

PIHL LAW PADDLE FOR PREVENTION 2017 REGISTRATION GUIDE - CORPORATE TEAMS

We are using a new registration process this year and are happy to guide you through the following steps. If at any point in the process you have questions or could use some additional guidance, please contact us.

Abbey – Email: admin@braintrustcanada.com or Call 250-762-3233 ext. 114

Talasa – Email: marketing@braintrustcanada.com or Call 250-762-3233 ext. 113

1. Click **Corporate Teams – Register Here** to be taken to the signup page. You will see options to **Create a Team** or **Find a Team or Person**.
 - a. Only team captains will select **Create a Team**. Then go to step c).
 - b. Everyone else selects **Find a Team or Person**. Team members will need to type in their team name and click **Search**. When your team name appears in the search results, click on it. A new page will open; beside the Donate to Team button you will see a link that says "Join Team". Click on Join Team.
 - c. Enter your email address.
 - d. *Note:* CanadaHelps is a secure, online site where we host this event and receive donations. If you already have a free CanadaHelps account you will be logging into it. If you do not have an account, you will be creating one. Your account is the bridge that connects your fundraising page to the Paddle for Prevention event.

You may want to note your CanadaHelps login and password here:

Login: _____ Password: _____

- e. You should have received an *activation code* as part of your corporate package.

Activation Code: _____

Enter your *activation code* when prompted. (If you have any questions about your activation code, contact your team captain or [Magda Kapp](#) at BrainTrust Canada).

Continue signup.

2. Create your (Personal) Fundraising Page. Please note the following:

- a. For **Page Title**, please use: PPP2017 – Firstname Lastname
- b. We encourage you to set your fundraising goal at \$500 or more.
- c. For **Page Owner**, please use: Firstname Lastname
- d. Write a *short* personal fundraising story. You can write your own story OR follow the suggested outline given here:

"I am paddling for _____." (name of person you know with brain injury)

Write a sentence or two about this person – i.e.) your relationship to this person, what the person was like before injury, what happened, how this person's life changed.

Ask people to sponsor you – i.e.) "Please help me support BrainTrust Canada and the amazing work they do in the field of brain injury. Every dollar counts!"

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If you are a Team Captain, go to Step 3.

If you are not a Team Captain, go to Step 4.

3. Team Captains Only

- a. You will also be prompted to Create Your Team's Page. Complete the form provided. Please note the following:

Team URL - Add your team name in lowercase letters with no spaces.
(i.e. thepaddlequeens)

Access Status – Select "I will approve all requests to join."

IMPORTANT NOTE: Your team fundraising page will not appear immediately.

The search engine is updated early every morning, so team members will usually be able to join your team within 8-12 hours.

- b. If you wish, you can use the yellow e-mail icon on your team page to let your team members know that it's time to register. Invite them to go to braintrustcanada.com, where they can register by clicking the **Corporate Teams – Register Here** button. You will also need to send them your team's activation code. When they sign up, you will receive a notification via e-mail asking you to approve their request to join your team.

4. **ALL PARTICIPANTS** can **share the link to their personal fundraising page** using the yellow Facebook, Twitter, Pinterest and E-mail icons found on your own fundraising page. Take advantage of these opportunities to contact people you know who could support you by making a donation. (You may also want to bookmark your page for easy access as you fundraise.)

IMPORTANT: When you share your page on social media, ensure *your* name appears at the top (not the team's name or the event page name). Donors will donate via the page you share. Once received, the donation cannot be moved.

You can also go back to edit your personal page details at any time. Simply go to canadahelps.org and sign into your donor account using your login email and password (created in Step 1). Click on "Your Fundraising Pages" and then click on the page you set up for the Pihl Paddle for Prevention.