KALEIDOSCOPE OF *Hope*
OVARIAN CANCER / FOUNDATION

Funding Research and Awareness for Ovarian Cancer

Annual Ovarian Cancer Walks
Registration & Fundraising Page Directions

TO REGISTER: https://kohnj.myetap.org/fundraiser/2017Walks/

As you register, you will have the option to register as an individual, join an existing team or create a new team. Everyone who registers for a walk will have the option to create a PERSONAL fundraising page. If you register for a walk AND CREATE A TEAM, you will be the Team Captain and have the option to create a TEAM fundraising page in addition to your PERSONAL fundraising page.

> **TO REGISTER MULTIPLE PEOPLE OR PEOPLE WITHOUT UNIQUE EMAIL ADDRESSES** – please use our mail in registration form available at: http://www.kohnj.org/pdf/WalkRegistration.pdf

To become a Team Captain, simply register for one of our Walks and select the option to CREATE A TEAM. The next page in the registration process will allow you to enter the team's name and fundraising goal, and set a password on the team if you wish to control who can join the team (only set a password on your team if you want to control who can join the team, otherwise leave it blank). The Team Captain is able to edit the team's page and profile, while team members who join the team after it has been created cannot. Visit https://kohnj.myetap.org/fundraiser/2017Walks/ to register.

SINGLE PERSON REGISTERING A LARGE GROUP: If you are a person who will be registering a group of walkers, please first register yourself and CREATE A TEAM. Then, email us at info@kohnj.org with your team name, the list of participants indicating if each is 14 or over in age ($25 each), or 13 & under ($10 each). Please indicate if you prefer to pay for the participants in your group using a check or credit card. If paying by check please make check payable to KOHNJ and mail it to Kaleidoscope of Hope, PO Box 1124, Madison, NJ 07940. If paying by credit card, please include your phone # so we can call you.

Once the registration process has been completed, you can log into the fundraiser site to edit your Team and/or Personal/Participant fundraising page(s). Only the Team Captain can edit the TEAM fundraising page. You can upload a single picture and enter and format your own text. HINT: to have multiple pictures, create a picture collage saved as a single .jpg or .gif file.

As a Participant and/or Team Captain, you will want to first customize your personal and/or team fundraising page(s). Then you will want to let your family, friends and supporters know where to register and/or make a donation: https://kohnj.myetap.org/fundraiser/2017Walks/ . They can search for you and/or YOUR TEAM NAME so they can join and/or donate to your team. Refer to our Email options below for an easy way to reach out to your contacts!

LOG INTO Fundraising Center Page

Go to: https://kohnj.myetap.org/fundraiser/2017Walks/

Click on LOGIN found in the left margin menu.

Log in using the login (email address) and password that you created when you registered for the walk. If you forgot your password, just click on "Forgot Password" and it will be emailed to you.

Fundraising Center Page

Your Participant Fundraising Center Page is the first page you will see each time you log into the fundraiser site. It contains your current goal and progress, and a list of the sponsorship donations you have received.

As the Captain of a team, you can also access the Team's Fundraising Center, which displays a summary of each team members' goals and amounts raised, the overall team goal and progress, and a list of sponsorship donations made to the team in the current fundraiser.

Editing the Participant or Team Fundraising Page

When logged into the fundraiser site, participants can click the "Edit My Page" link to upload a new image and edit the text and links on their participant fundraising page.

Team Captains can also click the "Edit Team Page" link to upload a new image and edit the text and links on the team's fundraising page.

This year your participant and team pages will have a KOH default image. You can replace that image with another image, but you cannot remove the default image and leave the page with no image displayed.

Editing your Profile or Team Profile

When logged into the fundraiser site, participants can click the "Edit My Profile" link to update their name, email address (which is also their login ID), security question and answer, address information, page display name, fundraising goal. Participants can also choose whether or not they'd like to receive notification emails whenever someone makes a sponsorship donation toward their goal.

Team Captains can also click the "Edit Team Profile" link to update the team's name, fundraising goal, and privacy/password settings. The Team Captain can also choose whether or not they'd like to receive notification emails whenever someone joins the team or makes a sponsorship donation toward the team's goal.

Emails Page

When logged into the fundraiser site, participants can click the Emails link to send out Emails from the fundraiser site to their friends, family, and other contacts.

On the Emails page, the participant can select up to 50 recipients, choose one of the default templates that KOH set up and customize the template however they need. The participant can also create their own message without using KOH's templates.

Emails sent out from the fundraiser site will automatically include links back to the participant's page and their team page (if they are on a team).

Selecting Email Recipients

Participants can select recipients for their emails in several ways:
• Upload them from other programs.
• Select donors or team members that they'd like to email from the Fundraising Center.
• Type them into the "To" field manually.
• Add them from their fundraiser address book.

Uploading Addresses from Other Programs

Participants can upload addresses from email programs such as Yahoo, Gmail, and AOL by clicking the Yahoo, Gmail, AOL link. This opens a third-party tool, Plaxo, in a separate window.

Plaxo allows the user to select email contacts directly from their Yahoo, AOL, Gmail, or Plaxo account, and can also allow them to upload contacts from other email programs via a CSV file. The contacts that the participant selects will be added to the "To" field on the fundraiser Emails page to allow the participant to send them an email.

Emailing Donors & Team Members from the Fundraising Center

The Fundraising Center page includes checkboxes next to each donor who has not indicated they want to be Anonymous. The participant can check the box next to the donors they would like to email, and then click Email Selected Sponsors. You can use this selection feature to send your own message ~or~ select to use the thank-you template for an easy way to thank your latest donors!

This brings the participant to the Emails page with those donors' email addresses listed in the "To" field.
A similar setup can be found on the Team Fundraising Center, allowing the Team Captain to email selected team members.

Typing in Email Addresses

Participants can manually type or copy/paste email addresses into the "To" field. The email addresses should be separated by commas.

Fundraiser Address Book

The participant can access their fundraiser address book by clicking the Address Book link on the Emails page.

The fundraiser address book automatically stores each of the email addresses to which the participant sends an email from the fundraiser site. The participant can also manually add, edit, and delete addresses in the address book.

To add addresses to the "To" field from the address book, the participant can just click the Address Book link, check the boxes next to the addresses that should be added, and click Add Selected Emails.

Note: The address book information is stored in such a way that you can use the same address book data across all of the fundraisers that you participate in with KOH. However, the address book data is only accessible to you - to protect your privacy, we do not make that information available to KOH or anyone else.

DONATIONS AND REGISTRATION FEES:

Participants of the walk should register online at https://kohnj.myetap.org/fundraiser/2017Walks/ . Part of the registration process asks if the person registering would like to join a team and then allows the registrant to search for registered teams or other pre-registered participants by name.

The registration fee for the walk is money used to cover the expenses of hosting the walk. The registration fee is NOT a donation and therefore is not included in your personal or team fundraising totals.

A donation can be made during registration - or after registration - or without registering at all. Donations can be directed towards a participant, towards a team, or just made towards the Walks. Donations made towards a participant will be included in the calculation of that person's fundraising goal and will show on the participant's fundraising page. If the participant who receives a donation is also a member of a team then all donations made towards that participant will ALSO be included in the team's fundraising total.

Any Questions please email us at info@kohnj.org