REGISTRATION INSTRUCTIONS

REGISTRATION OPTIONS

You have two options when registering your team:
1) You may "Start a Team" and then send your team members to the website to join your team themselves
   a. Use step 4A to set-up your team and register yourself.
   b. Your team members will then use step 4C when they register.

2) You may register all your team members at once in a single transaction, **OR** add multiple people to your existing team
   a. Use step 4B and then follow the directions from step #5
   b. This option will require all team members addresses, email address and preferred username and password

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1. To sign up, visit furniturebankcoh.org/bedrace

2. Click on **"Register here"** on the left hand side.

3. Select **"I agree"** at the bottom of the waiver after reading.

4A. To Start a Team, Select **"Start a team."** The team information options will appear after selecting the "Start a Team" option. Scroll down until you see this information. Enter your team name, fundraising goal and number of team members (5). Click **Continue**.

Please choose below:

Click here for help ?

⦿ Start a Team

I want to become a Team Captain, start my team and help collect donations from friends and family.

Use this option if you only wish to pay your registration fee only. If you are signing up your entire team, select the Register Multiple People option below. You will need addresses and usernames for all participants on your team.

○ Join a Team

I want to join an existing Bed Race Team and collect donations from friends and family.

Start a Team

If you form a new Team, you will be designated as the Team Captain.

*Team name   [   ]

Come up with a fun team name that represents your bed's theme, business or group! Past names include Quilted Lighting, The Slumber Jacks, Not Your Forte, Bed-a-licious The Beachin' Bed Heads and HuntingtonBling.

Team Fundraising Goal $ [   ]

Recruiting Goal (Number of Team members)   [   ]

Display icon in Team Listing notifying site visitors that you are looking for Team Members. (Note: You can disable this at any time within your login headquarters.)   [ ]

[Continue]

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4B. Register your entire Team OR add people to an existing team- Select **"Register Multiple People"**

- If this option is not available, make sure to click "use desktop version on your device.
- You will need all addresses, emails and usernames for all your team members for this option.

Step 4b.1 Select **Register Multiple**	Step 4b.2 Select **Start a Team** to register all 5 team members at once. OR Select **Join a Team** to add people to your existing team. If you select this option move to step 4c.

4C. To Join a Team select **"Join a Team."** The "Join existing Team" information will appear. Select your team from the drop down list and then move to step #5.

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5. If you have participated in the 2016 Bed Race, or any other event that uses Blackbaud's Kintera/Friends Asking Friends website and would like to use your existing username and password, select this link at the top of the page. A popup window will appear for you to login. Click continue.

If you have participated in any Friends Asking Friends of Kintera events in the past, click here to autofill this form.

7. **Create a username and password for yourself.** You must create a unique username for this system- not for our bed race. If you wish to connect your page to social media, select the appropriate social media that you wish to use. At the bottom of the page.

Please fill out the registration form below:

Create Username and Password *   Click here for help ?

Please create a Username and Password. Our system provides the capability for you to collect donations from your friends and family online and view your donation collection status.

Use Sphere login

Username: *	[ ]
Password (between 5 and 20 characters) *	[ ]
Re-Type password: *	[ ]
Security Question: *	-- please make a selection -- ▼
Security Answer: *	[ ]
	☑ Remember me

Use your social media accounts to raise more money from your friends and family!

Google   YAHOO!

Facebook   twitter

Linked in.

[Continue]

REGISTRATION INSTRUCTIONS

8. **Personal Information:** Fill out the registration form with your contact information. Racers must be 13 years old.

9. **Would you like a personalized web page URL to share?** If you would like a friendly URL to share in emails and on social media, change the information in the boxes under this section. Example:

   Personal Page URL: http://furniturebankcoh.kintera.org/bedrace/YOURNAME
   Team Page URL: http://furniturebankcoh.kintera.org/bedrace/YOURTEAMNAME

10. **Registration Type**: Bed Racer should be the only option listed.

11. **T-shirt Size:** Select the t-shirt size you need. If there are no sizes available, go back to the previous section to ensure you have selected "Bed Racer." Small through 3xl are available.

12. **Bed Rental Fees-** Only one person per team needs to select these options. You also only need to select ONE option- not both.

   a. If your team would like to use one of our beds and mattresses at the race, select the first option. The fee is $25 and decorations are not permitted on the beds as multiple teams will be sharing the beds. The bed to

the right is a picture of the bed you will be renting.

b. If you team would like to rent a mattress ONLY, select this option. The fee is $15.

13. **Discount Code:** If you have a discount code to enter, enter it in this box.

Discount Code

If you have received a discount code, please enter it here:

14. **My own donation:** Take the first step in helping to raise money to turn empty houses into homes by making your own donation. Enter the amount you wish to donate to your own goal here. It will be added to your transaction total.

My own donation Click here for help [?]

You can take your first step in supporting Furniture Bank of Central Ohio. Start your fundraising by making a personal donation. Enter the amount you'd like to donate below:

Amount: $ _____
*Currency shown: US Dollar

15. **Matching Gift Information:** If you work for a company that matches charitable donations and wish to have it matched, enter this information here and we will follow up.

Matching Gift Information

Will this donation be potentially matched? If you know the following information regarding the matching gift, please complete.

Company Name: _____
Matching Gift Amount: $ _____

17. **Fundraising Goal: We encourage each team to raise $500** to serve two families with furniture. Enter your goal in this box.

Fundraising Goal Click here for help [?]

You can easily collect donations from your colleagues, friends and family online! We are encouraging each bed racing team to raise $500 to serve two families with furniture. Set your fundraising goal here so that they can help you reach your goal.

Amount: $ 500
*Currency shown: US Dollar

REGISTRATION INSTRUCTIONS

18. **Team Name:** Enter your team name (ONLY FOR STARTING A TEAM- NOT SHOWN ON JOINING A TEAM AS YOU ALREADY SELECTED YOUR TEAM EARLIER)

Team Name

Team Name: * [   ]

19. **Participation Type:** select any applicable participation types in this area:

Participant Type

Select all that apply to you:

Participation Type *   📌 Select all in category

☐ Team Captain   ☐ Sponsor
☐ Team Member   ☐ Volunteer

20. If registering multiple people, you will then see this screen. If only starting your team or joining a team yourself, you will continue to step 20 and to billing information.

⑦ **Help**

Bed Racer Name	Position	Registration Fee Totals		
TEAM CAPTAIN	Team Captain & Purchaser	$30.00	$30.00	Edit
		Grand Total: $30.00		

[Cancel] [Add Team Member] [Continue]

Click Add Team Member to add new members and repeat steps through 18.

21. **Click Continue.** Your registration will process- make sure to hit the "Continue" button on the bottom of the page.

[Continue]

22. After you submit your form, you will be taken to the billing page.

* required information

Billing
Amount Due

Grand Total: $30.00

        Back to Summary Page

Payment Information

Card Holder
Name: *   [   ]
Credit Card
Number: *   [   ]
CVV Number: *   [   ] Explain
Credit Card Type: * [Visa   ▼]

Billing Information

Who should be
billed?   [CAPTAIN, TEAM ▼]

If the billing information is the same as a bed racer, select their name above. If not please select Someone Else from the dropdown and fill out the information below.

First Name: *   [   ]
Last name: *   [   ]
Email: *   [   ]
Address: *   [   ]
City: *   [   ]
State: *   [Ohio   ▼]
Province: [   ]
Zip/Postal Code: *   [   ]
Country: *   [United States ▼]

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23. Your Credit Card will be processed

■■■■■■■■■■■□□□□□

Processing . . .

Please do not refresh your browser during this transaction or you may be charged twice. If you have any questions about, or problems with your transaction, please visit

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Friends Asking Friends®

24. You will then be taken to your HQ where you can build your personal fundraising webpage and send customized emails to your friends and family members to raise money.

If you have any questions or difficulties registering, contact us at events@furniturebankcoh.org or by phone at (614) 272-9544 x 210.