

...

Event Day for Peer to Peer Fundraising Events

Chris Newcomer, GiveSignup



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.

\$2.3B

Amount
We've Helped
Customer Raise
Since 2010

28K+

Number of Events
Using Our Platform

Today's Agenda

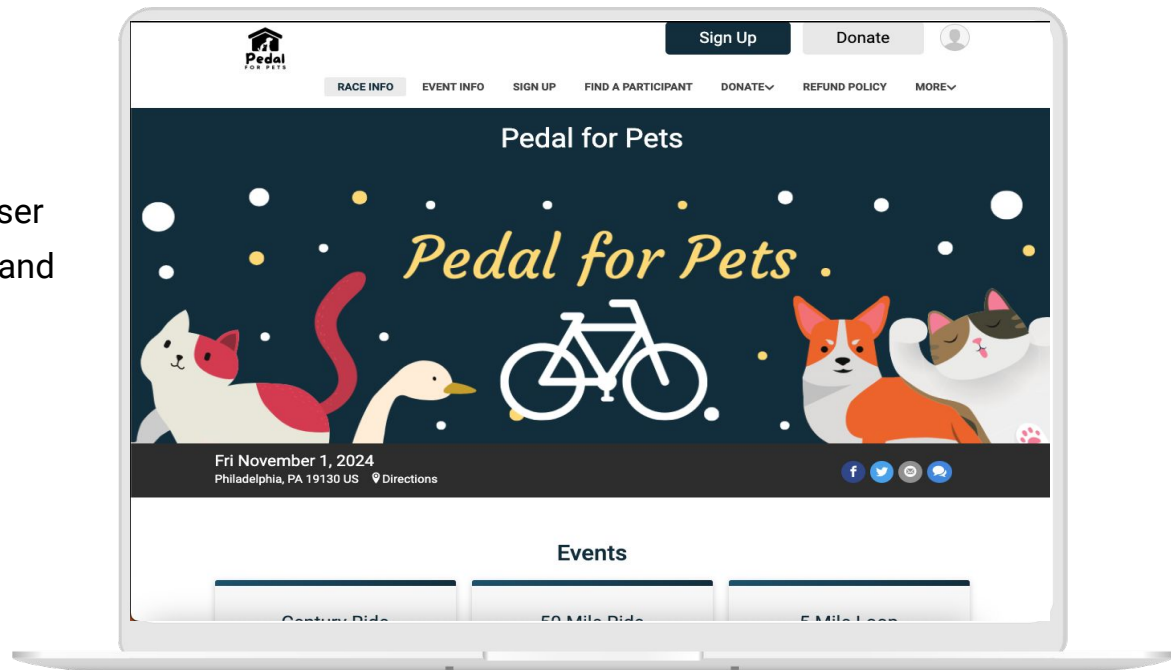
- Pre-Event Communication to Attendees
- Participant CheckIn
- Volunteer CheckIn
- On site Registration - Apple Pay
- Post Event Checklist
- Customer Examples





About Today's Demo Event

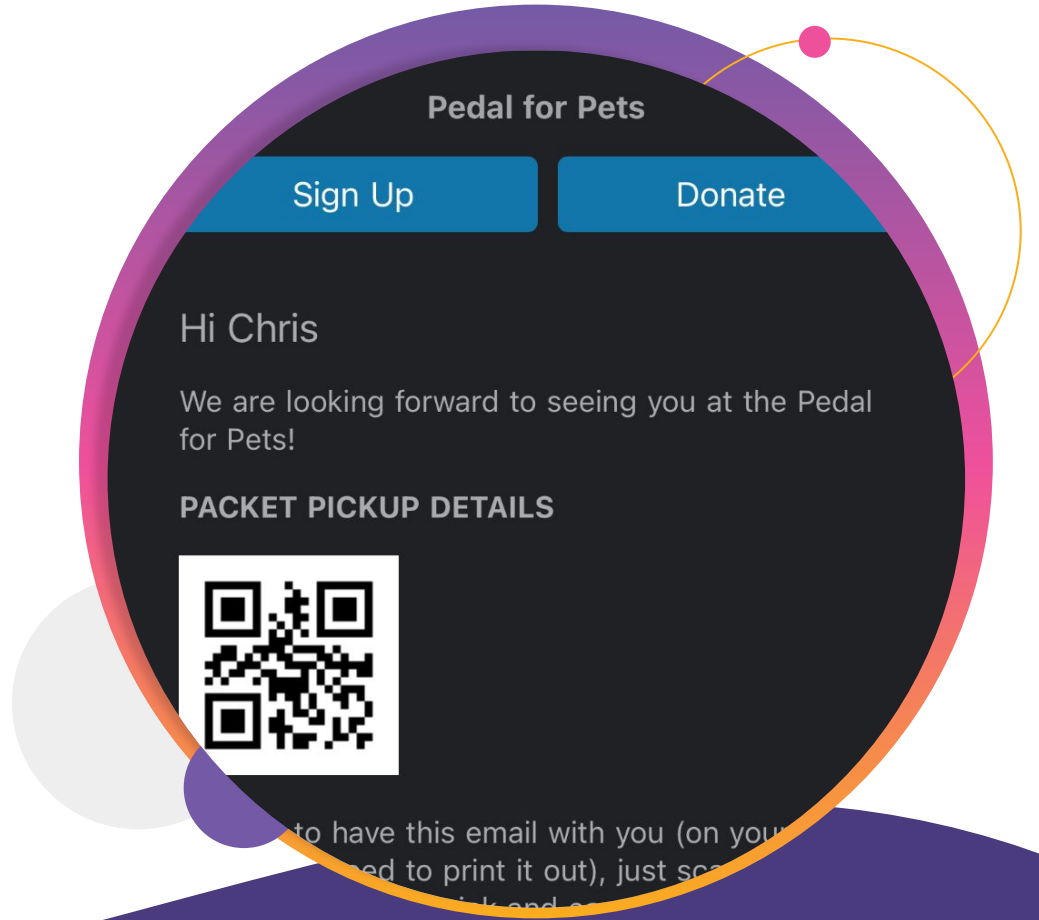
Our main demo event is a cycling fundraiser with a century ride, a timed 50 Mile Ride, and an untimed 5 mile loop.





Pre-Event Communications

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

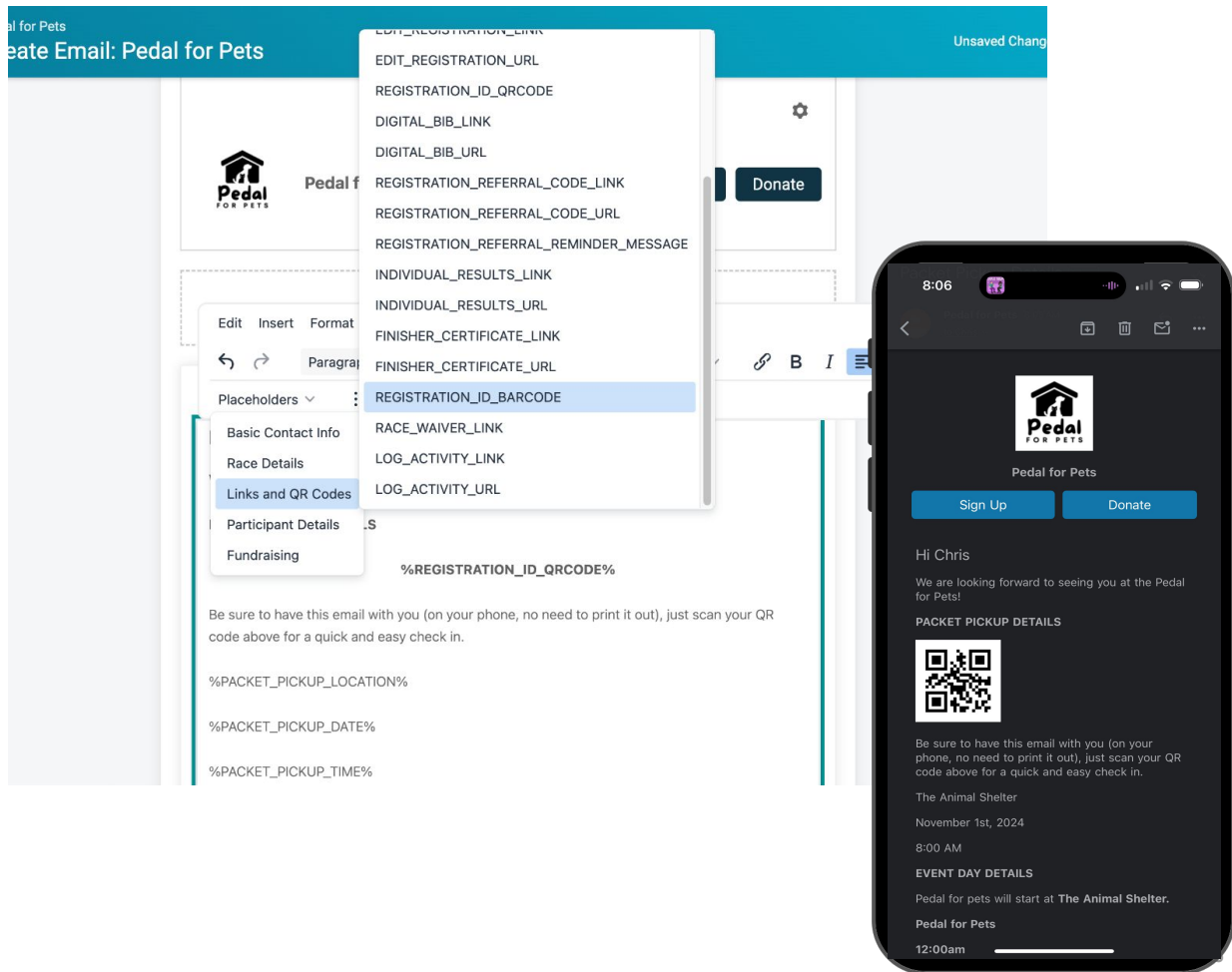


Pre-Event Email

Email >> Send Email

Important details to include

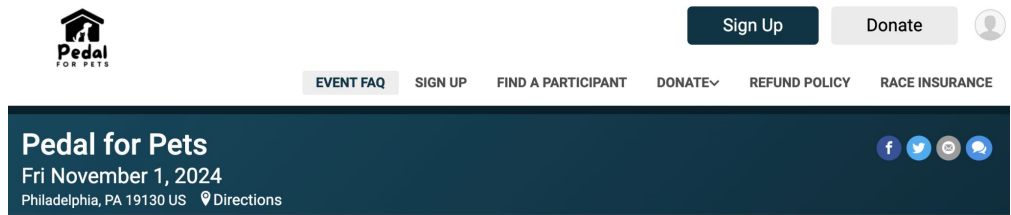
- Event Date
- Location
- QR Code
- Fundraising Progress
- Event Details (i.e. time, parking, etc.)



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.



Event FAQ

Event FAQ

What is the Pedal for Pets?

The Annual Pedal for Pets is a day full of fun for the whole family – including your four-legged friends! All net proceeds benefit the pets awaiting homes at The Animal Shelter as well as our crucial programs to support pets and the people who love them. The day's activities consist of a timed 5K, a leisurely 1-mile Puppy Walk, and our Block Party featuring live music, entertainment, beer/wine and much more.

When and where is the Pedal for Pets?

All in-person events take place at The Animal Shelter at 2519 Hermitage Road on Saturday, December 16, 2023. The 5K begins at 10 a.m.

What will the money raised support?

All net proceeds directly support the lifesaving programs at The Animal Shelter. Each year, we save about 4,000 pets through rescue, recovery and adoption.

What if it rains?

Don't even say it! The Pedal for Pets is a rain-or-shine event, and there is no scheduled inclement weather date. Because this is an important fundraiser that the Richmond SPCA depends upon to support the care of homeless animals, it is not our policy to issue refunds to participants who are unable to attend.

Will food and drinks be available for purchase?

Yes. Food trucks will attend our outdoor Marketplace.

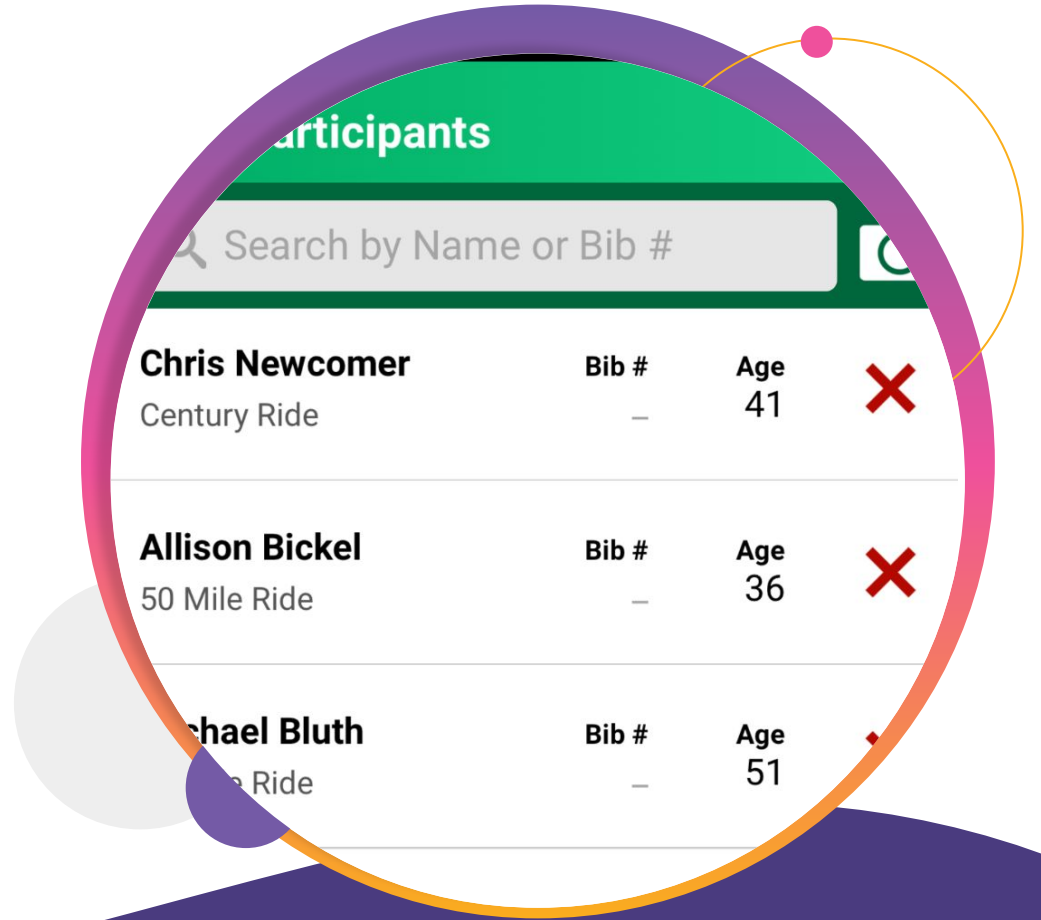
When can I pick up my bag, bib number and T-shirt?

Pre-registered Pedal for Pets participants may drop off donations and pick up their bags, bib numbers (5K participants only) and T-shirts at our packet pickup on Monday, December 20 from noon to 6 p.m. or on Tuesday, December 21 from 9 a.m. to 1 p.m. in the front parking lot at The Animal Shelter. We encourage participants to pick up



EventDay CheckIn

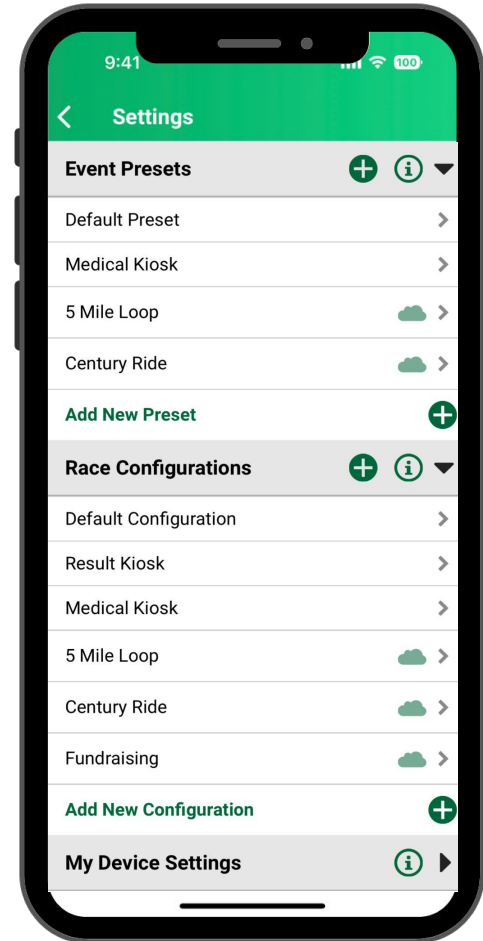
- Download App and Find Event
- CheckIn Configurations
 - 5 Mile Loop Timed Event
 - Century Ride Untimed Event
- Lock CheckIn App
- Stats



CheckIn

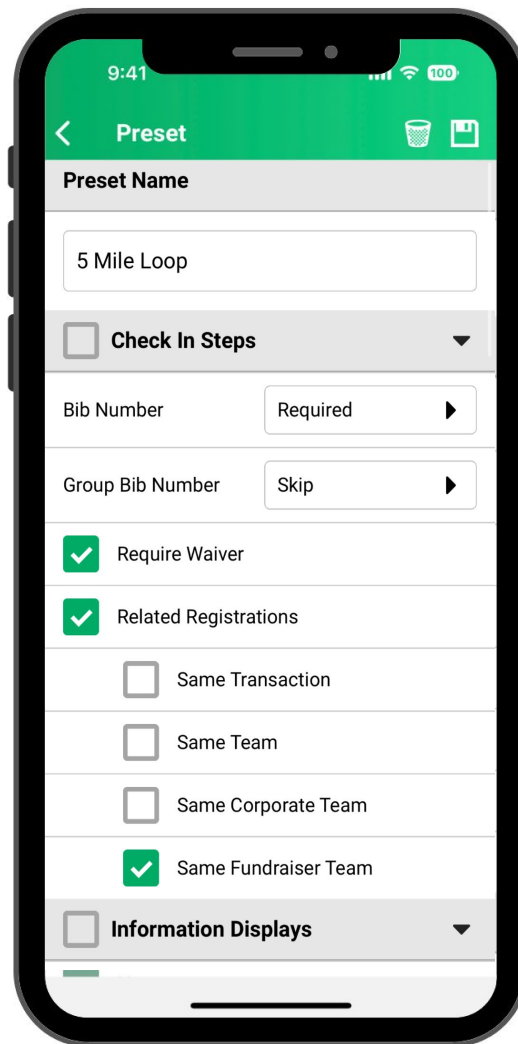
Presets and Configurations

- **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



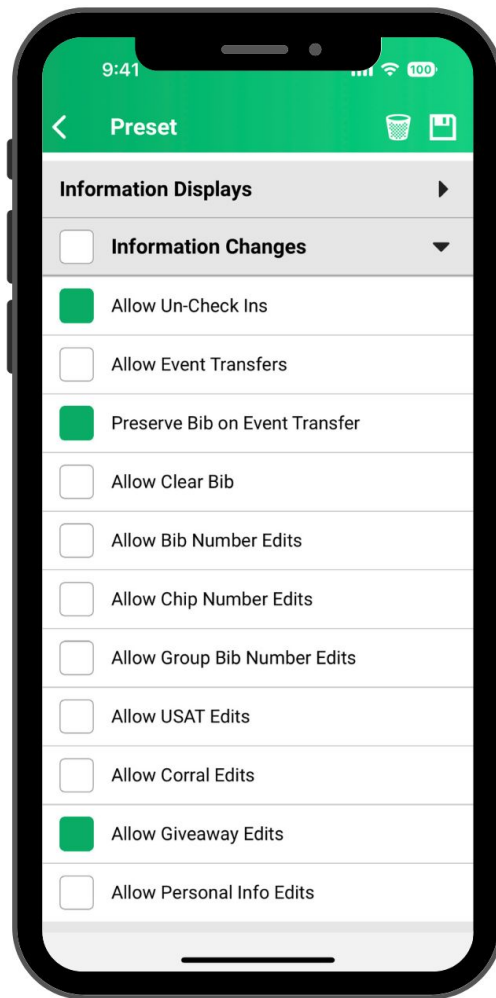
Let's Create a Preset

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



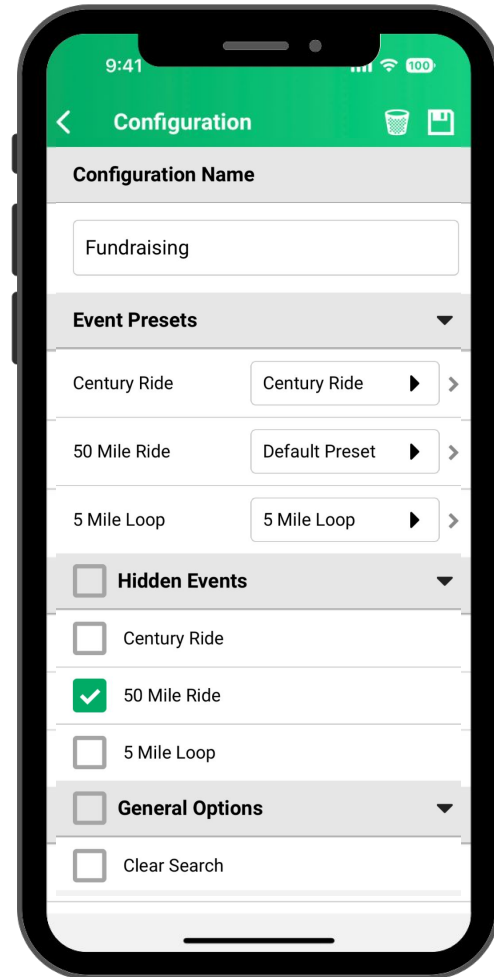
Let's Create another Preset

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

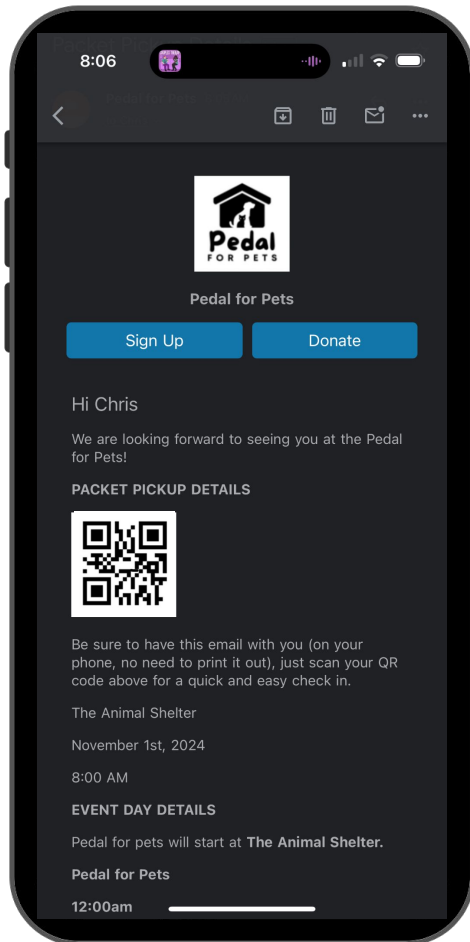


Let's Create a Configuration

- Apply Presets
- Hide 50 Mile Ride

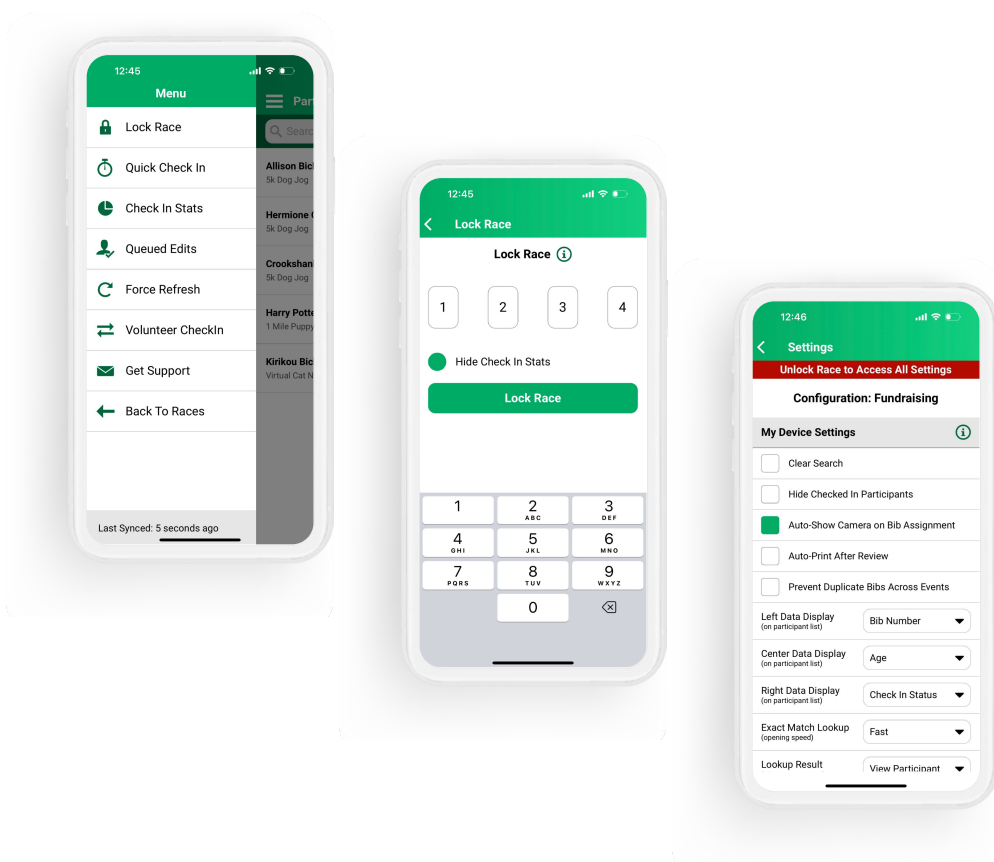


CheckIn App Demo



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

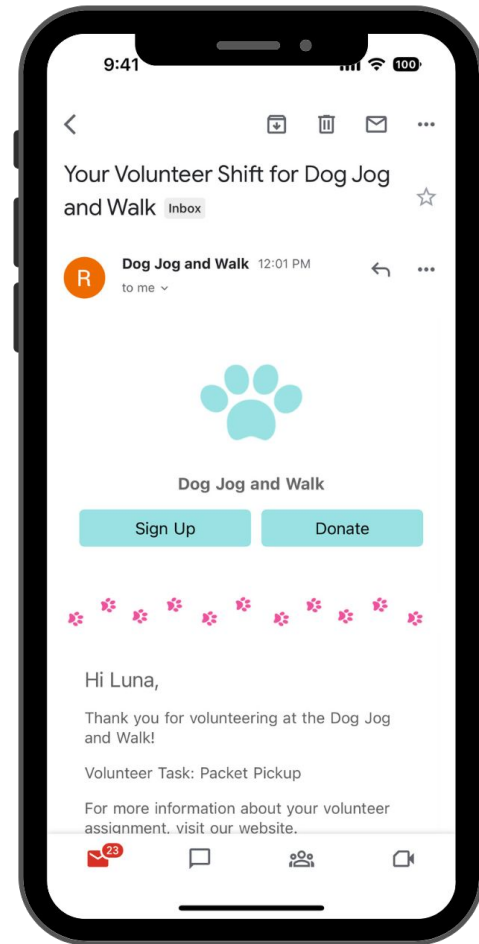
- Volunteer Email
- Volunteer CheckIn App
- Volunteer CheckIn Stats



Volunteer Email

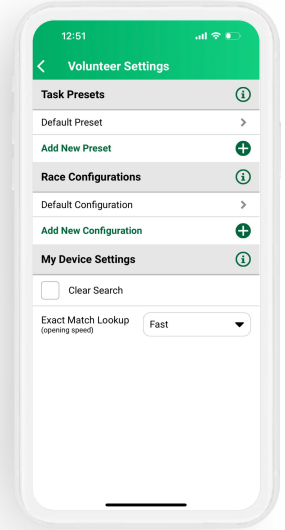
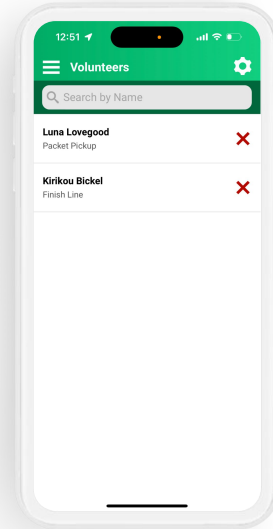
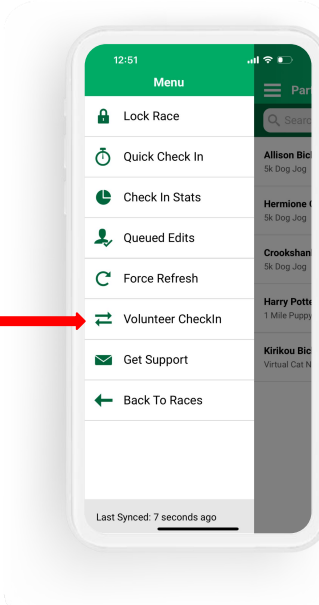
Email >> Send Email

<input checked="" type="checkbox"/> All Volunteers ⓘ	<input checked="" type="radio"/> Include	<input type="radio"/> Exclude	Clear
<input type="checkbox"/> Volunteers for Task: Packet Pickup ⓘ	<input type="radio"/> Include	<input type="radio"/> Exclude	
<input type="checkbox"/> Volunteers for Task: Pre-Event Set Up ⓘ	<input type="radio"/> Include	<input type="radio"/> Exclude	
<input type="checkbox"/> Volunteers for Task: Finish Line ⓘ	<input type="radio"/> Include	<input type="radio"/> Exclude	
<input type="checkbox"/> Volunteers for Task: Clean Up/Tear Down ⓘ	<input type="radio"/> Include	<input type="radio"/> Exclude	



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

Fast Registration Options

0 Help

Mobile Registration Options

These settings apply when the screen width is less than 600px.

Enable fast registration on mobile.

Enable Fast Registration by Date Range

These settings apply to all participants who register during the date range entered.

Enable fast registration during a date range.

Start Date * End Date *

12/16/2023 12/16/2023

12 : 00 AM 11 : 59 PM

Skip These Fields

<input checked="" type="checkbox"/> Gender	<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Street Address	<input type="checkbox"/> City
<input type="checkbox"/> State	<input type="checkbox"/> Country	<input type="checkbox"/> Zip Code	<input checked="" type="checkbox"/> Phone

If you are timing your race and offering age based awards, we strongly recommend asking for gender and date of birth. Are you sure you want to skip those fields?

Skip These Steps

<input type="checkbox"/> Memberships	<input checked="" type="checkbox"/> Donations	<input type="checkbox"/> Fundraisers	<input checked="" type="checkbox"/> Giveaway
<input type="checkbox"/> Custom Questions	<input type="checkbox"/> Corrals	<input type="checkbox"/> Sensitive Data Collection	<input type="checkbox"/> Add-ons
<input type="checkbox"/> Tech Partners	<input type="checkbox"/> Store	<input type="checkbox"/> Result Notifications	<input type="checkbox"/> File Uploads
<input type="checkbox"/> Virtual Race Phone/Email Settings			

By skipping the giveaway step, participants registering will not be asked for their shirt size or giveaway option. Are you sure you want to skip this field?

Additional Options

Allow participants to register without creating an account.
Requiring an account makes it easier for participants to manage their registrations and sign up for future events.

Collect Age instead of Date of Birth.
By turning this on, date of birth will be disabled.

Fast Registration URL Registration Options


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

Donation Link

<https://test.runsignup.com/Race/Donate/PA/Philadelphia/PedalforPets> 🔗

QR Code | Text Message Link



This QR code links directly to this page on your website. You can include it on your promotional materials.


To save it, right-click the QR code below, and select "Save Image As" or similar option.

Small | Medium | Large

Homepage Link

<https://test.runsignup.com/Race/PA/Philadelphia/PedalforPets> 🔗

QR Code | Text Message Link



This QR code links directly to this page on your website. You can include it on your promotional materials.

To save it, right-click the QR code below, and select "Save Image As" or similar option.

Small | Medium | Large

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



On Site Registration

Help

Perfect for a pre-race expo, packet pickup, or anywhere people need to sign up in person. On Site Registration is a simplified registration experience, requiring minimal data entry for your registrants.

1. Users are not automatically logged in after registering.
2. A "Next Registrant" button shows on the confirmation screen to start the next registration. This will automatically log out the current user if they have manually signed in.

Enable On Site Registration

On

On Site Registration Link & Password

Send this link to any device you want to use for On Site Registration:

Share On Site Registration Link



Copy Link

Each device using On Site Registration will need to enter the correct password.

On Site Registration Password Hint:

GiveSignup

Change Password

Optional Settings

Cash Payments

- Allow registrants to pay with cash instead of a credit card. Each cash transaction will require someone to enter a password to allow the cash transaction.

Cash Payments Password Hint:

Cash

Change Password

Show Bib Assignment screen

- Allow the manual entry of a bib number at the end of an On Site Registration.

Restrict Events

- Only enable On Site Registration for specific events.

Customize Required Fields

IMPORTANT! By default, On Site Registration **ONLY** asks for this information: **First Name, Last Name, Email, Gender, Date of Birth, Phone, Street Address, Country, Zip Code, City, State (if applicable), Questions, and Donations.**

I want to customize what information I collect.

Skip These Fields

- Gender
- State
- Email
- Date of Birth
- Country
- Street Address
- Zip Code
- City
- Phone

Skip These Steps

- Memberships
- Custom Questions
- Tech Partners
- Virtual Race Phone/Email Settings
- Donations
- Corral
- Store
- Fundraisers
- Sensitive Data Collection
- Result Notifications
- Giveaway
- Add-ons
- File Uploads

Additional Options

- Allow participants to register without creating an account.
Requiring an account makes it easier for participants to manage their registrations and sign up for future events.
- Collect Age instead of Date of Birth.
By turning this on, date of birth will be disabled.



Post Event Checklist

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



Fundraising First Results

Fundraising >> Individual Fundraising >> Customizations & Display Settings

Allison Bickel
100 Mile Challenge
Female Age 32 Philadelphia, PA

[Certificate](#)
[Log Activities](#)

Tally **70** Gun Time **30:00** Pace **0:26** Overall Progress **70%** Overall **1 of 9**

[Questions About Results?](#)

[Trophy Case](#)

Overall
70 of 100 miles
Progress **70%**

0 100

Individual Fundraisers: Display Settings [Save](#) [Cancel](#) [Help](#)

Replace the Term "Fundraiser"

Custom "Fundraiser" Heading

Please use lowercase unless a word should always be capitalized.

Please check that the following phrases make sense if you enter custom text:

- Your fundraiser name
- Your fundraiser page
- Your fundraiser goal
- Edit fundraiser
- Join this fundraiser
- Set up fundraiser
- Select fundraiser type (only applicable if you set up fundraiser types)
- Become a fundraiser
- Individual fundraiser
- Top fundraisers

Top Fundraisers Display Instead of showing top fundraisers as a series of blocks, show them as a single-column list.

"Top Fundraisers" Menu Item Placement: Sub-Menu Under "Donate"

"Top Fundraisers" Options: Show Single Menu Item with Individual and T

"Become a Fundraiser" Menu Item Placement: Sub-Menu Under "Donate"

Show Individual Fundraiser Progress Meter In Results The fundraiser's progress meter will show on the individual results page.

Customize progress meter heading: fundraising

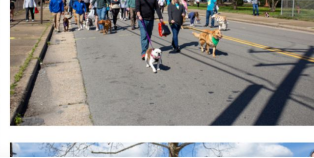
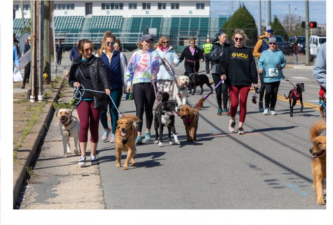
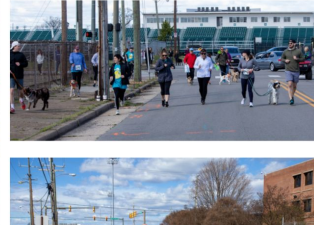
Photos


Photos >> Upload Photos



2023 Dog Jog

← Back to Albums



 Dog Jog and Walk
Photos: Upload

Drop files here
— or —

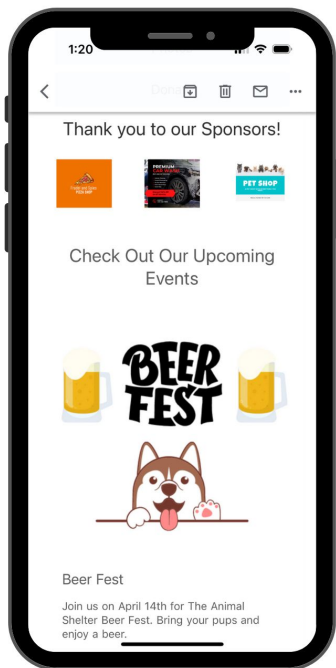
[Click Here to Add Files](#)

Upload Limits
No more than 250 photos should be uploaded at a time.
Photo uploads should be less than 5 Megabytes (MB) for best results.
The following filetypes are accepted: JPG, PNG and GIF.

●●● 'Post Event

Post-Event Email

Email >> Send Email



Dog Jog and Walk
Create Email: Dog Jog and Walk

Continue Cancel

support animals.
Check out & share results and photos from the event. Donations are still open so continue to support The Animal Shelter.

Results Photos Donate +

Thank you to our Sponsors!

Check Out Our Upcoming Events

Beer Fest
Join us on April 14th for The Animal Shelter Beer Fest. Bring your pups and enjoy a beer.

Gala
Our annual Gala is May 22nd. Tuxedos, red carpets, and champagne!

Theme Color

+ Add Section to Email

Content Blocks

Content Blocks are items or groups of content that you can easily add to your email. Click on a section to select it, then add content.

Text
Section Title
Feature 1

Section Title
Image, Text, Button

Image, Text, Button

Image

Image Group

Button
Button(s)

Divider

Buy Tickets +

Buy Tickets +

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	<input checked="" type="checkbox"/> All participants must become a fundraiser.	\$ 300.00	\$	mm/dd/yyyy	
50 Mile Ride	<input checked="" type="checkbox"/> All participants must become a fundraiser.	\$ 150.00	\$	mm/dd/yyyy	
5 Mile Loop	<input checked="" type="checkbox"/> 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)	<input type="checkbox"/>
Buster Bluth	Team Hamilton	Buster Bluth	\$300.00	\$50.00	\$0.00	Century Ride	No	(Edit)	<input type="checkbox"/>
Lucille Bluth	Team Duck	Lucille Bluth	\$150.00	\$50.00	\$0.00	50 Mile Ride	No	(Edit)	<input type="checkbox"/>
Michael Bluth	Biscuit's Buddies	Michael Bluth	\$150.00	\$0.00	\$0.00	50 Mile Ride	No	(Edit)	<input type="checkbox"/>
Participant 1	Biscuit's Buddies	Participant 1	\$300.00	\$250.00	\$0.00	Century Ride	No	(Edit)	<input type="checkbox"/>
Participant 2	Team Kirikou	Participant 2	\$300.00	\$50.00	\$0.00	Century Ride	No	(Edit)	<input type="checkbox"/>
Participant Five		Participant Five	\$150.00	\$100.00	\$0.00	50 Mile Ride	No	(Edit)	<input type="checkbox"/>
Participant Four	Team Duck	Participant Four	\$300.00	\$275.00	\$0.00	Century Ride	No	(Edit)	<input type="checkbox"/>
Participant Three	Biscuit's Buddies	Participant Three	\$150.00	\$150.00	\$0.00	50 Mile Ride	No	(Edit)	<input type="checkbox"/>

Download All as CSV Page 1 of 1


Results per page: 25 50 100 250 500 750 1,000

Customer Spotlight: Coney Island Polar Bear Plunge

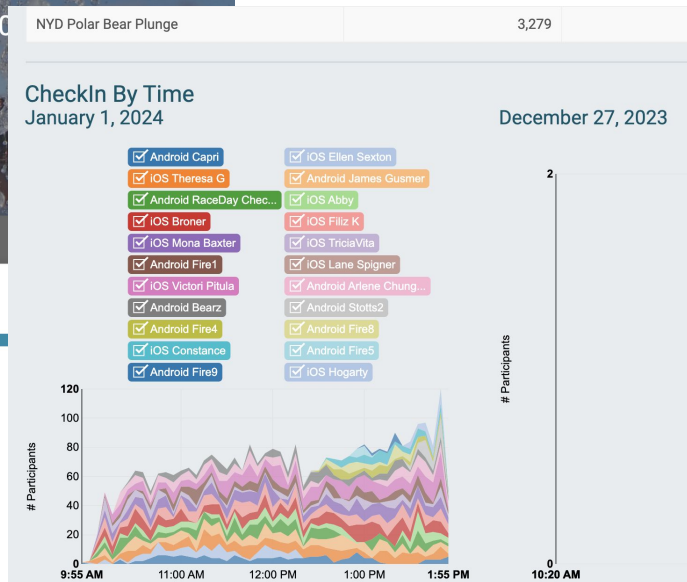
- First year on the site
- Checked in over 3000 participants in 4 hours.
- Used fundraiser details on check in app to provide fundraiser swag to participants.
- Raised \$125,000

Coney Island Polar Bear Club New Year's Day Plunge

DONATE TODAY AND EARN GREAT INCENTIVES



- \$25 - PLUNGE STICKER
- \$50 - PLUNGE STICKER + LONG SLEEVE T-SHIRT
- \$100 - PLUNGE STICKER + LONG SLEEVE T-SHIRT + BEANIE
- \$250 - PLUNGE STICKER + LONG SLEEVE T-SHIRT + BEANIE + BEACH TOWEL
- \$500 - PLUNGE STICKER + LONG SLEEVE T-SHIRT + BEANIE + BEACH TOWEL+ VIP PACKAGE (ONE BASIC MEMBERSHIP TO CONEY ISLAND USA, ONE TICKET TO LUNA PARK IN CONEY ISLAND, A PAIR OF TICKETS TO A SHOW OF YOUR CHOICE AT THE CONEY ISLAND AMPHITHEATER (ELIGIBLE FOR THE FIRST 5 PARTICIPANTS WHO RAISE \$500 OR MORE), TWO TICKETS TO A BEHIND THE SCENES TOUR AT OCEAN WONDERS: SHARKS! AT THE NEW YORK AQUARIUM, AND A PAIR OF TICKETS TO THE BROOKLYN CYCLONES POLAR BEAR CLUB NIGHT)





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%

Mountains to the Desert Classic

Join our beloved local ride, beginning in Telluride, Ridgway, or Norwood and finishing in Gateway, Colorado. Whether participants choose to ride 100 or 70 miles, they will experience the full Colorado beauty and grandeur of high mountains to desert terrain. From alpine glow and aspen forests to sandstone cliffs and palisades, join this iconic ride in support of our San Miguel County communities.

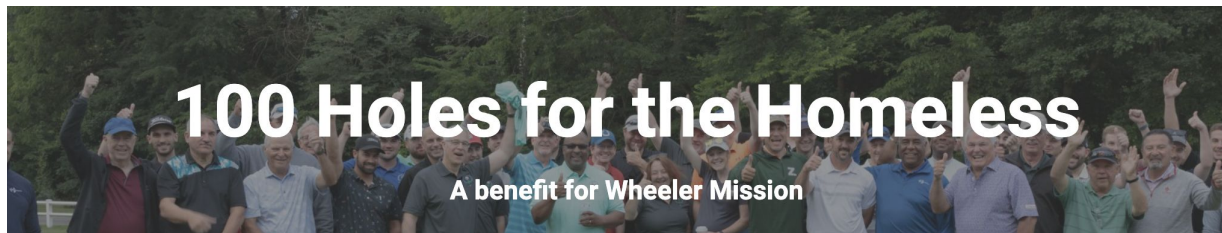
[Support Ride](#)





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%

\$1000 Fundraising Minimum

You get a personal fundraising page

Ask family, friends, co-workers to make a tax-deductible donation to Wheeler Mission on your personal fundraising page

10 people donating \$1 a hole = \$1,000

All fundraising is done online, no need to collect money yourself!



Thank You For Joining Us Today

*For more information, visit us online at:
givesignup.org • ticketsignup.io • runsignup.com*



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™ TicketSignup