ONLINE REGISTRATION GUIDE
1. Go to haconcapecod.org/events/the-big-fix-a-thon/

2. Click the Register Now button to visit our online GoFundMe Charity Campaign

3. Click the See More link under Event Details to learn more about this year’s event.

4. Click the Register button to get started.
4. Click the See More links under the ticket levels to read description.

5. Select your preferred ticket level (Big Fix Fundraiser & Neighbor, Big Fix Fundraiser, or Big Fix Neighbor) by clicking the (+) and (-) buttons. If you are registering multiple participants, please make sure the ticket ratios are correct before continuing your registration.

6. Make sure your Cart is populated with your ticket(s) and click the Continue button.
7. Fill out your Buyer Information and click the Continue button. The buyer is the person processing the online registration. Required questions are marked with a red asterisk. If the Continue button does not allow you to proceed, please make sure the required fields are complete.

8. Fill out your Big Fix Fundraiser & Neighbor, Big Fix Fundraiser, or Big Fix Neighbor ticket info. If the Buyer is also one of the Participants, you can click the box Copy from Buyer Information to easily have your name and email pre-populated.
9. **Choose your Fundraising Options.** These options are only offered to the Big Fix Fundraiser & Neighbor and Big Fix Fundraiser ticket levels. Choose whether you’d like to Fundraise as a Team or Fundraise as an Individual. If you choose Team, select whether you’d like to join a pre-existing team or create a new team. Be sure to add a campaign name and goal in order to complete fundraiser setup.

*Important Note: If you’re signing up multiple people at once and they each need their own fundraising page, provide a unique email address for each participant. If you provide the same email address for everyone, you will only receive one fundraising page under that GoFundMe Charity account.*

10. **To complete your registration and click the Continue button.**
11. Thank you for registering to support our Virtual Big Fix-A-Thon fundraiser! The confirmation page will vary depending on your ticket level.
   a. Big Fix Neighbor - You will see a “Your Order is Complete” page + receive an emailed confirmation.
   b. Big Fix Fundraiser & Neighbors and Big Fix Fundraisers - Click Go to Campaign to start customize your fundraiser page with your own images, goal, and story text.
      i. If you haven’t created a login with GoFundMe Charity - You will be directed to the GoFundMe Charity Log In page. If you don’t already have a GoFundMe Charity Account, click the Sign-Up link to create a password.
      ii. If email addresses were provided for participants, they will receive a Start Fundraising email from GoFundMe Charity to publish and access their campaign page. You (the Buyer) will also receive the registration confirmation email.
ONLINE DONATIONS

- Setup your online fundraising campaign!
  - Customize your campaign page by visiting ‘My Campaigns’
    - Add a photo to personalize your page
    - Add a story describing your fundraising mission and goal
- Share your campaign page link in your solicitation letters, emails and social media! Your link will be
  charity.gofundme.com/o/en/campaign/virtualbigfixathon/[Campaign Name]

CASH & CHECK DONATIONS

Fundraisers are invited to track their offline donations separately from the online campaign. Please collect your donations and mail your check donations before the event to our office.

1. Checks should be made out to Housing Assistance Corporation
   - Mail to: Housing Assistance Corporation, 460 West Main Street, Hyannis, MA 02601
2. Your GoFundMe Charity online Campaign Name should be included in the memo section or in a separate note. This enables us to track all gifts and make sure each fundraiser gets credit towards his or her fundraising goal online.

FOLLOW & CONNECT WITH US @HACONCAPECOD

Join & Share Our Facebook Event!