HOW TO REGISTER

Thank you for registering to Over The Edge!!

STEP 1 - SIGN UP!

You will need to register for the event on our event page. **CLICK HERE TO REGISTER**. Follow the prompts, filling out your name, phone number, and email.

You will then be prompted to add a personal message! This is where you can explain to your friends why you have chosen to go Over The Edge for BGC South Coast BC!

On this page you can also set a goal higher than the minimum goal of $1,000, to share with your circle!

PRO TIP: Add a video explaining why you want to go Over The Edge, or maybe if you were an Edger last year, the video of you rappelling.

STEP 2 - PAY THE REGISTRATION FEE

You will need to enter your card information to pay the $100 registration fee. Not to worry, this fee counts towards the $1,000 in fundraising dollars needed to go Over The Edge!

STEP 3 - SIGN THE WAIVER!

Now you just need to sign the waiver!

You will see a pop-up appear with instructions to sign the waiver. It will open in a new tab.

Initial and click though until the waiver is complete! You will need to add your contact information, an emergency contact, and some additional information if you please. Finally, you will need to sign the waiver using your cursor/mouse. It doesn't need to be perfect!

YOU DID IT!

Congratulations! You've registered!

Go ahead and close that tab, and return to the Registration Page! Click the 'View your page' button at the bottom to see your personal fundraising page! You can now personalize your fundraising page!

HOW TO CUSTOMIZE YOUR PAGE

Now that you've registered, it's time to create your fundraising page!

Along the left side of the screen, you will see the editing panel.

View campaign: this is where you can look at your campaign as someone else.
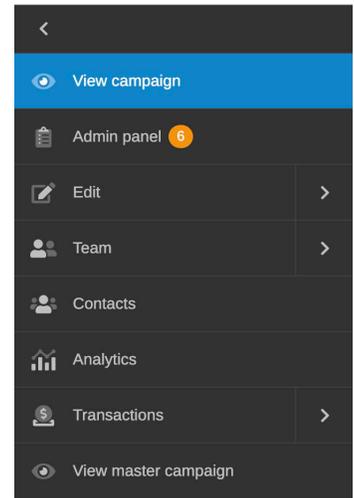**Edit:** This is where you can edit your campaign page and add any extra information to inspire your donators
Team: This is where you can add and manage team members!
Contacts: Here is where the list of peope that have donated to you, and anyone you want to add that will receive your campaign updates!
**Analytics:** Here is where you can see an overview of how much you've raised and how you raised it!
Transactions: This shows you a list of all the donations that have gone through your campaign. You can also see if you've been entered into any prize draws.
View master campaign: This will take you to BGC's overall campaign.

👁	View campaign
📋	Admin panel 6
✎	Edit ›
👥	Team ›
👥	Contacts
📊	Analytics
$	Transactions ›
👁	View master campaign

EDIT: This is where you edit the bulk of what is on your campaign page.

✎	Story
📁	Tabs (off)
🖼	Picture & video
◻	Layout
✎	Funding & deadline
$	Marketing
🛡	Privacy
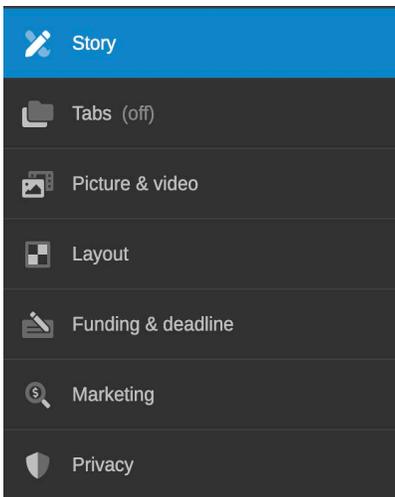
Story: This is where you will customize the bulk of your fundraising page (the title, personal story, the link & social media summary)

Tabs: Here you can add extra information for your family and friends to look at! These tabs will appear under the social media links!

Picture & video: This is where you can add any additional photos and videos. Maybe a photo of you going Over The Edge last year, or photos of the fundraising events you put on to help raise money for BGC!

Layout: You can customize the background image or use a colour!

Funding & deadline: Here you can change your fundraising goal!

Marketing: Under this tab, you can the default Twitter message, and add any third-party analytics tracking (ie. Google Analytics, etc).

Privacy: This is where you can toggle your fundraising page to be public or private. You can also change what viewers see on your page.

TEAM: Did you know you could create a team?

You can invite your friends, family, or coworkers to join your fundraising efforts! To invite someone , go to the Team tab > Members tab > Click the 'Invite Someone Now' button, and send then an email link.

Under Team > Settings, you can change the team name and photo and how people can join your team. Under Personal message, you can add why BGC matters to you, which will be displayed on the team page, this is different from your personal page, but can have the same information!