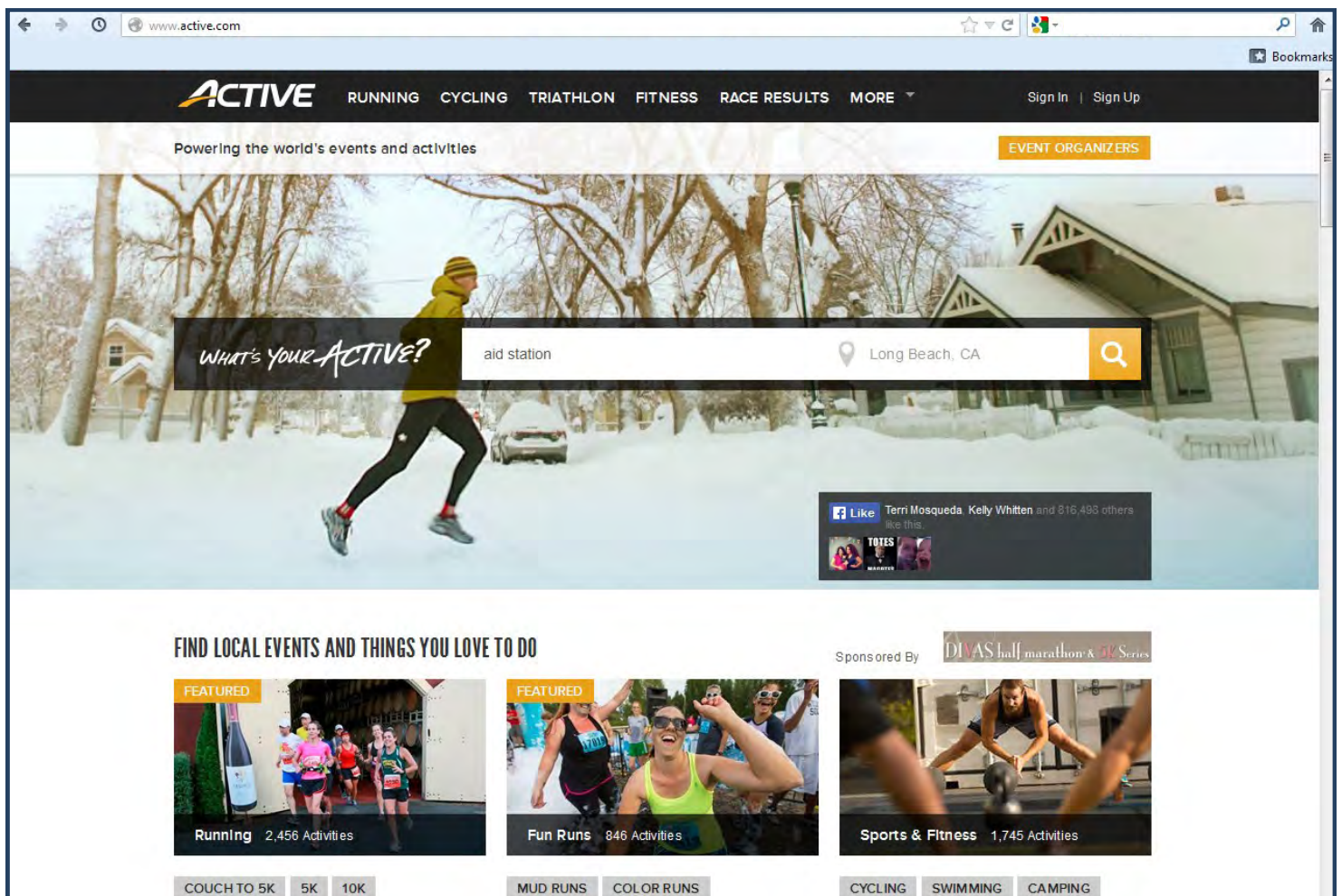


How to:

- Transfer event to another participant
- Edit registration information
- Transfer to another ride
- Edit, join, or create a team
- Edit your fundraising page

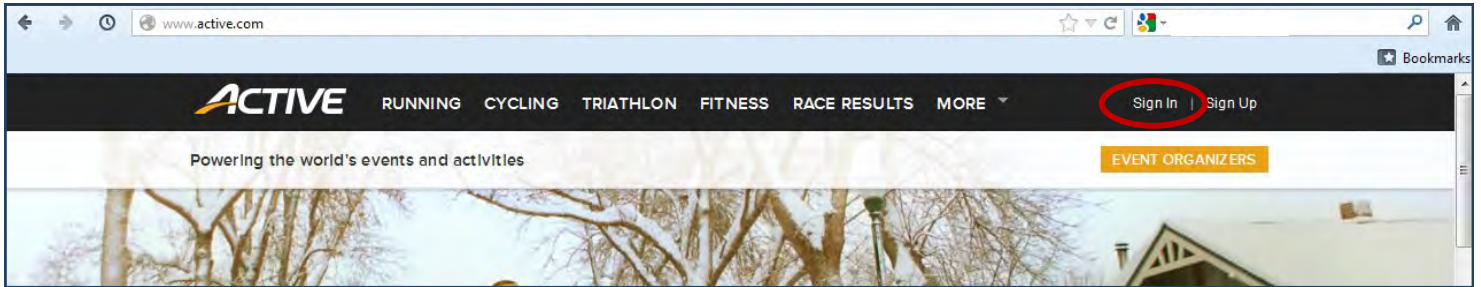


1. Go to [www.Active.com](http://www.Active.com)

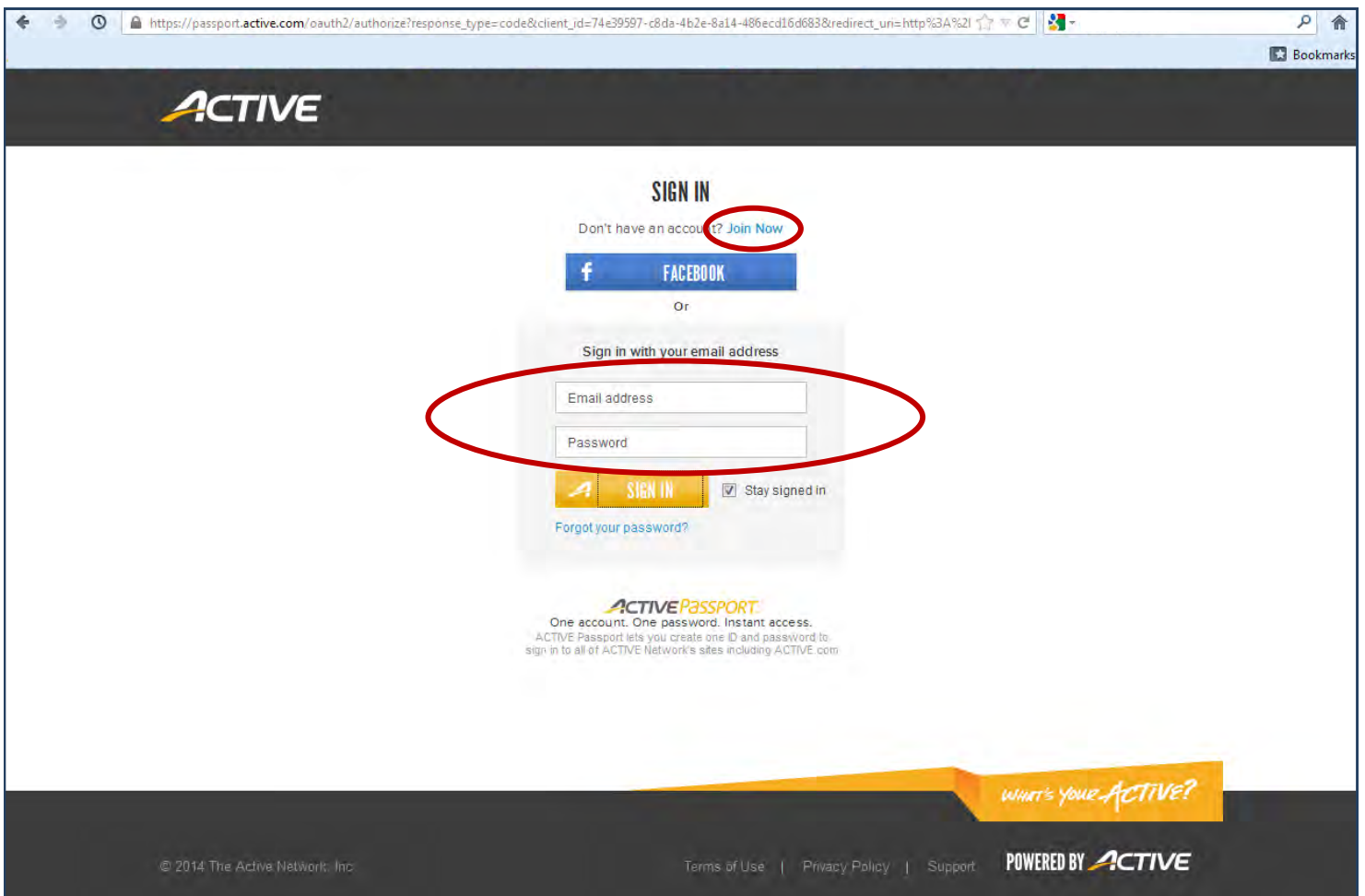


The screenshot shows the Active.com website interface. At the top, the 'ACTIVE' logo is on the left, and navigation links for 'RUNNING', 'CYCLING', 'TRIATHLON', 'FITNESS', 'RACE RESULTS', and 'MORE' are in the center. 'Sign In' and 'Sign Up' links are on the right. Below the navigation is a banner with the text 'Powering the world's events and activities' and an 'EVENT ORGANIZERS' button. The main content area features a large image of a runner in a snowy landscape with the text 'WHAT'S YOUR ACTIVE?' and a search bar containing 'aid station' and 'Long Beach, CA'. Below this is a social media share button for Facebook. The bottom section is titled 'FIND LOCAL EVENTS AND THINGS YOU LOVE TO DO' and displays three featured event cards: 'Running' (2,456 Activities), 'Fun Runs' (846 Activities), and 'Sports & Fitness' (1,745 Activities). At the bottom, there are filter buttons for 'COUCH TO 5K', '5K', '10K', 'MUD RUNS', 'COLOR RUNS', 'CYCLING', 'SWIMMING', and 'CAMPING'.

## 2. Sign-in to your active account:

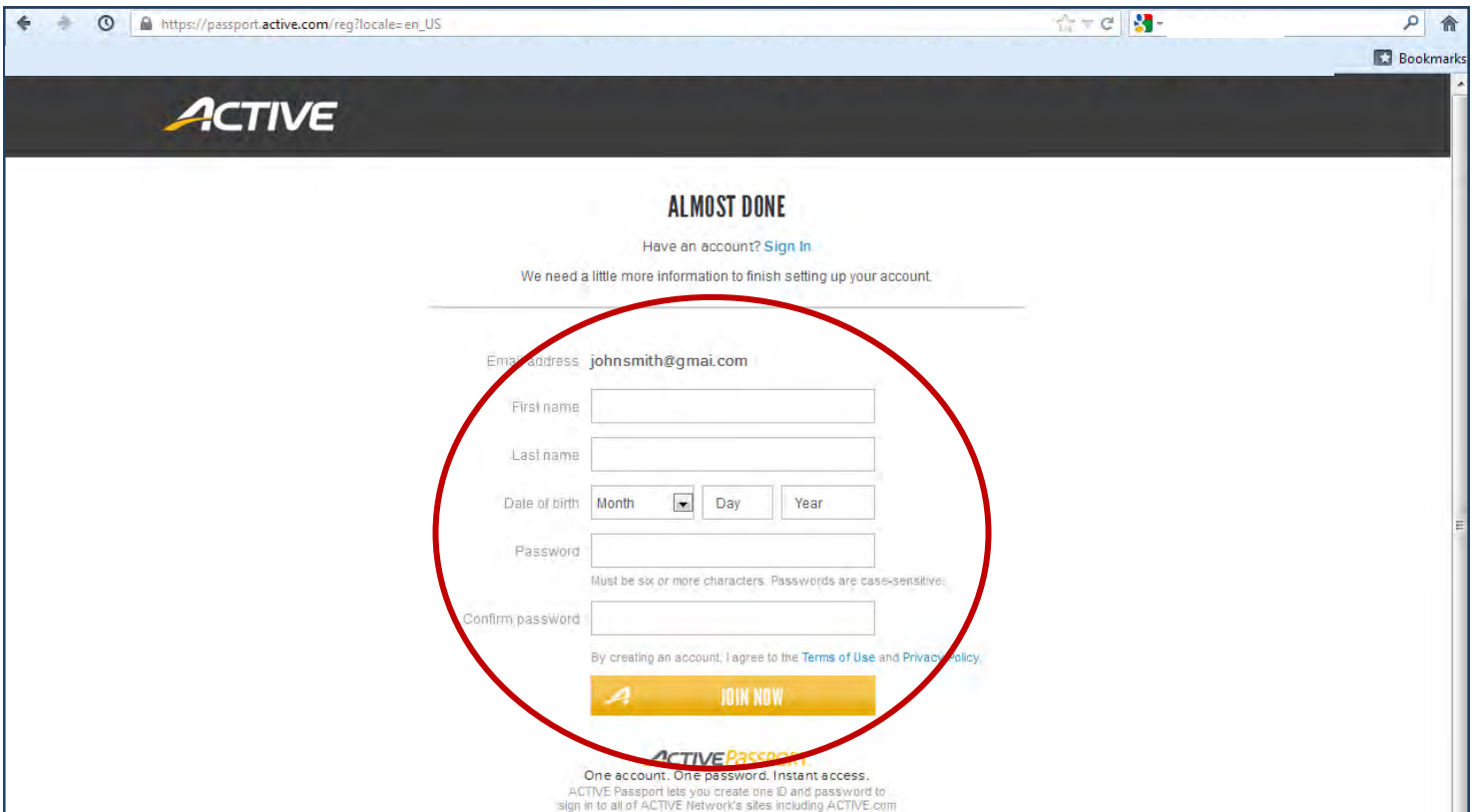
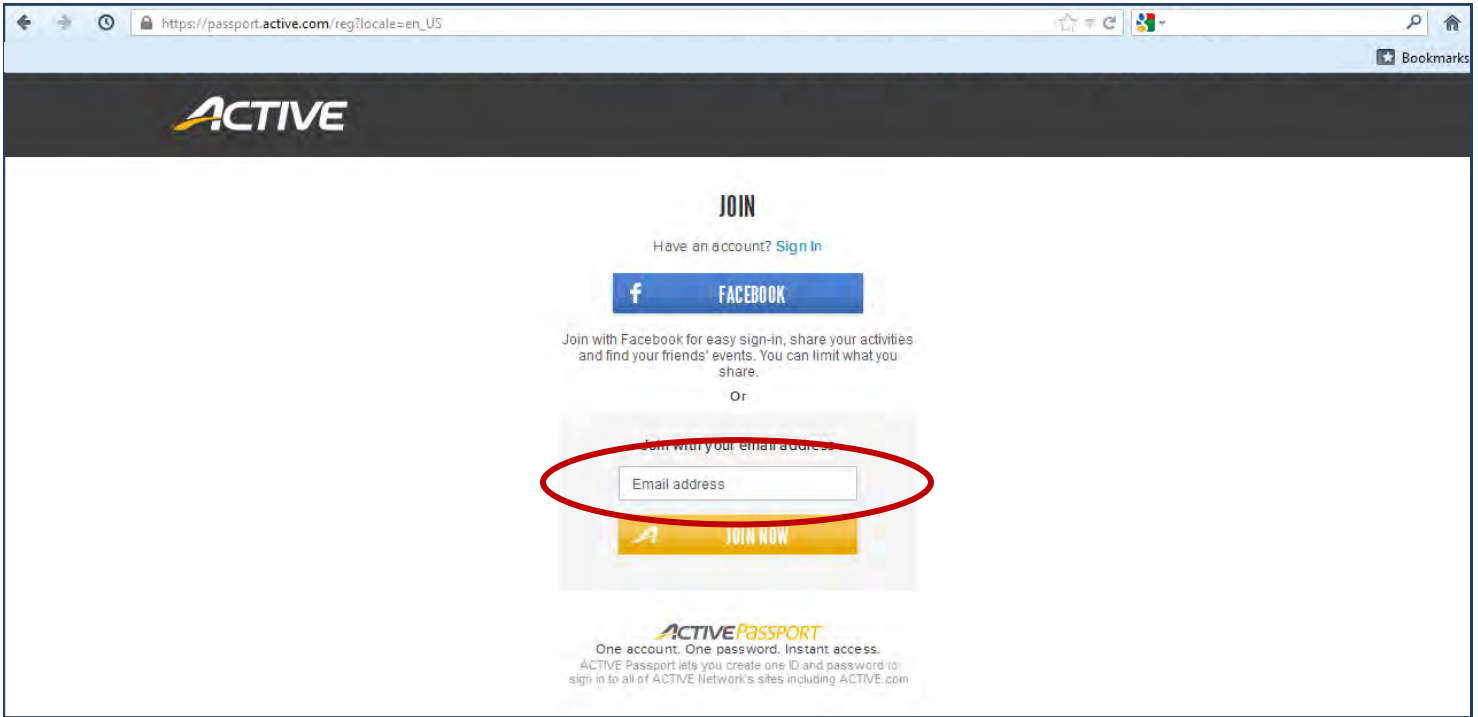


- If you already have an Active.com account, use your email address and previously created password. Just because you registered for the Tour of Long Beach, does not mean you have an Active.com account. You would have had to set this up separately.
- If you don't have an Active.com account, click "Join Now"



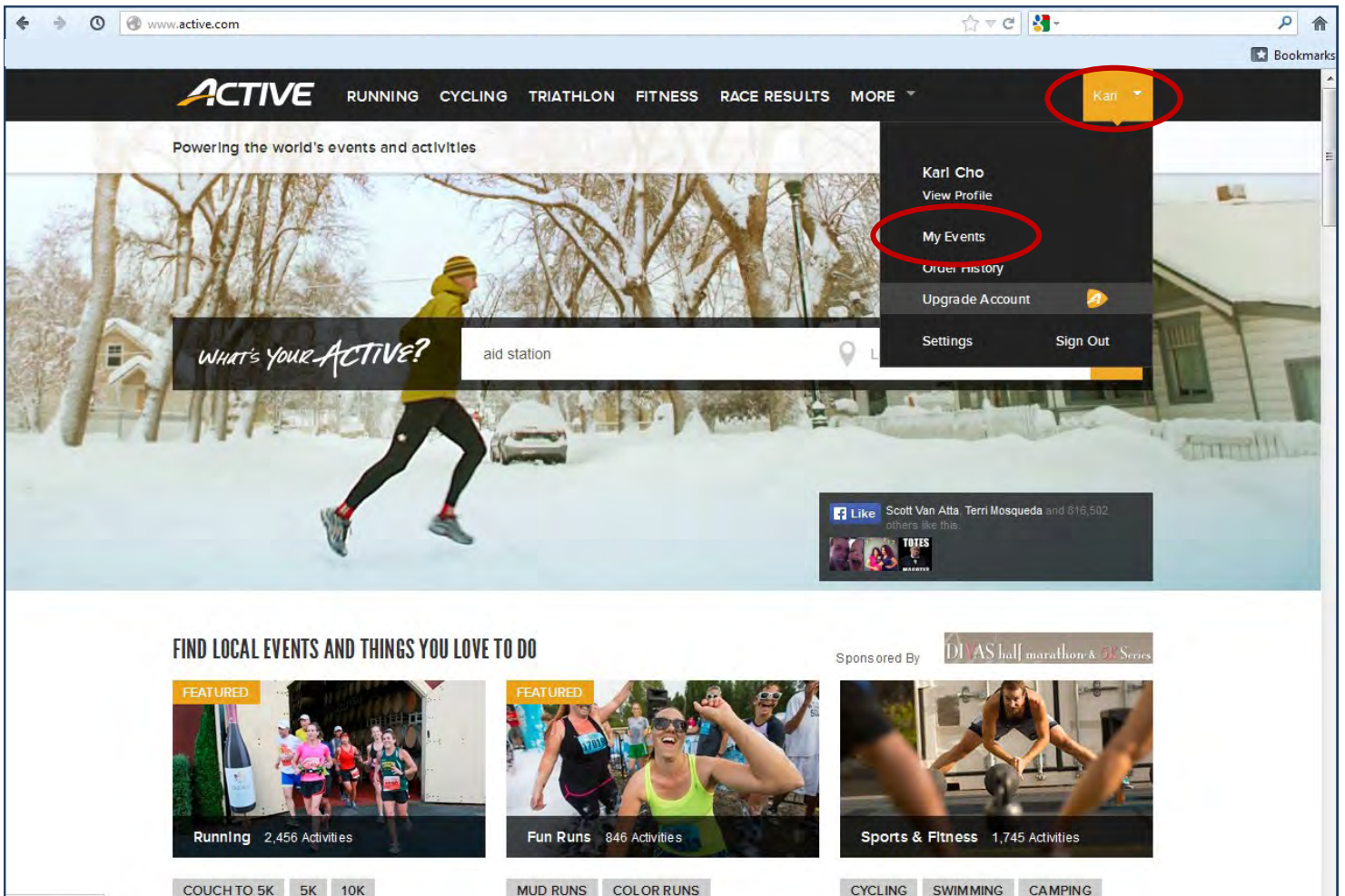
- If you don't have an Active.com account and have clicked "Join Now," enter your email address. And click sign-in. You will be prompted to enter more information including a password. This will be your sign in information for your Active.com account.

Make sure you use the email address you used when registering that way that event will show up in your "My Events"





3. Go up to where your name is in the corner and hover over it so a list appears – click “My Events”



4. On the list of your events there should be the 2014 Tour of Long Beach

The screenshot shows the Active.com website interface. At the top, the URL is <https://myevents.active.com>. The user is logged in as KARI CHO. The main heading is "MY EVENTS". Two event listings are visible:

- 2014 TOUR OF LONG BEACH** (circled in red) - INDIVIDUAL  
Date: May 10, 2014  
Category: FUNDRAISE ONLY - THIS DOES NOT REGISTER YOU FOR ANY RIDE - FUNDRAISER ONLY  
Fundraising: Kari's Tour of Long Beach Fundraising Page  
Options: Manage my fundraising campaign, View my registration, Edit registration information, Change event category, Transfer registration to another athlete, Create team, Join team
- 2014 TOUR OF LONG BEACH** - INDIVIDUAL  
Date: May 10, 2014  
Category: FREE! Family Fun Ride - 5 Mile - Individual Age group/open  
Options: View my registration, Edit registration information, Change event category, Transfer registration to another athlete, Create team, Join team

Additional features on the page include a "CLAIM REGISTRATION" box with a "Go" button and a "TIPS" box with advice on finding events and bookmarking the page.

Click on the option you would like to update or edit.

For more questions, contact Kari Cho at [kcho@memorialcare.org](mailto:kcho@memorialcare.org) or 562.933.1670

# HOW TO USE YOUR FUNDRAISING PAGE

Click on "Manage my fundraising campaign"

From here you can:

1. Email Donation Requests and Thank You's to friends and family
2. Edit how your fundraising page looks
3. Share your fundraising page on social media

The screenshot shows the Active.com fundraising dashboard for Kari's Tour of Long Beach. The main content area is titled "KARI'S TOUR OF LONG BEACH FUNDRAISING PAGE" and "MY FUNDRAISING". It features a "FUNDRAISING PROGRESS" section with a goal of \$1,000, a progress bar at 0%, and a deadline of June 9, 2014. Below this is a "Recent donations" table. A sidebar on the left lists navigation options: My events, Dashboard, My site, Mail center, Contacts, and Fundraising tips. A "START FUNDRAISING!" tip box provides instructions on how to fundraise. A footer at the bottom includes social media links and event categories.

**2014 TOUR OF LONG BEACH**

English (United States) KARI CHO LOG OUT

**ACTIVE**

**Placs**

- My events
- Dashboard
- My site
- Mail center
- Contacts
- Fundraising tips

**KARI'S TOUR OF LONG BEACH FUNDRAISING PAGE**

**MY FUNDRAISING**

Kari's Tour of Long Beach Fundraising Page

**FUNDRAISING PROGRESS**

Goal: \$1,000

Progress 0%

Raised \$ 0.00

Deadline: June 9, 2014

0 Donation

\$ 0.00 Average donation

**Recent donations**

Name	Amount	Date

**START FUNDRAISING!**

Thank you for choosing to raise money for a charity!

Here are three steps to fundraising:

1. Customize your personal website to talk about your cause.
2. Send emails to friends, family and colleagues seeking their support.
3. Set up automatic thank-you messages to be sent to donors. You can do this from the Mail center.

For more help, go to Fundraising tips.

<https://fundraising.active.com/fundraiser/KariCho2>

Customize your website to tell donors about your cause and how you're training.

**FOLLOW ACTIVE**

- Facebook
- Twitter
- Pinterest

**THINGS TO DO**

- Running Events
- Triathlon Events
- Cycling
- 10K Running
- Half Marathon
- Marathon

WHAT'S YOUR ACTIVE?

Click on "Mail center"

From here you can:

1. Email Donation requests
2. Email Thank you messages to people that have already donated

English (United States) KARI CHO LOG OUT

## ACTIVE

### 2014 TOUR OF LONG BEACH

Places

- My events
- Dashboard
- My site
- Mail center**
- Contacts
- Fundraising tips

### KARI'S TOUR OF LONG BEACH FUNDRAISING PAGE

#### TEMPLATES EDIT

- [Thank you](#)
- [Donation request](#)

Automatically send thank-you messages after receiving a donation.

#### New Message

Date	To	Subject	Template
3/12/2014	kcho@memorialcare.org	Help me make a differen...	Donation request

#### Email tips

Email friends, family, and colleagues to seek their support. Encourage them to forward your email to others.

Give people time to consider making a donation first and then send follow-up emails.

Send thank-you emails as soon as you receive donations. Did you know you can set up automatic thank-you emails from the **Mail center**?

**FOLLOW ACTIVE** **THINGS TO DO** *WHAT'S YOUR ACTIVE?*



Click on "Customize your website"

From here you can:

1. Customize your title and personal message on your page
2. Add a photo
3. Alter your fundraising goal and suggested donation amounts

**CUSTOMIZE YOUR WEBSITE**

\* Required fields

**Message**

\* Title Kari's Tour of Long Beach Fundraising Page

\* Personal message

Font family Font size B I U ABC A ab

Thank you for supporting me and PEDIATRIC CANCER RESEARCH at MILLER CHILDREN'S HOSPITAL LONG BEACH! Please consider making a donation. Any amount is greatly appreciated!

Kari Cho


**Website address**

\* https://fundraising.active.com/fundraiser/ KariCho2 [Check address](#)

*Note: Use only letters, numbers, hyphens and underscores. You cannot use spaces or other special characters.*

**Photo**

Photo  Display a photo

 [Select a photo](#)

Samli-Tour\_of\_LB\_2013\_logo\_web.jpg

JPEG or PNG format | Under 5 MB.

Caption

Alignment  Left  Center  Right

**Goals**

\* Goal \$ 1000.00

\* Deadline 6/9/2014

Progress  Display fundraising progress on my website

Email me when I receive a donation

Display the honor roll on my website

**Donations**

\* Suggested amounts

Minimum \$5.00

\$ 500.00 [Delete](#)

\$ 250.00 [Delete](#)

\$ 100.00 [Delete](#)

\$ 50.00 [Delete](#)

\$ 25.00 [Delete](#)

[Add new amount](#)

[Cancel](#) [Preview](#) [Save](#)



Click on your personal fundraising link

From here you can:

1. See what your fundraising page looks like to the public
2. Share your page on social media

The image shows a screenshot of a fundraising page on the ACTIVE.com website. The page title is "KARI'S TOUR OF LONG BEACH FUNDRAISING PAGE". The main content area includes a "Donate now" button, a thank-you message, and details about the fundraiser: Kari Cho, 2014 Tour of Long Beach, May 10, 2014, for the Memorial Medical Center Foundation. A "MAKE A DONATION" sidebar offers preset amounts from \$25.00 to \$500.00 and an "Enter an amount" option. A "FUNDRAISING PROGRESS" sidebar shows a goal of \$1,000 with 0% raised. An "HONOR ROLL" sidebar has five spots, with the first one taken by "Your name here". A red arrow points from the "Share" button in the main content area to a Facebook sharing window. The window shows the "Share on Facebook" dialog with a preview of the fundraising page content. At the bottom of the page, there is a navigation menu with categories like Facebook, Twitter, Pinterest, and ACTIVE Forums, along with specific events like Running Events, Triathlon Events, Cycling, Mountain Biking, 10K Running, Half Marathon, Marathon, and Ultra. A yellow banner at the bottom right says "What's your ACTIVE?".

**ACTIVE**

KARI CHO LOG OUT

**KARI'S TOUR OF LONG BEACH FUNDRAISING PAGE** Manage

**TOUR OF LONG BEACH**  
Every Pedal Counts

**Donate now**

Thank you for supporting me and PEDIATRIC CANCER RESEARCH at MILLER CHILDREN'S HOSPITAL LONG BEACH! Please consider making a donation. Any amount is greatly appreciated!

Kari Cho

**Fundraiser** Kari Cho

**Event** 2014 Tour of Long Beach

**Date** May 10, 2014

**Charity** Memorial Medical Center Foundation

**Updated** January 20, 2014

**MAKE A DONATION**

\$500.00

\$250.00

\$100.00

\$50.00

\$25.00

\$ Enter an amount .00

Minimum \$5.00

**Donate now**

**FUNDRAISING PROGRESS**

Goal: \$ 1,000

**Progress**  
0%  
Raised \$ 0.00

Deadline: June 9, 2014

**HONOR ROLL**

1	Your name here	\$
2		\$
3		\$
4		\$
5		\$

Be the first to donate, and secure your spot!

**Share on Facebook**

Share on your timeline

Say something about this...

**Kari's Tour of Long Beach Fundraising Page - ACTIVE.com**  
Thank you for supporting me and PEDIATRIC CANCER RESEARCH at MILLER CHILDREN'S HOSPITAL LONG BEACH! Please consider making a donation. Any amount is greatly appreciated!Kari Cho

FUNDRAISING.ACTIVE.COM

Friends Cancel **Share Link**

*What's your ACTIVE?*

Facebook Running Events 10K Running  
Twitter Triathlon Events Half Marathon  
Pinterest Cycling Marathon  
ACTIVE Forums Mountain Biking Ultra