Event Day for Peer to Peer Fundraising Events

Chris Newcomer, GiveSignup

GiveSignup RunSignup TicketSignup

We Are **Event Technology Experts**

Our Mission

To make it *free and easy* for nonprofits to generate more revenue, grow their events, and engage their attendees.

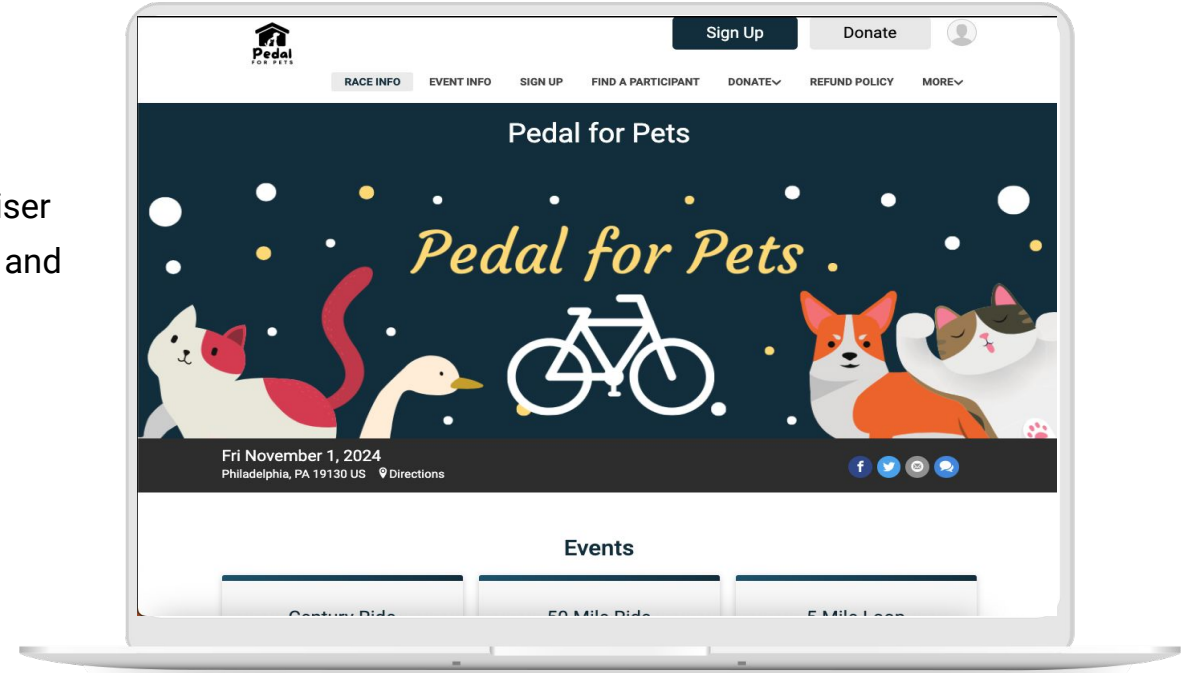
We create *free and easy-to-use* event software that you can fully control.

Today's **Agenda**

- Pre-Event Communication to Attendees
- Participant CheckIn
- Volunteer CheckIn
- On site Registration - Apple Pay
- Post Event Checklist
- Customer Examples

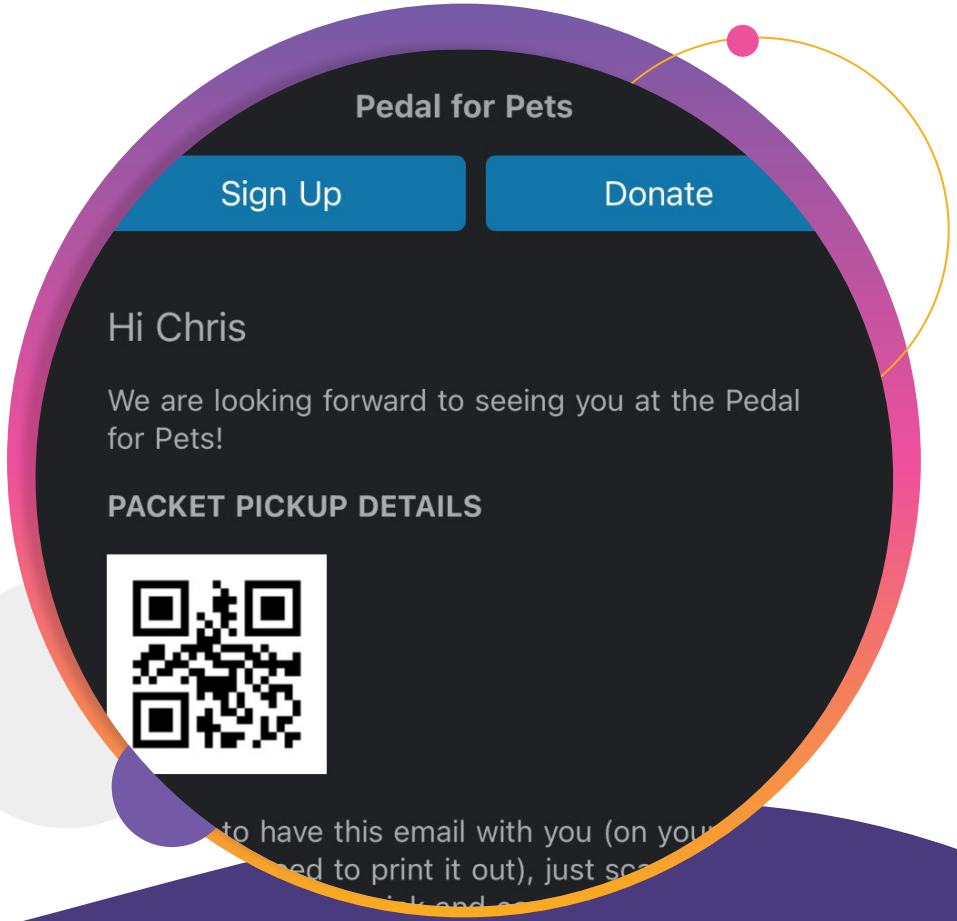
About Today's **Demo Event**

Our main demo event is a cycling fundraiser with a century ride, a timed 50 Mile Ride, and an untimed 5 mile loop.



Pre-Event **Communications**

- Schedule Email with QR Code and Event Info
- Add FAQ to website

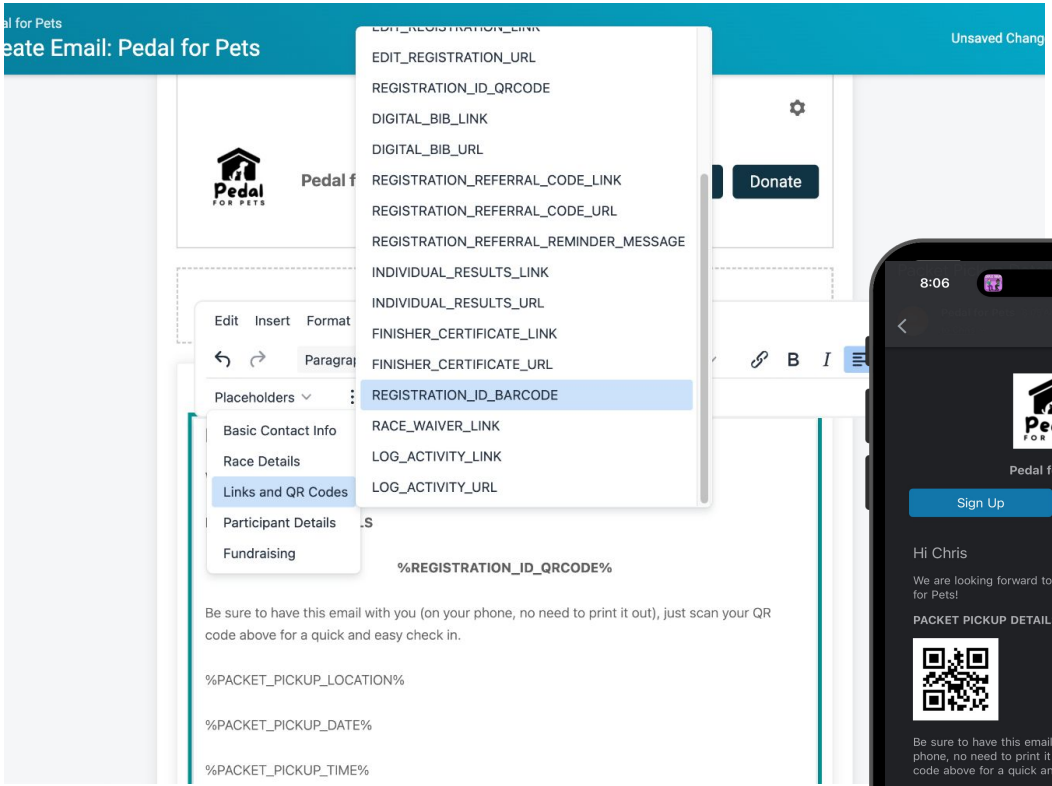


Pre-Event **Email**

Email >> Send Email

Important details to include

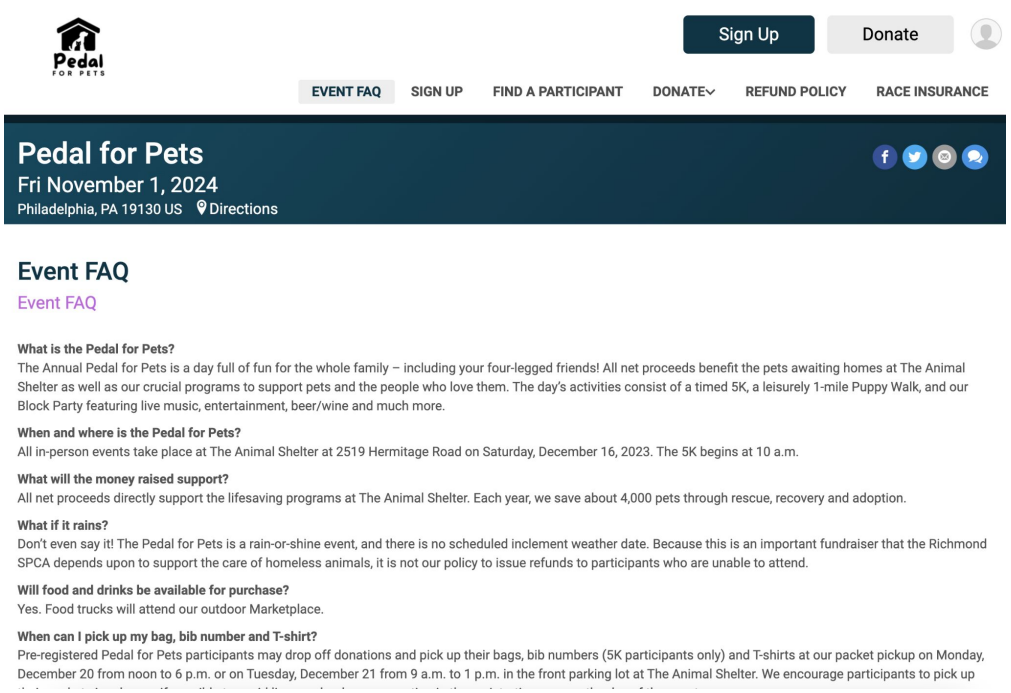
- Event Date
- Location
- QR Code
- Fundraising Progress
- Event Details (i.e. time, parking, etc.)



FAQ Page
Website

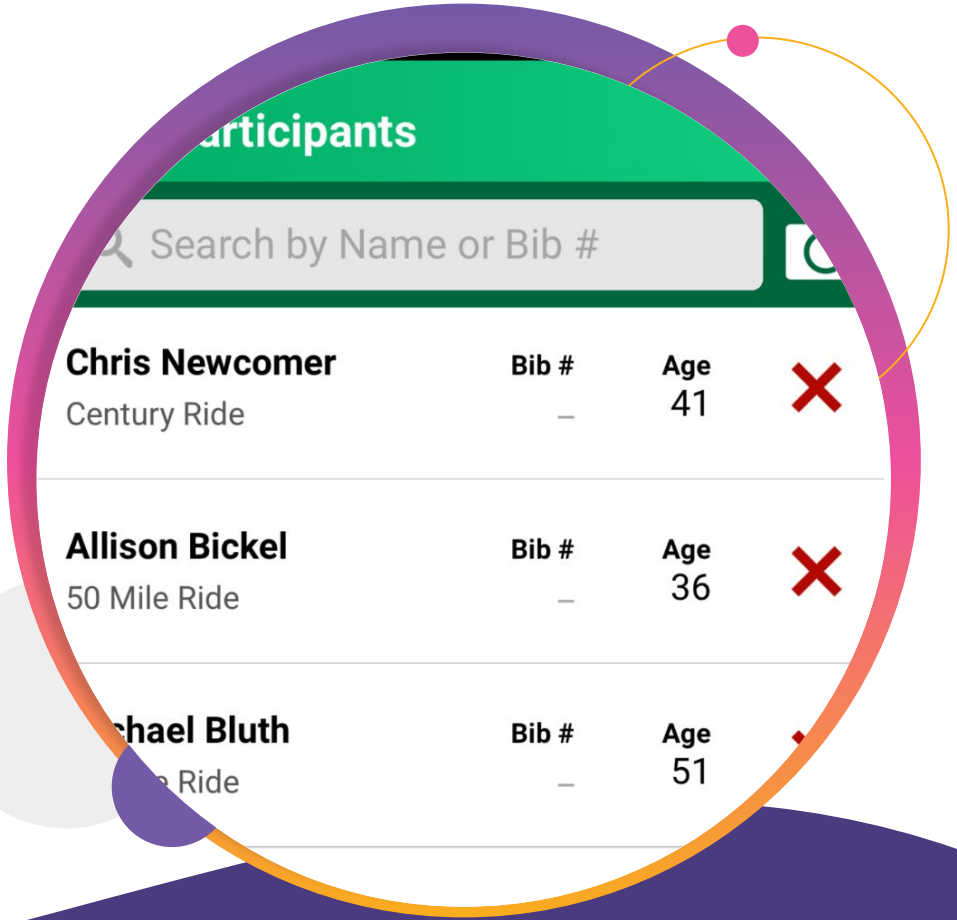
Race >> Race Website >> Custom Sections

Include basic information about your event and any potential questions. Continue to add & expand FAQ as you get repeat customer service questions.



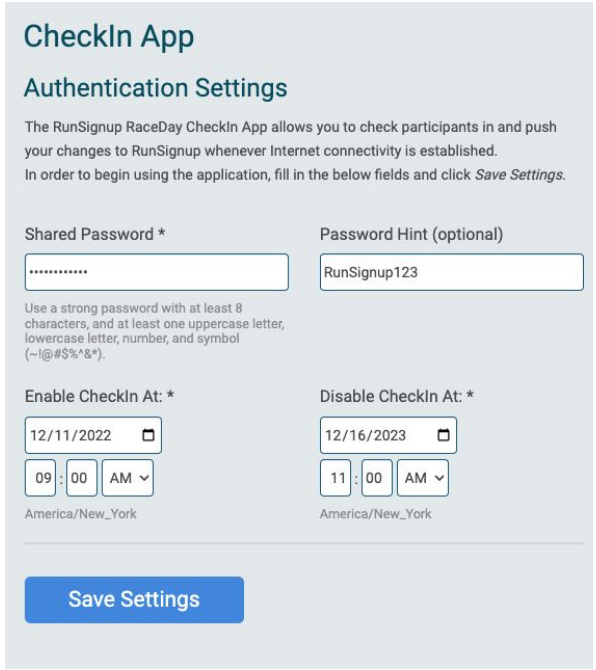
EventDay
CheckIn

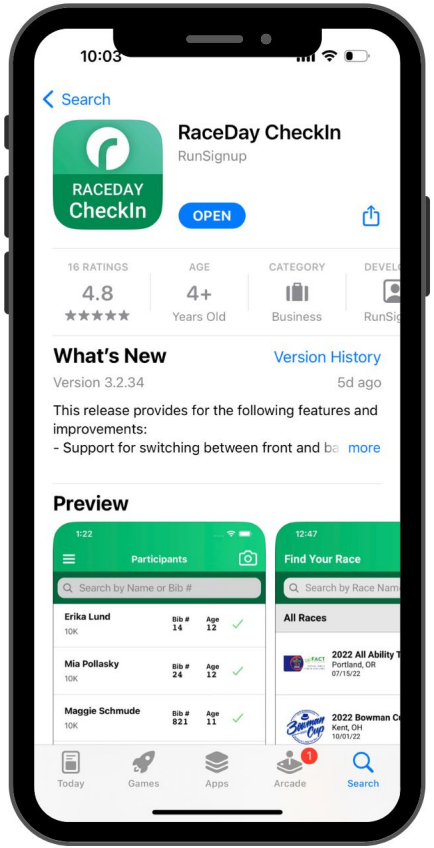
- Download App and Find Event
- CheckIn Configurations
    - 5 Mile Loop Timed Event
    - Century Ride Untimed Event
- Lock CheckIn App
- Stats



Download **CheckIn App**

- **Step 1**: Enable CheckIn Settings (*Event >> CheckIn >> Mobile App*) - add a password
- **Step 2**: Download RaceDay CheckIn App from Apple or Android App Store
- **Step 3**: Search for Event Name
- **Step 4**: Enter password that you set in Step 1

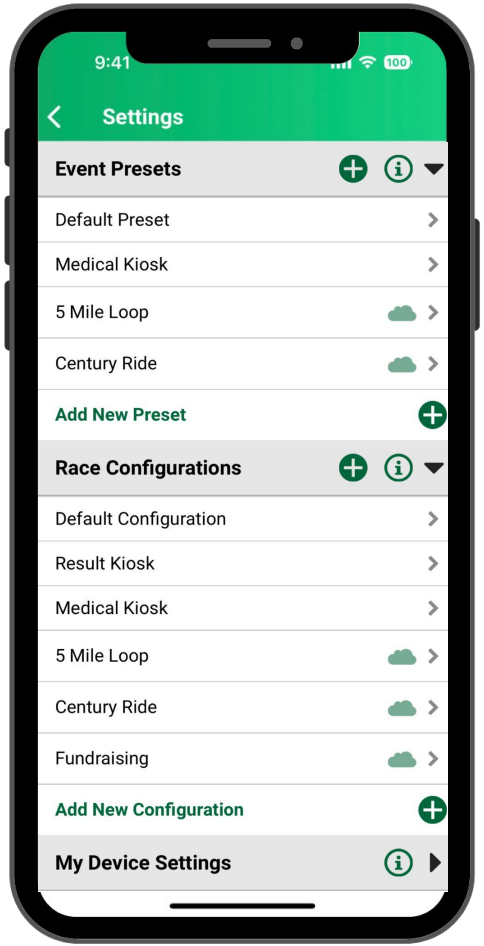




CheckIn
Presets and Configurations

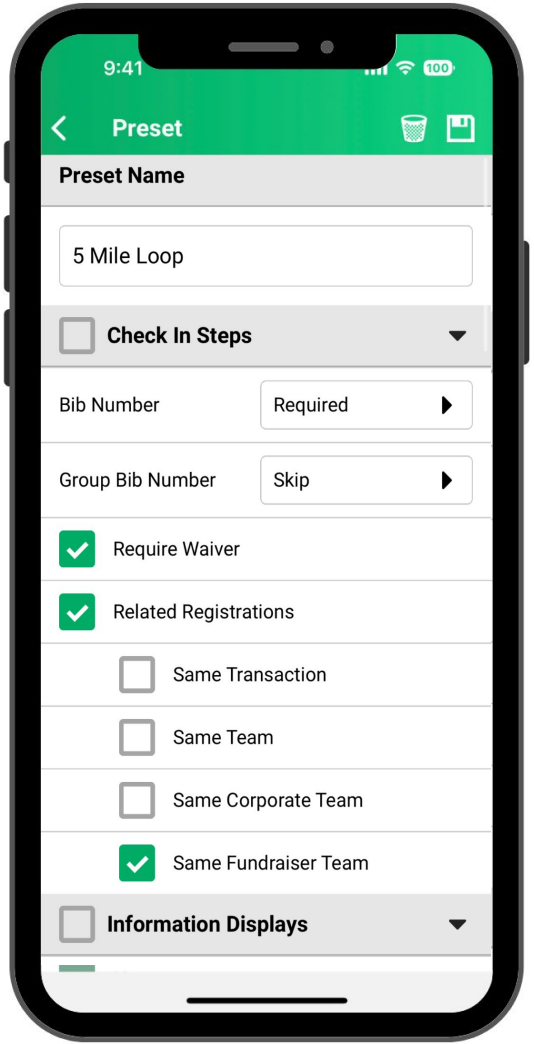
- **Presets**
  - Control info when viewing a registration
  - Assign bibs
  - Display linked registrations
  - Allow information changes, event transfers, un-checkins, etc.

- **Configurations**
  - Apply presets to events
  - Hide events (i.e. don't show virtual option)
  - Display Options



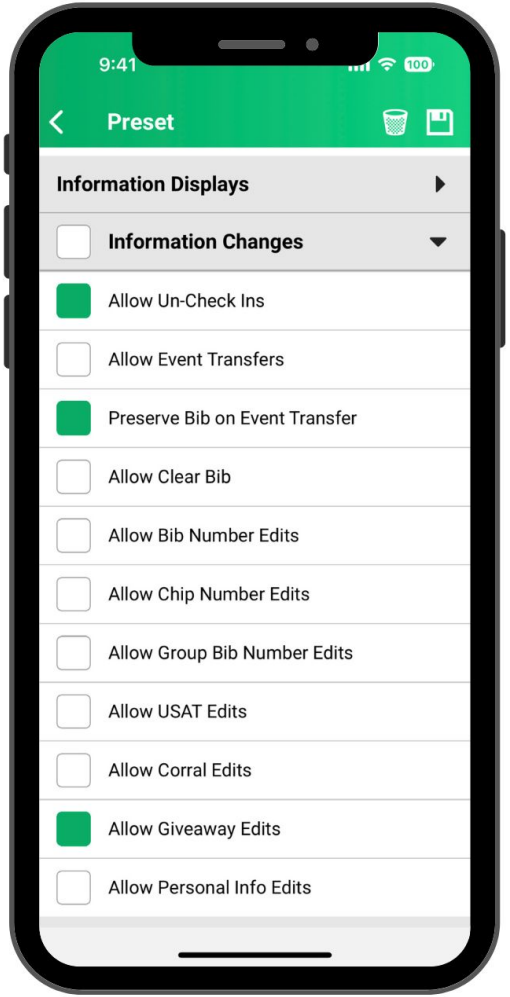
Let’s Create a **Preset**

- Preset Name: 5 Mile Loop
- Show Fundraising Info
- Allow Un-CheckIn
- Allow Switching Events
- Assign Bib



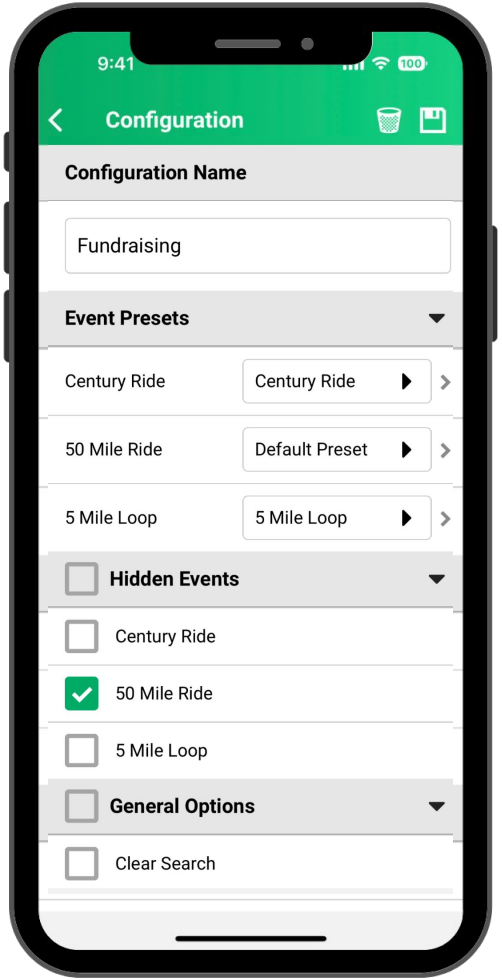
Let’s Create another **Preset**

- Preset Name: Century Ride
- Show Fundraising Info
- Don’t assign bibs
- Allow Un-CheckIn

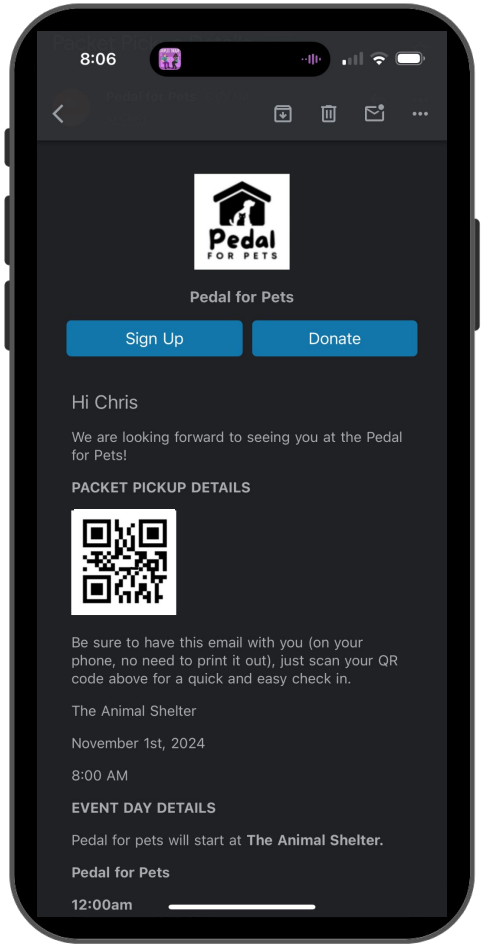


Let’s Create a **Configuration**

- Apply Presets
- Hide 50 Mile Ride

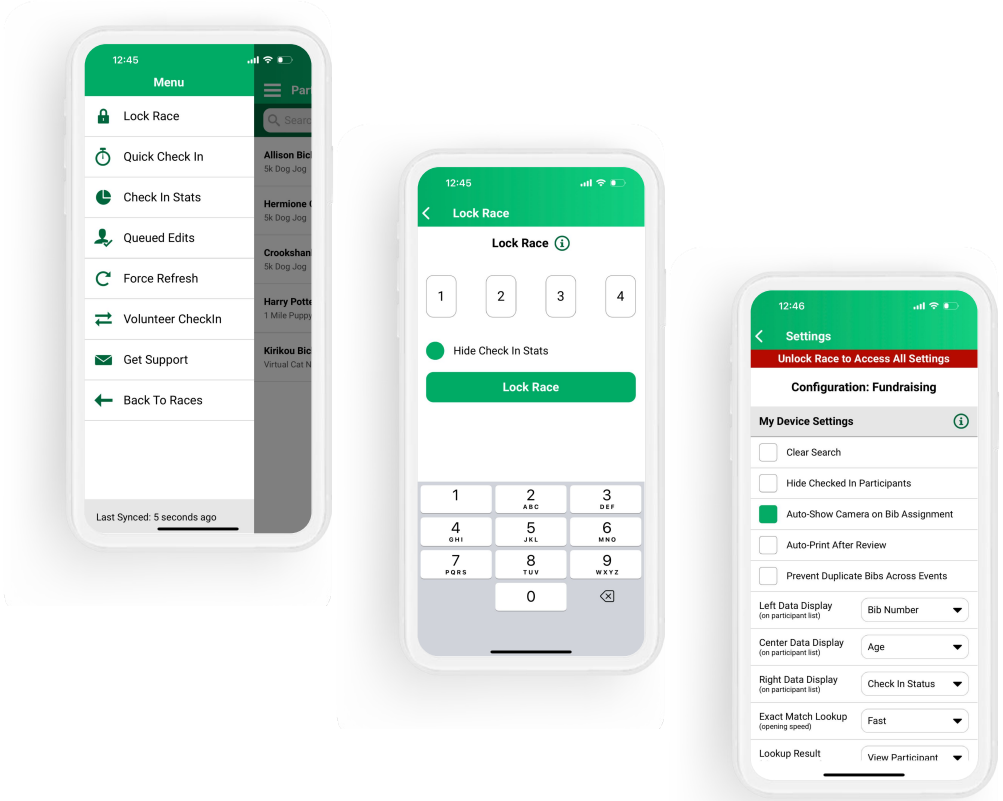


CheckIn App **Demo**

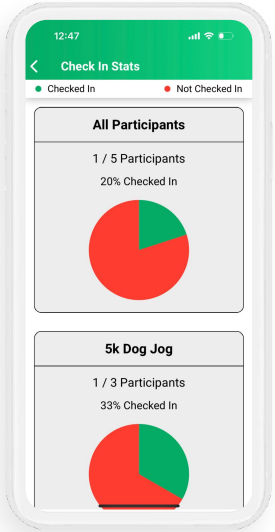


Lock the **CheckIn App**

- Volunteer Setting (won't be able to access any settings, configurations, etc.)
- Menu >> Lock Event
- Enter 4 digit code
- App is locked on configuration selected
- To unlock, re-enter 4 digit code



CheckIn **Stats**

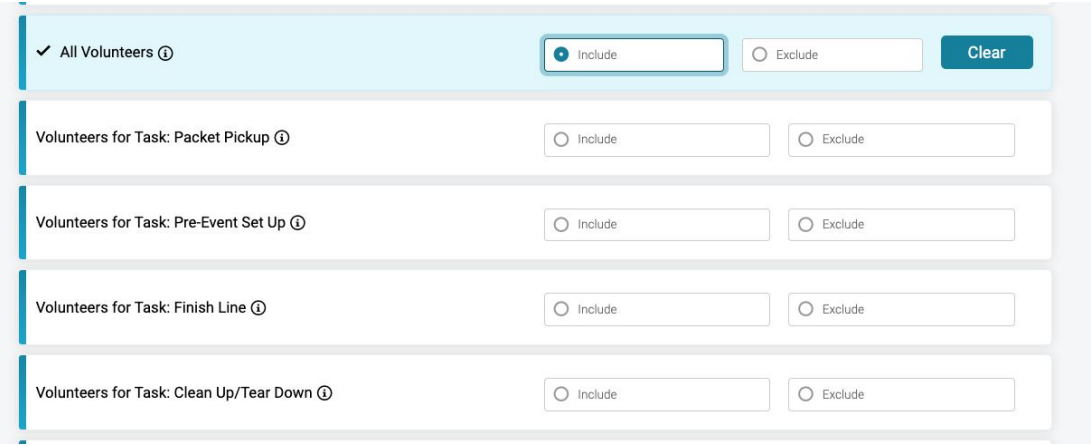


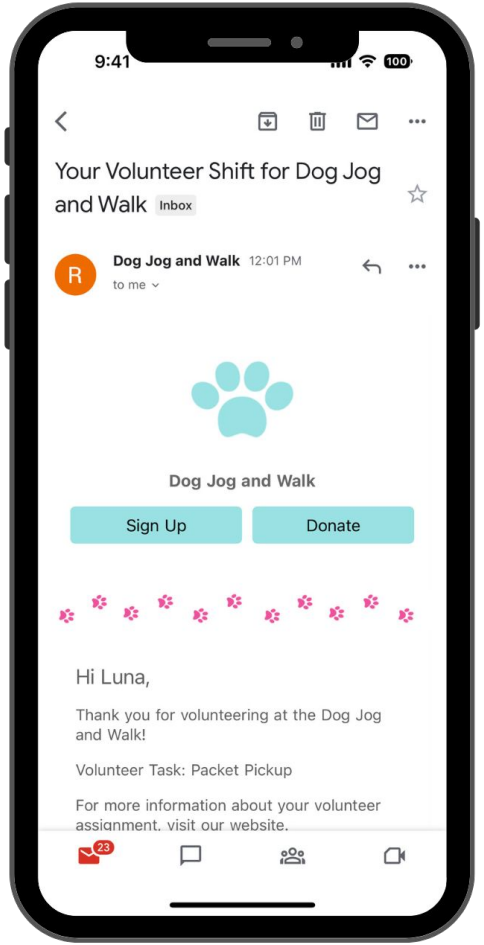
Volunteer **CheckIn**

- Volunteer Email
- Volunteer CheckIn App
- Volunteer CheckIn Stats

Volunteer Email

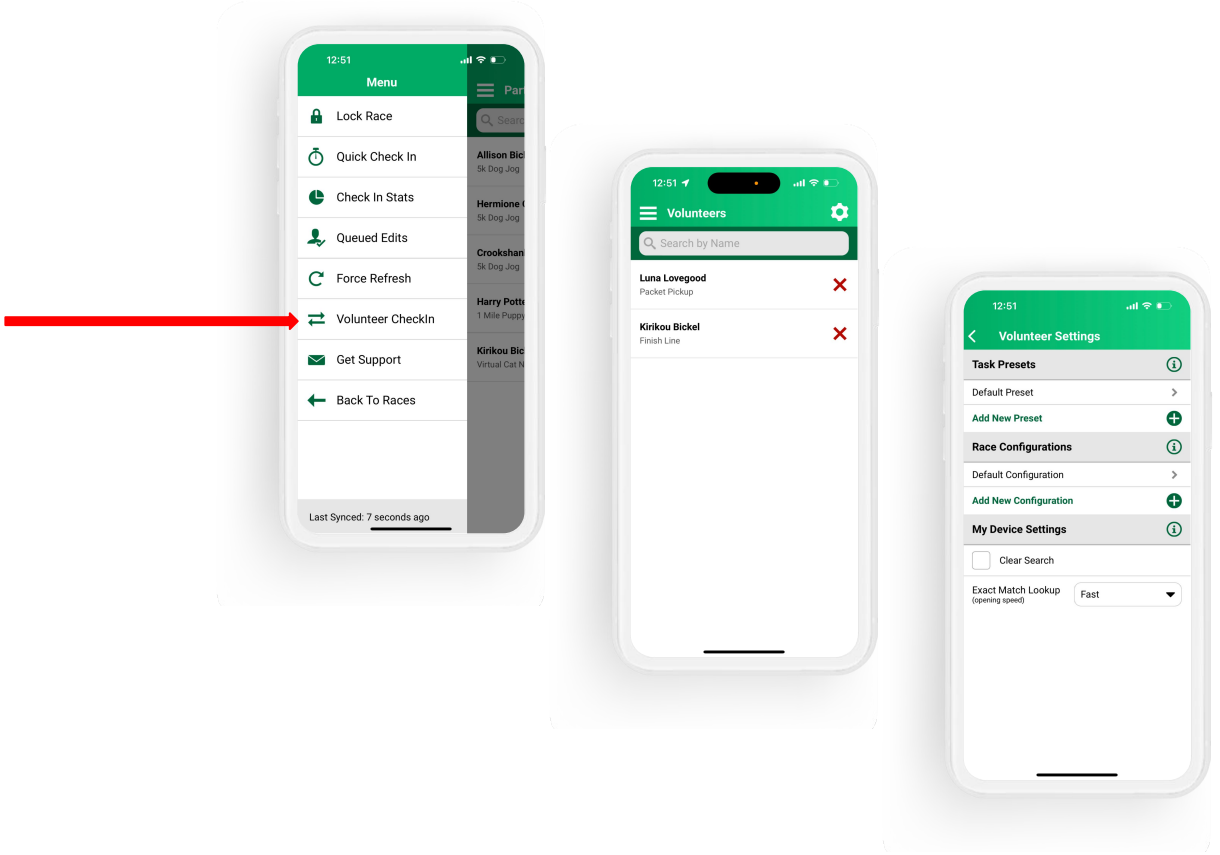
Email >> Send Email





Volunteer **CheckIn App**

- Switch to Volunteer Mode
- Set Preset
- Set Configuration



Volunteer CheckIn

Stats

Volunteers >> Reports >> Report

Volunteers

Show Question Responses Show Volunteer Waivers

FIRST NAME	LAST NAME	PHONE	EMAIL	TASK	TIMESLOT	ASSIGNMENT DATE	CHECKED IN	QUESTION RESPONSES	ACTIONS
Claire	Zachinassian	732-406-7806	cdnewcomer@gmail.com	Event Set Up	N/A	03/15/2024 1:46pm EDT	✘ No		Manage
Sally	Durant Plummer	732-406-7806	cdnewcomer@gmail.com	Tear Down	N/A	03/15/2024 1:45pm EDT	✘ No		Manage
Norma	Desmond	732-406-7806	cdnewcomer@gmail.com	Finish Line	N/A	03/15/2024 1:45pm EDT	✘ No		Manage
George	Newcomer	732-406-7806	cdnewcomer@gmail.com	Event Set Up	N/A	03/15/2024 1:44pm EDT	✘ No		Manage
Chris	Newcomer	732-406-7806	chris@runsignup.com	Packet Pickup	N/A	03/15/2024 1:43pm EDT	✘ No		Manage

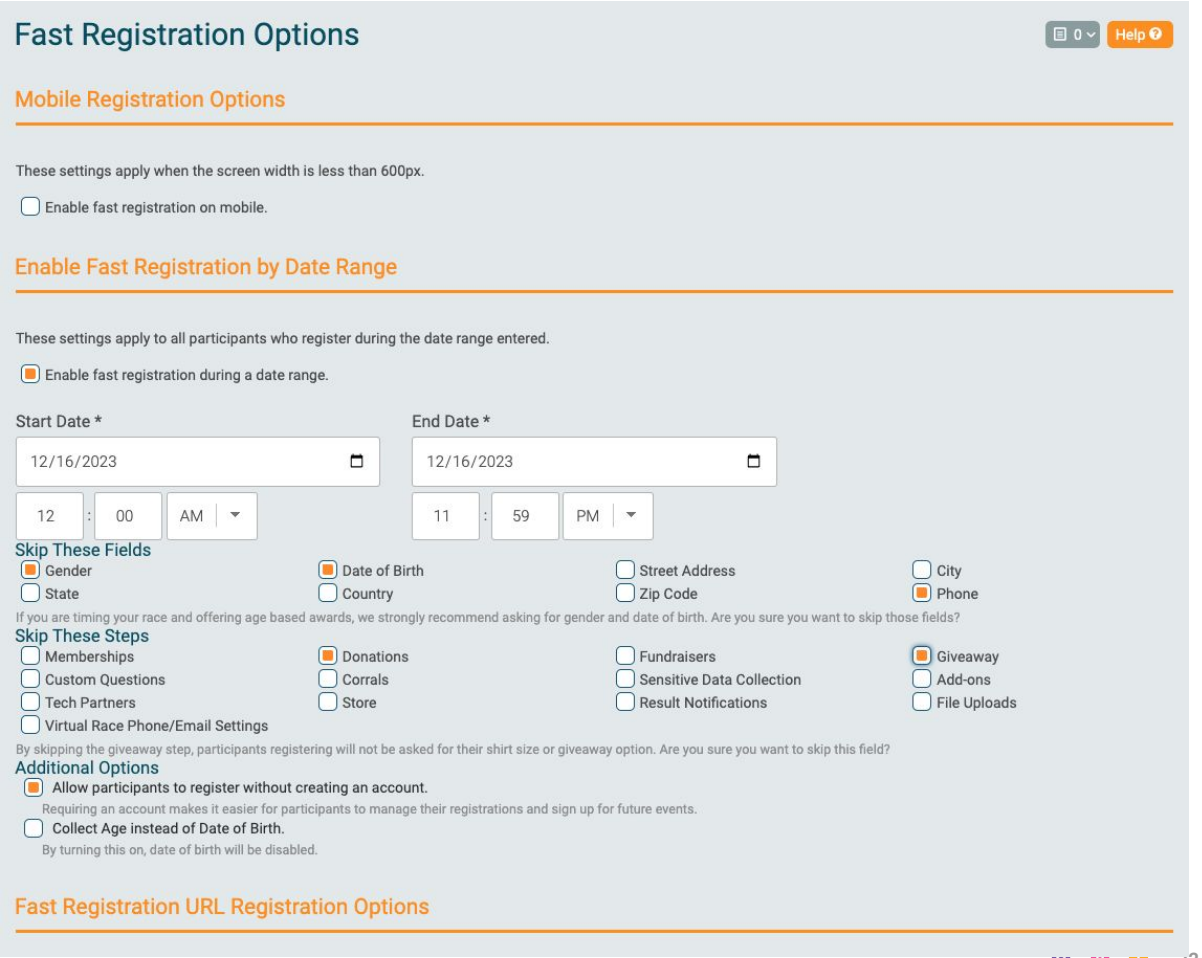
On Site **Registration**

- Fast Registration
- QR Codes and Quick Text
- On Site Registration

Fast **Registration**

- **How: *Race >> Registration >> Fast Registration Options.*** Skip fields that aren't as important on Event Day.

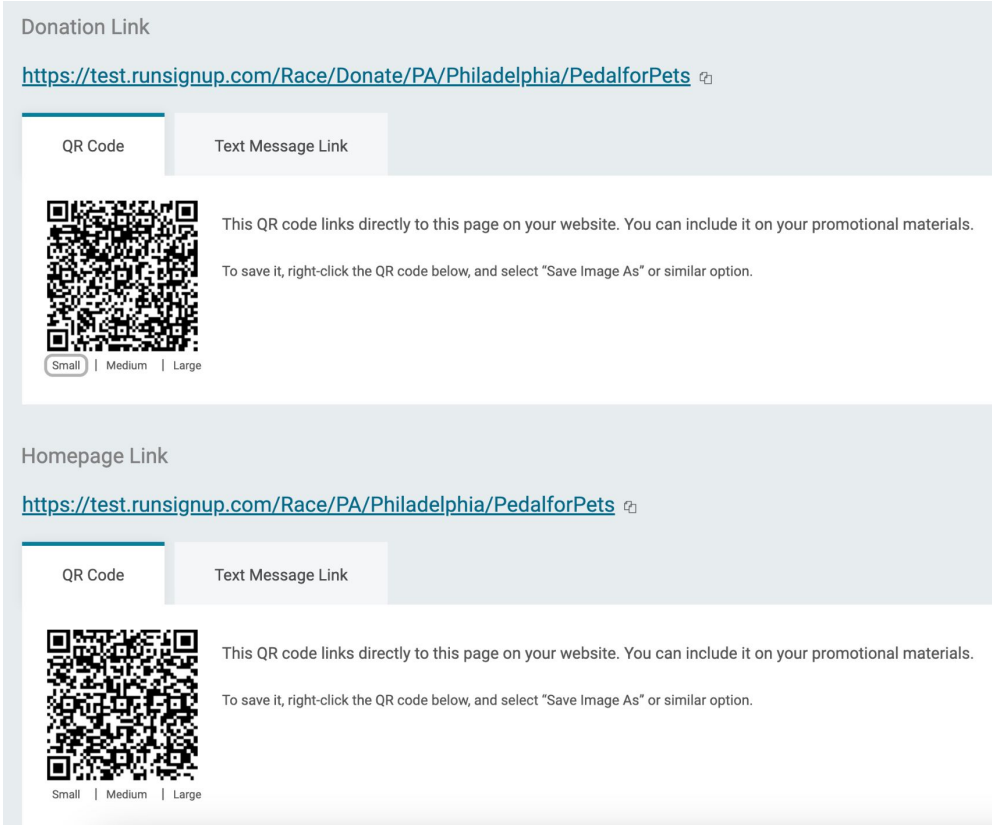
- **Why?**
  - Make it easy and fast for people to sign up on site



How and Why to use **QR Codes and Quick Text**

- **How: *Promotions >> Links.***
  Find the QR Code you want and follow instructions. Or copy the text code to share.

- **Why?**
  - Reduce lines
  - People like using their phones (cc info saved)
  - Easy & Free

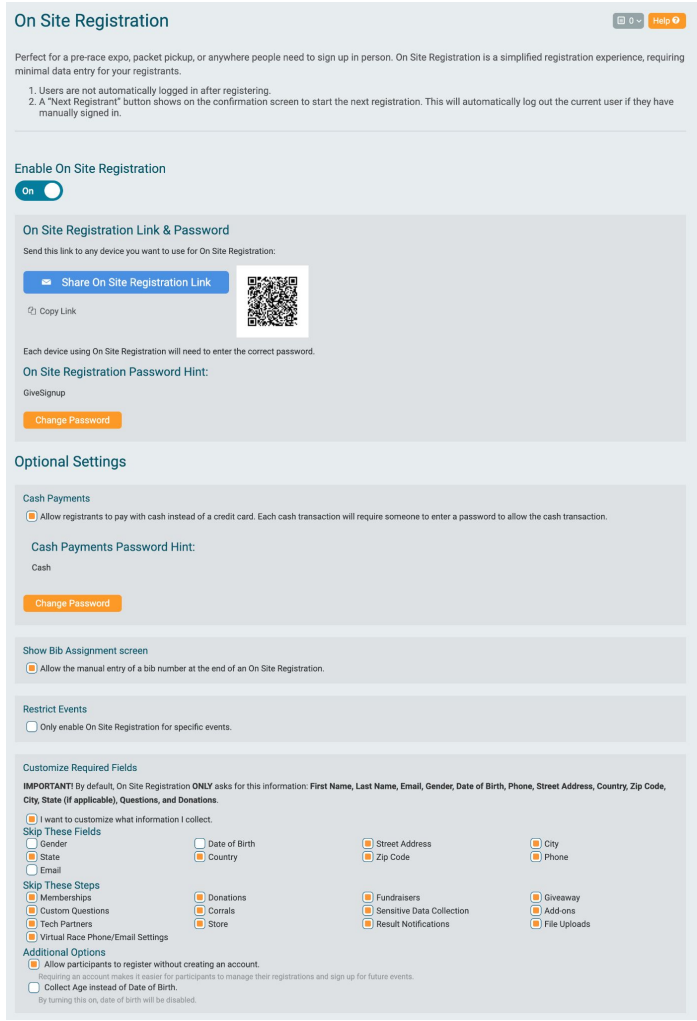


Sign Up
Or text
S6944
to
49514

On Site **Registration**

- **How: *RaceDay Tools >> On Site Registration*.**
  Enable on site and customize parameters.

- **Why?**
  - Accept cash payments
  - Allow people to sign up from a shared device

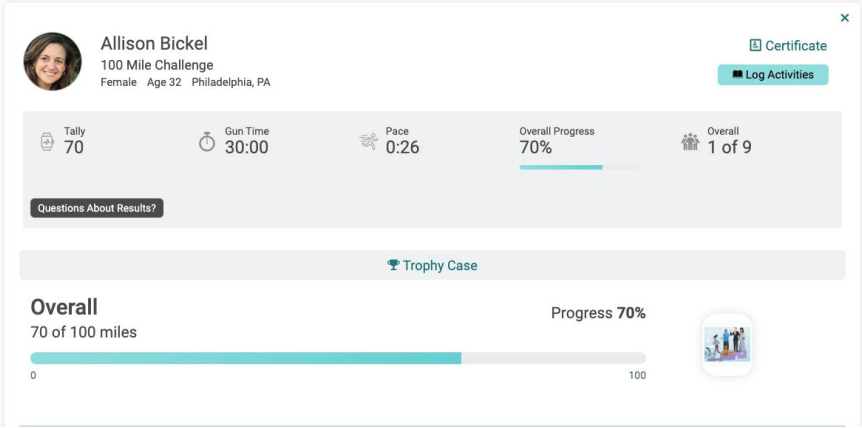


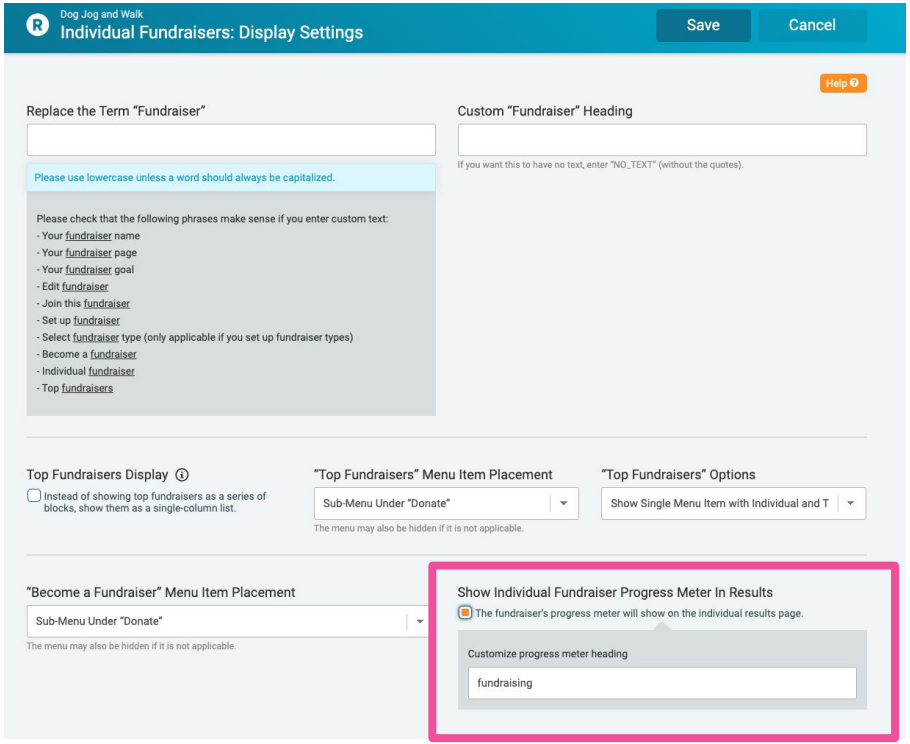
Post Event **Checklist**

- Results
- Photos
- Post-Event Email
- Fundraiser Minimums

Fundraising First **Results**

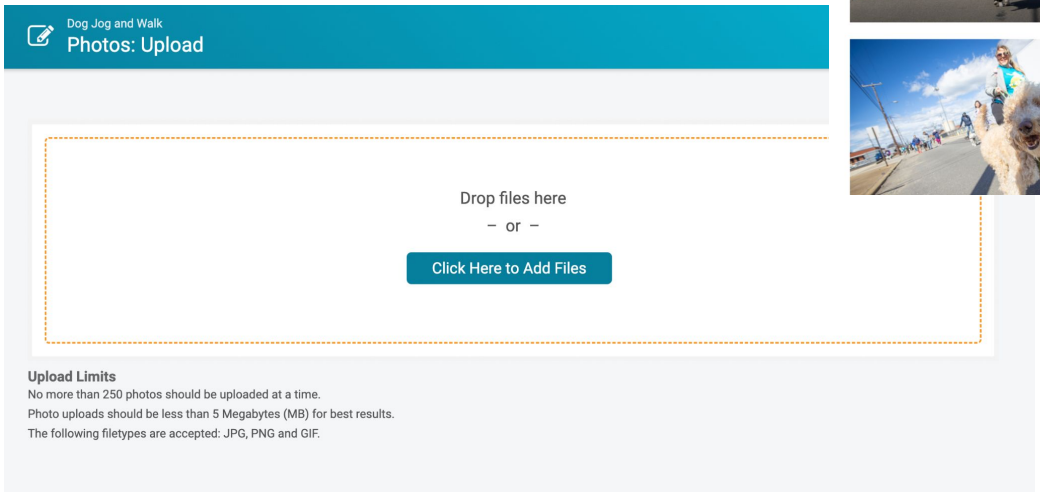
Fundraising >> Individual Fundraising >> Customizations & Display Settings

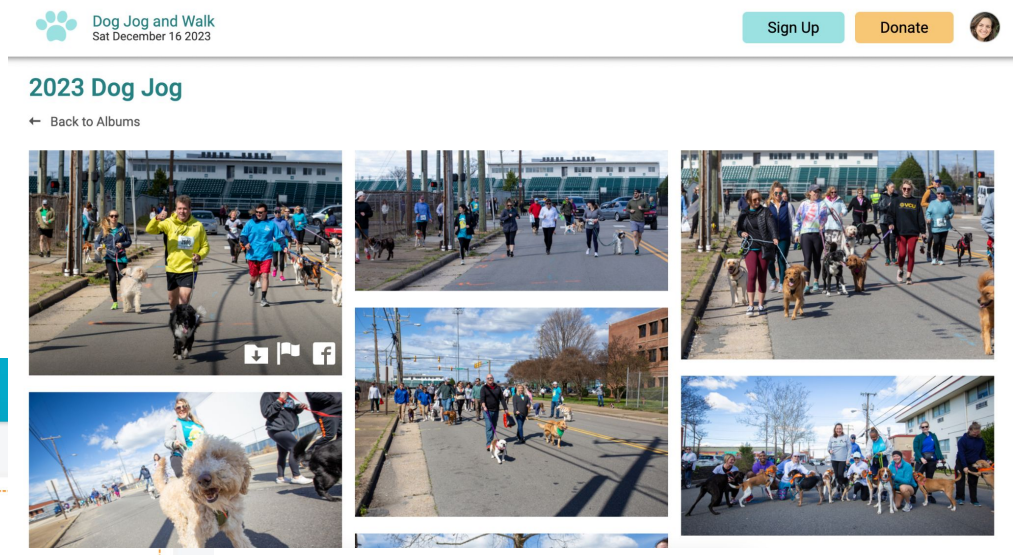




Photos

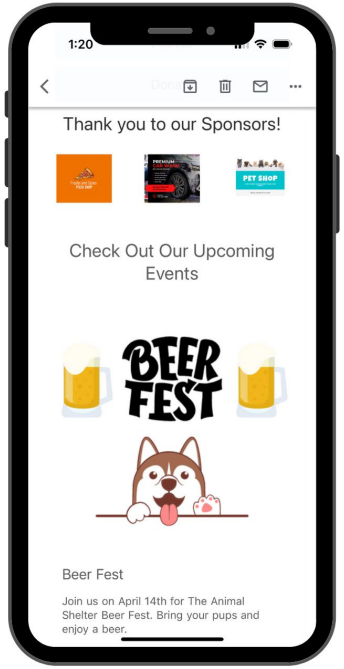
Photos >> Upload Photos

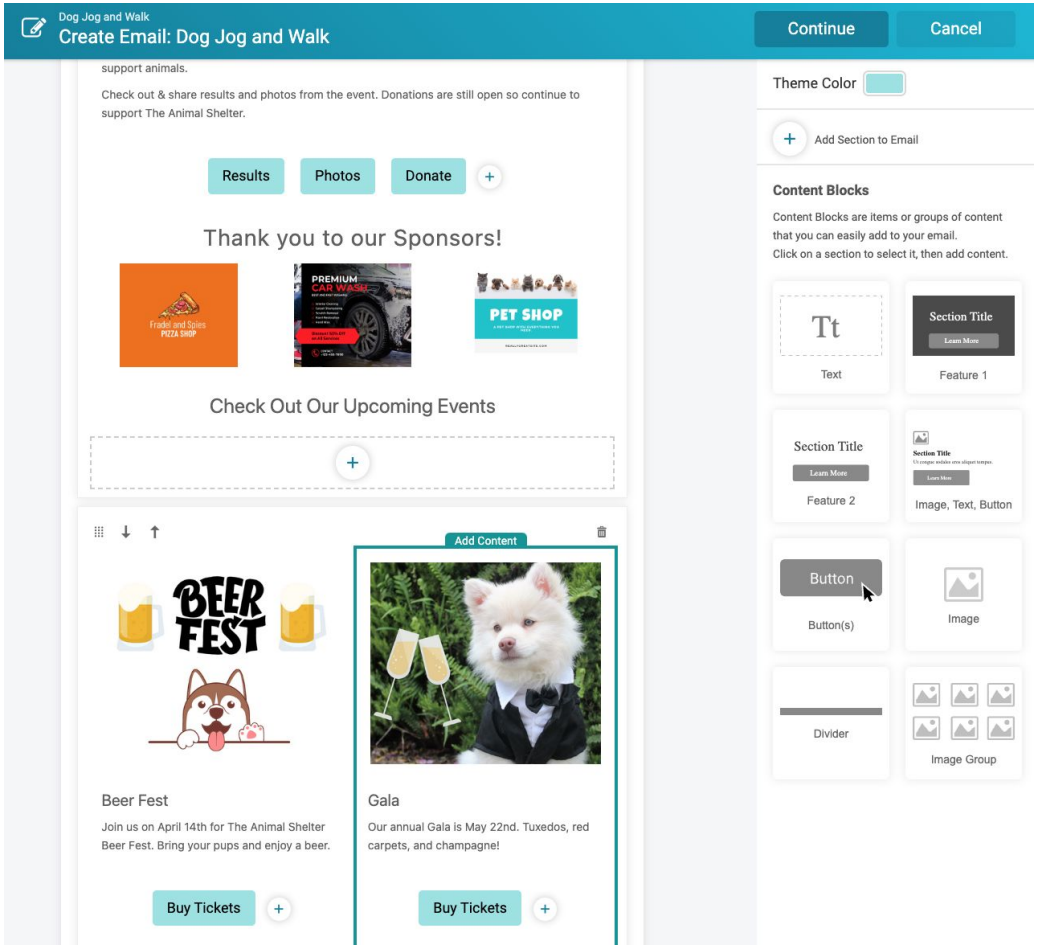




Post-Event **Email**

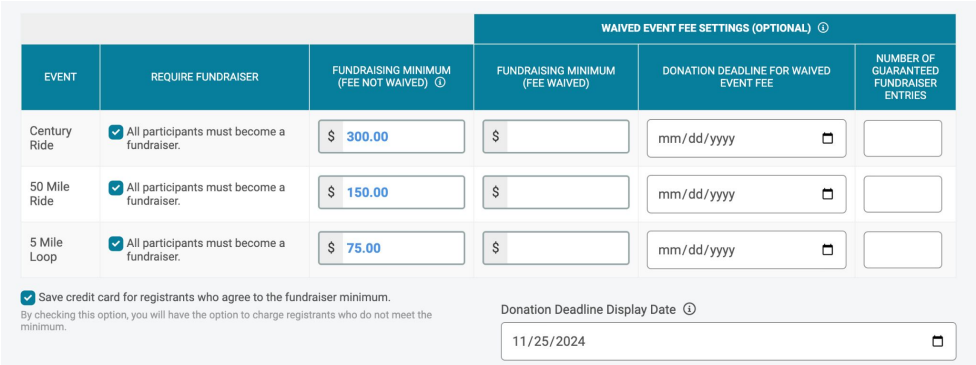
Email >> Send Email





Autocharge Fundraiser **Minimums**

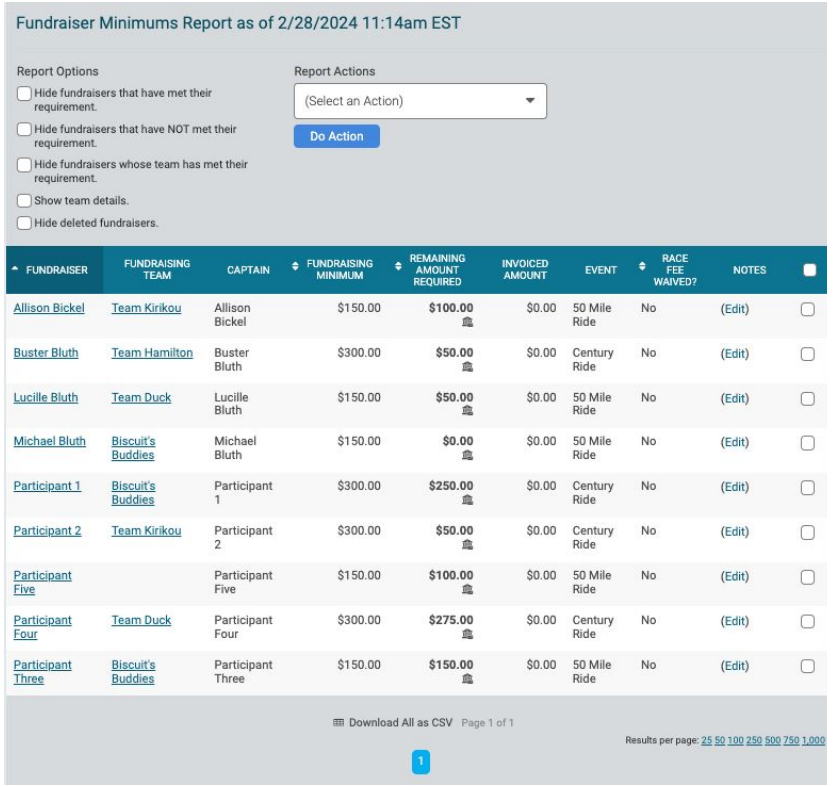
Fundraising >> Reports >> Fundraiser Minimums



			WAIVED EVENT FEE SETTINGS (OPTIONAL)		
EVENT	REQUIRE FUNDRAISER	FUNDRAISING MINIMUM (FEE NOT WAIVED)	FUNDRAISING MINIMUM (FEE WAIVED)	DONATION DEADLINE FOR WAIVED EVENT FEE	NUMBER OF GUARANTEED FUNDRAISER ENTRIES
Century Ride	All participants must become a fundraiser.	$ 300.00	$	mm/dd/yyyy	
50 Mile Ride	All participants must become a fundraiser.	$ 150.00	$	mm/dd/yyyy	
5 Mile Loop	All participants must become a fundraiser.	$ 75.00	$	mm/dd/yyyy	

Save credit card for registrants who agree to the fundraiser minimum.
By checking this option, you will have the option to charge registrants who do not meet the minimum.

Donation Deadline Display Date
11/25/2024



Fundraiser Minimums Report as of 2/28/2024 11:14am EST

Report Options
- Hide fundraisers that have met their requirement.
- Hide fundraisers that have NOT met their requirement.
- Hide fundraisers whose team has met their requirement.
- Show team details.
- Hide deleted fundraisers.

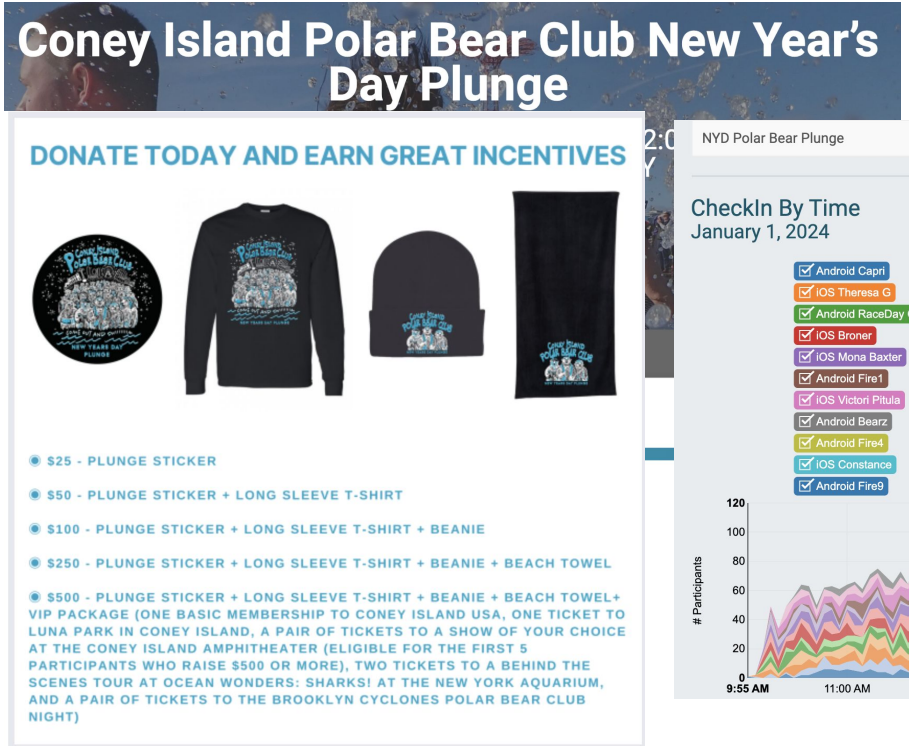
Report Actions: (Select an Action) — Do Action

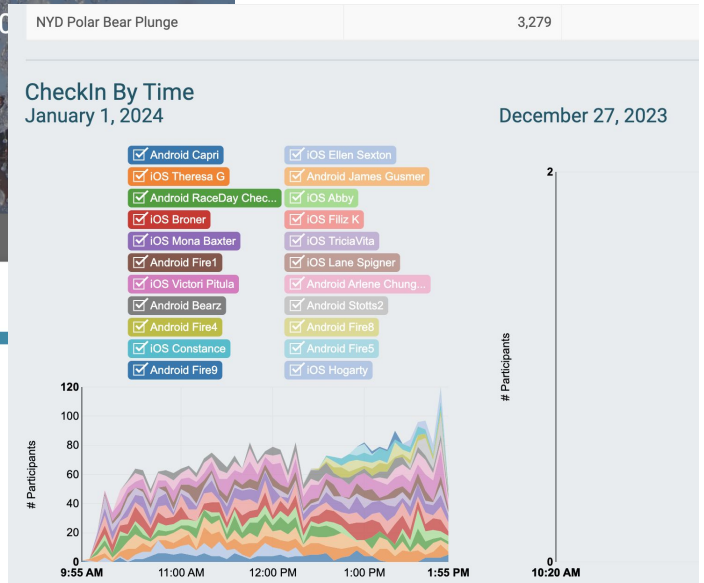
FUNDRAISER	FUNDRAISING TEAM	CAPTAIN	FUNDRAISING MINIMUM	REMAINING AMOUNT REQUIRED	INVOICED AMOUNT	EVENT	RACE FEE WAIVED?	NOTES	
Allison Bickel	Team Kirikou	Allison Bickel	$150.00	**$100.00**	$0.00	50 Mile Ride	No	(Edit)	
Buster Bluth	Team Hamilton	Buster Bluth	$300.00	**$50.00**	$0.00	Century Ride	No	(Edit)	
Lucille Bluth	Team Duck	Lucille Bluth	$150.00	**$50.00**	$0.00	50 Mile Ride	No	(Edit)	
Michael Bluth	Biscuit's Buddies	Michael Bluth	$150.00	**$0.00**	$0.00	50 Mile Ride	No	(Edit)	
Participant 1	Biscuit's Buddies	Participant 1	$300.00	**$250.00**	$0.00	Century Ride	No	(Edit)	
Participant 2	Team Kirikou	Participant 2	$300.00	**$50.00**	$0.00	Century Ride	No	(Edit)	
Participant Five		Participant Five	$150.00	**$100.00**	$0.00	50 Mile Ride	No	(Edit)	
Participant Four	Team Duck	Participant Four	$300.00	**$275.00**	$0.00	Century Ride	No	(Edit)	
Participant Three	Biscuit's Buddies	Participant Three	$150.00	**$150.00**	$0.00	50 Mile Ride	No	(Edit)	

Download All as CSV Page 1 of 1
Results per page: 25 50 100 250 500 750 1,000
1

Customer Spotlight: Coney Island Polar Bear Plunge

- First year on the site
- Checked in over 3000 participants in 4 hours.
- Used fundraiser details on check in app to provide fundraiser swag to participants.
- Raised $125,000

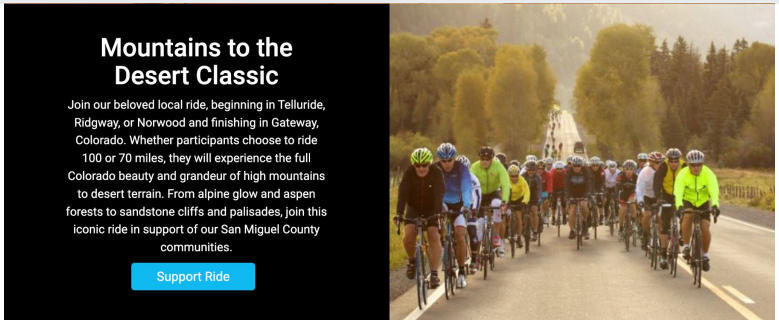




Customer Spotlight: Mountain to Desert Classic

- Using the Software since 2021
- Used check in app to track cyclists over the different legs of this longer ride.
- Raised over $100,000 last year with less than 150 participants

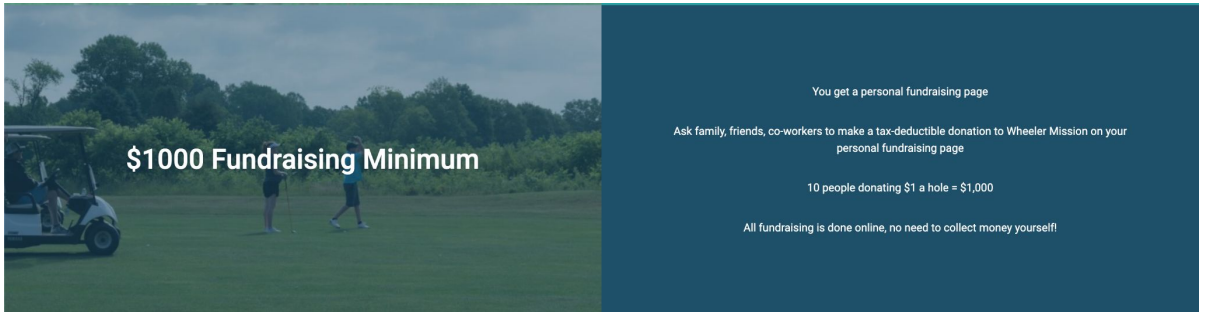
EVENT	NO. CHECKED IN	NO. PARTICIPANTS	PERCENT
Telluride to Gateway Summit (Palisade Ranch)	20	25	80%
Telluride to Gateway	56	67	83.6%
Norwood to Gateway Summit (Palisade Ranch)	3	4	75%
Norwood to Gateway	33	36	91.7%



Customer Spotlight: 100 Holes for the Homeless - Wheeler Mission

- Fifth Year on the site
- Used Checkin App to keep track of single golfers, team golfers and even to check in their celebrity golfer for that year.
- Raised $75,000

EVENT	NO. CHECKED IN	NO. PARTICIPANTS	PERCENT
Golfer	6	7	85.7%
Golfer (splitting with a friend)	31	33	93.9%
Virtual Golfer	0	0	
Virtual Golfer (splitting with a friend)	0	0	
Celebrity Golfer	1	1	100%



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For more information, visit us online at:
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