



2019 BE LOUD Breakfast: *Table Captain Registration Guide*

Thank you for joining us for the 2019 BE LOUD Breakfast!

Attending As An Individual

This option should be used by those who would like to attend the event on March 5th as an individual and do not wish to host a table.

You will be provided with the option post-registration to do additional online fundraising for KCSARC. Please only register actual event attendees via the below process.

Step By Step:

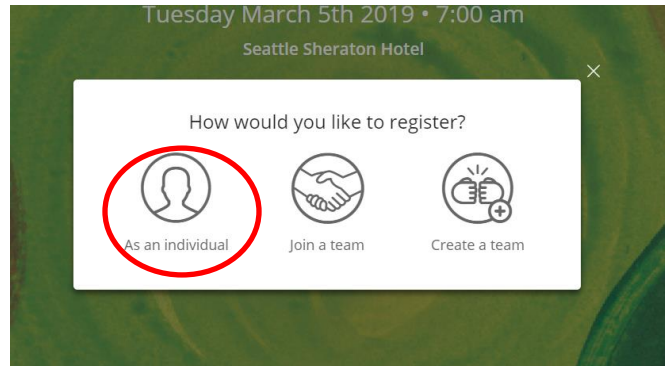
1. Go to this link: <https://donate.kcsarc.org/2019BELOUD>
2. Click the blue Register button.



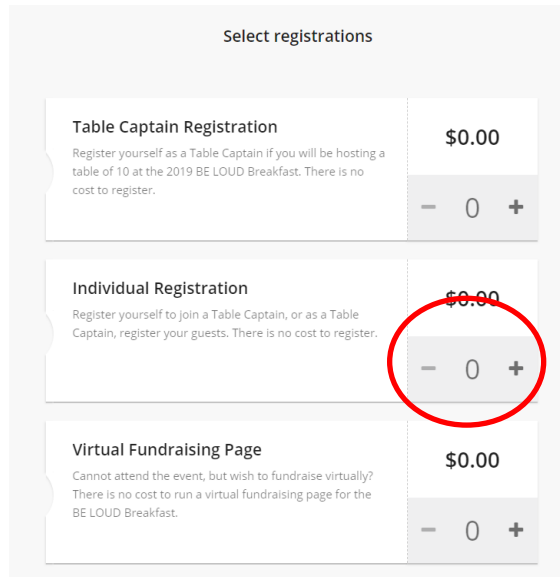
For further information on the 2019 BE LOUD Breakfast, email mread@kcsarc.org



3. Click “As an individual”.



4. Arrive at the second option provided, titled “Individual Registration”. Are you just registering yourself, or are you bringing a friend? Use the plus symbol + to add the number of guests you would like to register. Be sure to include yourself!



Remember, the BE LOUD Breakfast is free to attend, so there should be a \$0.00 cost showing for your registration.

5. You will see the following page:



Complete Registrations
1 of 1

Table Captain Guest Registration

Attendee 1
Provide the attendee's information

First name *

Last name *

Email *

Use this page to add the first name, last name and email addresses of every person you wish to register. If you do not know their email, you can use your own!

Click the orange "Next" button on the bottom right of the screen to add your next guest

Remember - If you or your other registrants are joining somebody else's table, please scroll down to the Additional Questions section and type that person's name into the "Join Table Captain" field, so we can seat you together at the event. You need to do this for every guest who would like to be associated with a Table Captain.

6. Once you have added in each of your guests' details, click the Next button to arrive at the following screen:

Add a Donation

Select an Amount

\$500 \$100 \$50 \$25 Other

USD \$ One-time

I'd like to cover all transaction fees so 100% of my donation goes to King County Sexual Assault Resource Center.

SKIP DONATION

Your Order

Individual Registration	\$0.00
View List	Remove

Total \$0.00

BACK SKIP

Here you can choose to make a donation pre-event, or skip this page to finish registering, by selecting "Skip Donation".

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7. Checkout Page: This page captures your information in the case that you are making a donation with your registration. This detail is required even if your donation is \$0.00.

In addition, please check your order on the right and confirm that your guests' names have been provide directly. Then click "Purchase".

8. Success! An email is on its way to you confirming your registration and providing you with a receipt.

You and your invited guest/s will receive a confirmation of your registration, and an invitation to set up an optional virtual fundraising page to raise more funds for KCSARC online.

Your email will be titled "Claim Your Fundraising Page"

Your Guests' emails will be titled "You've been registered for the 2018 BE LOUD Breakfast!"

Participating in this fundraising is **completely optional**.

Fundraising

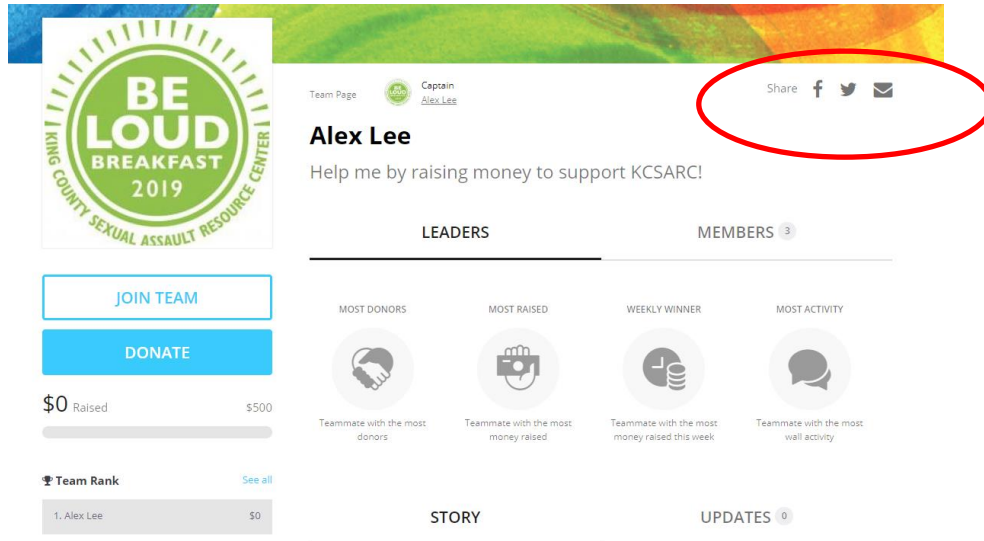
All Table Captains (both those attending and those who host tables virtually), all registered guests and all online donors have the opportunity to fundraise online for KCSARC in the lead up to the 2019 BE LOUD Breakfast.

Step By Step:

1. **If you are an event guest**, you will receive an email inviting you to start an online fundraising page, it will be titled "You've been registered for the 2019 BE LOUD Breakfast!"

Once you have received the email with the link to your Virtual Fundraising Page included:

2. Click on the button "Claim Your Fundraising Page" at the bottom of the email
3. You will arrive at your fundraising page, that will look like this:



4. You can immediately share this virtual fundraising page via the Facebook, Twitter or Email icons on the upper right side of the page
5. You can also **login using the login button on the top right** of the screen to update your photo, personalize your story and send emails to potential donors.
6. To login, click “Forgot Password” and enter your email address to receive a password reset code that you can then use to login in your account.

Reset your Password

We just emailed you that magic code. Please copy and paste it below to reset your password.

Magic reset code *

SUBMIT

It may take 5+ minutes to receive the code.

[Send another magic code](#)

POWERED BY *Classy*

7. You can now add photos, personalize the text and control your page completely.

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FAQS

I am confused about how to register - who can I talk to?

You can contact KCSARC team member Madeline Read via email at mread@kcsarc.org or call Madeline Read at 425 728 1227 for help!

What should my fundraising goal be?

We recommend setting a \$2,000 goal for your table, which equates to \$200 per person (KCSARC's suggested gift amount). If you think you will exceed this goal, feel free to set a higher target! And if you raise less than this goal, that is great too. Every cent counts!

What if my guestlist changes?

You can contact the KCSARC team with guestlist changes via email at mread@kcsarc.org or call Madeline Read at 425 728 1227 for help!

What if my guests and I do not want to fundraise for KCSARC online?

Fundraising is completely optional, and your guests are not required to fundraise online.