Move for Myeloma

Individual & Team
Registration Guide
HOW TO REGISTER

Overview:

Step #1: Register on the MMRF Website – There are 3 Ways to Registers
1. Register as an Individual………pages: 3 - 15
2. Register as a Team……………pages: 16 - 35
3. Join a Team……………………pages: 36 - 45

Step #2: Register as part of the MMRF Team For Cures Strava app to Track Your miles
• Once registered, we encourage you to find us on the Strava app which makes it easy to track your miles together with the myeloma community!
  • Under "Explore", look for "Clubs" and search for "MMRF Team for Cures". Join our club and start logging your miles!

Have Additional Questions: Please visit our FAQs or Contact:
Lauren Charamut, charamutl@themmrf.org
REGISTRATION:
INDIVIDUAL
Steps 1–4:

1. Visit give.themmrf.org/Move4Myeloma
2. Click “Register”
3. You will then be asked:

   How would you like to register?

   - As an individual
   - Join a team
   - Create a team

4. Chose “As an Individual”
Step 5:

- As an individual please use the plus button to add 1
STEP 6: REGISTRANT(S) DETAILS

Step 6:
- You will next be asked to complete your registration details

![Registration Form Image]
Step 7:
• You can add a donation to jump start your team’s fundraising or skip a donation.
Step 8:

- Complete your payment information and click “Purchase”
Step 9:

- Thank you for registering! You will receive an email to the one your registered with.
- In addition, you now have access to your personal and team fundraising page by:
  - ***Checking your email to “Claim your fundraising page”***
STEP 10: CHECK YOUR EMAIL TO CLAIM YOUR FUNDRAISING PAGE

Step 10:

• Click the email from the MMRF that says “Claim Your Fundraising Page”

• Open the email and click on the “Claim Your Fundraising Page” button

You will receive an email from Classy.org:

• Classy/Classy.org is the online fundraising platform utilized by the Multiple Myeloma Research Foundation (MMRF). The platform is used by over 4,000 nonprofits and provides tools for you as a fundraiser to help raise critical awareness and funds to accelerate a cure.
Step 11:

- Once you click the button in the email you will be asked to claim your account by creating a password
  - This password will allow you to securely log in to your fundraising dashboard
- Once you enter a password and click “Sign Up” you will receive a message that your account has been claimed, please push the “Continue” button to get access to your page
Step 12:

• Click on the “Go To” Button at the top of the page and select your name under “Fundraising Pages”
Step 13:

• Once you have selected your page at the top purple bar it will now say “Manage” – click

• You will then be prompted to personalize your page and manage your donations and emails
Step 13 - Continued:

- “Overview”: will give you some quick steps to set-up your personalized page, click the prompts
- “Story”: is where you can edit your fundraising page story, and provide updates to your supporters
- “Donations”: you can track donations
- “Emails”: email your supporters
- “Details”: update your fundraising page:
  - Picture
  - Your name
  - Goal
  - Create a vanity URL
  - Manage your fundraiser notifications
Step 13 - Continued:

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REGISTRATION:
CREATE A TEAM
Steps 1–4:

1. Visit give.themrfr.org/Move4Myeloma
2. Click “Register”
3. You will then be asked:

How would you like to register?

- As an individual
- Join a team
- Create a team

4. Chose “Create a Team”
Step 5: CREATE YOUR TEAM

- Fill out the “Create Your Team” prompt with your team’s information
- Then Click “Create Team”
STEP 6: NUMBER OF PARTICIPANTS

Step 6:

• Next sign-up the number of adults and children you would like to register, in this example I will be registering a family of 3: 2 adults and one child

• You do NOT have to register your full team. Members of your team can join your team when registering on step 3: “Join a Team”
Step 7: 

- You will next be asked to complete a registration form for each person you are registering, click next after each registrant’s information is complete.
  - Note for Child, please use the email address noemail@themmrf.org as we understand most children will not have an email. The Child registration will say at the top “Child Registration (Under 18 Years-Old)”
Step 8:

- You will be prompted to select your Team Captain, click on “Make Captain” for the person who will be the team captain.
Step 9:

- You can add a donation to jump start your team’s fundraising or skip a donation.
Step 10:

- Complete your payment information and click “Purchase”
Step 11:

- Thank you for registering! You will receive an email to the one your registered with.
- In addition, you now have access to your personal and team fundraising page by:
  - ***Checking your email to “Claim your fundraising page”***
  - Each member of your team you registered will receive an email to claim their fundraising page too, encourage them to log on and set-up their page
STEP 12: CHECK YOUR EMAIL TO CLAIM YOUR FUNDRAISING PAGE

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Step 14:

- At the top you in the purple bar you will see two boxes, click “Go to…” and a drop down menu will appear, let’s customize your Team Page first, click on your team page – for this example it’s “Run for a Cure”
Step 15:

• Now at the top in that purple bar click “Manage”
Step 16:

- You will be taken through prompts to personalize your page, the first is to add a team photo
- Click “Add”
- You will be taken to a page that says “Edit team details”, here you can:
  - Upload your team picture
  - Update your team name
  - Change your goal
  - Create a default thank you message
  - Set a vanity URL for your team
  - Set team notifications
- Key: for any changes made, please click “Save Changes” at the bottom
Step 16:

- We encourage you to make your team and individual pages personal
- To upload a picture click “upload”
  - You can then drag an image from your desktop, upload an image or select an image from the search library
Step 17:

- Other Features of Manage:
  - **“Story”:** Here you can personalize your pages story, and we encourage you to share why you are involved
  - **“Donations”:** Thank your donors
  - **“Emails”:** Email templates to:
    - Recruit new teammates
    - Ask for donations
    - Thank your donors
  - **“Teammates”:** manage your team
Step 18:

- Click on the “Go To” Button at the top of the page and select your name under “Fundraising Pages”
Step 19:

• Once you have selected your page at the top purple bar it will now say “Manage” – click

• You will then be prompted to personalize your page and manage your donations and emails
STEP 19: MANAGE YOUR INDIVIDUAL PAGE - CONTINUED

Step 19 - Continued:

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REGISTRATION:
JOIN A TEAM
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2. Click “Register”
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   How would you like to register?

   - As an individual
   - Join a team
   - Create a team

4. Chose “Join a Team”
Step 5:
• Select a Team to Join
  • Utilize the search or scroll through the teams
Step 5:

- You will next be asked to complete your registration details.
Step 6: Thank you for registering! You will receive an email to the one you registered with.

In addition, you now have access to your personal and team fundraising page by:

- ***Checking your email to “Claim your fundraising page”***
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Step 9:

- Click on the “Go To” Button at the top of the page and select your name under “Fundraising Pages”
Step 10:

• Once you have selected your page at the top purple bar it will now say “Manage” – click

• You will then be prompted to personalize your page and manage your donations and emails
Step 10: Manage Your Individual Page - Continued

Step 10 - Continued:

• “Overview”: will give you some quick steps to set-up your personalized page, click the prompts

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• “Emails”: email your supporters

• “Details”: update your fundraising page:
  • Picture
  • Your name
  • Goal
  • Create a vanity URL
  • Manage your fundraiser notifications
THANK YOU!
IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:
LAUREN CHARAMUT,
CHARAMUTL@THEMRF.ORG