



# How to Manage your Fundraising Page!

Here are the steps to creating your Las Vegas Great Santa Run fund raising page. From here, you'll be able to raise money on your personal website and earn the chance to win some fantastic prizes!

**Step 1:** Go to [www.LasVegasSantaRun.org](http://www.LasVegasSantaRun.org)

**Step 2:** Click on the "FUNDRAISE" button to go to sign up for a fundraising page.

**Step 3:** Enter in an email and password to register for your page. These will serve as your login information for the duration of the event.

**Step 4:** Once logged in, you'll have a number of options on the menu bar on the right hand side of the page. They include:

- My Personal Home Page: Allows you to return back to your main fundraising page.
- Edit My Home Page: Upload a picture and change your greeting message.
- Send Donation Requests: Send out a donation request to your friends/family/co-workers.
- Thank My Donors: Send a thank you to friends that have donated already.
- Manage My Contacts: Add contacts to your list to better manage your outgoing messages.

**Step 5:** First things first, edit our page and add that personal touch. This way, your friends and family that receive the donation request will know that it is coming from you directly.



\*Special Tip: Set a goal for yourself!  
Don't sell yourself short, reach for the stars!

# FUNDRAISING



# PLEDGE FORM

Fundraiser's Name: \_\_\_\_\_ Team Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_ (Make checks payable to Opportunity Village)

Sponsors Name	Street Address	City	St.	Zip	Phone	Amount Pledged
John Doe (example)	123 Las Vegas Blvd. Apt. 2B	Las Vegas	NV.	89101	(702) 555-1234	\$100
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

All Proceeds Benefit Opportunity Village. Opportunity Village is a not-for-profit organization that serves people in our community with disabilities, to enhance their lives and the lives of their families.

Please collect and submit all pledges to Opportunity Village on or before Dec. 1st, 2008

Total Pledge Collected  
Please collect prior to event!

## FUNDRAISING PRIZES

**Raise \$100** - receive a family 4-pack to the 2008 Magical Forest!

**Raise \$500** - receive all of the above plus a commemorative T-shirt!

**Raise \$1,000** - receive all of the above plus an official The Las Vegas Great Santa Run race jacket!

**Raise \$2,500** - \*\*\*\*\*

**Raise \$5,000** - \*\*\*\*\*

**Raise \$10,000** - \*\*\*\*\*

Prizes are limited and subject to change. Pledge prizes will be distributed by January 31st, 2009.