Registering for an event using PledgeReg

Step 1: Registration on RunReg and Create RunReg Account

1. Please select the appropriate event category (categories can be based on age of participant and race distance)

2. Continue by clicking “Register with a RunReg account.”

3. Once you click the button it will expand

4. Now click on “create an account”
Step 1 Continue: Registration on RunReg and Create RunReg Account

5. Fill out all personal questions to create a RunReg account

6. Please choose a username and password (this is how you will log in to access your PledgeReg page)

7. Hit “Save Changes.” This will automatically bring you to the Event specific questions
8. Choose to either join a fundraising team, create a fundraising team, or fundraise as an individual.

9. Creating a new team will add your new Team to the dropdown list of options for all future registrants.

10. Scroll to bottom and hit “Checkout”.

Step 1 Continue: Registration on RunReg and Create RunReg Account
Step 1 Continued: Athlete Registration on RunReg

11. Choose your payment option

12. Fill out all Billing Information and hit “Submit Payment”
Registering for an event using PledgeReg

Step 2: Editing and Using Your PledgeReg Page

1. Completing the RunReg process will then automatically trigger 3 emails
   • Registration receipt
   • Event registration confirmation (personal note from the event)
   • Invitation to your fundraising page on PledgeReg
     o This automated email contains a url to **YOUR SPECIFIC INDIVIDUAL FUNDRAISING PAGE**.
     o Click the url to view your page
2. By following this url in your email, you will be taken directly to your personal fundraising page (see example to the right) This is the public view of your page.

3. When logged in, this page can be edit to display your own story, image, goal and other personal information that you’d like to share.
Step 2 Continued: Editing and Using Your PledgeReg Page

4. To edit this page, click the “login” button in the upper right hand corner of your web browser. This is where you will need your email and password that were submitted during the registration process on RunReg.
5. Once logged in, by default you will be on the “Edit My Page” menu option.

6. On this page, you can update your
   • Image
   • Goal
   • Story
   • Preferences
Step 2 Continued: Editing and Using Your PledgeReg Page

Participant Menu Options

The Participant Menu is permanently located on the right hand side of the website once you are logged in. There are 10 different menu options for you to use.

1. Edit My Page
   • As explained above – used to edit personal information, images, goals, etc

2. View Donations
   • View all donations that you have received as a fundraiser

3. Add Donations
   • Add all donations that have been made offline – i.e. cash/checks

4. Share My Page
   • Ability to Share your Personal Fundraising page on social media (Twitter, Facebook) and email
Step 2 Continued: Editing and Using Your PledgeReg Page

Participant Menu Options

5. Edit Personal Info
   • Update private personal information that was used for the registration process – i.e. name, email, password

6. Edit Fundraising Team
   • Only Available for Team Captains – those who created the team
   • View team members, edit images, fundraising goals, etc

7. Share My Team
   • Ability to Share your Team Fundraising page on social media (Twitter, Facebook)

8. Email Team Members
   • Communicate directly with your team members

9. My Public Page
   • View your Personal Page from the public side – not logged in

10. Public Fundraising Team Page
    • View your Team Page from the public side – not logged in