



IF YOU REGISTERED OFFLINE USE THIS!

SETTING UP YOUR FUNDRAISING PAGE--

To set up your fundraising page follow the instructions below:

1. Log onto www.aidsbicyclechallenge.org. Click on **Register** at the top of the page. This will take you to the registration site at the Kansas City Sports Commission.
2. *You will need to **create an account** to log in.*
3. Once you have created your account you will need to **Click on "Continue to Event Registration"**.
4. You will now be on the Registration Page. **Click on "Fundraising Only"**. This allows you to register as a Fundraising Participant. NOTE: You have already registered for the event offline at a registration event. You will not be asked for payment.
5. **Fill out your registration information** and **Click on "Continue"** at the bottom of the page.
6. Next, you can **choose to fundraise Individually or as a Team**. If you choose as a Team, you can join an existing Team or create your own. Read and agree to the terms of the waiver and **Click "Continue"**.
7. Next, **enter the phrase shown**. This helps us avoid spammers. **Click "Continue"**.
8. If your name is listed correctly, **Click "Continue"**.
9. At the bottom of the page **Click on "Create a Personal Fundraising Page"**.
10. You can now begin **setting up your personal fundraising page!**
11. 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!
12. Next **upload a photo**. This can be a photo of you or even an action photo from last year's event. Uploading a photo is optional but encouraged.
13. 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 AIDS Bicycle Challenge and let everyone know what ABC means to you.
14. 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.*
15. 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 email addresses of friends and family to solicit donations right from your fundraising page.
16. 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 **Josh Strodtman** at ride@aidsbicyclechallenge.org or call **(816) 529-1920**.

Thank you for your support of the AIDS Bicycle Challenge!