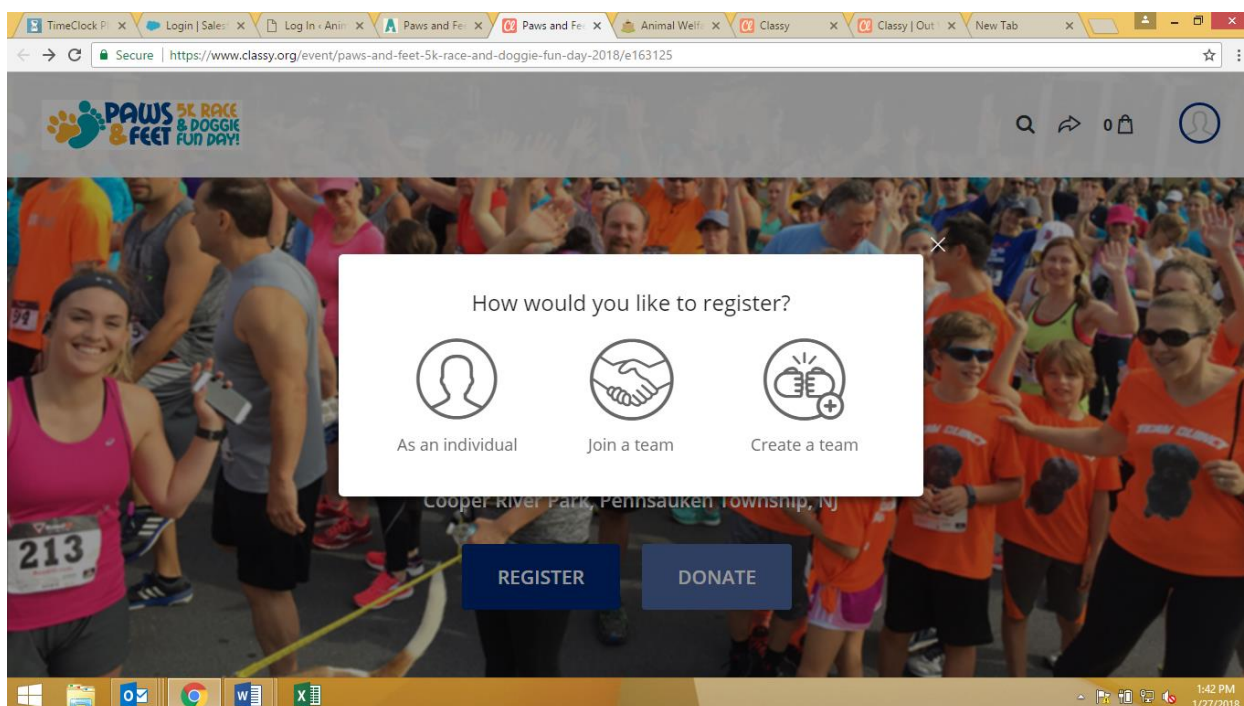


# Paws & Feet 5K Race and Doggie Fun Day

## Registration Tutorial

1. Click the **Register** button on the [Paws & Feet homepage](#).
2. This will take you the main registration page for Paws & Feet. Click the **Register** button here.
3. On the window that pops up, choose **As an individual**.



4. Choose one of the registration types and be sure to read the information provided for that type of registration. You may register up to 10 participants in one transaction and you may choose any combination of the following registration types:
  - 5K Run/Walk (timed)
  - 1 Mile Fun Walk (untimed)
  - Virtual Participant
  - Virtual Participant (no event t-shirt)
5. Once you have selected the registration type(s) that you want, click the blue **Register** button on the bottom right side.

6. Complete registration information on the left:

The screenshot shows a web browser window with multiple tabs. The active tab is titled 'Classy | Out'. The URL in the address bar is 'https://www.classy.org/event/paws-and-feet-5k-race-and-doggie-fun-day-2018/e163125/register/134023/ticket/216129/attendee/new'. The page features the 'PAWS & FEET 5K RACE & DOGGIE FUN DAY!' logo in the top left. The main content area is divided into two columns. The left column, titled 'Complete Registrations', contains a form for 'Attendee 1' with the following fields: 'First name \*' (with a placeholder 'First name'), 'Last name \*' (with a placeholder 'Last name'), and 'Email \*'. The right column, titled 'Your Order', lists '5K Run/Walk (timed)' for 'Attendee 1' at a price of '\$25.00'. Below this, the 'Total' is '\$25.00'. At the bottom of the right column are two buttons: 'START OVER' and a blue 'NEXT' button.

7. When you have completed registration information for each attendee you're registering, click the blue **Next** button on the bottom right side.

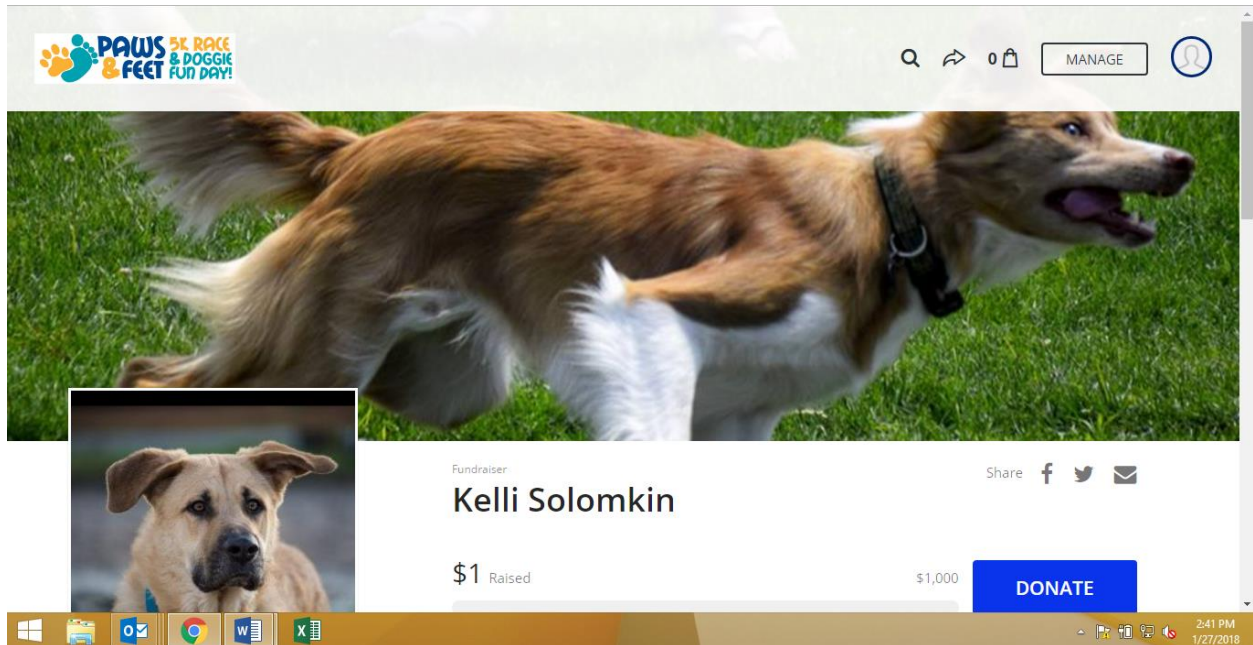
8. On the donation page that comes up, you have the option to donate to your own campaign.

The screenshot shows the same web browser window as the previous image. The page is now titled 'Add a donation'. The main content area is divided into two columns. The left column, titled 'Add a donation', contains a form for 'Select an amount' with the following elements: five blue buttons labeled '\$500', '\$100', '\$55', '\$30', and 'Other'; a currency selector showing 'USD' and '\$'; a dropdown menu set to 'One-time'; and a checkbox with the text 'I'd like to cover all transaction fees so 100% of my donation goes to AWA's Paws and Feet 5K Race & Doggie Fun Day 2018 presented by the Camden County Board of Freeholders.' The right column, titled 'Your Order', lists '5K Run/Walk (timed)' for 'Kelli Solomkin' at a price of '\$25.00'. Below this, the 'Total' is '\$25.00'. At the bottom of the right column are two buttons: 'BACK' and a blue 'SKIP' button.

9. Click **Purchase** (button on bottom right will become blue when all information is complete). You will receive a success message on your screen for registration (and donation, if applicable).
10. Click the blue **View** button at the bottom of the page. This takes you to your personal fundraising page.

The screenshot shows a web browser window with the URL <https://www.classy.org/event/paws-and-feet-5k-race-and-doggie-fun-day-2018/e163125/register/134023/thank-you?verify=v13f3a340ec7b72af6578fc2cd91bd9513>. The page features the "PAWS 5K RACE & DOGGIE FUN DAY! & FEET" logo in the top left. The main content area is titled "Next Steps" and contains a "Thank You!" message with a dog icon, stating "Your registration and donation were successful" for a total of "\$26.35". Below this is a "Check your email" section with a red notification bubble, instructing the user to "Claim your fundraising page and view your receipt". A user profile for "Kelli Solomkin" is shown as "registered!" with a "VIEW" button. At the bottom, there is a "Questions" section with a headset icon, providing contact information: "Give us a call, or send us an email with your question. kellis@awanj.org". The browser's address bar and the Windows taskbar are visible at the bottom of the screenshot.

11. To customize your fundraising page, click the **Manage** button at the top right of your page.



On the **Manage** page, you will find options to customize your profile photo, your fundraiser nickname, edit your page headline, goal and personal page url. You can also personalize an email template to send to friends and family asking them to donate to your fundraiser and a thank you email you can send to anyone who donates to your fundraiser. Please note that the cover photo is not editable.

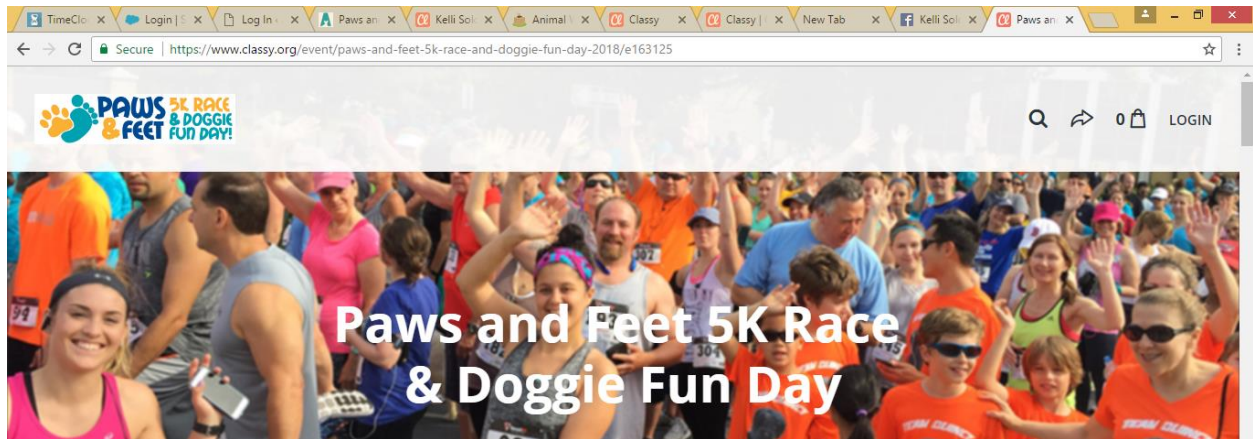
When you're done, be sure to click **Save**.

To see your completed fundraising page, click **View** at the top right.

***Congratulations! You have set up your Paws and Feet 5K Race and Doggie Fun Day personal fundraising page and you're ready to share it with your pack!***

Some other notes:

- You may also choose to access your page via the email you receive following confirmation of your registration. Your email will have a blue button in the message that says **Claim your fundraising page**. You'll be prompted through this process.
- Once you are logged out of your fundraising page/Classy account, you can find it again by doing one of two things:
  1. On the Classy Paws and Feet page, click Login at the top right.



Once you're logged in, click **Go To** on the top right and select your Fundraising page. You will be taken to your page.

