

Entering your cash and cheques online

You have been working hard, asking everyone you know, perhaps had a fundraising event - leaving no stone unturned. You now have filled out your pledge sheet with all the information needed for your supporters to get tax receipts. You are ready to hand in your pledges.

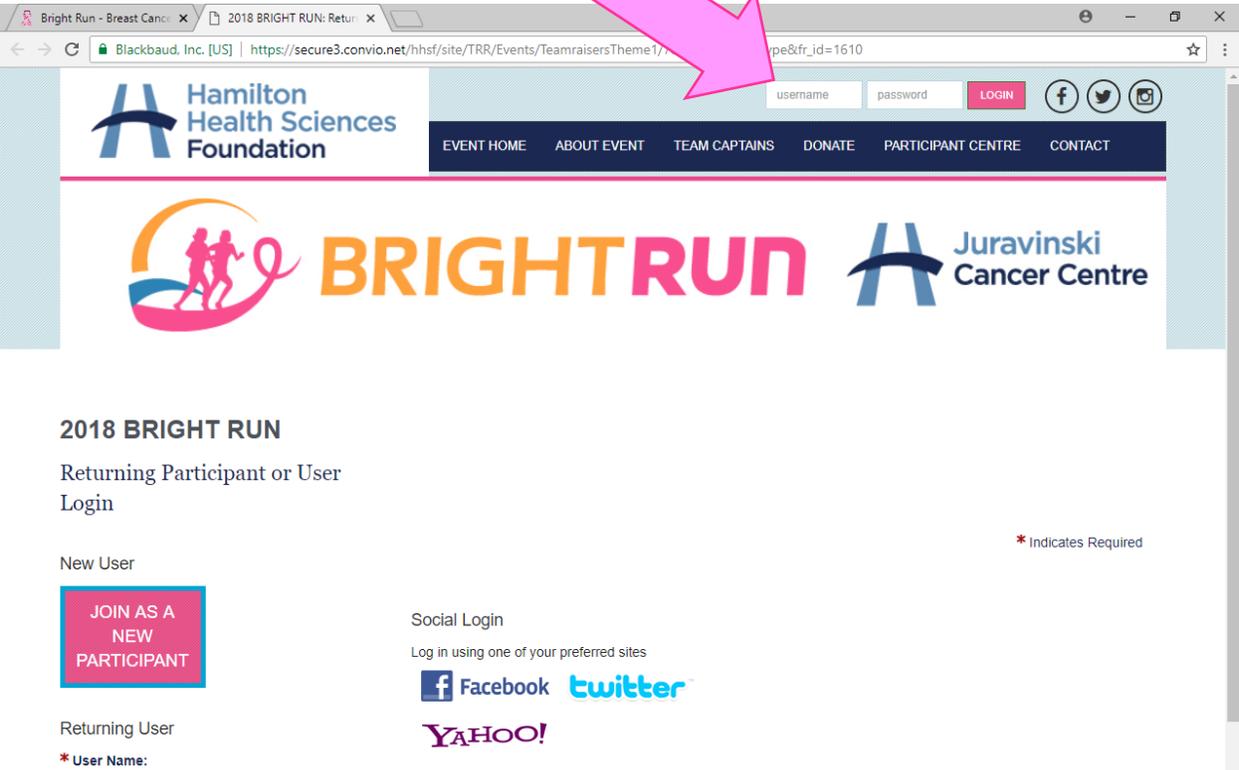
There is one more step you must do before you hand it in either to the Foundation office located in the front lobby of the cancer centre or hand it in when you register on the 8th of September.

Please enter the amounts in your online profile (participant page) so that you can qualify for the recognition and “thank you” you should get for doing all that you do.

Follow these 3 easy steps:

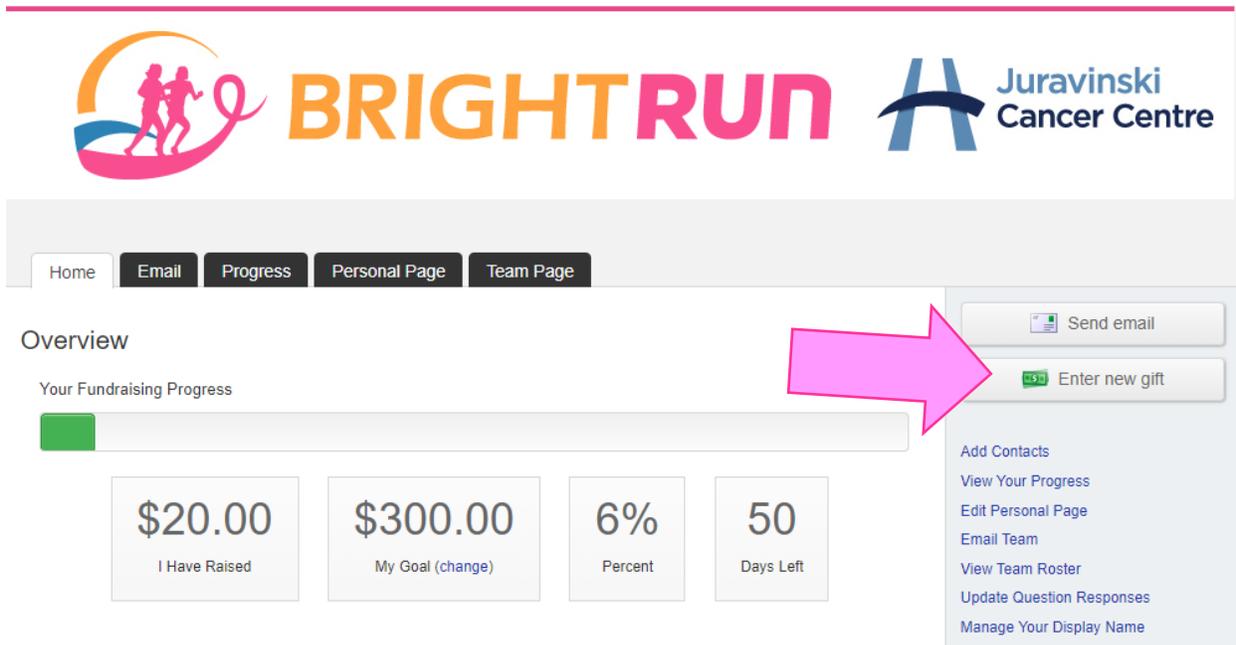
Step #1 - Login to your participant centre.

Visit www.brightrun.ca, click on the “login to my participant centre” and enter your user ID and password into the space near the top of the page.



Step #2 - Choose to enter new gift.

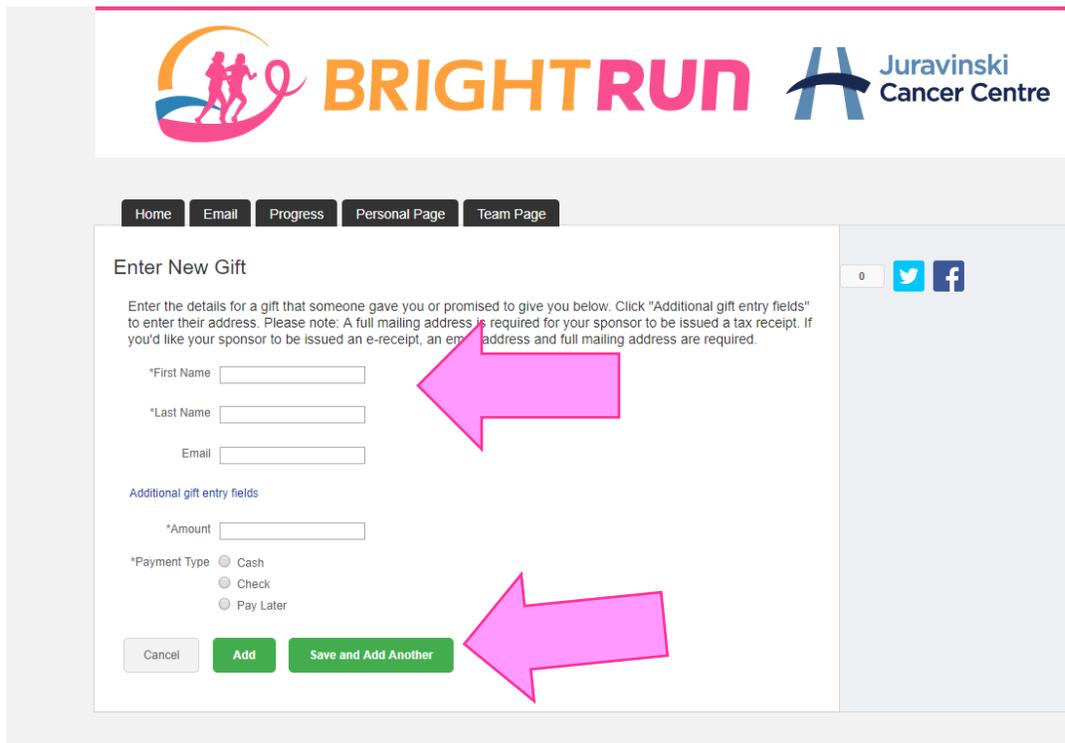
Once you have logged in, your participant page will look like this. Choose to "Enter new gift"



The screenshot shows the BrightRun participant dashboard. At the top, there is a navigation bar with buttons for Home, Email, Progress, Personal Page, and Team Page. Below this is an 'Overview' section with a progress bar and four summary cards: '\$20.00 I Have Raised', '\$300.00 My Goal (change)', '6% Percent', and '50 Days Left'. On the right side, there is a sidebar menu with options like 'Send email', 'Enter new gift', 'Add Contacts', 'View Your Progress', 'Edit Personal Page', 'Email Team', 'View Team Roster', 'Update Question Responses', and 'Manage Your Display Name'. A large pink arrow points to the 'Enter new gift' button in the sidebar.

Step #3 - Fill out information of each donation.

Using your pledge sheet as a guide, please fill out the information for each gift separately.



The screenshot shows the 'Enter New Gift' form. It includes a header with the BrightRun and Juravinski Cancer Centre logos and a navigation bar with buttons for Home, Email, Progress, Personal Page, and Team Page. The form contains the following fields and options:

- *First Name
- *Last Name
- Email
- Additional gift entry fields
- *Amount
- *Payment Type: Cash, Check, Pay Later
- Buttons: Cancel, Add, Save and Add Another

Two large pink arrows point to the *First Name field and the *Payment Type radio buttons.

Once you have completed entering your gifts, your online total will reflect what you have raised. Then you can either submit the funds to the Foundation office located in the Juravinski Cancer Centre lobby or bring your donations with you when you come to registration at Dundas Valley Conservation Area on event day.

Please note: If you enter all your gifts in this way BEFORE Wednesday September 5th, you will be guaranteed all your recognition and thank yous for the amount you fundraised. If you enter it after, we cannot guarantee that your recognition will be in your participant bag when you come to registration.

What if my donation is to go to the whole team and not just my own fundraising efforts?

If you are entering funds for a team effort, you will still need to login like you do in Step #1 but instead of clicking “Enter new gift” you must first choose the “Progress Tab”.

The screenshot displays the BrightRun fundraising interface. At the top, the BrightRun logo and Juravinski Cancer Centre logo are visible. Below the logos is a navigation bar with tabs: Home, Email, Progress, Personal Page, and Team Page. The 'Personal Page' tab is highlighted, and a pink arrow points to it. The main content area shows 'View Personal Report' with a progress bar and four statistics: \$20.00 (I Have Raised), \$300.00 (My Goal (change)), 6% (Percent), and 50 (Days Left). A yellow banner at the bottom of the main content area reads: 'Install the latest Adobe Flash Player to view a chart of your progress: [Adobe Flash Player Download Center](#)'. On the right side, there is a sidebar with tabs for 'Personal' and 'Team'. The 'Team' tab is highlighted, and a pink arrow points to it. Below the 'Team' tab is an 'Enter new gift' button and a 'Top 10 Donors' section showing 'Kindness of Others - \$20.00'. At the bottom of the sidebar, there are social media icons for Twitter and Facebook, and a counter showing '0'.

Then you must choose the “Team” tab on the right side of the page.

You will then choose the “Enter new gift tab”.

Your page will look like this:

The screenshot shows the 'Enter New Gift' form on the BrightRun website. The form is titled 'Enter New Gift' and includes the following fields and options:

- *First Name
- *Last Name
- Email
- Additional gift entry fields
- *Amount
- *Payment Type Cash Check Pay Later

At the bottom of the form are three buttons: 'Cancel', 'Add', and 'Save and Add Another'. A pink arrow points to the 'First Name' field. The top navigation bar includes 'Home', 'Email', 'Progress', 'Personal Page', and 'Team Page'. The top right features the BrightRun logo, the Juravinski Cancer Centre logo, and social media icons for Twitter and Facebook.

You will know it is the right page because it says “enter new team gifts”.

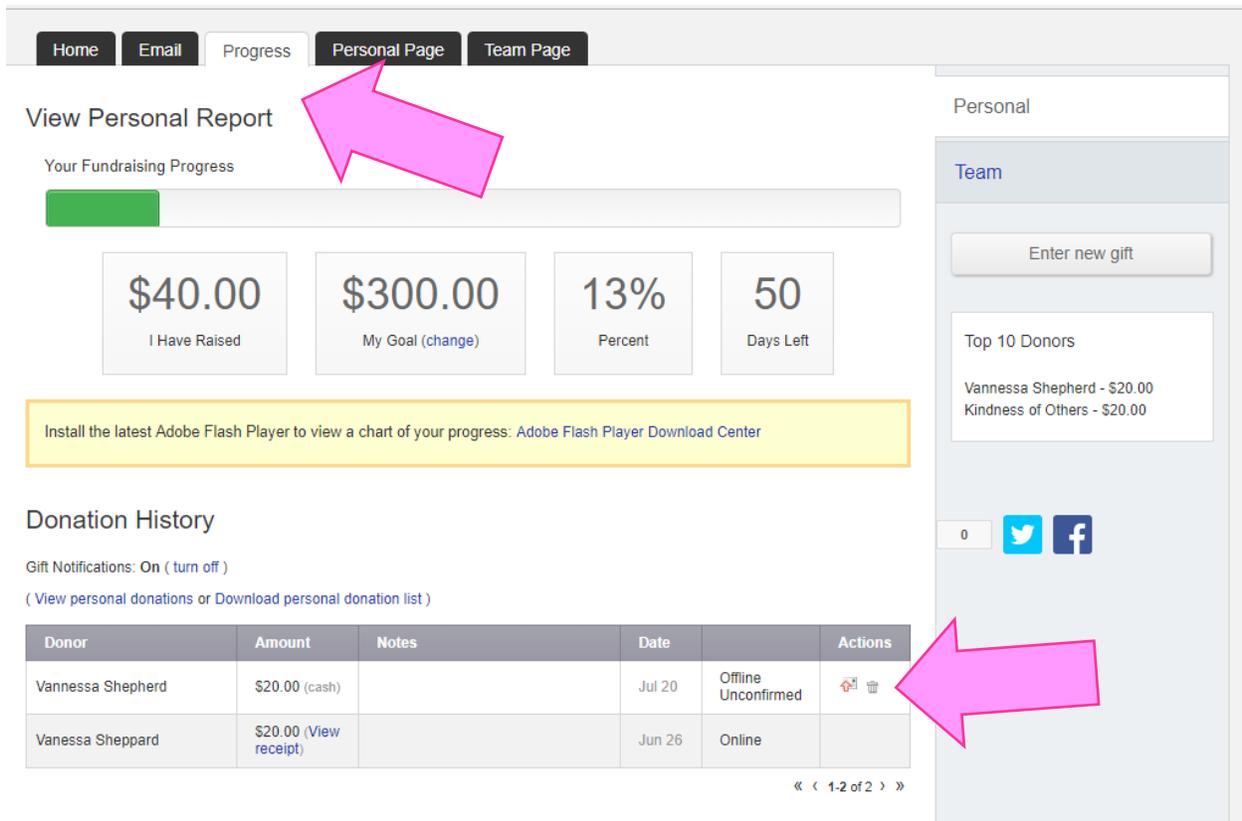
All amounts you have entered will all show on your team page. (Both personal or team entries.)

If an amount does not show up on your personal page but does on your team page - you have entered it to your team page and not your personal page. You can go in to delete it and start again.

Please note: If you enter all your gifts in this way BEFORE Wednesday September 5th, you will be guaranteed all your recognition and thank yous for the amount you fundraised. If you enter it after, we cannot guarantee that your recognition will be in your participant bag when you come to registration.

How do I delete an incorrect amount or spelling of someone's name?

First, you must choose the Progress Tab.



The screenshot shows a fundraising dashboard. At the top, there are navigation tabs: Home, Email, Progress, Personal Page, and Team Page. A pink arrow points to the 'Personal Page' tab. Below the tabs, the 'View Personal Report' section displays fundraising progress with a green bar and four summary boxes: '\$40.00 I Have Raised', '\$300.00 My Goal (change)', '13% Percent', and '50 Days Left'. A yellow banner below this section reads: 'Install the latest Adobe Flash Player to view a chart of your progress: [Adobe Flash Player Download Center](#)'. The 'Donation History' section includes a toggle for 'Gift Notifications: On (turn off)' and a link '(View personal donations or Download personal donation list)'. Below this is a table with columns: Donor, Amount, Notes, Date, and Actions. The table contains two entries: one for 'Vannessa Shepherd' for \$20.00 (cash) on Jul 20, marked as 'Offline Unconfirmed', and another for 'Vanessa Sheppard' for \$20.00 (View receipt) on Jun 26, marked as 'Online'. A pink arrow points to the trash can icon in the 'Actions' column for the 'Offline Unconfirmed' entry. To the right of the main content is a sidebar with 'Personal' and 'Team' tabs, an 'Enter new gift' button, and a 'Top 10 Donors' list showing 'Vannessa Shepherd - \$20.00' and 'Kindness of Others - \$20.00'. At the bottom of the sidebar are social media icons for Twitter and Facebook, and a page indicator '0'.

Donor	Amount	Notes	Date	Actions
Vannessa Shepherd	\$20.00 (cash)		Jul 20	Offline Unconfirmed 
Vanessa Sheppard	\$20.00 (View receipt)		Jun 26	Online

You will see the list of donations you have entered. You can choose the “trash can” to delete your entry. You cannot delete entries that were online donations. (Those are any donations made directly to your participant centre by credit card.)

Once deleted, you will need to reenter the donation.

If you need to fix something from your team progress - select the team tab on the right side and you can do the same thing - chose the trash can to delete the entry and reenter it.

Thank you for your support and for continuing to make BRIGHT Run an amazing success.

Looking forward to seeing everyone at Dundas Valley Conservation Area on September 8, 2018 for the 11th annual BRIGHT Run!