

SimplyK Registration Procedure

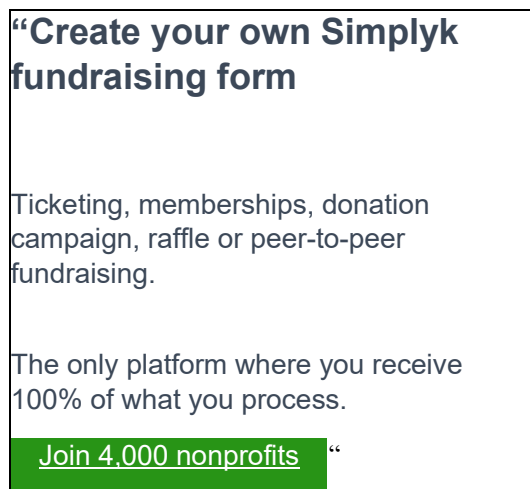
Individual:

1. Go to **Mission to Seafarers' web page** and click on
 - ◆ Mission's Web site: <https://www.flyingangel.ca/>
 - ◆ Click on [Cycling for Seafarers Waiver](#) and read it.
 - ◆ Click on [CYCLING FOR SEAFARERS 2021 tab](#)
 - Select REGISTRATION
2. On the **REGISTRATION** page
 - ◆ You MUST select " 1 " in the dropdown box for number of participants.
 - ◆ You DO NOT need to enter any amount in the "add a donation for The Mission to Seafarers" box
 - ◆ Click SELECT
3. On the **BUYER INFORMATION** Page
 - Don't be put off by the word "BUYER" as this is a boiler plate charitable donation platform they are accustomed to people having to pay to attend an event. **OUR EVENT IS FREE TO JOIN.**
 - ◆ Fill in the Registration form
 - **If you are employed for a company** click on the box beside Participate as an organization
 - That way we can tell how many folks from a company participated
 - Don't forget to put your distance goal for the summer in the **Distance target from June 25 - August 28**
 - ◆ If you are registering a minor please fill in that section of the form – Otherwise leave it blank
 - ◆ Review the **Summary**
 - ◆ Click **CONFIRM** to continue
4. **CREATE A TEAM OR INDIVIDUAL FUNDRAISING OR JOIN A TEAM**
 - ◆ **CREATE a TEAM** – Select this tab to create a team
 - Enter your Team's name and the target amount your team wants to raise
 - As the Team's administrator you will Enter your email address and first and Last name
 - Choose a team picture or logo from your computer's files and click OPEN
 - The picture or logo might not appear but an icon will. Don't worry the image will be inserted and will appear on the list of teams or individuals.
 - **CREATING A TEAM** only creates the team. To be a member of your team you must register again and choose **JOIN A TEAM** to be listed as a team member.
 - Use the same email address you used the first time to create the team that way you can edit both the team info/logo or your personal info/picture from the same account.

- ◆ JOIN A TEAM if you want to be a team member.
 - Select the Team you want to join
 - Enter an amount you personally want to raise in the Campaign Target box
 - Enter your email address, First and Last name
 - Choose a picture of yourself from your computer's files and click OPEN
 - The picture might not appear but an icon will. Don't worry the image will be inserted and will appear on the list of teams or individuals.
- ◆ INDIVIDUAL FUNDRAISING
 - Fill in this information if you plan to just participate in the event as an individual cyclist.
 - Enter the amount you would like to raise in the Campaign Target box,
 - Fill in your email address, First and Last name and choose a picture of your self fom files on your computer.
 - The picture might not appear but an icon will. Don't worry the image will be inserted and will appear on the list of teams or individuals.

5 YOU'LL RECEIVE TWO EMAILS after completing the registration.

- ◆ **The first one** will just advise you that you have successfully registered
 - IGNORE THIS Section of the email *****DO NOT CLICK ON THE GREEN BUTTON*****
 - It is only there as advertising for folks to use Simplyk as their fundraising platform if they want to create their own fundraising event like a dinner or picnic.



- ◆ **The secon email** will be important to **KEEP – It will have two links**
 - The **First link** is a link to your personal Fundraising Page. You can copy and send it to your friends and family as a link to your fundraising page
 - The **Second link** is to your account with simply K
 - Use it to access your account information, edit your fundraising page or update your picture.

SimplyK Account Management Procedure

- 1 Use the second link from the email you received to access and edit your Fundraising campaign.
 - ◆ At the top of the page you'll see a timeline:
General Information, Create your Form, Share, Advanced parameters
 - ◆ **General Information** – Used to edit the information you send to friends and family
 - ◆ **Create your Form** – used to edit
 - Form Amounts. Change them if you wish
 - Don't worry about the "Onetime Amount" and "Monthly Amount" switches they are greyed out and can't be changed
 - You can Update your picture
 - ◆ **Share** – Here you will find the same link as the one in the email to send your fundraising form to friends and family
 - ◆ **Advanced parameters** – No relevant. All this does is convert your message into French
- 2 You can also Login to the SimplyK website and edit your team info and/or personal info
 - ◆ Click on LOG IN on the Simplyk website <https://s.simplyk.io/en-ca/home>
 - Enter your user name (email address) and password
 - Your account will appear
 - Click on "DONATIONS" (There is a picture of a gift beside it)
 - Click on DONOR VIEW at the very bottom on the left side of your screen
 - A list of individual and team names will appear
 - Click on "EDIT" on the far right to access the team info and/or personal info to edit