



It's easy to set up a fundraising page for your student to collect online donations! Questions or issues? Please email us at pvfunrun@gmail.com.

Follow these steps to register students on Givebacks:

Go to main event page: <https://app.memberhub.gives/pvfunrun2023>

1. Click on **Student Center**
2. Click on **Register**
3. Click on **Add to Cart** (if you have multiple students, change the quantity to 2 or 3, etc.)
4. Click on **Checkout Now** *note there is NO CHARGE for this step- it is just the button name, you will not be asked for any payment info to register*
5. On Participant Registration: **click the drop down to select a team** (choose your student's teacher)
6. Fill out remaining info using the student's name and the parent email. Note: You can personalize the link at the bottom of this registration that you can send to family and friends and neighbors and grandparents, or you can use "as is" if you don't want to change the end of the URL.
7. Click **Save**
8. Click **Next**
9. Enter parent contact info on the Your Information page (you do **not** need to create an account, but you may want to if you'd like to personalize your student's fundraising page with a picture of your student)
10. Click **Next**
11. Review and then click **Submit** *note Price will say FREE- this is just a registration to allow online donations for your student
12. Click on the **PAY FREE** button to confirm registration and receive your fundraising page link to send out to friends and family. You will receive a registration confirmation email, with your personal URL. **This link is now live and ready to accept secure online donations (copy the link and share with all your family, friends and neighbors).**
13. Donors can also go to the main event page (<https://app.memberhub.gives/pvfunrun2023>) where they can simply click on "Donate" and they will be able to assign their donation to your student during the checkout process.
14. From your student's event page, you can click on the social media icons or the "sharing link" icon to share right from there too! If you click the sharing link icon, it will also show you how you can text people with a link to donate!