone Number required

Fundraising Goal

Here, you'll set a goal for how much you want to raise. This will be displayed on your personal fundraising page on a thermometer that tracks your progress.

Fundraising Goal

Your Personal Fundraising Goal

If your personal information is correct, all you need to do is click the Complete Registration button to finish up.

When your registration is complete, you'll be taken to your registration receipt. In the top portion of the receipt, you'll see a Welcome Quest and the option to view your fundraising dashboard.

Your Registration (#371607) is Complete!

Now complete your profile!

Make the most of your fundraising efforts by completing your profile. The Welcome Quest will guide you through some of the most important features of your fundraising page and help raise more donations!

Complete Your Profile

20% Complete

- ✓ Upload Your Avatar
- ✓ Update Your Personal Page
- ✓ Send a Fundraising Email
- ✓ Raise Your First Donation
- ✓ Schedule a Post on Facebook / Twitter

[or view your Fundraising Dashboard](#)

You also have the option to share the event on your social media pages by clicking the social media sharing buttons at the bottom of your receipt. You may print your receipt by clicking **Print This Page**.

Congratulations on Registering for 5K Outdoor Fun Run!

Now that you've registered, make sure you share this event with friends and family and recruit them to your team!

[Share on Facebook](#)

[Share on Twitter](#)

 [Print This Page](#)

You'll receive a copy of your receipt via the email address you entered during registration. You're registered! Now you can start customizing your personal fundraising page! See our [Page Customization Tips](#) document.