

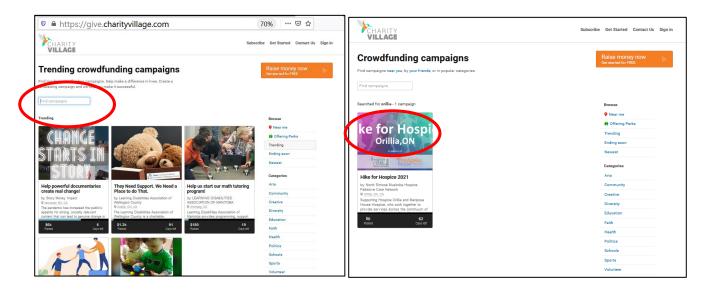
## Registering as an Individual

Thank you for supporting the 2021 Hike for Hospice in support of Mariposa House Hospice and Hospice Orillia. Below are instructions on how to create your online page to help collect pledges in support of your Hike. If you prefer to submit your pledges by way of cheque, please make your cheque out to Hospice Orillia and mail to the address below:

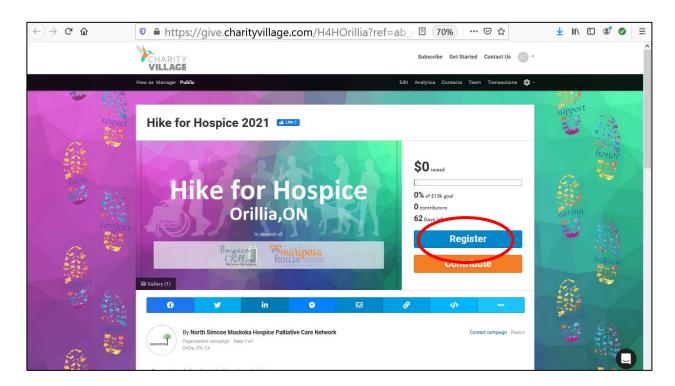
Hospice Orillia 169 Front St. South Orillia, ON L3V 4S8

Please note: All proceeds from the Hike for Hospice support both Hospice Orillia and Mariposa House Hospice regardless of the method of payment received.

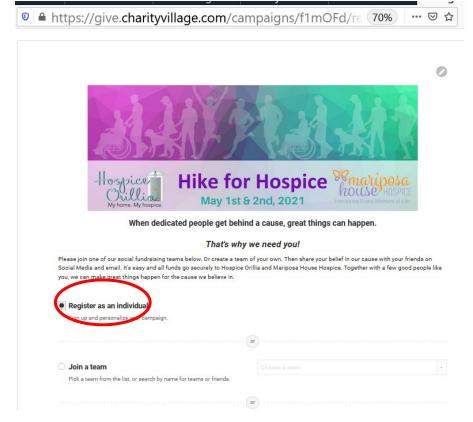
 Visit the Hike for Hospice campaign page on the Charity Village Giving Platform (<a href="https://give.charityvillage.com">https://give.charityvillage.com</a>) by searching any of the following: Hike for Hospice, Hospice Orillia, Mariposa House Hospice, Orillia



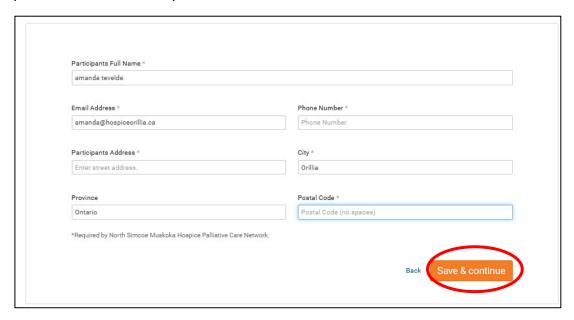
2. Or copy and paste the URL into your web browser to go directly to the page: https://give.charityvillage.com/H4HOrillia?ref=ab\_e9yz4c\_ab\_4Q7gy7K376W4Q7gy7K376W



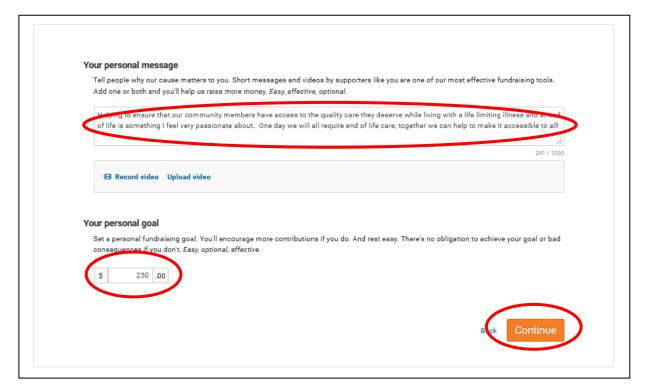
3. Click on the Register Button. You will now be prompted to choose whether you would like to register as an individual or a team. Choose individual.



4. Enter information as prompted. Press Save & Continue once you have filled in your personal information as pictured below:



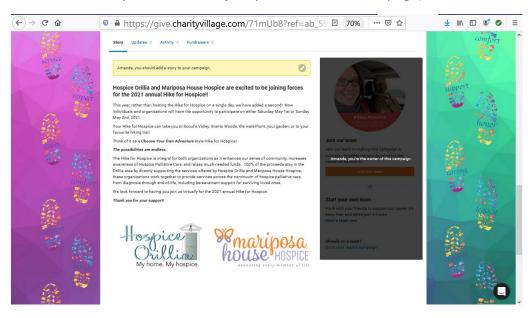
5. Continue to follow prompts and complete the personal message and fundraising goal as pictured below:



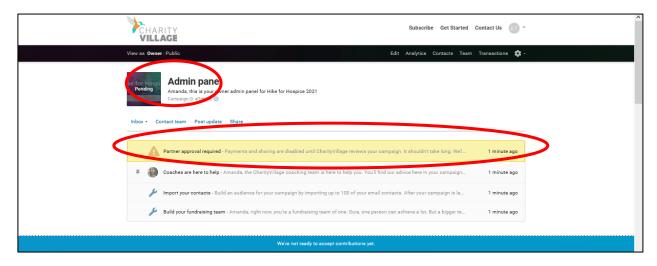
6. You will now be directed to a welcome message. Click on the View Your Page button and you will now be able to see your page the way your visitors will see it.



7. You now will enter your fundraising page in support of the Hike for Hospice. (note: your friends and family can choose to join your team from this page)



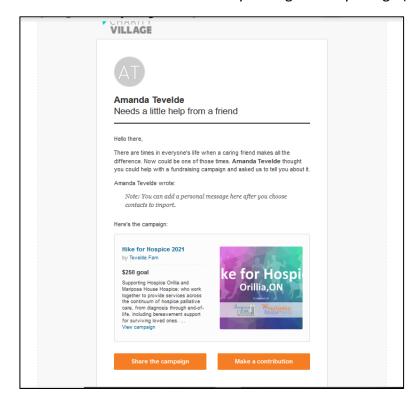
8. You will also see an admin panel at the top of your page. This will have a yellow bar to begin with to let you know that Charity Village is reviewing your page.



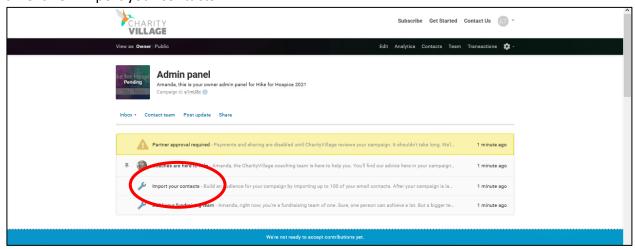
9. Once you login and see this yellow bar has been disappeared (usually less than 24 hours) you will be able to share your page on your social media as well as other methods utilizing the links provided right on your fundraising page (see below)



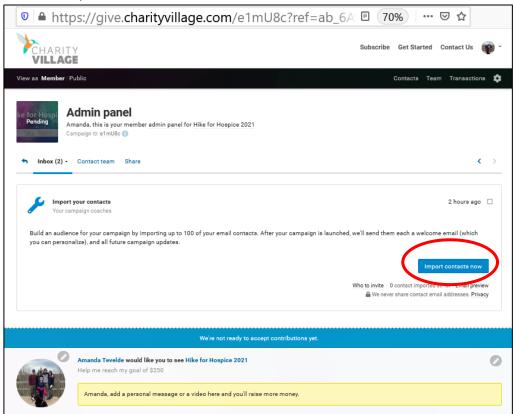
10. You can also send an email directly through Charity Village (see example below).



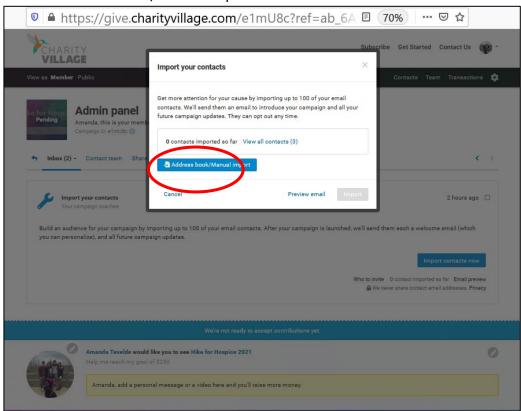
- 11. To do so, simply upload your contacts through your admin panel (see below)
  - a. Click on import your contacts



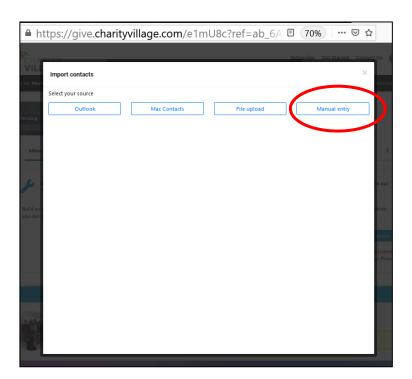
b. Click "Import contacts now"



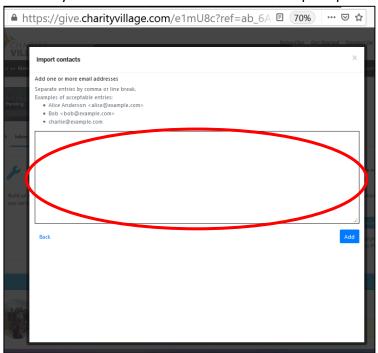
c. Click "Address book/manual import"



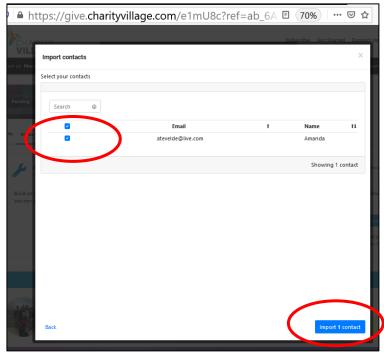
d. Click "Manual Entry"



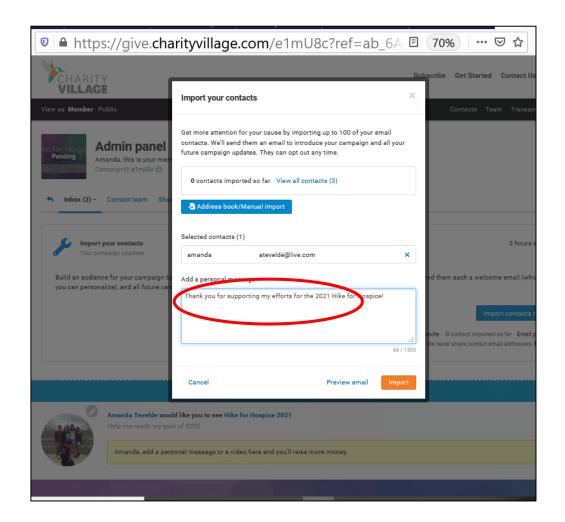
e. Enter your contact email addresses in the space provided, click "Add"



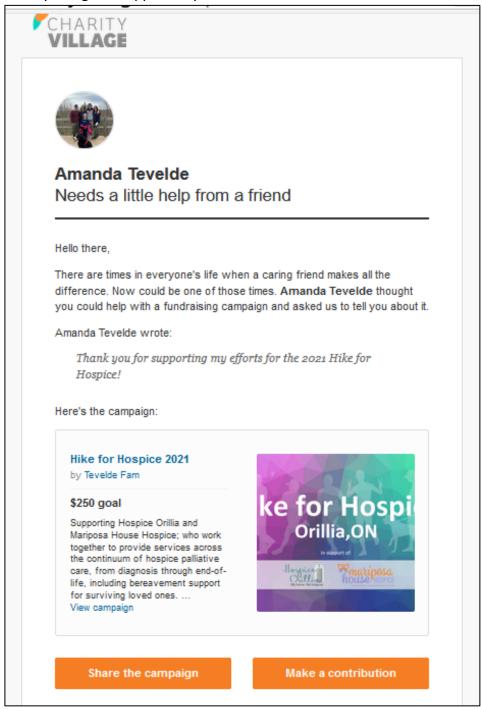
f. Check the box beside the name you would like to import



g. Enter a personal message that will be seen by your contacts you are importing, click "Import"



h. The following is a sample of the email that will go to your imported contacts once Charity Village has approved your account:



Be sure to go back in and post updates as you make progress towards your goal. You will then be able to share on social media from within your fundraising page.

Have fun and THANK YOU for your support!