



Registration Instructions

20th – 22nd April 2022

HOW TO REGISTER AS AN INDIVIDUAL

- Click on REGISTER
- Login
 - Either Create an Account; or
 - Use Social Media Login option
- Registrant 1 will come up
- Select category from the drop down box
- Enter details
 - This can be for yourself or someone else you want to register
- From the Teams Section
 - You can create a New Team and attach yourself to it
 - You can add to an Existing Team
 - Select from the drop down box
 - Enter the Team Code (if applicable)
 - You will need to agree to the Team Captain being forwarded your details
- Fundraising – enter details for your page
- Select CONTINUE or ADD ANOTHER REGISTRANT (if you want to register someone else at the same time)
- Scroll to the Bottom of the Waiver and Click on Box to Accept
- Select CONTINUE
- You can change the Billing Information prior to making payment
- Enter payment information and SUBMIT ORDER
- You can add to your Apple Wallet if you wish
- View Fundraising Page
- On Fundraising Page
 - Update Your Goal
 - Change your Display Name
 - Update / Create Your Story (standard / suggested text at end of this document)
 - Upload a Photo of Yourself
 - From the SHARE Box (Right Hand Side) to Facebook / Twitter / Email
 - Let's get the message out there and raise as much as we can
- SIGN OUT from the TOP MENU
- You will receive an Email of event registration
- From the Email you can:-
 - Visit your Dashboard
 - See Event Details
 - Look / Update Your Fundraising status / page / information

Riding to inspire communities to help find a cure for Cancer!



Registration Instructions

20th – 22nd April 2022

HOW TO REGISTER A FAMILY

- Click on REGISTER
- Login
 - Either Create an Account; or
 - Use Social Media Login option
- Registrant 1 will come up
- Select category from the drop down box
- Enter details
 - This can be for yourself or someone else you want to register
- From the Teams Section
 - You can create a New Team and attach yourself to it.
 - You can add to an Existing Team.
 - Select from the drop down box
 - Enter the Team Code (if applicable)
 - You will need to agree to the Team Captain being forwarded your details
- Fundraising – enter details for your page
- Select ADD ANOTHER REGISTRANT (for each person you want to add to the Family Registration)
- Select CONTINUE (after you have added everyone for this Family Registration)
- Scroll to the Bottom of the Waiver and Click on Box to Accept
- Select CONTINUE
- You can change the Billing Information prior to making payment
- Enter payment information and SUBMIT ORDER
- You can add to your Apple Wallet if you wish
- View Fundraising Pages
- On Fundraising Pages
 - Update Your Goals
 - Change your Display Names
 - Update / Create Your Stories (standard / suggested text at end of this document)
 - Upload a Photo of Each Person or a Group One
 - From the SHARE Box (Right Hand Side) to Facebook / Twitter / Email
 - Let's get the message out there and raise as much as we can.
- SIGN OUT from the TOP MENU
- You will receive an Email of event registration
- From the Email you can:-
 - Visit your Dashboard
 - See Event Details
 - Look / Update Your Fundraising status / page / information.

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Registration Instructions

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HOW TO CREATE A TEAM (without registering / adding participants)

- Click on CREATE A TEAM
- Login
 - Either Create an Account; or
 - Use Social Media Login option
- Click on Register
- Create a Team Name
- Add a Team Code (if you want to make your Team Private)
- You will not be Registered as part of the Team yet
- Logout

HOW TO UPDATE YOUR TEAM

- Login using the Account that was used as part of Setting It Up
- View Your Dashboard
- Select Your Team
- Check the Team Captain Agreement (if prompted)
- From Team Actions
 - Edit Team Name
 - Edit Team Information
 - Image
 - Fundraising Goals
 - Fundraising Information
 - Update / Create Your Story (standard / suggested text at end of this document)
 - Upload a Photo of Yourself
 - Change Team Code
 - Send a message to Team Members
 - Export Team Lists
 - Share the Registration Link
 - Share the Fundraising Page
 - Invite others to the Team
- Logout

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FUNDRAISING – Standard / Default / Suggested Text

- **INDIVIDUAL FUNDRAISING PAGE DESCRIPTION**

Hi there!

I'm gearing up to make a difference by fundraising for a cause that's close to all our hearts. Raising funds for Cancer Research and Services.

By riding in the annual Tour de Rocks Charity Bike ride, around 250 kms over 3 days, we hope to make a difference. Tour de Rocks relies on the generosity of our supporters to be able to help those in need.

Funds raised are crucial in enabling Tour de Rocks to continue their work in the community. They couldn't do it without the help of dedicated fundraisers like you - every bit counts and any amount you can donate is greatly appreciated.

Tour de Rocks, through their appropriation committee, allocated funds to many research projects, community programmes and services. You can see where the funds have been allocated by clicking here:- <https://www.tourderocks.com.au/appropriations>

Donations made through this platform are secure and will be remitted directly through to the Tour de Rocks.

All donations over \$2 are Tax Deductible and receipts will be issued directly to you.

Thanks so much for your support!

- Xxxx

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FUNDRAISING – Standard / Default / Suggested Text

- **TEAM FUNDRAISING PAGE DESCRIPTION**

Hi there!

We are gearing up to make a difference by fundraising for a cause that's close to all our hearts. Raising funds for Cancer Research and Services.

By riding in the annual Tour de Rocks Charity Bike ride, around 250 kms over 3 days, we hope to make a difference. Tour de Rocks relies on the generosity of our supporters to be able to help those in need.

Funds raised are crucial in enabling Tour de Rocks to continue their work in the community. They couldn't do it without the help of dedicated fundraisers like you - every bit counts and any amount you can donate is greatly appreciated.

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Thanks so much for your support!

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FUNDRAISING – Standard / Default / Suggested Text

- **THANK YOU PAGE SETTINGS**

Thank You for your kind donation to Tour de Rocks.

You help in raising much needed funds for Cancer Research and Services is very much appreciated.

Please have a look at the [Appropriations Page](#) on our website to see the awesome Research Projects and Causes that we have supported.

We can't wait for a cure to be found!

Riding to inspire communities to help find a cure for Cancer!