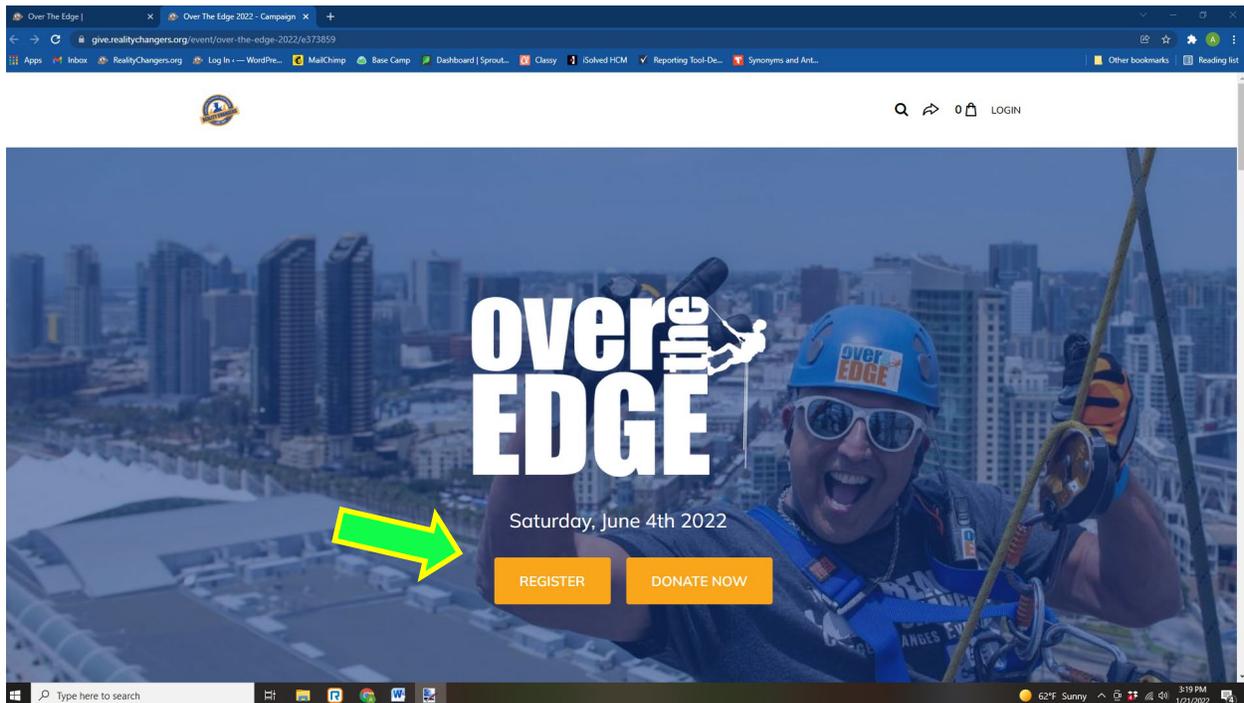


How to Register for Over The Edge and Set Up Your Fundraising Page

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?



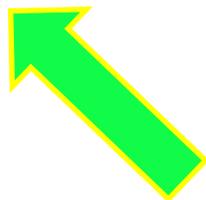
As an individual



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 a web browser window with the URL give.realitychangers.org/event/over-the-edge-2022/6373859/register/new/select-tickets. The page is titled "Select registrations". It features a registration card for "Early Bird Registration - \$20 Off" with a price of "\$30.00". Below the price is a quantity selector with a minus sign, "0", and a plus sign. A green arrow points to the plus sign. To the right is a "Your Order" section with a "Total" of "\$0.00" and a "SUBMIT" button. Another green arrow points to the "SUBMIT" button. The Windows taskbar at the bottom shows the date as 1/21/2022 and the time as 3:21 PM.

The next step is to fill out attendee information.

The screenshot shows a web browser window with the URL give.realitychangers.org/event/over-the-edge/e303040/register/3281373/ticket/5207629/attendee/new. The page is titled "Complete Registrations" and shows "1 of 1" registration. It features a registration card for "Early Bird Registration - 50% Discount" with a price of "\$25.00". Below the price is a form for "Attendee 1" with fields for "First name" (containing "Ally") and "Last name" (containing "Welborn"). A green arrow points to the "First name" field. To the right is a "Your Order" section with a "Total" of "\$25.75" and a "NEXT" button. Another green arrow points to the "NEXT" button. The Windows taskbar at the bottom shows the date as 3/16/2021 and the time as 5:02 PM.

Complete Billing Information

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

The screenshot displays a checkout interface with two main sections: 'Checkout' and 'Your Order'.

Checkout Section:

- 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: [Redacted]
 - Billing address line 1: Address Line 1
 - Country: United States
 - City: [Redacted] State: [Redacted]

Your Order Section:

- Sarah's Team:** 1 attendee is joining this team.
- Volunteer Ticket:** Sarah Yee \$0.00 (Remove)
- Additional Donation:** One-time donation \$50.00 (Remove)
- Total:** \$50.00
- PURCHASE** button (highlighted with a green arrow)

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

The screenshot shows a 'Next Steps' confirmation page with the following content:

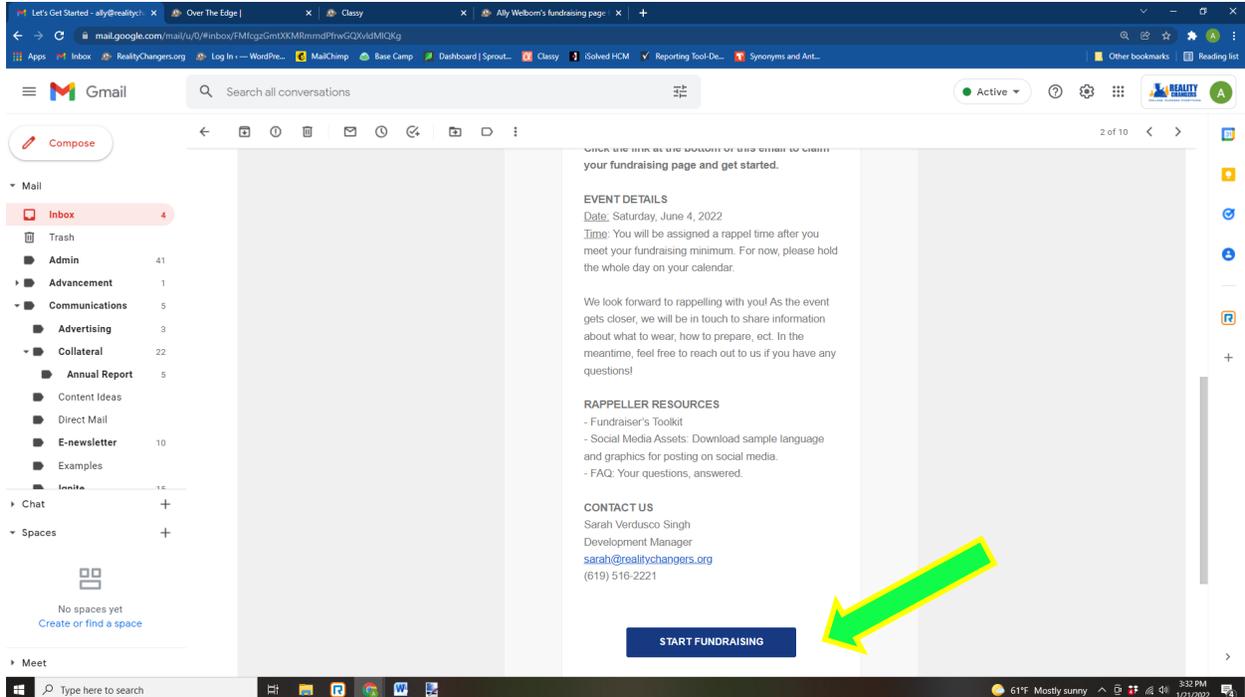
- Thank You!** Your registration was successful.
- \$0.00**
- Check your email:** Claim your fundraising page and view your receipt.
- Sarah's Team:** 1 Member (VIEW button)
- Sarah Yee:** joined the team! (VIEW button)

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 "Let's Get Started" 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.

Open this email and click "Start Fundraising" to set up your fundraising page.



The screenshot shows a Gmail interface with a sidebar on the left containing folders like Mail, Chat, and Spaces. The main content area displays an email with the following text:

Click the link at the bottom of this email to claim your fundraising page and get started.

EVENT DETAILS
Date: Saturday, June 4, 2022
Time: You will be assigned a rappel time after you meet your fundraising minimum. For now, please hold the whole day on your calendar.

We look forward to rappelling with you! As the event gets closer, we will be in touch to share information about what to wear, how to prepare, ect. In the meantime, feel free to reach out to us if you have any questions!

RAPPELLER RESOURCES
- Fundraiser's Toolkit
- Social Media Assets: Download sample language and graphics for posting on social media.
- FAQ: Your questions, answered.

CONTACT US
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At the bottom of the email content, there is a blue button labeled "START FUNDRAISING". A large green arrow with a yellow outline points to this button.