



2019 BE LOUD Breakfast: *Table Captain Registration Guide*

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

Hosting A Table Virtually (online only)

This option should be used by those who are unable or do not wish to attend the event on March 5th, but would like to invite friends, family and other contacts to donate to the KCSARC BE LOUD Breakfast online.

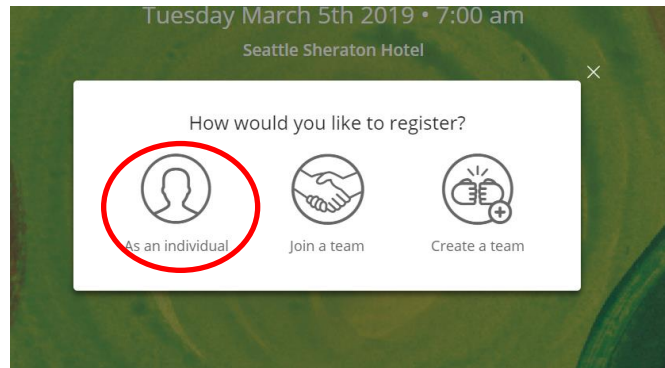
Step By Step:

1. Go to this link: <https://donate.kcsarc.org/2019BELOUD>
2. Click the blue Register button. You will arrive at the following page:

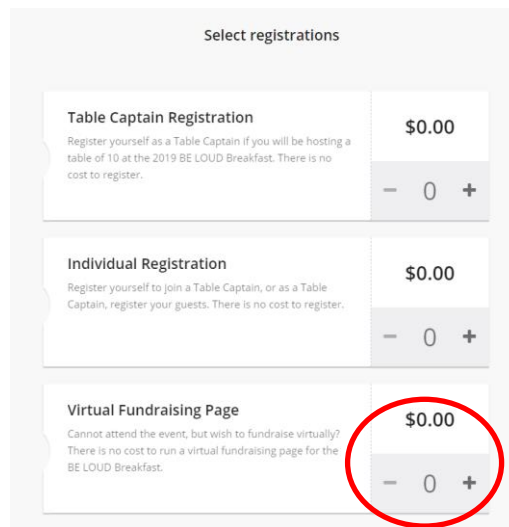


3. Click “As an individual”

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



4. Arrive at the third option provided, titled “Virtual Fundraising Page”.



5. Use the plus symbol + to add the one to create a fundraising page for yourself only.

There is no cost to virtually fundraise, so there should be a \$0.00 cost showing for your fundraising registrations.

6. Once you have added the correct number of people (which is 1), move your cursor to the right and click on the blue “Reserve” button.
7. You will see the following page:



Complete Registrations
1 of 1

Virtual Fundraising Page

Attendee 1
Provide the attendee's information

First name *

Last name *

Email *

- Use this page to add in your first name, last name and email address.

Please note: the page is titled Attendee 1. This page registers you as the first attendee for your Virtual Table, which is online only.

- Click the blue “Next” button on the bottom right of the screen. You should arrive at the following screen “Add a Donation”

Add a Donation

Select an Amount

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

Virtual Fundraising Page	\$0.00
View List	Remove

Total \$0.00

Here you can choose to make a donation to KCSARC yourself, or skip this page to finish registering, by selecting “Skip”

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10. Checkout Page: This page captures your information (again) and registers you as the virtual table captain for all your potential donors. Please provide your contact information. Then click “Purchase”.
11. **THANK YOU! At the bottom of this page, you can click “View” to see your virtual fundraising page** and start inviting your friends and family to donate! An email is also on its way to you confirming your registration as a Virtual Table Captain.
12. You **can immediately share this virtual fundraising page** via the Facebook, Twitter or Email icons on the upper right side of the page
13. 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.

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 a Virtual Table Captain**, you are already virtually fundraising! Your donors have also been invited to start online fundraising pages too! Nice work! For more information refer to Section 3.

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.

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.