

Online Fundraising Guide for Golf Fore the Cure

This guide offers step-by-step instructions on how to register and use Golf Canada’s free online fundraising tools for Golf Fore the Cure. It may be helpful to print these instructions.

You can follow this guide from beginning to end, or you can refer to specific topics in the Table of Contents.

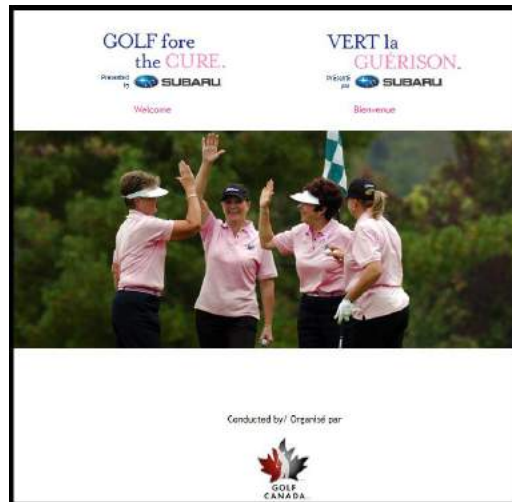
- How to register2
- Accessing your participant centre 10
- Creating your personal page 11
- Creating your address book 12
- Sending emails: Asking for pledges and thanking donors..... 13
- Tracking your progress..... 15
- Pledging yourself and instructions on how donors can pledge you online 15

If you experience any problems with the online fundraising system, please call 1-800-263-0009 x495 or email gftc@golfcanada.ca.

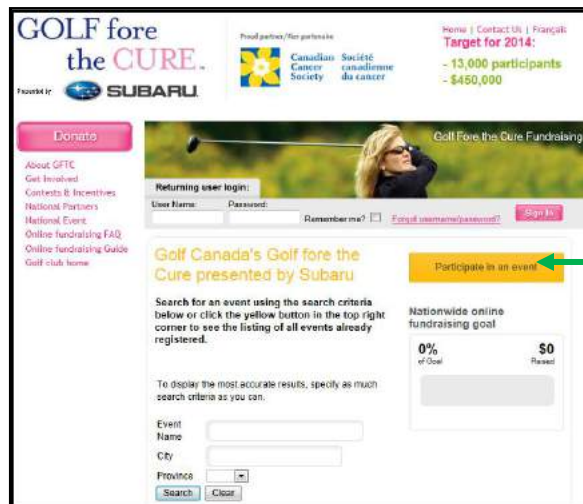
How to register

To register for a golf event and fundraise online you will need a valid email address.

1. Visit www.rcgagolfforethecure.com and choose your preferred language to enter the site.



2. To find an event, click on **“Participate in an event”**



3. Search for the event you want to participate in by typing in the event name, which will bring up your specific event, or type in the city and/or province for a list of events in that location. Click **“Search”**.

Golf Canada's Golf fore the Cure presented by Subaru

Participate in an event

Search for an event using the search criteria below or click the yellow button in the top right corner to see the listing of all events already registered.

Nationwide online fundraising goal

0% of Goal \$0 Raised

To display the most accurate results, specify as much search criteria as you can.

Event Name: ←

City:

Province:

Search Results:

Viewing 1-1 of 1
[Previous](#) | [Next](#)

Event Name:
[Glen Abbey Golf Club in Ontario](#)

Event date:
05/27/2014

City:
Oakville

Province:
ON

Viewing 1-1 of 1
[Previous](#) | [Next](#)

4. Click on the event name.

Golf Canada's Golf fore the Cure presented by Subaru

Participate in an event

Search for an event using the search criteria below or click the yellow button in the top right corner to see the listing of all events already registered.

Nationwide online fundraising goal

0% of Goal \$0 Raised

To display the most accurate results, specify as much search criteria as you can.

Event Name:

City:

Province:

Search Results:

Viewing 1-1 of 1
[Previous](#) | [Next](#)

Event Name:
[Glen Abbey Golf Club in Ontario](#) ←

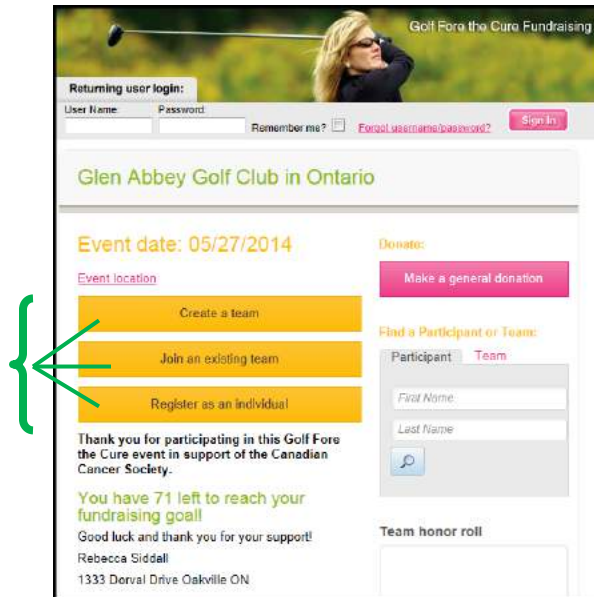
Event date:
05/27/2014

City:
Oakville

Province:
ON

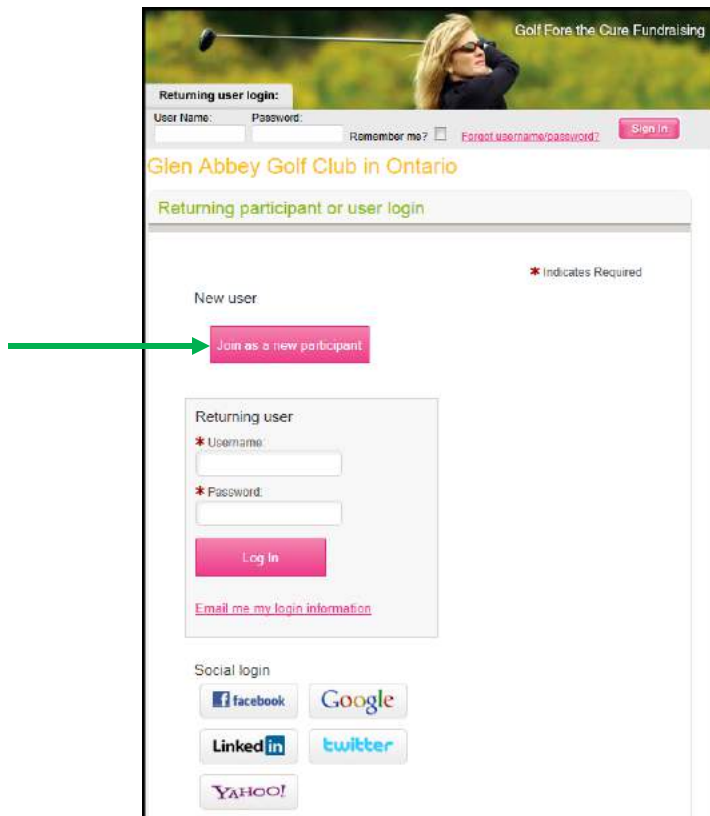
Viewing 1-1 of 1
[Previous](#) | [Next](#)

5. Select how you'd like to register.



Registering as an individual or to join an existing team

1. To register as a new individual, click on "Join as a new participant".



2. Set your fundraising goal if you have one and click **"Next step"**.

Returning user login:
User Name: Password: Remember me? [Forgot username/password?](#) [Sign in](#)

Glen Abbey Golf Club in Ontario
1 2 3 4 5 6

Participation options

* Indicates Required

*
Golfer - No Fee
You are registering to fundraise online.

Your fundraising goal:
\$250.00
Suggested goal: \$250.00

Would you like to make an additional donation?
Donation amount:

Yes, make this an anonymous gift.
 Yes, you can display the amount of my donation publicly.

Previous step Next step

3. Complete the registration form and click **"Next step"**.

Returning user login:
Welcome, Andrea EN Tester! [Edit my profile](#) [Log out](#)

Glen Abbey Golf Club in Ontario
1 2 3 4

Registration

Please complete the registration form below * Indicates Required

Personal information

* First name:
Andrea EN Tester

* Last name:
Thompson

Contact information

Street 1:
65 St. Clair Ave W

Street 2:

City/Town:
Toronto

Province:
ON

Postal code:
M4V 2Y7

Country:
Canada

* Email address:
annjames@gmail.com

Phone number (10-digit number):


I would like to be emailed when a donation is made on my behalf.

Email format: HTML

Previous step Next step

4. Accept the terms and conditions by clicking the checkbox. Click **"Next step"**.

Waiver

[Printable Version](#) 

I confirm that I have read and agree to the items listed in the participant terms and conditions.

- I acknowledge that Golf Canada may provide my contact information to the National Golf Fore the Cure program sponsors so that they may contact me to provide offers exclusive to Golf Fore the Cure participants.
- My contact information will not be used for marketing purposes unrelated to Golf Fore the Cure.
- I acknowledge that my image or likeness may be included in a photograph, recording, transmission or other reproduction of this event and consent to Golf Canada's use of my image and likeness in publicity for this event and other events, programs and services offered by Golf Canada, its agents or partners, without further compensation or notice.

I agree with the terms and conditions above.

[Cancel](#) [Next step](#)

5. You are now at the Registration summary. If your information is correct, click **"Complete registration"**. If you notice an error in your information, click **"Edit"** to make changes, then click **"Complete registration"**. If you wish to register another participant, click **"Register another participant"** and follow the previous steps.

Registration summary

You have configured 1 registration.

Andrea
Test

test3@gmail.com	Participation type: Golfer	\$0.00
55 St. Clair Ave West Toronto, ON M4V 2Y7	Pledge amount:	\$0.00

[\[Edit \]](#)

Participant Total: \$0.00

The current total cost is **\$0.00**

[Cancel](#) [Register another participant](#) [Complete registration](#)

6. You are now registered to fundraise online. From here you can access your Participant Centre by clicking on the link. For more information on accessing your participant, refer to that section later in the guide.

Thank you for signing up!

Thank you for registering for Glen Abbey Golf Club in Ontario!
A confirmation email has been sent to test3@gmail.com.

Start fundraising today using your online fundraising tools!

[Access your participant centre](#)

Transaction summary

Total purchase amount:	\$0.00
Fair market value:	\$0.00
Tax deductible value:	\$0.00
Tracking code:	

Registration summary

Andrea
Test

test3@gmail.com	Participation type: Golfer	\$0.00
55 St. Clair Ave West Toronto, ON M4V 2Y7	Pledge amount:	\$0.00

Participant Total: \$0.00

[Access your participant centre](#)

7. To register as a returning user, enter your username and password and click **“Log in”**. If you have forgotten your username and/or password, click **“Email me my login information”** and fill out the required fields to have the information emailed to you.

Glen Abbey Golf Club in Ontario

Returning participant or user login

* Indicates Required

New user

[Join as a new participant](#)

Returning user

* Username
test2014

* Password:

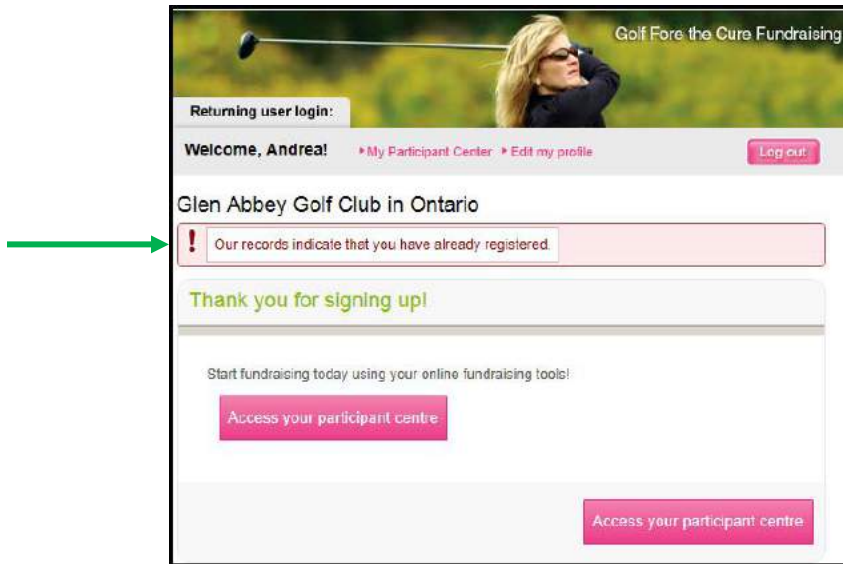
[Log in](#)

[Email me my login information](#)

Social login

facebook Google
LinkedIn twitter
YAHOO!

8. A confirmation page will appear showing that you are already registered. From here you can access your Participant Centre.



Creating a team

1. Complete your registration or sign into your Golf Fore the Cure event home page.

The screenshot shows the 'Returning participant or user login' page for 'Glen Abbey Golf Club in Ontario'. It has a 'New user' section with a 'Join as a new participant' button circled in green. Below that is a 'Returning user' section with a 'Username' field containing 'test2014' and a 'Password' field with masked characters, both circled in green. A 'Log in' button is below the password field. There is a link for 'Email me my login information'. At the bottom, there are social login options for Facebook, Google, LinkedIn, Twitter, and Yahoo!.

2. Enter your team name and fundraising goal. Click **"Next step"**.

Golf Fore the Cure Fundraising

Returning user login:
Welcome, Andrea EN Tester! [Edit my profile](#) [Log out!](#)

Glen Abbey Golf Club in Ontario

Welcome to Golf Fore the Cure!

You are registering to participate in a Golf Fore the Cure event. You will have access to donate online, set fundraising goals and more. If you have any questions, contact us at gfc@golfcanada.ca

1 2 3 4 5 6

Create or join a team

* Team name
Susan's Swingers

Fundraising goal
\$1,000.00
Suggested team goal: \$1,000.00

Corporate affiliation: Golf Canada

[Next step](#)

3. Complete the registration form and accept the terms and conditions.

Waiver

[Printable Version](#)

I confirm that I have read and agree to the items listed in the participant terms and conditions.

- I acknowledge that Golf Canada may provide my contact information to the National Golf Fore the Cure program sponsors so that they may contact me to provide offers exclusive to Golf Fore the Cure participants.
- My contact information will not be used for marketing purposes unrelated to Golf Fore the Cure.
- I acknowledge that my image or likeness may be included in a photograph, recording, transmission or other reproduction of this event and consent to Golf Canada's use of my image and likeness in publicity for this event and other events, programs and services offered by Golf Canada, its agents or partners, without further compensation or notice.

I agree with the terms and conditions above.

Accessing your participant centre

You can access your participant centre by clicking on the “**Access your participant centre**” link after you register,

The screenshot shows a registration confirmation page. At the top, it says "Thank you for signing up!". Below that, it says "Thank you for registering for Glen Abbey Golf Club in Ontario! A confirmation email has been sent to test3@gmail.com." and "Start fundraising today using your online fundraising tools!". There are two pink buttons labeled "Access your participant centre", one on the left and one on the right, both with green arrows pointing to them. The page also contains a "Transaction summary" table and a "Registration summary" section.

Transaction summary	
Total purchase amount:	\$0.00
Fair market value:	\$0.00
Tax deductible value:	\$0.00
Tracking code:	

Registration summary	
Andrea Test	
test3@gmail.com	Participation type: Golfer \$0.00
55 St. Clair Ave West Toronto, ON M4V 2Y7	Pledge amount: \$0.00
Participant Total: \$0.00	

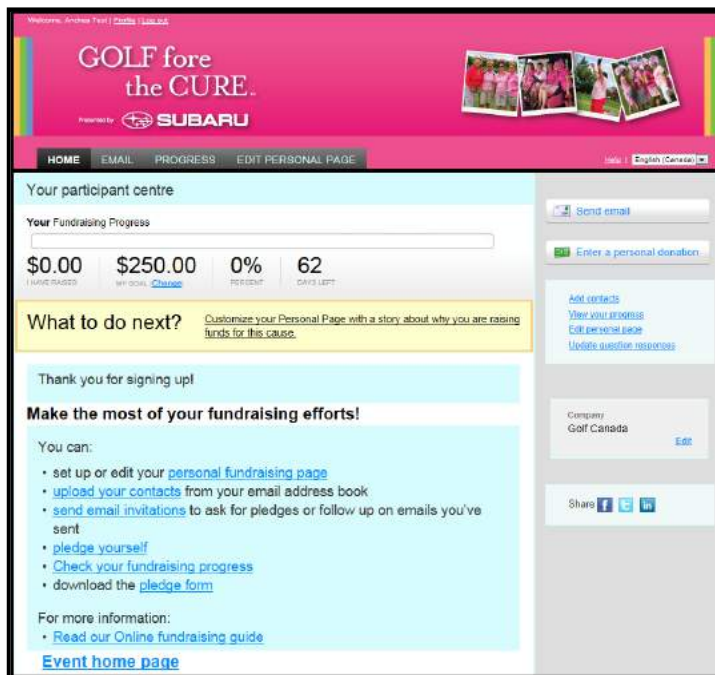
OR by signing into your Golf Fore the Cure event home page, www.rcgagolfforethecure.com,

The screenshot shows the login page for "Golf Fore the Cure Fundraising". It features a "Returning user login:" section with a "User Name:" field containing "test2014" and a "Password:" field with masked characters. There is a "Remember me?" checkbox and a "Forgot username/password?" link. A pink "Sign In" button is on the right.

AND clicking on “**My Participant Centre**”.

The screenshot shows the user profile page for "Golf Fore the Cure Fundraising". It features a "Returning user login:" section with a "Welcome, Andrea!" message. There are two links: "My Participant Center" and "Edit my profile", both with pink arrows pointing to them. A pink "Log out" button is on the right.

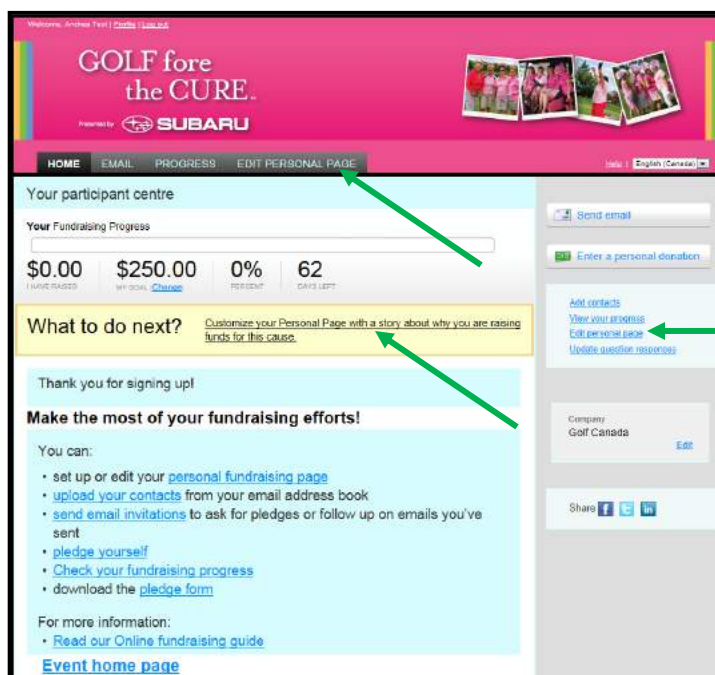
You will now be taken to your unique, secure participant centre. Your participant centre is where you can set up your personal page that people will visit when they pledge you. From your participant centre you can also send out emails asking friends and family to pledge you and keep track of your fundraising progress. There are various tools that are available to you in the participant centre. Each tool is explained in this guide.



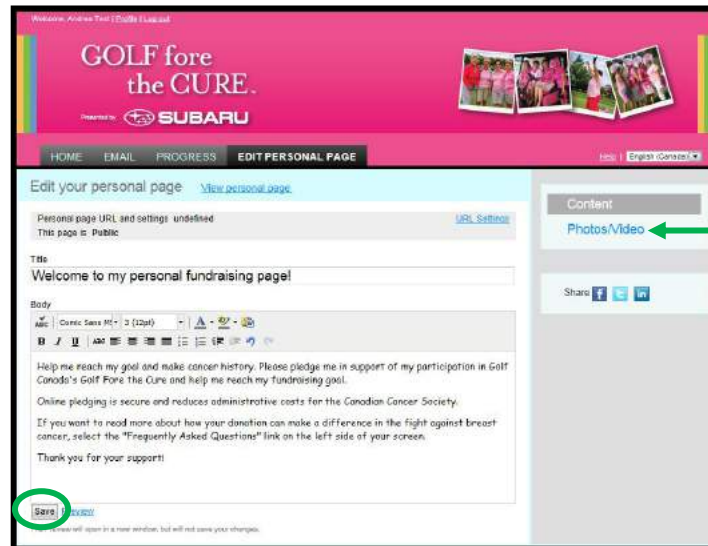
Creating your personal page

The first thing you should do when you login to the participant centre for the first time is customize your personal page.

1. You may click on any of the links highlighted below to edit your personal page.



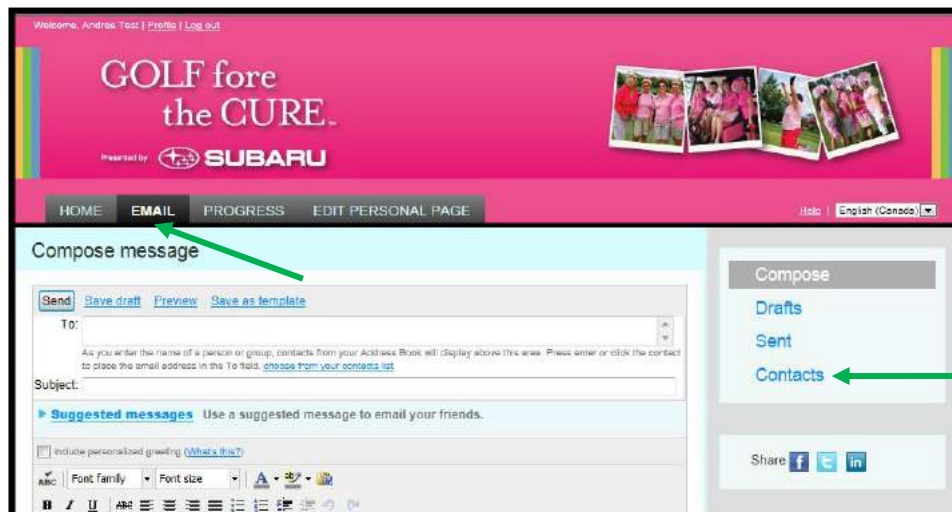
2. Edit the content of your personal page to add a more personal message. You can also upload a personal picture or video. Simply click on the link shown below. When you have previewed the changes and are happy with your personal page, click **"Save"**.



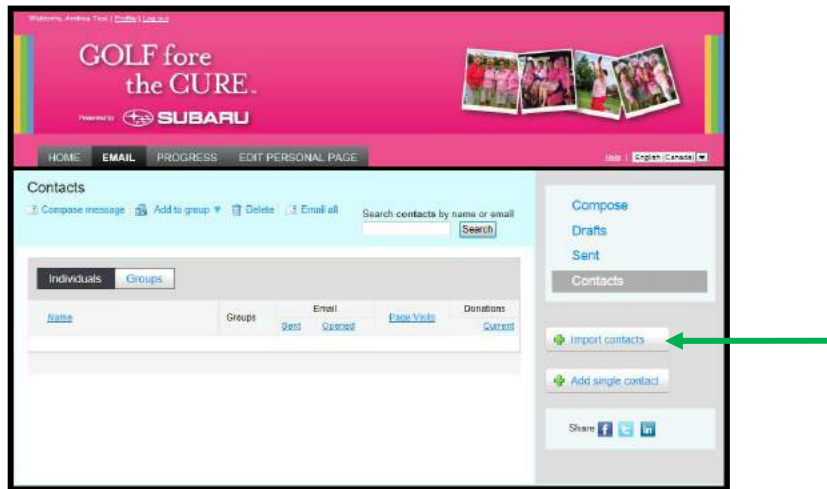
Creating your address book

You can add email addresses either by importing them from your personal email account or by entering them manually to your address book.

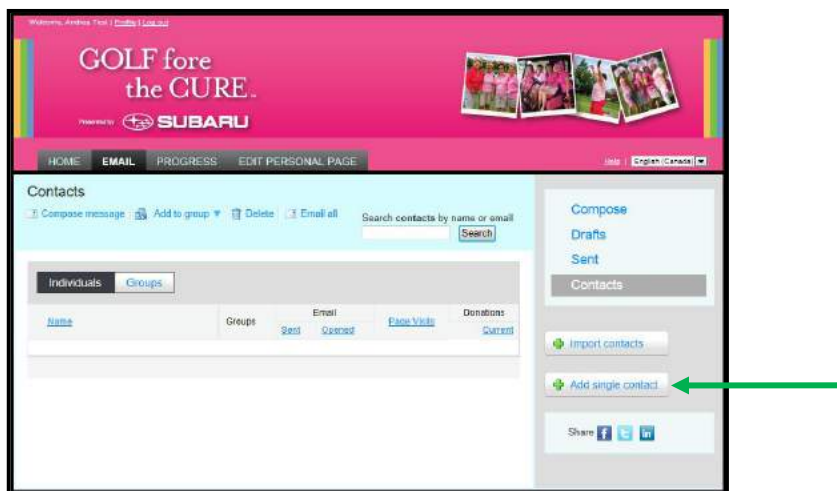
1. Go to your **"Email"** tab and click on **"Contacts"**.



2. To import your email contacts from programs such as Outlook Express, Gmail, Yahoo Mail, AOL and more, click on **"Import contacts"** and follow the step-by-step instructions on how to import to your address book.

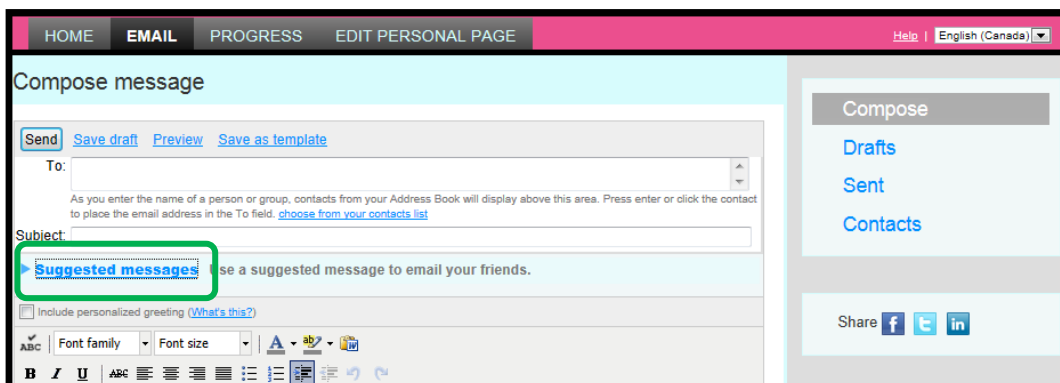


- To manually enter an email contact, click on **"Add single contact"**. Type in the contact's name and email address. Click **"Add"**.

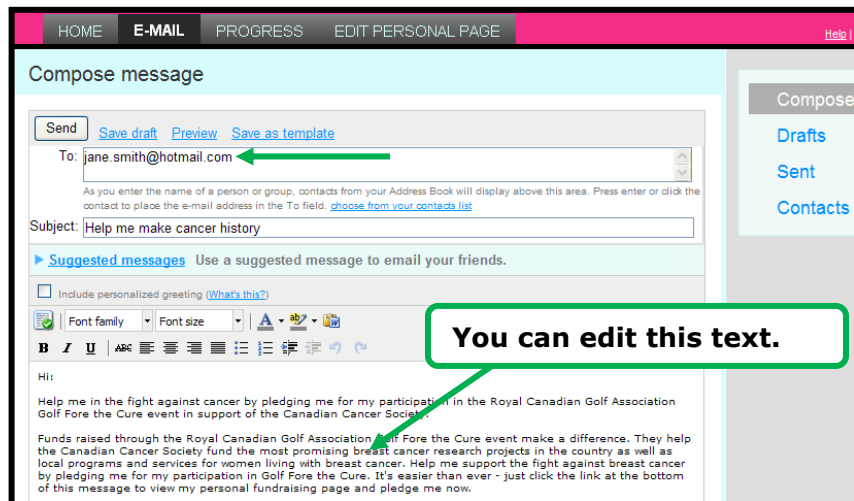


Sending emails: Asking for pledges and thanking donors

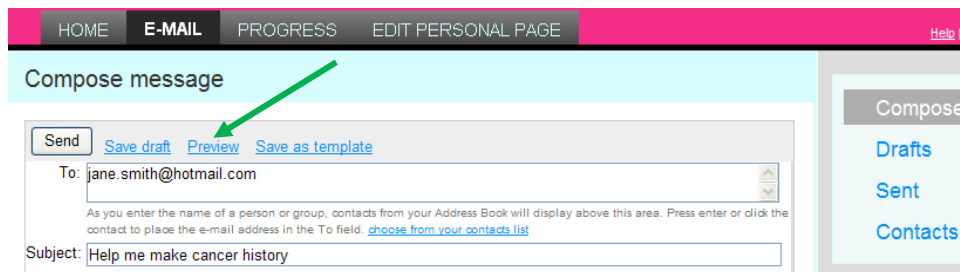
Now that you have contacts in your address book, you can send out emails inviting your friends, family and colleagues to pledge you. There will be a link in the email that will take them to your personal page. You can also send "Thank you" emails to people who have pledged you. You can use the sample letters provided, customize them with your own personal message or create your own message.



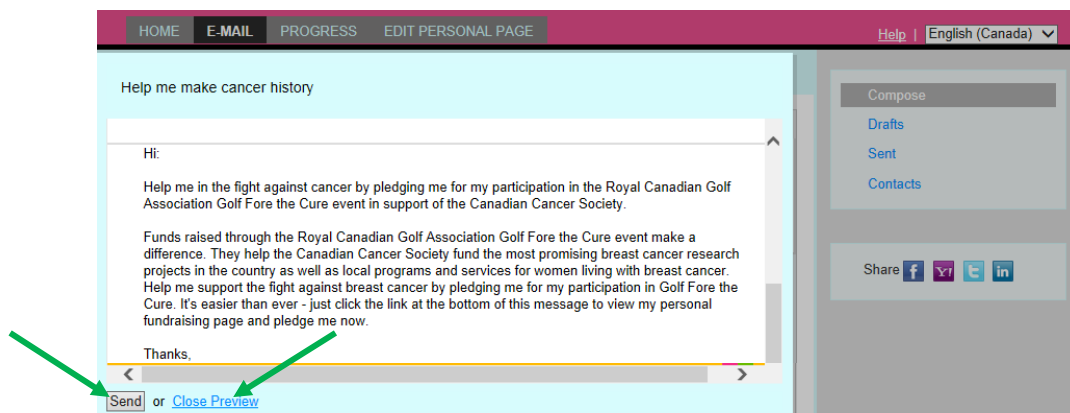
1. Once you have selected a suggested message, or composed your own message, you can select which contacts you would like to send your email to. Click inside the **"To:"** box and begin typing the name of the person or group and your Address Book will be displayed. Click on the selected recipients and they will be added to your **"To"** list.



2. When you have finalized your own message, you can select **"Preview"** to see how it will appear as an email message.



3. If you wish, you can continue to edit your message by clicking **"Close Preview"**, or if you're happy with your message, click **"Send"**.



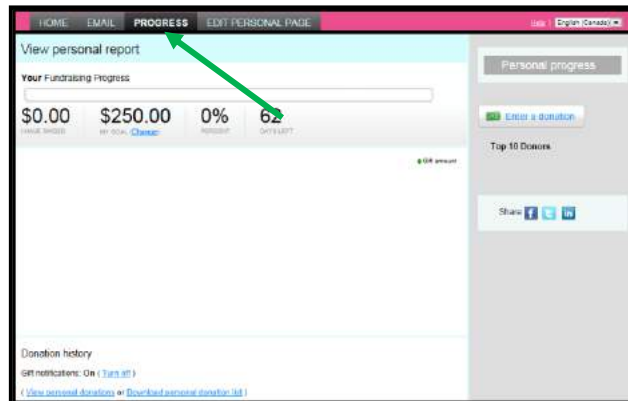
4. You will then be notified that your email has been sent. From there you can send more emails or save the email you created. Thank you letters can be sent following the same steps outlined above.

Tracking your progress

Click on the **"Progress"** tab to view your progress towards your fundraising goal.

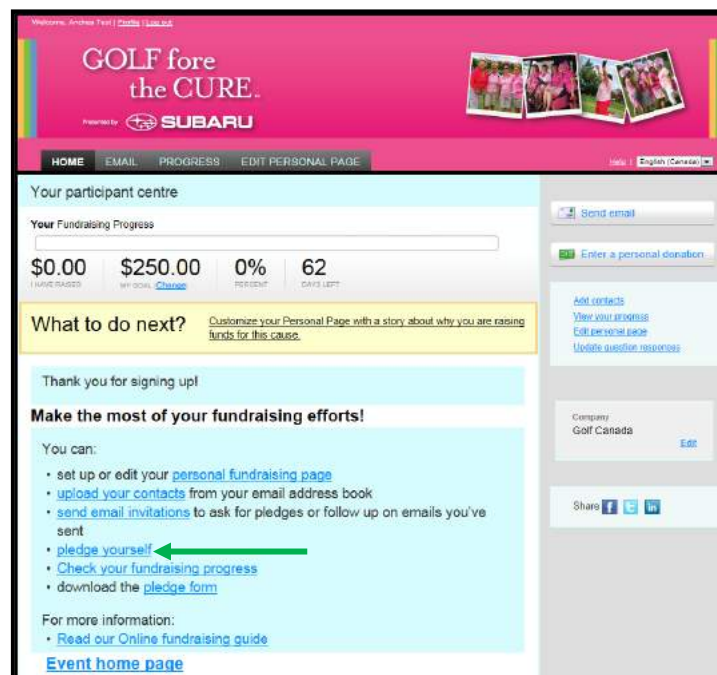
On this page you can:

- Track your fundraising progress.
- Edit your goal amount.
- View a list of donors who have pledged you.
- Download a list of donors who have pledged you.
- Click on the donor name to send them a thank you email.

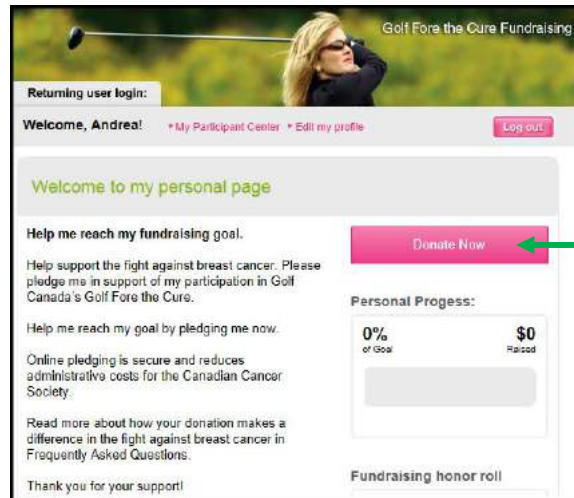


Pledging yourself and instructions on how donors can pledge you online

1. From your participant **"Home"** page, scroll down the page and click on **"pledge yourself"** as shown below.

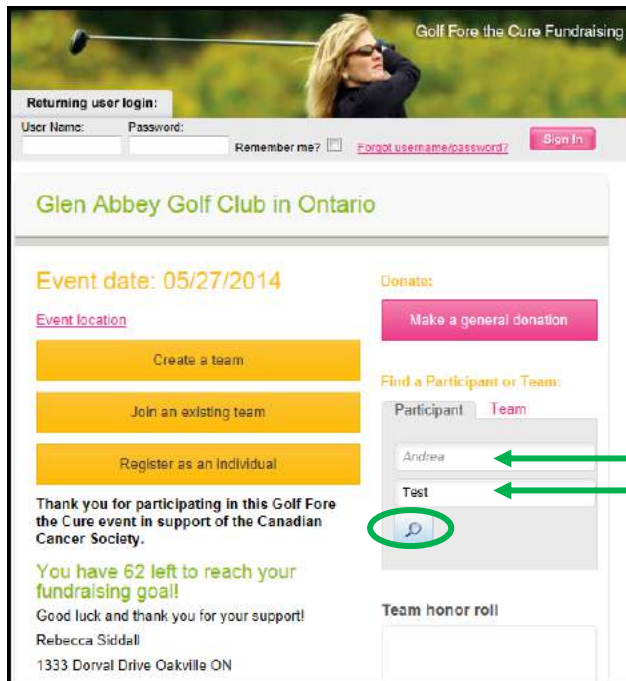


- You will be redirected to the pledge page on your personal page on the Golf Fore the Cure participant site. Click on the **"Donate Now"** link.

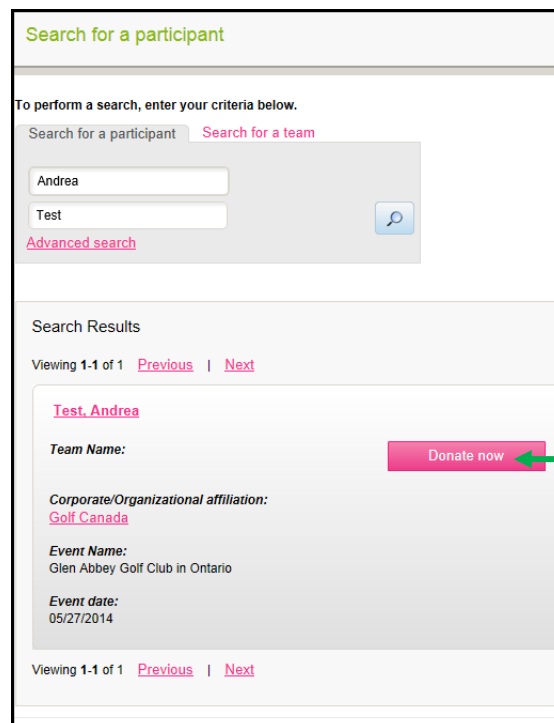


- This takes you to the donation page where you'll provide all the necessary information to have your donation processed. Donors who wish to remain anonymous should check **"Do not display my name"**. Those who wish to have their donation amount remain anonymous should uncheck **"Yes, you can display the amount of my donation publicly"**. These instructions also apply for other people who visit your pledge page to make a donation. They are able to visit your pledge page through a link in the email you sent them through the Participant Centre email tool. Once you finish filling in your donation, donor and payment details, click **"Process"**.

- Alternatively, donors can look up your name on your event landing page by entering your name and clicking the Search icon.



- On the results page, click "**Donate now**". This will take them to the donation page where they'll follow the same instructions as above.



You're all set to fundraise - all the best in your fundraising efforts!