

## DOING ONLINE FUNDRAISING IN 15 EASY STEPS

### HOW TO REGISTER ONLINE

1. Go to [ANCOPUSA.org](http://ANCOPUSA.org) or [ANCOPUSAWALK.org](http://ANCOPUSAWALK.org)
2. Click Register Now!
3. Click on Register On Line
4. Click "Create New Account"
5. Select your location, then click next
6. Read and accept waiver, then click next
7. Select Registration type Choose whether to Register as an Individual, Join or Search for a Team or Create a Team. - If you are a Household Head, click "Create a Team". - If you are a member, click "Join or Search for a Team".
  - To join a team, click Join or Search for a Team
  - Type the Team name and Click on Search
  - Pick a Team and Click Next
8. Enter Contact Information
9. Enter Fundraising Goal, Donation if any, T-shirt size. Make sure to check the box for "Allow the general public to donate on my page" so that the public will be able to search your name to sponsor you
10. Enter Payment Information
11. Review Information and click Process my payment and register me
12. Customize Your Personal Fundraising Page
13. Click on Continue Registration to see options Option
  1. Send emails (you can import email address by clicking the address book Option
  2. Share with Social Media Sites
14. If you click Skip This Step, the next Screen will show your Participant Status and you are now ready to start fundraising
15. To download Pledge form, go to Fundraising page
  - Click on Download Forms and then Click on Email Pledge Form and the form will be emailed to you

## **EVERYTHING YOU WANTED TO KNOW ABOUT ANCOP WALK (USA)**

### **What is the ANCOP Walk?**

The ANCOP Walk is a global annual event of ANCOP that raises funds for its SHELTER, CHILD SPONSORSHIP, and HUMANITARIAN RELIEF programs. It is faith in action! Individuals and groups participate in the walk, generously giving donations or helping solicit funds for ANCOP. Kids, youth, adults, and seniors join together to walk for the poor and rally the public to support the cause. In USA, the ANCOP Walk is conducted simultaneously in various locations around the country. For 2016, it will be held in the month of August.

### **Who can take part in the ANCOP Walk?**

The walk is open to everyone. You must also be up for the challenge of walking a distance of 3 kilometers or so, and willing to help generate resources for your sponsorship. Those under the age of 18 must be accompanied by an adult.

### **How much do I need to raise?**

We encourage you to set yourself a personal target. That's the great thing! Every amount you raise goes to your credit. You can also set up specific targets as follows:

- \$ 3,000 builds 1 house and \$384 sponsors a child's education for 1 year
- \$ 30,000 For an entire village (start with 10 houses towards minimum of 30) and \$3,840 sponsors a batch of 10 children. If you need help in setting up your target, speak to an ANCOP representative in your area. How do I learn more about becoming a sponsor? Speak to your Area ANCOP Coordinator or contact Cres Reyes at Sponsor@ANCOPUSA.org

## **REGISTRATION**

Registration How do I participate in the ANCOP Walk? You can participate as an individual with your personal target of sponsorship. You can also form a team, act as team captain, and recruit members to walk and raise funds to reach your target. Or, you may join an existing team. When you register, try searching for this team by entering the first few letters of the team's name. If not, contact the team captain so you can be added to the list.

### **How do I register?**

Online Registration: Go to <https://ANCOPUSAWALK.org>. Online registration is fast and you will have access to tools and tips to help you reach your fundraising goals. Upon registration, you will get a webpage that you can personalize with your story, picture, and videos. You will also be able to track your donors and fundraising progress.

### **Offline Registration:**

Download the registration form (.pdf) and submit it along with your payment to your local ANCOP Walk coordinators.

### **How much is registration fee?**

Registration fee is \$15.00 for adults and \$10.00 for students (13 to 18 years of age).

**Online** registration accepts VISA, MasterCard, and AMEX. You will receive an email confirmation that serves as your receipt. Offline registration maybe paid in cash or by cheque. Cheques should be payable to 'ANCOP Foundation USA, Inc.' Please make sure that you write 'ANCOP Walk registration fee' and your name in the memo or at back of the cheque. Note that the registration fee is not entitled to a tax receipt. Where should cheques be made payable to? All cheques should be made payable to 'ANCOP International (USA), Inc.' Please ensure that you indicate 'ANCOP Walk ' and your name at the back of the cheque. Who can I contact for help with registration? Please contact your local ANCOP Walk coordinator or email [ANCOPwalk@ANCOPUSA.org](mailto:ANCOPwalk@ANCOPUSA.org)

### **Can I change my username or password?**

Usernames cannot be changed. You can change your password by signing in. At the top of the page, click on Profile. On the left click on Change Password. I didn't receive an email confirmation of my registration. The email may have gone into your spam or junk mail. Please add message@e2rm.com to your address books. Log in using your username and password. Click on profile and confirm your email address. I want to register as an individual walker but now I want to form a team Sign in using your username and password. Click on team > Form or Join a Team

### **How do I change my t-shirt size?**

From your Home Page, click on Profile > Edit User Survey Questions. You can change your tshirt size from there. Walker Fundraising Page By registering, you'll get your very own fundraising page that you can customize with photos, videos, text, and more. This customized webpage is automatically created to share information about yourself and why you are walking; to allow others to make secure online donations on your behalf; and to track your fundraising progress. Others can access your page by receiving a link you send to them through fundraising emails (which can be sent directly from the website). You can also share it using Social Media links accessible on the website! – Easy and Fun!

### **What is a Personal Page?**

It is an online webpage that highlights an individual participant and their fundraising efforts. Participants are able to customize content and images on their Personal Page.

### **What is a Team Page?**

It is an online webpage that highlights a team and their fundraising efforts. Only Team Captains are able to make changes, customize content and images on their Team Page. How do I fundraise using my webpage? Go to Fundraising and click 'Get Sponsors'. You have two options: Send emails or Share with Social Media Sites. Is there a limit to the number of emails that I can send through my webpage? No, there is no limit to the number of emails that can be sent through your webpage Can I upload my address book from Outlook, Hotmail, Gmail or Yahoo? Yes, to upload your contact list select the 'get Sponsors' icon under your Fundraising Hub.

1. Click on the address book image (just above and to the right of the 'To' field). This will open the 'Add New Contact' window.
2. Select 'Import Contacts'
3. Select the email program you want to import from
4. Sign in to your email account
5. Select the contacts you want to import and click next
6. Your contacts will be imported
7. Select the contacts you want to send messages to or click the X to close the address book I completed registration and can view my personal or team page however when Donors click on the 'Donate Now' button on the Walk page, they cannot find my page or the team page. How do I fix this?

**For personal pages:**

Login using your username and password. Click on the Profile tab. Under Edit Contact Information, scroll down and be sure the check box for 'Allow the general public to sponsor you.' is checked. Click Submit. For team pages: Team Captains should login using your username and password to the Participant Portal. Click on the Team Tab. Click on Edit Team Info and be sure the 'Allow the general public to search my team and view fundraising' is checked. I forgot my username and password, how do I reset it? Go back to login page, area click on

**Forgot username and password.**

Enter the information requested. For username assistance please enter your email address where it is indicated. For password assistance please enter your username where it is indicated. We will send you instructions to reactivate your account.

**Team**

How do I register a team? You can register a team by selecting 'Create a Team' during the registration process. The person who creates the team will automatically become the Team Captain How do I join a team? You can join a team online by selecting 'Join a Team' in the registration process. Note: The Team Captain must register the team first before team members can join. I joined the wrong team, how do I correct this? Please email [ANCOPwalk@ANCOPUSA.org](mailto:ANCOPwalk@ANCOPUSA.org) to have this corrected How to invite HH members or others join to the team

1. From your Home page, click "Recruit Friends" or
2. From your Home page, click Team (on the left side) then click on Recruit Team Members What is the role of the Team Captain? The Team Captain's role is very

important. He leads and motivates the team members, get them excited and tell them how they are making a difference in the lives of the poor in the Philippines and other third world countries. He is responsible for:

1. Recruiting team members
2. Set fundraising goal and plan with the members how to achieve this goal
3. Acting as a liaison for your Team with the Local ANCOP Coordinator
4. Communicating with your team to ensure they receive all event information
5. Customize Team Page, make it exciting to encourage team members to keep the momentum
6. Follow up with team members regularly
7. Collect completed Pledge forms and submit to your Local ANCOP Walk Coordinator or to the ANCOP office
8. Plan your theme and props for the walk
9. Ensure you and your team members arrive on time for the Event
10. How do I run reports for my team?
11. From your Home Page, click on Team > Team Captain Report > Generate CSV report. Donations and Pledge Forms How do I download the Pledge Form?
  1. Log in to your account to have a pre-populated donation form emailed to you.
  2. From your Home page, click on Fundraising
  3. Click on Download Forms
  4. Click on Email Pledge Form and the form will be emailed to you How to check donations made to your team
    1. Log in to your account
    2. Click on Fundraising on the left side
    3. Click on Manage Sponsor (under Fundraising)
4. Scroll down, you will see "My Sponsors" What do I do with cash donations? If you are collecting cash and cheque donations, you manually complete a pledge form to be submitted with these donations preferable before the event or on event day You may write one cheque to cover all of your donations, just ensure to attach the details of the donations on the pledge form. An income tax receipt

will be issued for donations of \$15 or more provided your supporters give their name and complete mailing address (must be legible).

### **Tax Receipts**

Do you issue tax receipts? Yes, income tax receipts will be issued for any donation of \$15 or more for (USA residents only), excluding registration fee. Individual tax receipts will be issued to the names indicated in your pledge form, but only if the name and address information is complete and clearly printed. When are income tax receipts sent out? Donations of \$15 or more made online will immediately receive an electronic receipt. Cash and cheque donations will be receipted no later than February 28th of the following year. I made a donation online but I cannot open my tax receipt. Why is this? Electronic income tax receipts are sent in PDF format. If you currently do not have Adobe Reader on your computer, you will not be able to open the attachment. You can download Adobe here. (link <http://www.adobe.com/ca/downloads.html>) Who do I contact if I haven't received my income tax receipt? If you haven't received an income tax receipt, either electronically or through USA Post, please email [ANCOPwalk@ANCOPUSA.org](mailto:ANCOPwalk@ANCOPUSA.org)