

Bike-A-Thon On-Line Registration and Donation Instructions

On-Line Registration for the Bike-Thon registers you for the Ride and automatically provides you with a web page that friends and business associates can access to support you with a pledge. You can access your web page to change the default picture, messages and set a target for your pledges. You will be able to monitor your progress and see who has made a pledge on your behalf.

You can register as an individual, a Team Captain or member of a Team. For purposes of on-line registration, Teams and Partnership Relays are both considered Teams. Your Team Captain will advise us which category applies prior to ride day. Note that in order to register as a Team member, your Captain must register first to create the Team.

If you support a Rider with a pledge, you will automatically receive an income tax receipt by email. Your name and amount of your pledge will be listed on the Rider's personal web page for his/her information.

To Register for the Ride:

1. Go to www.rotaryvancouver.org
2. Scroll down to the Bike-A-Thon and click on Register for the Ride.
3. Select one of the options:
 - a. Join as an Individual
 - b. Join a Team
 - c. Start a Team
4. Click I Accept on the Waiver Screen
5. Select one of the options:
 - a. Register to Ride in the Bike-A-Thon
 - b. Register to Collect Pledges (but will not ride)
6. Enter Personal Information and Fundraising Goal. **Your email address is your ID to access your web page. Your password will be required when you log in to view or edit your web page information.**
7. If you wish to contribute personally enter your donation amount otherwise leave the field blank
8. Enter the additional information – banquet attendees, t-shirt style and size, transportation requirements.
9. Review and confirm your information. Click Back to make any necessary changes.
10. Enter Credit Card data and click Submit
11. You will receive an on-screen registration confirmation and a confirmation by email. If you donated to your own cause, you will also receive an income tax receipt by email.
12. You are now registered and your web page has been created.

To Edit Your Web Page:

1. Go to www.rotaryvancouver.org
2. Scroll down to the Bike-A-Thon and click on Edit Your Web Page.

3. Enter your email address and password as entered above.
4. Click on the Edit Your Web Page tab.
5. From this page you can now edit our web page, upload a photo and change your message to supporters.
6. You can also send emails to friends and business associates and monitor your progress.
7. Note that you can also add pledges you have received directly. This helps keep track of your total pledges from all sources.
8. Click Logout when you are through.

An **On-Line Pledge** allows you to make a donation in support of Rider in the Bike-A-Thon.

1. Go to www.rotaryvancouver.org
2. Scroll down to the Bike-A-Thon and click Support a Rider.
3. Enter the Rider's (Participant's) name and click Search. The last name is fine.
4. From the list click on the Rider's Name
5. From the Rider's Personal Fundraising Page, click Sponsor Me.
6. Enter the amount of your pledge, your personal information and credit card information.
7. You will receive a Donation Confirmation and an income tax receipt by email.