

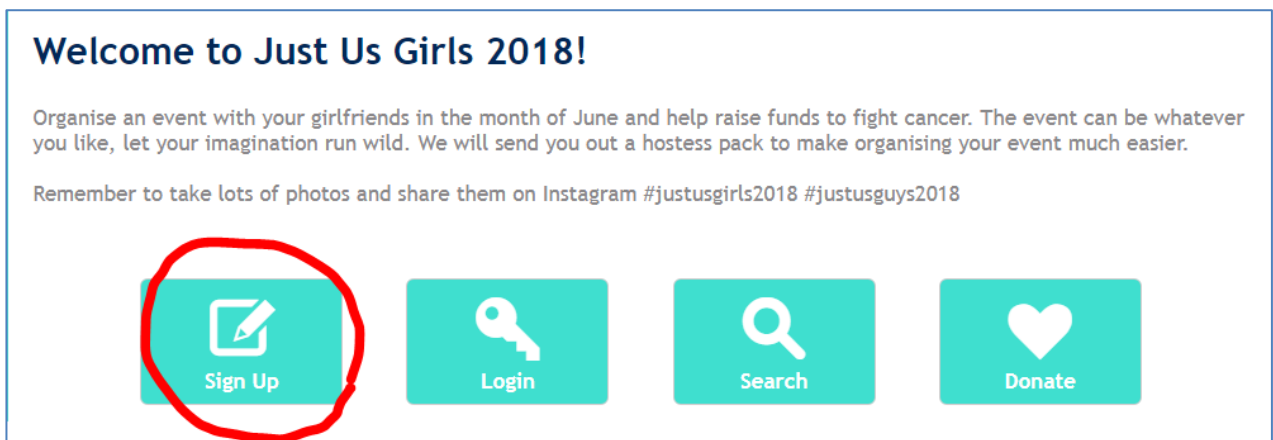
Registering your Event

So you want to register a Just Us Girls Event? Great news! This help sheet will help you through the process if you get stuck.

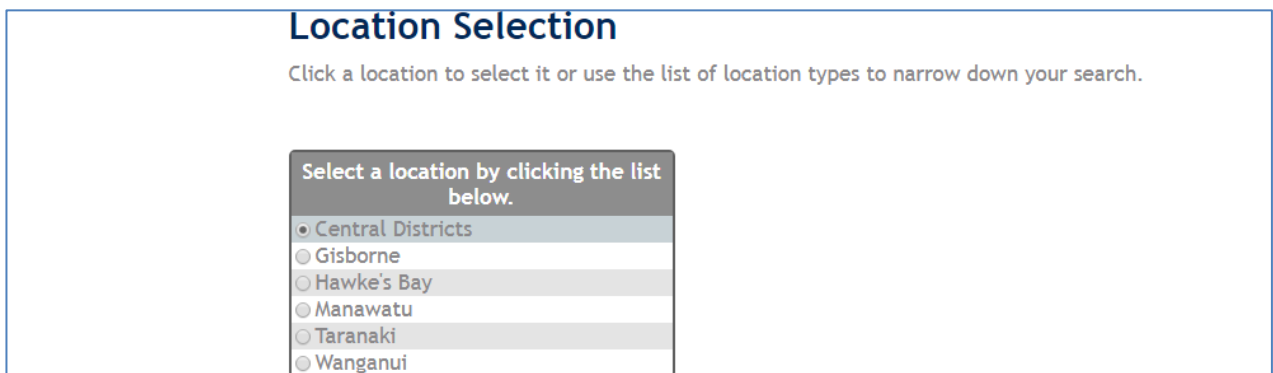
1. On the Just Us Girls website there is a Register button at the top of the page. Click on this and it will send you to the registration page



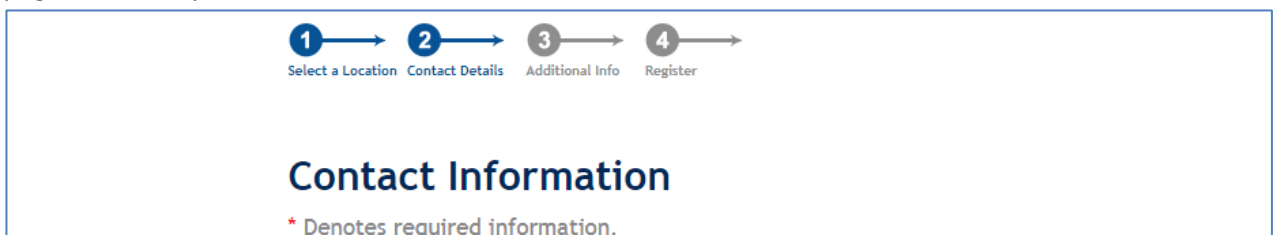
2. Here you will see the main Just Us Girls registration page. Click on the 'Sign Up' button



3. Location Selection.... The Cancer Society Central Districts is made up of a Divisional office and five Centres. Whichever location you choose is where your fundraising efforts will go. Select the location and click next.



4. Contact information... this one is pretty easy. Either log in with Facebook or fill in your details. For this helpsheet, I have filled in all the details. You will also have the option of connecting your facebook page later on if you choose.



5. Additional Info...again, pretty easy. Set your fundraising goal. When you are thinking about how much you would like to fundraise keep in mind how much your tickets might be (if selling them) or how many friends you will be inviting. Here you can also make the first donation. This is a great way to encourage your supporters to donate to your event.

1 → 2 → 3 → 4
Select a Location Contact Details Additional Info Register

Please answer the following questions:

* Denotes required information.

FUNDRAISING GOAL _____
What is your personal fundraising goal?
\$500.00

DONATION _____
I would also like to make a donation.
Donation Amount

6. Still on the same page you will see some questions. The first regarding email allows us, the Cancer Society, to keep you up to date with Just Us Girls events. We do not, nor ever will, share your details with anyone else. We also have a fundraiser scoreboard on the Just Us Girls site. It is a lot of fun to see your name pop up on there, and you can see how well your fundraising is tracking. You choose what your display name will be for this. Lastly, there is the space to add the date your event will be taking place.

PERMISSION QUESTIONS _____

- I allow Cancer Society NZ - Central Districts to contact me by email.
- I allow the general public to donate on my page.
- I give permission to appear on the top fundraiser scoreboard.

Display Name _____?

EVENT INFORMATION _____

* My event will take place on: _____

7. Ready to register... this allows you to double check your personal details, then just click 'Register Me'

Ready to Register

Ready to sign up? Select "Register me"!

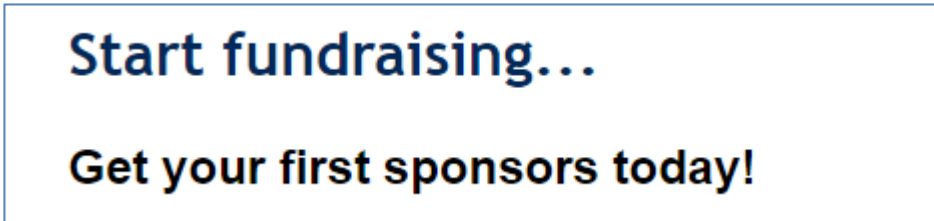
REGISTER _____

Name: Ms. Porscha
Address: Palmerston North
Manawatu
4412
NEW ZEALAND
Email: @gmail.com

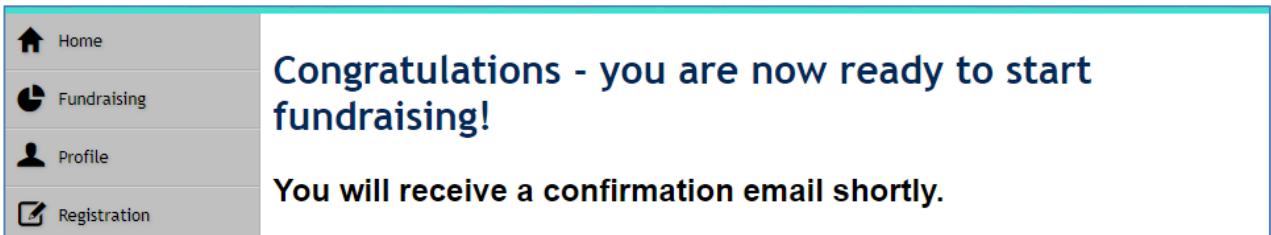
<< Previous Register me



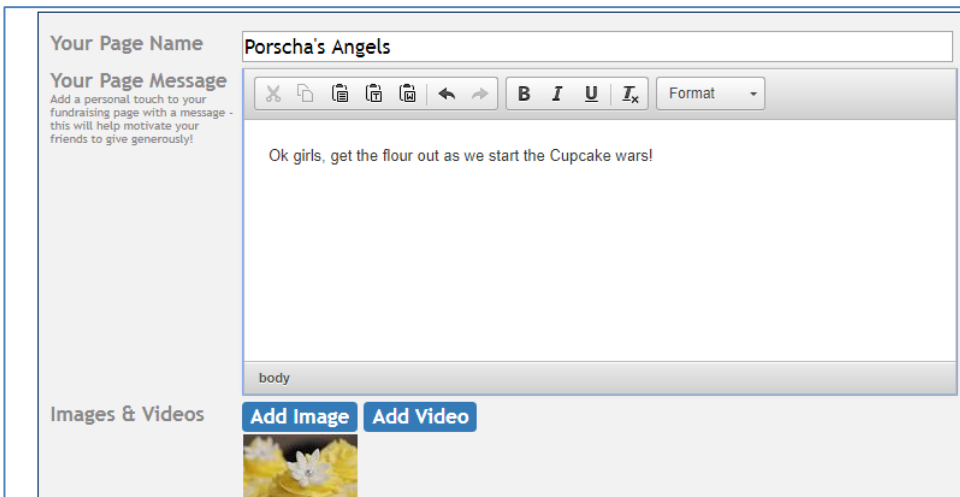
8. Start Fundraising... Because we want to help you run a successful event, there are some pages to help you along your journey. It is up to you whether you want to complete these, but it does make sharing fun. You can send personalised emails with your fundraising page link, then further down the page you can share your event on Facebook. Or you can scroll to the bottom of the page and click 'Skip this step'



9. Nearly there! Now let's set up your event details. Click on the Fundraising button at the left of your page.



10. Enter messages, change your page name, upload photos and/or videos... you can come back to this page at any time and update or change.



11. Your page is now all set

