

STEP-BY-STEP INSTRUCTIONS FOR GETTING STARTED AS AN ONLINE PINK HEAVENLY FUNDRAISER

Welcome to Pink Heavenly! We are excited you have decided to join us in our fundraising efforts to reach our goal. Here are some instructions on how to register. Feel free to call Jenny Taylor at 530-543-5909 if you are having problems with registration.

REGISTERING FOR PINK HEAVENLY AS AN INDIVIDUAL:

- Select REGISTER in the middle of the home page
- Click Participate Individually unless you know you want to join a team. If you are not sure yet which team you want to be on then register as an individual and then you can join the team later.
- Fill out the boxes under online registration. Boxes marked with a star MUST be filled out.
- We need date of birth for demographic reasons. We do not share any information with others.
- On the EVENT RELATED SIDE of the page we asked for your fundraising goal. A default of \$250 is entered, but you are welcome to change to any amount you would like.
- Your UNIQUE PAGE URL will be used when you send an email to friends and family. You can send them your exact URL from pinkheavenly.com so they can be directed right to your Pink Heavenly page and donate directly to you. It is a fantastic tool to use to help spread your message to others!
- Your password will be used to log into your Pink Heavenly Account page.
- Are you participating in the Celebration Ski Down? This is an amazing way to end your day and honor all of those who have gone through the cancer journey. We will meet at the top of First Ride Run in the afternoon to personalize a ski bib and rally. We'll then ski down First Ride/Pink Heavenly Trail in our united fight against cancer.
- Pink Heavenly's Warning, Assumption of Risk, Release of Liability and Indemnification Agreement - This box must be checked in order to continue to payment page. Please read the Agreement and check the box after reading.
- Click on CONTINUE TO PAYMENT SCREEN
- Once on Payment Info screen, check to make sure the address is correct in the billing address boxes. Your address will automatically populate in the fields.
- Add credit card information and click on Submit Registration. Keep in mind that the charge from Pink Heavenly registration will show up on your statement as Barton Foundation.
- CONGRATULATIONS! You are now registered for Pink Heavenly 2019.

OTHER FUN PIECES YOU CAN USE TO ADD TO YOUR PAGE:

- **Add photos!!** Once you have your Pink Heavenly account created you can add photos to your page and your profile button. People love to see photos of you.
 - To load a photo
 - If you are not already logged in then go to the very top of the page and click Login
 - Enter username and password
 - If you are already logged in to the very top of the page and click on Welcome XX!
 - From the Hello XX! page look to the right for [Edit Your Page](#)
 - Click Manage My Photos
 - Click upload file and find a photo to upload
 - Once photo is on the page you can choose to make it your profile pic. This is the photo that shows in the Pink Heavenly circle.
- Customize your page!! There are options under EDIT YOUR PAGE, that allow you to write a personal message to those who will be reading your page. Check it out!