

HOW TO SET UP YOUR PERSONAL FUNDRAISING PAGE ON THE HUMAN RACE WEBSITE-

Thanks for supporting Journey Center Santa Rosa in this way!! 😊

1. Go to the Journey Center Santa Rosa Human Race fundraiser page at: <https://humanracenow.org/Participation/joannaquintrelljourneycenter#/>
2. Click on the button there that says **SIGN UP HERE**.
3. Click on the button that says **INDIVIDUAL**.
4. Click on the next button that says **SIGN UP HERE**
5. If you remember your log-in information from last year, use that to log in. If not, click on **CONTINUE AS NEW USER**.
6. Fill out the form that comes up on the next screen- most sections are self-explanatory. **Here are instructions for the sections where you might have questions:**
 - SKIP the SELECT TEAM section
 - under NONPROFIT SELECTION, choose THE JOURNEY CENTER
 - create your own username and password (write it down somewhere so you have it)
 - PERSONAL PAGE LINK- example: jcsrjoannaquintrell (use jcsr and your own name, all one word)
 - choose your fundraising goal
 - SKIP RACE TYPE (unless you plan to run in the 3K or 10K)
7. When finished, click SAVE

8. When successfully saved, click CONFIGURE FUNDRAISING PAGE. This is where you write a brief paragraph that will be read by those who come to your page to help you reach your fundraising goal. You can write whatever you like, describing the Journey Center and why you are excited to be raising funds for us. Here is a sample text that you can modify:

I am grateful to be supporting the Journey Center this year (www.journeycenter.org)!
(Here is where you can say what the Journey Center means to you personally). We are celebrating our 10th year of being a safe, beautiful spiritual oasis in the community... *for everyone*. Thank you so much for helping me to reach my personal fundraising goal of \$_____ or more in support of this wonderful place!

NOTE: leave both No/Yes buttons on this page set to **NO**, then click first on SAVE, then on the NEXT button.

9. The next 3 pages are where you can add a banner, photos or videos if you want to, but **it is not required**. You can click on PREVIEW at the top of the page to see what it looks like with or without photos. (Click the back button after previewing to get back to this page). The first of the 3 pages is the banner- click NEXT for the photo page, then NEXT for

the video page. None of this is required, just click through if you aren't going to add anything.

10. The next 4 pages should be left "as is" and all you need to do is click NEXT each time.

11. You also don't need to do anything to the final page, which is DONATIONS.

15. **You are done signing up and setting up! Yay!**

To get to your personal Human Race fundraising page, go back to #1 on this list of instructions and click on the link to the Journey Center's Human Race page. Click on the INDIVIDUALS tab there and you will see a box under that with your name in it. Click there and it will take you to your page! **You will want to:**

- **bookmark the page so you can go to it easily**
- **copy the URL of that page because this is the link you will send the people you are going to reach out to through an email.**

Once your page is set up, the final step is to reach out to your potential supporters: **send one group email** (with addresses on the Bcc line) letting your friends, family, neighbors and coworkers know that:

- you are participating in this year's *Sonoma Strong Human Race* event in support of your favorite nonprofit, The Journey Center.
- your fundraising goal is \$_____
- you would be so grateful if they would help you reach your goal by making a donation on your fundraising page- this is where you add the link that goes directly to your page.

Thank you SO much for supporting the Journey Center in this way!

Questions? Contact Joanna: joanna@journeycenter.org