



Pursuit of Honor, Courage, and Commitment 5K Walk/Run

October 16, 2021, 7:30 a.m., Hollywood Beach, Florida

WWW.Honor5K.org

HOW TO SET UP A FUNDRAISER

During Registration (if you will be participating in the race but have not yet registered)

Create a Fundraising Team inside of the registration process.

Step by Step:

1. Navigate to the **Race Page**. (www.honor5K.org)
2. Select **Sign Up** to begin the registration process.
3. Enter in all participant information and click **Continue**
4. *First you need to create a Fundraiser.*
5. Select **Become a Fundraiser**.
6. Enter in a name for your new Fundraiser
7. Enter in a goal for your new Fundraiser
8. Add a message to describe your Fundraiser
9. *Now you will create the Fundraising Team (optional)*
10. Enter in a name for your Fundraising Team. (Example: Team Smith)
11. Enter in a goal for your new Fundraising Team.
12. Add a message to describe your Fundraising Team
13. Now select any donation levels that you would like to donate towards your Fundraiser
14. Select who this donation will be on behalf of
15. Click **Continue**
16. Complete your registration

After Registration (if you have already registered for the race)

If the option to become a Fundraising Team is available to you, then it can be found after registration by going to your Profile page, clicking on My Registered Races, and then selecting "Manage Registration". On the "Manage Registration" page, you can set up your fundraiser by going to the tab labeled "Fundraiser". If you set up a fundraiser on this page, as is explained in "How to Become a Fundraiser", then you will be given the option to "Create or Join a Fundraising Team".

Step by Step:

1. Sign In to RunSignup
2. Go to your Profile
3. Click My Registered Races
4. Click **Manage** next to the registration to Manage
5. Click **Fundraiser** in the Top Menu to begin

The "Fundraiser" tab will redirect you to the "Donate" tab of the race page, and if you scroll down to the section labeled "New Fundraiser Linked to Registration", then you will find the personal fundraiser options are opened up to you.



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Without Registering (if you are not registering for the race)

If the option to create and/or join a fundraising team is available to you, then you can do so without registering for the race by going to the "Donate" tab on the race page, scrolling down the page, and clicking on the button labeled "Become a Fundraiser". Once you have gone through the steps to become a fundraiser, as is explained in "[How to Become a Fundraiser](#)", then you will be given the option to "Create or Join a Fundraising Team".

Step by Step:

1. Navigate to the **Race Page**.
2. Select **Donate** from the left-hand sidebar or the top menu.
3. Select **Become a Fundraiser**.
4. Fill in your Fundraiser information.
5. Fill in your Fundraising Team information.

If you are becoming a fundraiser while not logged into your account, and you are not registering for a race at the time, then you will find a section for "Your Information". Here you will be asked to enter in your "First Name", "Last Name", "Email" and a "Password". This will create an account for you on RunSignup, so that you are able to log back into the site and Manage your fundraiser.