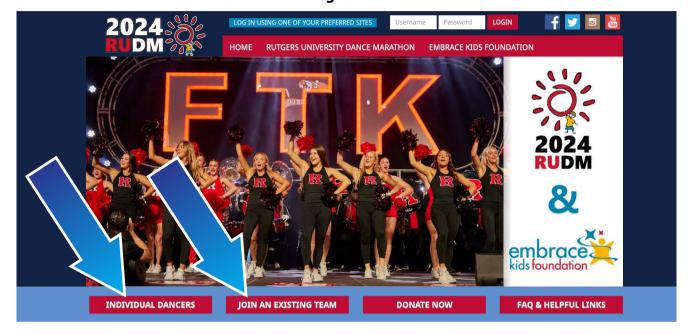
Tips for Registering 2024, Rutgers University



- To Log In to your TeamRaiser account, go to www.RUDM.org and click on Register or go directly to the TeamRaiser page at http://give.EmbraceKids.org/RUDM2024.
- Click on Individual Dancers or Join an Existing Team.

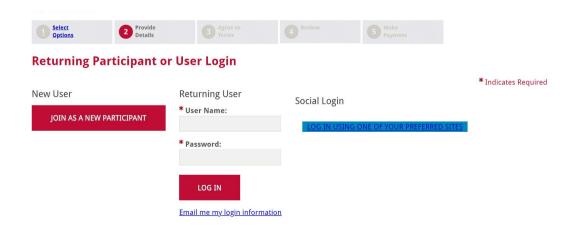


• To view a list of all teams, enter % in the **Team Name** field.



When prompted to create an account or sign in, you can either create a username and password or you can use an existing social media/email account.

NOTE: If you choose to create a username and password, please use your full email address as your username.



Tips for Customizing Your Personal Page



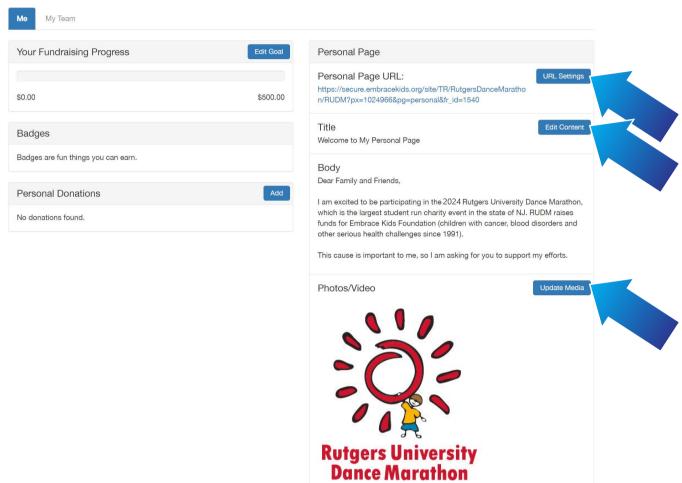
- To **Log In** to your TeamRaiser account, go to www.RUDM.org and click on **Register** or go directly to the TeamRaiser page at http://give.EmbraceKids.org/RUDM2024.
- Choose one of the log in options located at the top.



Once logged in, click on Participant Center in the top right.



In the Participant Center, scroll down to the personal page editing options.



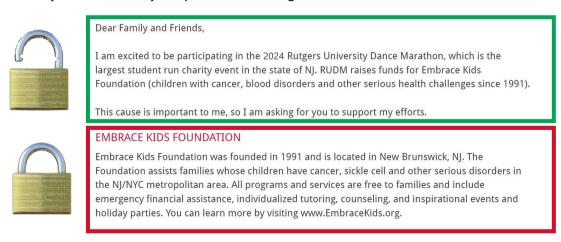
 Make sure to personalize the URL. This will create a shorter link that is easier to share and will redirect to your personal page.



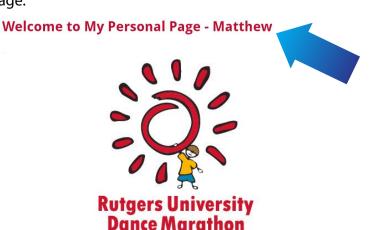
- The Edit Content button will allow you to change the Title and Body texts on your personal page.
- When you view your personal page, you will notice that the system automatically appends the **Title** with your first and last name. Keep this in mind if you customize your title.

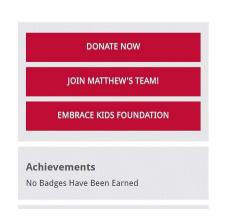


• When editing your **Body** text, please note that on the bottom of your personal page, information regarding Embrace Kids Foundation will be inserted. You will not be able to customize this information. Keep this in mind as you customize your personal message.



• Click the **Upload Media** button to customize the image/video that appears at the top of your personal page.





Tips for Customizing Your Team Page



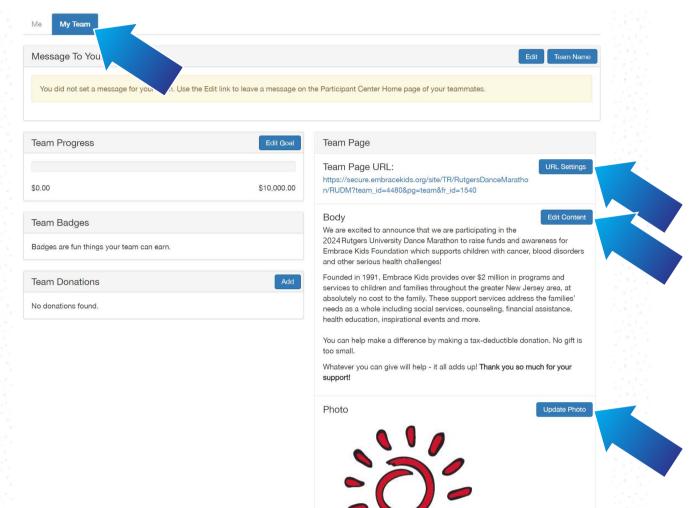
- To **Log In** to your TeamRaiser account, go to www.RUDM.org and click on **Register** or go directly to the TeamRaiser page at http://give.EmbraceKids.org/RUDM2024.
- Choose one of the log in options located at the top.



Once logged in, click on Participant Center in the top right.



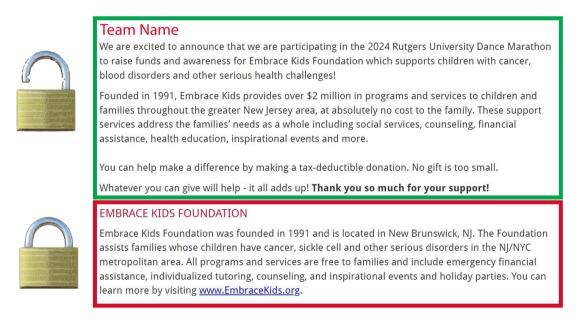
• In the Participant Center, scroll down to the My Team editing options.



• Make sure to **personalize the URL**. This will create a shorter link that is easier to share and will redirect to your team page.

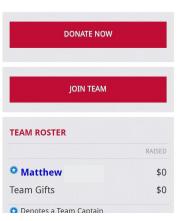


- The **Edit Content** button will allow you to change the **Body** text on your team page. Please note that, unlike the personal page, there is no title to change for the team page.
- When editing your **Body** text, please note that on the bottom of your team page, information regarding Embrace Kids Foundation will be inserted. You will not be able to customize this information. Keep this in mind as you customize your personal message.



• Click the **Upload Photo** button to customize the image that appears at the top of your team page.





Fundraise on Facebook And Other Social Media



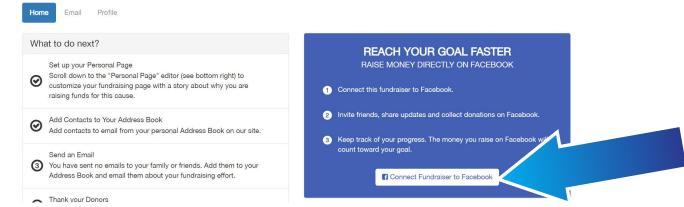
- To **Log In** to your TeamRaiser account, go to www.RUDM.org and click on **Register** or go directly to the TeamRaiser page at http://give.EmbraceKids.org/RUDM2024.
- Choose one of the log in options located at the top.



Once logged in, click on Participant Center in the top right.



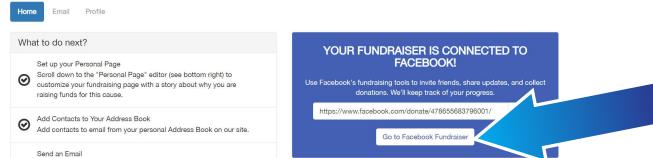
• If you have not already integrated your Facebook with your TeamRaiser account, simply click on Fundraise on Facebook found on the right-hand side of your Participant Center homepage.



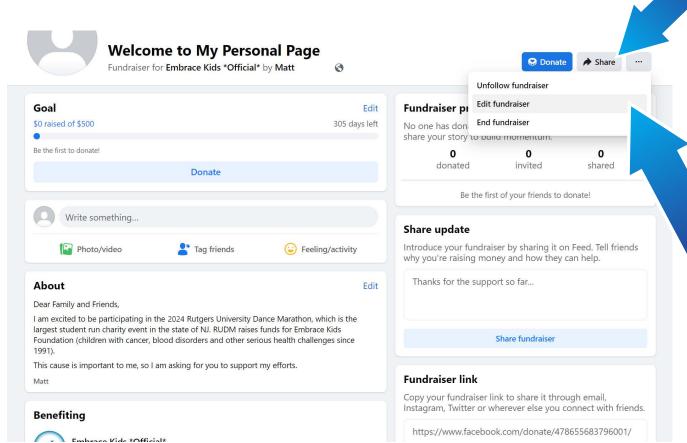
PLEASE NOTE: The Facebook Fundraiser must be created through your TeamRaiser account and not from your Facebook page.

If you create a fundraiser from your Facebook page, the fundraiser will not be linked to your DM fundraising page and the donations will not be reflected there!

- If you are not already logged into Facebook on your browser, enter your Facebook log in credentials in the pop-up window. If prompted, allow Embrace Kids Foundation to manage your Fundraisers.
- Once completed, the blue box will update with a link to your Facebook Fundraiser.



- Click the Go to Facebook Fundraiser button to leave TeamRaiser and go to the Facebook fundraiser linked to your TeamRaiser account.
- Using the **Share** button, you will be able to have a post automatically created for you based on the information in the fundraiser.



fundraiser.

Click the 3 dots and choose **Edit Fundraiser** to change the **Title**, **About** text, and **Cover Photo** of your



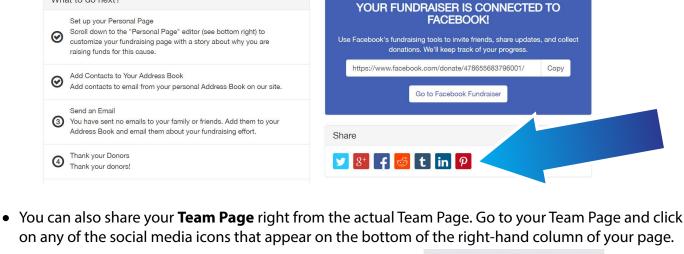
You can also share your **Personal Page** on any of your social media pages right from the Participant

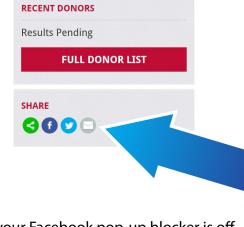
Center. This will post a link on your social media to bring people to your fundraising page where they can make donations towards your goal.

Home Email Profile

What to do next?

characters.



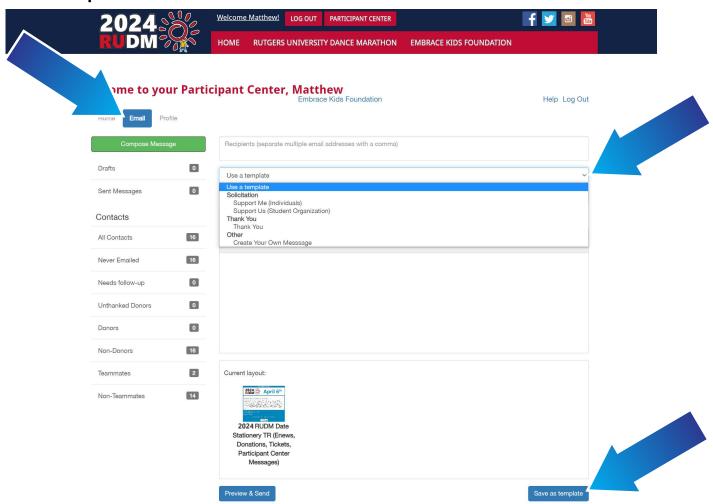


- If you would like to share on Facebook, please ensure that your Facebook pop-up blocker is off.
 If you would like to Tweet your page out, prepare a catchy statement that is fewer than 280

Tips for Sending Messages



• Once logged into your Participant Center, click on the **Email** tab to send out emails. You can choose from several templates or create your own message. You can also create your own template by clicking the **Save as Template** link at the bottom.

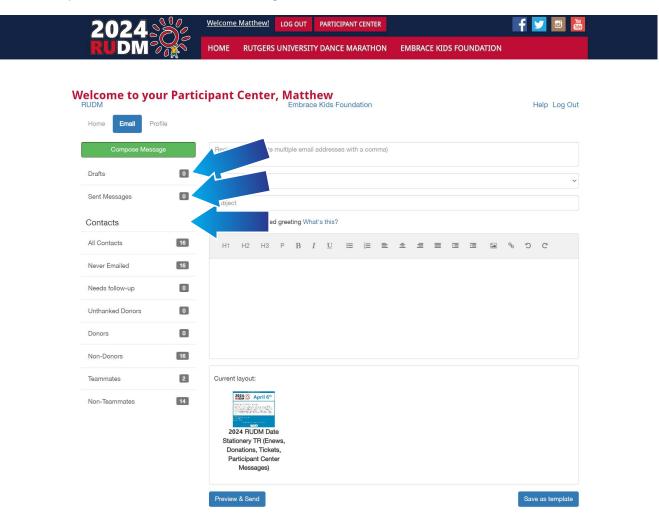


- When sending out messages, a link to your Page will automatically be added to the bottom of your message. This link will not be visible when drafting or previewing your message. It will only appear in the actual message that is sent out.
- You can personalize the greeting to your contacts in the email. Under the Subject field, check the box that says Include Personalized Greeting. If checked, the system will automatically insert the word "Dear" and the first name associated with an email address in your contact list.

<u>NOTE:</u> If you choose to personalize the greeting, make sure to delete any salutation from the body of your message.



• You can import contacts, view sent messages and drafts from the left-hand column.



• Under **Contacts**, you can quickly glance at groups such as people you have not emailed yet, donors, those who have not donated yet, or you can create your own groups.

General Fundraising Tips

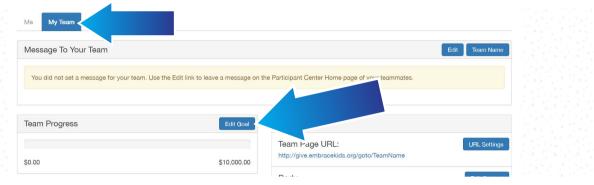


Tracking Progress and Changing Fundraising Goals

- Once logged into your Participant Center, scroll all the way down to track your progress.
- You can change your fundraising goal by clicking the **Edit Goal** button.

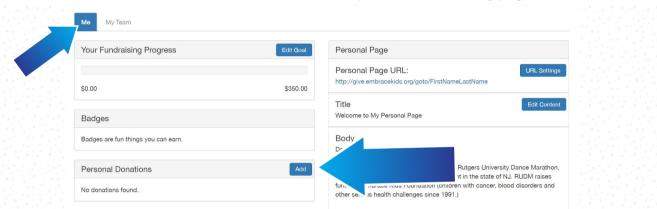


- You can also view your team's progress by clicking on the My Team tab.
- If you are the team leader, you will be able to change the **Team Goal** by clicking the **Edit Goal** button within the **My Team** tab.



Manually Entering Check Donations Onto Your Personal Page

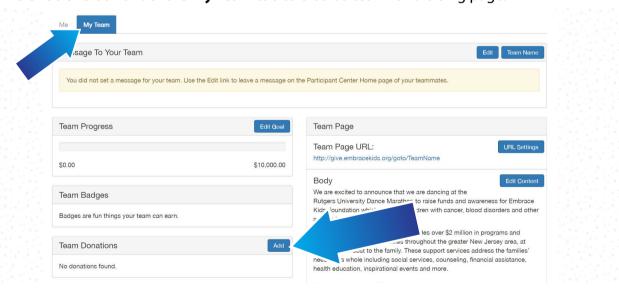
• If you receive a check, you can add the gift to your fundraising page by clicking the **Add** button in the **Personal Donations** box under the **Me** tab to credit a personal fundraising page.



• <u>NOTE:</u> The gift will appear on your personal page but will be marked as "unconfirmed" on the "Recent Activity" section of the home page until the funds are received and it is verified by an administrator.

Manually Entering Check Donations Onto Your Team Page

• If you receive a check, you can add the gift to your fundraising page by clicking the **Add** button in the **Team Donations** box under the **My Team** tab to credit a team fundraising page.



Confirming Offline Donations with the Finance Team

- NOTE: Offline donations that you input yourself will be saved in the system as an "unconfirmed" gift.
- To confirm the donation and ensure your account is fully credited for the donation you received and input, please coordinate with the Dance Marathon Finance Team for collection of cash, checks or money orders.
- Payments can be made out to "Embrace Kids Foundation" and you can contact the Dance Marathon
 Finance Team by emailing finance@marathon.rutgers.edu. From there, they will provide instruction on
 the best way to send or deliver your offline donations.

Thanking Donors

- You can see donations in the **Personal Donations** box or the **Team Donations** box depending on the tab you are working in.
- You will be able to Mark the Donor as Already Thanked, Send the Donor a Thank You Email, or Delete the Offline Gift if you entered that gift yourself.