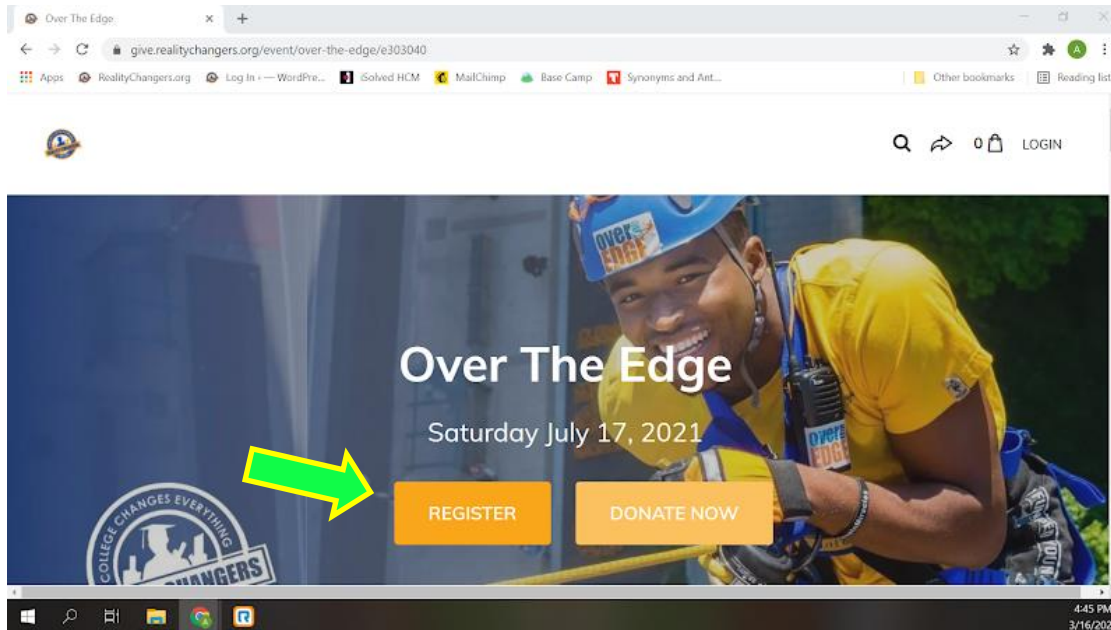


How to Register for Over The Edge and Set Up Your Fundraising Page

When you register for Over the Edge, your personal fundraising page will be automatically generated so that your friends and family can donate on your behalf.

Begin Registration

Click the **Register** button on the event page.



You'll be asked how you would like to register: as an individual, join a team, or create a new team. *For now, we will explain how to register as an individual. For help setting up a team, [refer to this article](#).*

How would you like to register?



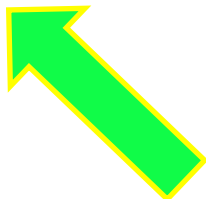
As an individual



Join a team



Create a team



Register

Enter the number of people you would like to register for this event. Later on, you will be prompted to create a fundraising page for each registrant.

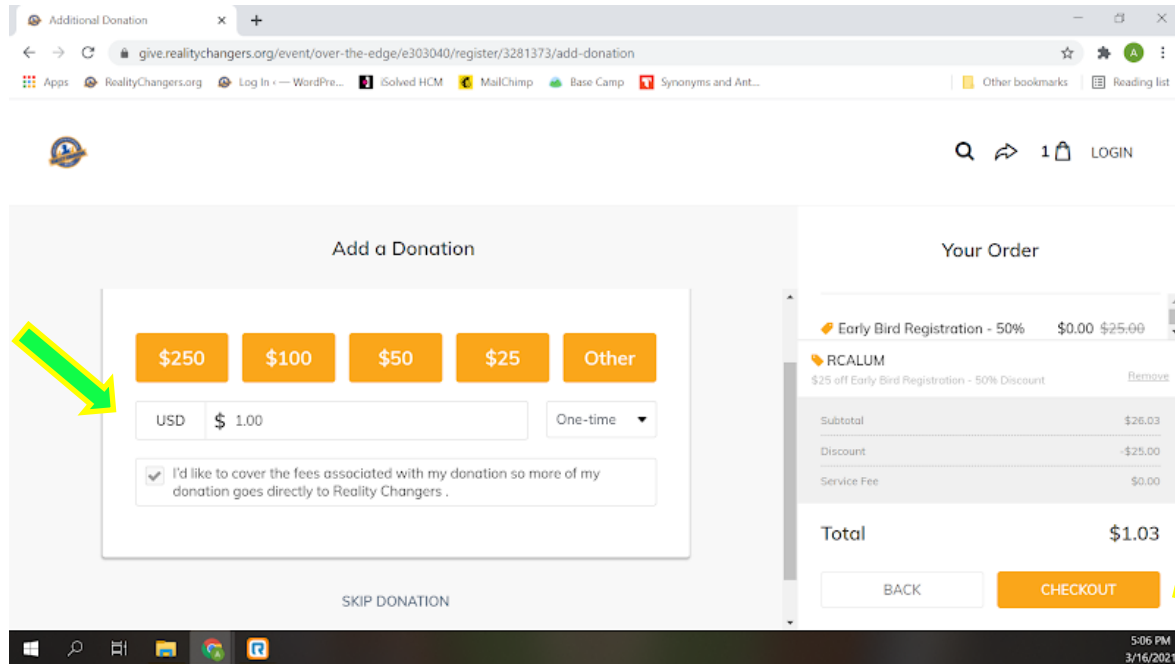
If you would like to remove a registration from your cart, click on the **Remove** link under the cart item.

The screenshot shows the registration process on the RealityChangers.org website. The left panel, titled "Select registrations", features a card for "Early Bird Registration - 50% Discount" priced at \$25.00. Below the price is a quantity selector with a minus sign, the number "1", and a plus sign. A green arrow points to this selector. The right panel, titled "Your Order", lists the items: "Early Bird Registration - 50% Discount" for \$25.00 and "Attendee 1" with a "Remove" link. Below this is a section for "Add a promo code on the next step". The order summary shows a "Subtotal" of \$25.00 and a "Service Fee" of \$0.75, resulting in a "Total" of \$25.75. A green arrow points to the total amount. At the bottom of the order section is an orange "SUBMIT" button. The browser's address bar shows the URL: give.realitychangers.org/event/over-the-edge/e303040/register/new/select-tickets. The system clock in the bottom right corner indicates 4:56 PM on 3/16/2021.

The next step is to fill out attendee information.

The screenshot shows the "Complete Registrations" step on the RealityChangers.org website. The left panel, titled "Complete Registrations 1 of 1", displays a form for "Attendee 1" with the instruction "Provide the attendee's information". The form includes a "First name" field containing "Ally" and a "Last name" field containing "Welbern". A green arrow points to the first name field. The right panel, titled "Your Order", shows the same order summary as the previous screenshot: "Early Bird Registration - 50% Discount" for \$25.00, "Attendee 1" with a "Remove" link, a section for "ADD PROMO CODE", a "Subtotal" of \$25.00, a "Service Fee" of \$0.75, and a "Total" of \$25.75. A green arrow points to the total amount. Below the order summary are two buttons: "START OVER" and "NEXT". The browser's address bar shows the URL: give.realitychangers.org/event/over-the-edge/e303040/register/3281373/ticket/5207629/attendee/new. The system clock in the bottom right corner indicates 5:02 PM on 3/16/2021.

You'll have the option to add a donation in addition to your ticket purchase. This donation will be credited to your fundraising page. *Or, if you register multiple people, you can designate your donation to any registrant.*



Complete Billing Information

Enter your billing information, and click on **Purchase**.

Checkout

Credit card
You're paying with a credit card

Buyer's Info

Name on the card *

Classy Support

Email *

syee@classy.org

Payment Info

Card number *

Address Line 1 *

[Add another address line](#)

Country *

United States

City * State *

Your Order

Sarah's Team
1 attendee is joining this team

Volunteer Ticket	\$0.00
Sarah Yes	Remove

Additional Donation	\$50.00
One-time donation	Remove

Total **\$50.00**

[PURCHASE](#)

Once the purchase is complete, you should land on a Thank You confirmation page with further instructions.

Next Steps



Thank You!

Your registration was successful

\$0.00



Check your email

Claim your fundraising page and view your receipt



Sarah's Team

1 Member

[VIEW](#)



Sarah Yee

joined the team!

[VIEW](#)

Click on "view" to check out the individual page(s) of the attendee(s) you just registered.

[Claim Your Fundraising Page](#)

To manage and edit your fundraising page, please look for a "Claim Your Fundraising Page" email that contains the link to access your fundraising page dashboard. If you registered multiple individuals, each individual will need to check the email they were registered with to claim their page.

