



IF YOU REGISTERED ONLINE 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. Log-in with the account you set up at registration.
2. *If you didn't set up an account during registration, you will need to create one now.*
3. Once you have logged on **Click on the events tab** at the top right-hand side of the page. In the events tab you will see “Upcoming Event.” AIDS Bicycle Challenge should appear as “September 11, 2011 AIDS Bicycle Challenge”. Below that you will see: “Manage Fundraising”. **Click on “Manage Fundraising”**. This will take you to your individual fundraising page setup.
4. Next 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!
5. Next **upload a photo**. This can be a photo of you or even an action photo from last year's event. Photo upload is optional but encouraged.
6. 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.
7. 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.*
8. 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.
9. 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!