

# HOW TO REGISTER AND CREATE A FUNDRAISING PAGE FOR STEP FORWARD:

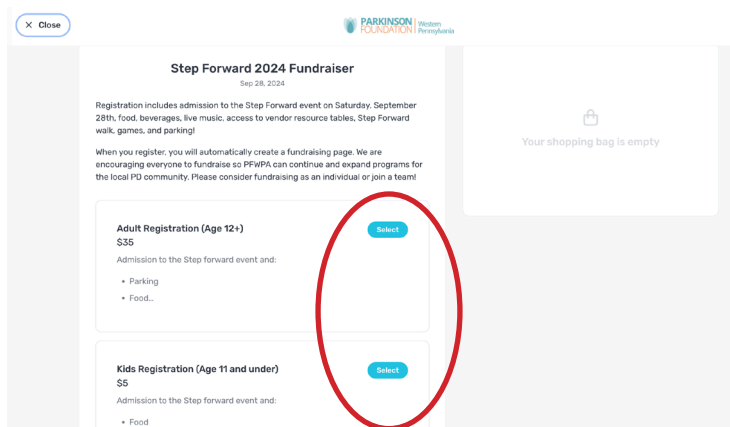
1. Click the “Join” button on the Step Forward event page:

<https://charity.pledgeit.org/StepForward2024>

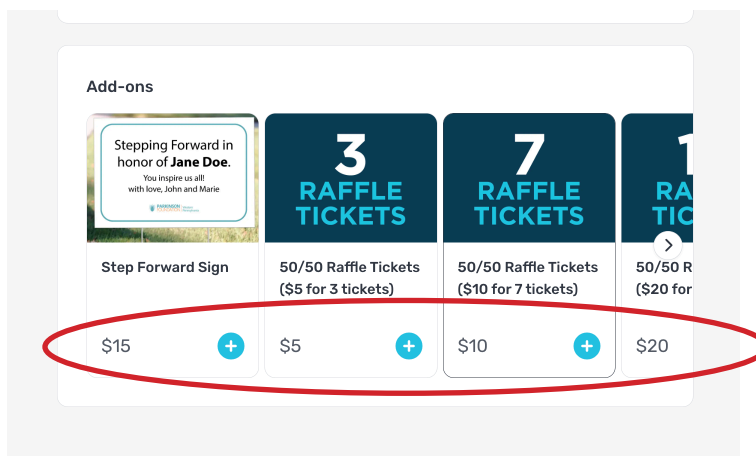


2. Select which of the two registrations you would like to purchase:

Adult (12 years and up) \$35/each or Kids (11 years and under) \$5/each. Don't forget to select any add-ons you would like as well.

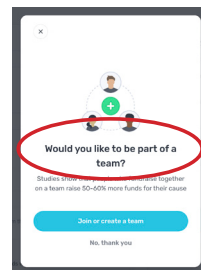


Scroll down on the page to see Add-ons. Add-ons include raffle basket tickets, 50/50 raffle tickets, and new this year, personalized Step Forward sign! Note: any add-ons you purchase, you will receive when you check-in in-person at Step Forward on September 28th.



3. Fill out the form accordingly. Don't forget to update your fundraising goal! The higher you set your goal, the more motivated you will be to fundraise and achieve your goal. You can do it! Then click "add ticket!"

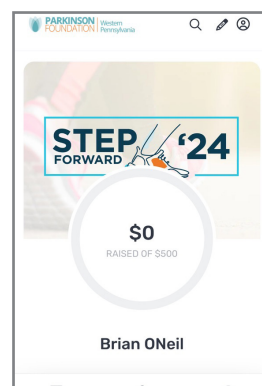
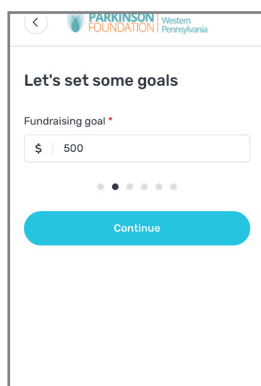
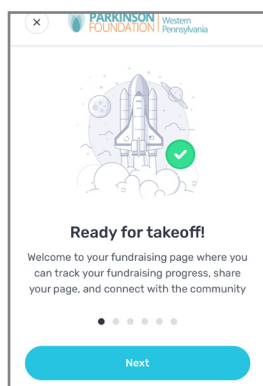
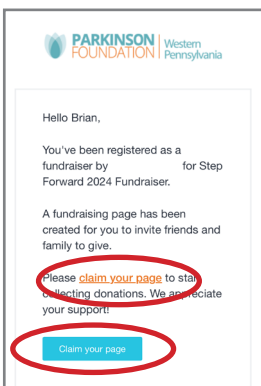
4. A box will pop up asking if you would like to be part of a team or not. You can create a new team or join an existing one for this year. You can also stick to fundraising on your own. Sometimes joining a team makes it more competitive and exciting. If you decide to join a team after you have registered, you can be added to a team later as well.



5. You can add a donation to your registration price if you would like. Your registration fee will automatically count toward your fundraising goal!

6. Enter your payment method to complete your registration.

7. You will receive a confirmation email saying you have registered for the Step Forward 2024 Fundraiser. Yay! The email will have a "Claim Your Page" button and link. Click one of them and you will quickly be guided through the fundraising page creation process. Update your fundraising goal, add a profile photo (or use the default image), customize the fundraising background information (or use the default language), invite friends and family, share your new page, and view your fundraising page when completed!



8. Anytime you want to check your fundraising page, you will need to sign in at this page: <https://charity.pledgeit.org/login> with your email and password and you can edit your page details and track your fundraising progress. To share your fundraising page link, login to your Pledgeit account, go to your page, click the "Share" button that appears under your donation total. Click "Copy page url" to insert into emails, social media pages, etc.

9. Pledgeit allows you to easily see who donated to your page. You can reach out to any donors directly through Pledgeit to send them a message or thank you.

Do you have questions about Step Forward, Peer-to-Peer fundraising, or registration? Let us know! Email: [info@pfpwa.org](mailto:info@pfpwa.org) OR (412) 837-2542