

## How to Sign Up and Set Up a Fundraiser

Visit <https://runsignup.com/riverwalkscmhc>

Click “Sign Up”

If you don’t have a RunSignUp account, complete the form to create an account. If you have a RunSignUp account, sign in and Select Registrant.

Click the box at bottom of page to sign off on the Waiver. Click “Continue”, THEN...

- Set a dollar amount goal. Raise \$250 to be eligible to win prizes.
- Add a “Tagline” if you wish.
- Create your Custom Fundraiser URL: enter your own unique identifier for your fundraiser page. Example, if your name is Jane Doe, your URL could be:  
<http://runsignup.com/janedoe> You will be able to use this URL to send out via social media or email. It will send potential donors directly to your fundraising page.
- Add a Personal Message to Display on Your Fundraiser Page. Let your donors know why donating to Spiritus Christi Mental Health Center is important to you and thank them for their donation.
- Select a Fundraiser Image if you like, example a picture of yourself. If no image is selected the Spiritus Christi Mental Health Center logo will automatically be used.
- Click “Continue”. This will give a review of your registration. If you need to change anything click the “Edit” button upper right corner and edit your registration. If changes do not need to be made click “Complete Registration.”

Now get the word out to your family and friends to start getting donations! Thank you and Good Luck!