



Girls on the Run SoleMates Fundraising
How to use RacePlanner.com

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1. Register for SoleMates

To register to be a SoleMate for Girls on the Run (GOTR), visit the GOTR website and click on the link for SoleMates. Click on the link to the registration page and the following screen will appear:

powered by  HOME FIND AN EVENT FIND A FUNDRAISER DASHBOARD



GIRLS ON THE RUN SOLEMATES REGISTRATION

PARTICIPANTS

Your \$26 registration fee to the SoleMates program has great benefits, including:

- Easy online registration process
- Welcome packet and a SoleMate T-Shirt
- Training Plans for Marathon and 1/2 Marathons for people of all levels.
- Simple online fundraising
- Thank you cards (for those who support you)
- Inspirational emails from Girls on the Run
- Extra motivation while training for your event - that you are doing it for a reason - to change the lives of girls in our community!

First Name* :

Middle Name* :

Last Name* :

Date of Birth* :

Gender* :




Event Information

Organizer: Exit Row Solutions
 Date: Wednesday, February 02, 2022
 Time: SoleMates runs the entire school year.
 Location: Girls on the Run

Registration Details

SoleMates Registration		
SoleMates Registration	Girls on the Run	\$26.00 Open

Complete the Participant information and click the **Next** button. Complete the Registration information and click the **Next** button. Review the participant information, enter the payment information and click the **Submit Your Registration** button. A Confirmation Page will appear:



GIRLS ON THE RUN SOLEMATES REGISTRATION REGISTRATION RECEIPT

Don't forget to set up your fundraising page. Ask your family and friends to support your efforts to bring Girls on the Run to more girls in our area.

[Click here to set up your SoleMates Fundraising Page!](#)

Visit our online store for all of your GOTR gear! At checkout, enter Council Code:
[Click here to view the Girls on the Run privacy policy](#)

Participants				
Name	Birthdate	Category	Status	Amount
Sally Jones	1/1/1984	SoleMates Registration - Girls on the Run	Registered	\$26.00

Summary	
Description	Amount

2. Build Your Fundraising Page

Click on the link provided on the Confirmation Page or within the Confirmation Email to set up your fundraising page. The following screen will appear:

Cool Springs Girls on the Run 2014 SoleMates

Already have a Raceplanner account?

If you've created a fundraiser in the past, or made a donation and chose to create a donor account, then you already have a Raceplanner account. Click [here to sign in](#) to your account.

If you've forgotten your password, you can request that it be reset by [clicking here](#).

New Raceplanner Account Details

Thanks for joining Cool Springs Girls on the Run 2014 SoleMates! In order to create your fundraiser you'll need a Raceplanner account. A couple of things to keep in mind:

- Your email address will serve as your Raceplanner username
- Passwords must be a minimum of 6 characters in length, with one number or symbol

Your Email Address *

Confirm Email Address *

Password *

Confirm Password *

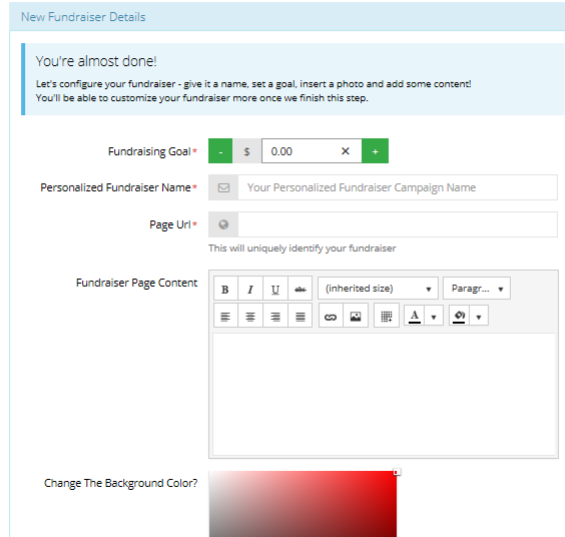
First Name *

Last Name *

1. Enter and then confirm your email address (which will serve as your login ID).
2. Create and confirm your password (it must be at least six characters with one number or symbol).
3. Enter your first and last names.
4. Enter the numbers presented after the "Are you human" question.
5. Click the box to agree to the Terms and Conditions, as well as the Privacy Policy.
6. Click the **Create My Account** button.

The following screen will appear:

Cool Springs Girls on the Run 2014 SoleMates



New Fundraiser Details

You're almost done!
Let's configure your fundraiser - give it a name, set a goal, insert a photo and add some content!
You'll be able to customize your fundraiser more once we finish this step.

Fundraising Goal* \$

Personalized Fundraiser Name*

Page Url*

Fundraiser Page Content

Change The Background Color?

Complete the following Fundraiser Details:

- A. **Fundraising Goal** – Enter the dollar amount you wish to raise.
- B. **Personalized Fundraiser Name** – This is the name of the fundraiser that will appear at the top of the fundraising page that your donors visit.
- C. **Page URL** – The URL will be automatically generated based on the name of the Fundraiser created in the field above. This will be preceded by the RacePlanner.com link, so the website will be automatically created for you.
- D. **Fundraiser Page Content** – Enter a description of why you are doing the fundraiser that will compel the donors to make a donation.
- E. **Change the Background Color** - To adjust the color of the website background, select a color in the rainbow bar, then move the white square cursor in the box above to the correct level of brightness. To choose the color white, put the cursor in the upper left-hand corner of the color box.
- F. **Your Fundraiser Photo/Logo** - Click the **Select A File From Your Computer** button to add a picture. Pictures cannot be larger than 250 KB.

When complete, click the **Create my Fundraiser** button.



The following screen will appear:

The screenshot shows the Raceplanner.com interface. At the top, there is a navigation bar with a search box and an "Account Settings" dropdown. Below this is a banner for a fundraiser titled "Girl on the Run for Cool Springs!". The main content area is titled "Fundraiser Dashboard" and includes a "Fundraising Progress" section with a goal of \$1,000.00 and a raised amount of \$0.00, accompanied by a gauge chart. There is also a "Share Your Fundraiser" section with social media icons for Facebook, Email, and Twitter, each showing a count of 0. A "Recent Contributions" table is visible, showing no items to display.

Contributor	Amount	Date
No items to display		

You can now 'Share Your Fundraiser' with your friends and family using the social media sharing icons. The following section will let you know how to manage your fundraiser.



3. Manage Your Fundraiser

To manage and track the results of your fundraiser, visit RacePlanner.com, and sign in using the login and password credentials that you created in the last step. That will take you to the fundraiser's Dashboard to watch progress, access the donation site, and make changes. There are several tools to support your fundraiser. Let's review.

A. Org Home

This function is disabled for SoleMate campaigns.

B. Dashboard

The screen that appears when you first login into RacePlanner is the Dashboard. It will provide the following:

1. A visual gauge to show how much you have collected towards your goal
2. Tools to share your fundraising effort with social media options
3. A chart to show Recent Contributions

The screenshot shows the RacePlanner Fundraiser Dashboard for the campaign 'Girl on the Run for Cool Springs!'. The dashboard includes a navigation bar with 'My Home Page', 'Search', and 'Account Settings'. Below the navigation bar are buttons for 'ORG HOME', 'DASHBOARD', and 'CONTRIBUTORS'. The main content area features a 'Fundraising Progress' gauge showing a goal of \$1,000.00 and a current amount raised of \$0.00. To the right of the gauge are social media sharing options for Facebook, Email, and Twitter, each with a '0' count. Below the sharing options is the fundraiser URL: <https://www.raceplanner.com/donate/Girl-on-the-Run-for-Cool-Springs>. On the far right, there is a 'Recent Contributions' table with columns for 'Contributor', 'Amount', and 'Date', which currently displays 'No items to display'.

C. Contributors

Click on the **Contributors** button to see who has donated to the fundraiser to date. This screen will provide the donor name, donation amount, email address, comments, and the donation date.

My Home Page Search: Account Settings

Girl on the Run for Cool Springs!

ORG HOME DASHBOARD CONTRIBUTORS

Fundraiser Properties Fundraiser Web Page Fundraiser Reports Fundraiser Downloads

Fundraiser Contributors

+ New Donation View Donation

Display Name	Amount	Email	Comment	Donation Date
Joe Smith	\$100.00			2/21/2014 12:00 AM
Sally Jones	\$50.00			2/21/2014 12:00 AM
Mike Little	\$25.00			2/21/2014 12:00 AM

10 items per page 1 - 3 of 3 items

To see more information about the donor, double click on a donor name.

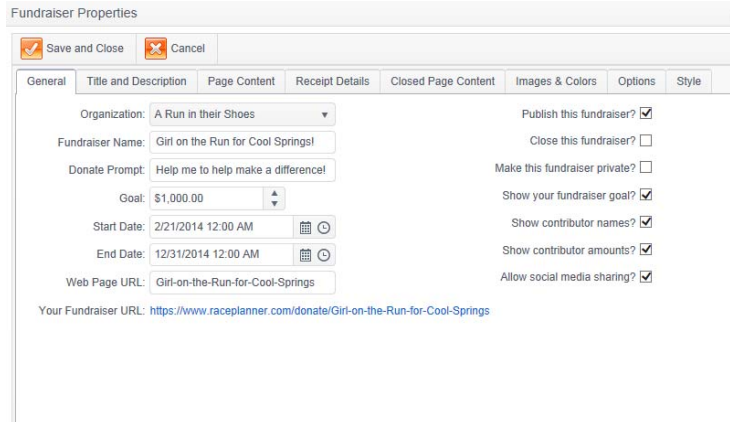
To add new donations made to your campaign via check or cash, click the **New Donation** button on the table. A new person record will appear; complete the appropriate fields and click the **Save and Close** button.

Donation Properties

First Name: <input type="text" value="Joe"/>	Donation Date: <input type="text" value="2/21/2014 12:00 AM"/>
Last Name: <input type="text" value="Smith"/>	Grant Amount: <input type="text"/>
Display As: <input type="text" value="Joe Smith"/>	In-Kind Amount: <input type="text"/>
In Honor Of: <input type="text" value="Sally Smith"/>	Donation Amount: <input type="text" value="\$100.00"/>
In Memory Of: <input type="text"/>	Convenience Fee: <input type="text" value="\$0.00"/>
Phone Number: <input type="text" value="(555) 555-5555"/>	Payment Method: <input type="text" value="Check"/>
Email Address: <input type="text" value="jim@yahoo.com"/>	Payment Comment: <input type="text"/>
Street Address 1: <input type="text" value="555 J Street"/>	Payment has been received? <input checked="" type="checkbox"/>
Street Address 2: <input type="text" value="Apt. 555"/>	Anonymous Donation? <input type="checkbox"/>
City: <input type="text" value="Sacramento"/>	Hide this donation? <input type="checkbox"/>
State: <input type="text" value="California"/>	Matching Gift Sponsor: <input type="text"/>
Zip Code: <input type="text" value="55555"/>	Matching Gift Received: <input type="text"/>
	Thank You Sent: <input type="text" value="2/27/2014"/>
	Comment: <input type="text"/>

D. Fundraiser Properties

To see details and make changes to the fundraising page you created, click the **Fundraiser Properties** button. The following screen will appear:

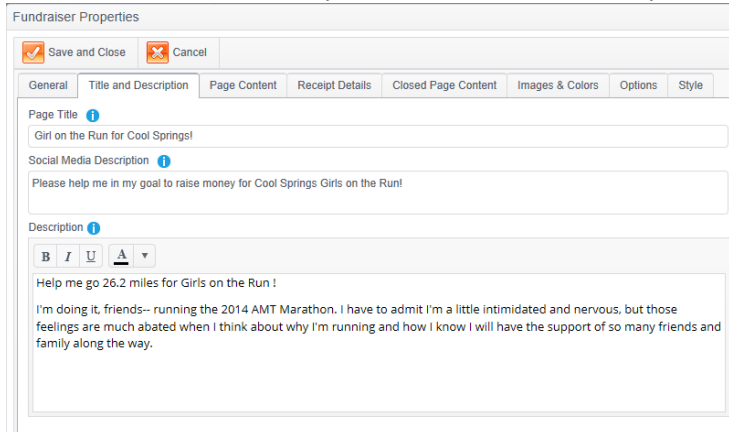


1. General Tab

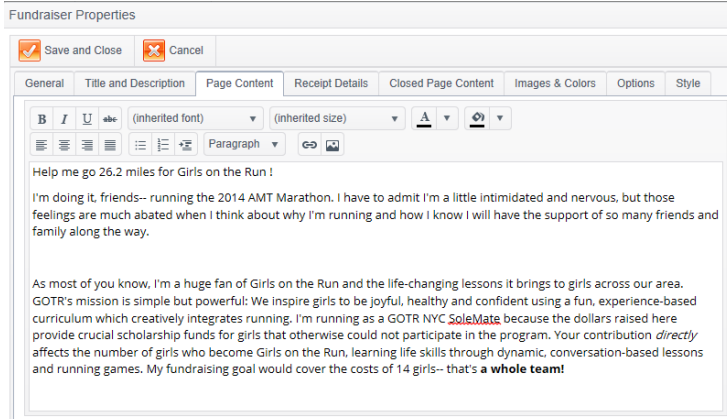
- a. **Fundraiser Name** – This is the name of the fundraiser that appears at the top of the fundraising website.
- b. **Donate Prompt** – This is a phrase of your choosing that will appear in the box on the website that asks potential donors to donate a sum of money.
- c. **Goal** – This is the dollar goal that will be published on the website.
- d. **Start and End Dates** – These are the dates of the fundraising period. Donors will not be able to access the site to donate before the start date or after the end date.
- e. **Web Page URL** – This will be automatically generated based on the Fundraiser Name field above.
- f. **Your Fundraiser URL** – This is a direct link to the fundraising page that can be copied into an email or other documents.
- g. **Publish this fundraiser?** – This allows the fundraiser to appear on www.raceplanner.com under the Fundraising section.
- h. **Close this fundraiser?** – This turns the fundraiser off and prevents donations from being accepted.
- i. **Make this fundraiser private?** – This function is disabled for SoleMate campaigns.
- j. **Show your fundraiser goal?** – Check this if you want your fundraising goal to be displayed on the website.
- k. **Show contributor names?** - Check this if you want the names of donors to appear on the website.
- l. **Show contributor amounts?** - Check this if you want the amount of each donation to appear next to each contributor name. If this is checked but the Contributor Names box above is not, donations will appear as “Anonymous - \$10”?
- m. **Allow social media sharing?** Check this box if you would like to offer the opportunity for other people to share this fundraiser using Facebook, Twitter or other social media sites.

2. Title and Description Tab –

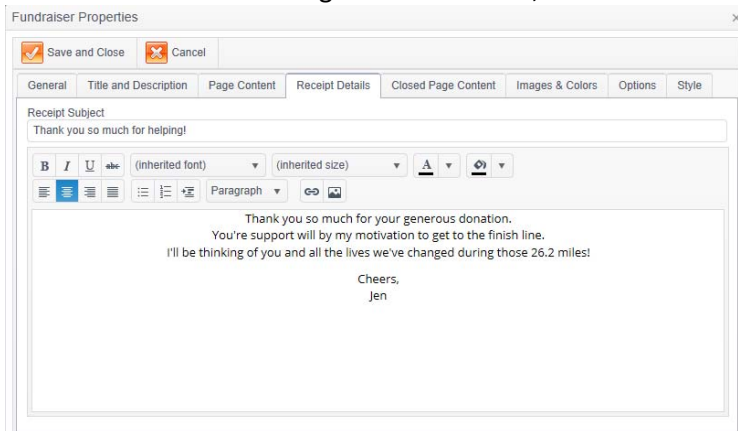
- Page Title** – This field allows you to control the name of the fundraising event as it appears in the browser, which will appear at the very top of the fundraising page (ex. Gina Green’s SoleMates Fundraiser).
- Social Media Description** - Use this field to control what is displayed when your fundraiser is shared on Facebook and other social media sites.
- Description** – This field is used to provide a short description about your fundraiser on the RacePlanner.com ‘Find a Fundraiser’ search feature (donors will only see this if they go to RacePlanner.com to find your fundraiser). This is an optional field to complete.



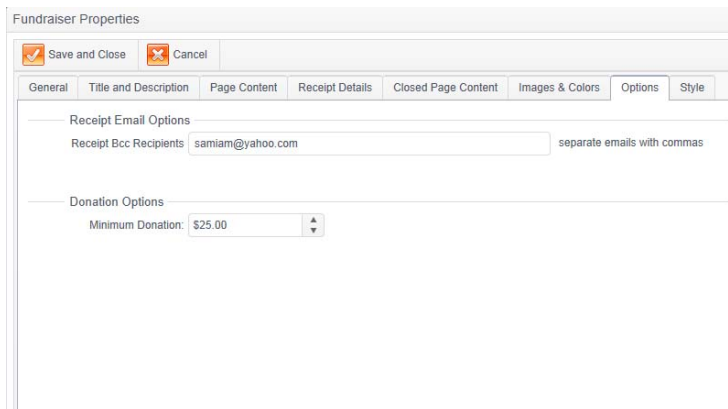
- Page Content Tab** – The page content section allows whatever you place here to show up on your fundraising home page. Use this area to describe why you are doing this fundraiser.



4. **Receipt Details Tab** – This tool allows you to control the subject line in the emailed receipt that goes to donors, as well as create a message that appears at the bottom of the Confirmation Page that a donor sees after donating to the fundraiser, as well as in the emailed receipt.



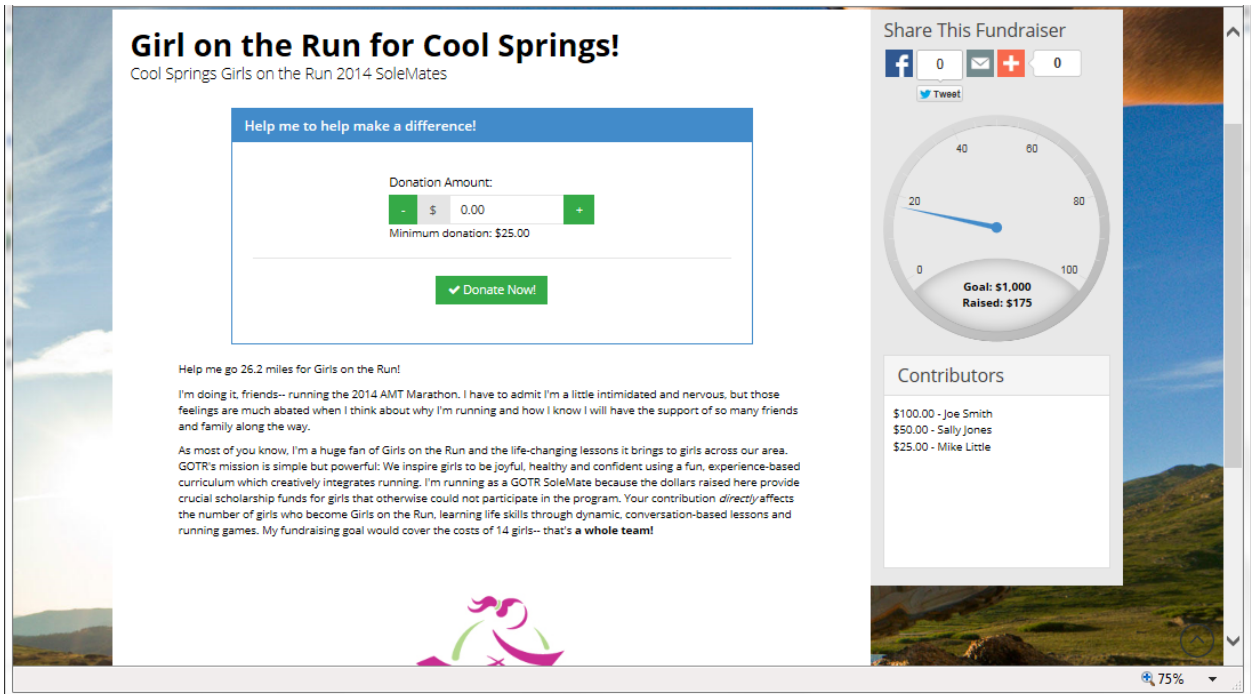
5. **Closed Page Content Tab** – The description that appears in this box will be displayed on the page when the fundraising event is closed and no longer accepting donations. An example includes, “Thank you for visiting my fundraising page! The event is over but I really appreciate your interest and support!”
6. **Images and Colors Tab** – This tab allows you to add or change the picture on the website and change the colors of the webpage border, as you did when you first build the fundraiser. Click the **Select files** button to add a picture. To adjust the color, select a color in the rainbow bar, then move the cursor in the large box to the correct level of brightness. To choose the color white, put the cursor in the upper left-hand corner of the color box.
7. **Options Tab** – If you would like to receive an email notification each time a donor makes a contribution to your fundraiser, enter your email address in the **Receipt Bcc Recipients** field. If you would like to set a minimum donation amount for the fundraiser, enter it in the **Minimum Donation** field.



8. **Style** – The style tab is disabled for SoleMate Campaigns.

E. Fundraiser Web Page

Clicking the **Fundraiser Web Page** button will allow you to go directly to your fundraising page to see what donors are seeing:



Girl on the Run for Cool Springs!
Cool Springs Girls on the Run 2014 SoleMates

Help me to help make a difference!

Donation Amount:
\$ 0.00
Minimum donation: \$25.00

Donate Now!

Help me go 26.2 miles for Girls on the Run!

I'm doing it, friends-- running the 2014 AMT Marathon. I have to admit I'm a little intimidated and nervous, but those feelings are much abated when I think about why I'm running and how I know I will have the support of so many friends and family along the way.

As most of you know, I'm a huge fan of Girls on the Run and the life-changing lessons it brings to girls across our area. GOTR's mission is simple but powerful: We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. I'm running as a GOTR SoleMate because the dollars raised here provide crucial scholarship funds for girls that otherwise could not participate in the program. Your contribution *directly* affects the number of girls who become Girls on the Run, learning life skills through dynamic, conversation-based lessons and running games. My fundraising goal would cover the costs of 14 girls-- that's a **whole team!**

Share This Fundraiser

Facebook: 0, Email: 0, Twitter: 0

Goal: \$1,000
Raised: \$175

Contributors

- \$100.00 - Joe Smith
- \$50.00 - Sally Jones
- \$25.00 - Mike Little

75%

F. Fundraiser Reports

To view a report on all the credit card transactions, click the **Fundraiser Reports** button and then click on the Fundraiser Disbursement Report. This report will only provide information on credit card transactions; it will not include check or cash payments. You can change the date range presented in the report by adjusting the Begin Date and End Date fields at the top of the screen.

G. Fundraiser Downloads

To download an Excel spreadsheet of all donors, donation amounts, and contact information, click the Fundraiser Download button, and then click the Download Contributor List. This data is helpful for sending thank you letters to donors.

For further assistance, contact the RacePlanner.com team at 530-230-2225.