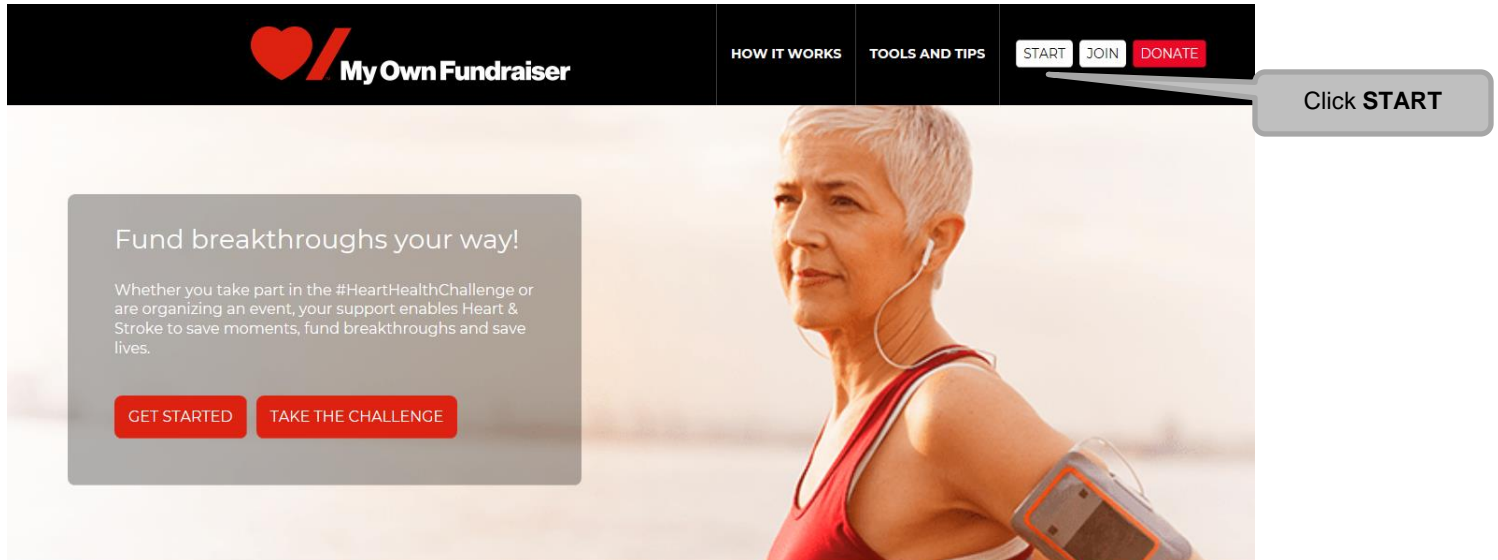


How to start an Individual or Team Fundraiser

To start a Multi-Team Tournament, please refer to the document titled "How to start a Multi-Team Tournament Fundraiser"

1) Go to www.myownfundraiser.ca and click **START**.



2) Search for the Province and City your event will take place in.

Tip: If you are having trouble finding your city, try entering a few letters of the city name, then click **Search**. If you don't see the name of your city, try clicking on the number icons at the bottom of the page.



Ready to Start a Fundraiser?

Follow these steps to register!

Step 1: Select your province

Step 2: Type the full name of the city where your event will happen
Step 3: Click GO to select the correct city

OTTAWA Ontario	<input type="button" value="GO"/>
--------------------------	-----------------------------------

NOTTAWA Ontario	<input type="button" value="GO"/>
---------------------------	-----------------------------------



Select your Province

Enter the name of the city where your event will take place and click the **Search** icon

“My Own Fundraiser is a perfect way for me to show my personality and support a great cause!”

Click **GO** beside your city

3) Choose the type of fundraiser you would like to start – Individual or Team Fundraiser.

Note: Descriptions of each type of fundraiser are listed for your reference.



Please select the type of fundraiser you wish to create

- **"Individual Fundraiser"** to create a fundraiser that enables you to ask friends and family to support your efforts by making donations.
- **"Team Fundraiser"** to create a fundraiser that enables you to ask friends and family to join your event and also help fundraise.
- **"Multi-Team Tournament"** host a fundraising event made up of multiple fundraising teams playing against each other.

(Note: Only one fundraiser can be registered to a unique email address per calendar year. If you'd like to register a second event, please use a different email address than the one used previously. If you have questions please contact us at 1-888-473-4636, we're here to help!)

Not Creating Your Own Fundraiser?

Use the **Search** feature if you want to find and/or join an existing event.

Questions? We're here for you! Please call us at 1-888-473-4636.

Create:

- Individual Fundraiser
- Team Fundraiser
- Multi-Team Tournament

Click on the type of fundraiser you would like to create

Search:

Participant | Team

First Name

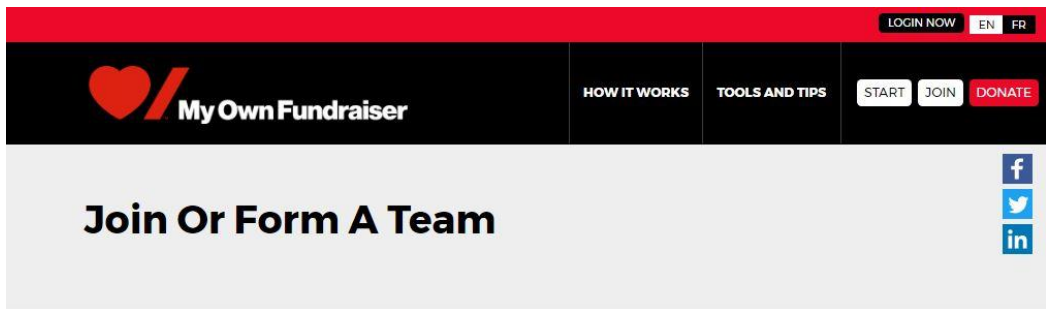
Last Name

Campaign Progress



4) If you are creating a Team Fundraiser: Enter your Team/Event Name and Event Fundraising Goal.

If you are starting an Individual Fundraiser, skip to Step 5 of these instructions.



- 1 Get Started
- 2 Participation Options
- 3 Provide Details
- 4 Agree to Terms
- 5 Registration Summary
- 6 Make Payment

* Team/Event Name:

Team Fundraising Goal:

Suggested Team Goal: \$500.00

Enter your Team/Event Name

Enter your Team Fundraising

[I would like to join an existing team](#) | [Register as an Individual](#)

5) Complete the Select a Participation Type page. When asked to select a Participant Type, click **Event Organizer**.

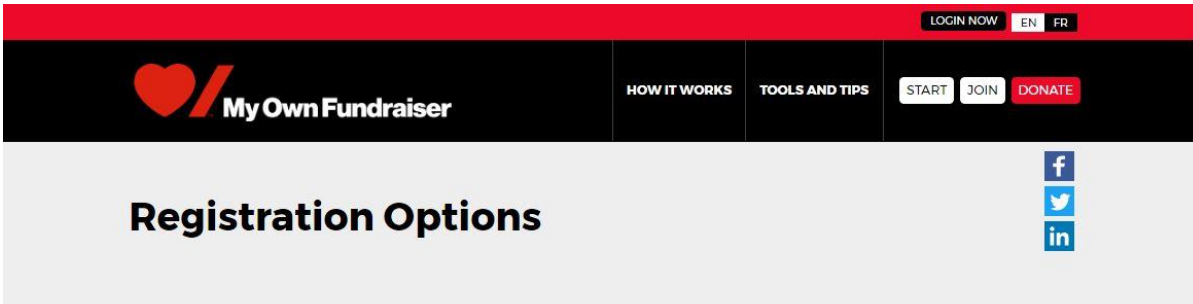
The screenshot shows the "Select A Participation Type" form. At the top, there is a progress bar with five steps: 1. Get Started, 2. Participation Options (highlighted in red), 3. Provide Details, 4. Agree to Terms, and 5. Registration Summary. The form has a heading "* Select a Participation Type" and a note "* Indicates Required". There are two radio button options: "Event Organizer" (selected) and "Event Participant". Below the options, there are two input fields: "Your Fundraising Goal (Do not add spaces, eg. enter \$75 not \$ 75):" with the value "\$500.00" and "Self-Donation Amount (Do not add spaces, eg. enter \$75 not \$ 75):". There are two checkboxes: "Yes, make this an anonymous gift." (unchecked) and "Yes, you can display the amount of my donation publicly." (checked). At the bottom, there are "Previous Step" and "Next Step" buttons.

Select **Event Organizer**

Enter your personal **Fundraising Goal** or how much money you hope to raise toward the Team Fundraising

Click **Next Step** to proceed

6) Click **Join as a New Participant** if you have not yet registered for My Own Fundraiser. If you have previously registered then please enter your User Name and Password in the appropriate fields and login. If you do not remember your login credentials then please click "Email me my login information".

The screenshot shows the "Registration Options" form. At the top, there is a progress bar with five steps: 1. Get Started, 2. Participation Options, 3. Provide Details (highlighted in red), 4. Agree to Terms, and 5. Registration Summary. The form has a heading "New registration for My Own Fundraiser?" and a note "* Indicates Required". There are three main options: "Join as a New Participant" (highlighted in red), "Enter your username and password ONLY if you have previously registered" (with fields for "User Name:" and "Password:"), and "Use your Social Login for My Own Fundraiser Or use your social login" (with icons for Facebook, Google, LinkedIn, and Twitter). At the bottom, there are "Previous Step" and "Login" buttons, and a link "Email me my login information".

Click **Join as a New Participant**

7) Complete the Registration Form then click **NEXT STEP**. Note the required fields marked with an asterisk.

My Own Fundraiser

HOW IT WORKS TOOLS AND TIPS START JOIN DONATE

Registration

1 Get Started 2 Participation Options 3 Provide Details 4 Agree to Terms 5 Registration Summary

* Indicates Required

Please complete the registration form below

Personal Information

* First Name

* Last Name

Date of Birth: Month Day Year

Contact Information

* Street 1: * Email:

Street 2: * Phone Number:

Note the required fields

8) Read and agree to the **Participation Waiver**. Check off the acceptance box, then click **NEXT STEP**.

My Own Fundraiser

Participant Centre Logout EN FR

HOW IT WORKS TOOLS AND TIPS START JOIN DONATE

Waiver

1 Get Started 2 Participation Options 3 Provide Details 4 Agree to Terms 5 Registration Summary

Printable Version

Please take a moment to read the following waiver.

By clicking on "I Agree," you agree, warrant and covenant as follows:

Please review carefully the guidelines for creating and hosting a Fundraiser (the "Fundraiser" or "Fundraisers") on behalf of the Heart and Stroke Foundation of Canada ("HSFC").

By clicking on the AGREE button you (the "Organizer") are confirming that you have read, fully understand and willingly agree to abide by the terms and conditions outlined below. We thank you for your interest and support!

FUNDRAISER POLICY GUIDELINES

A Fundraiser registration must be submitted for review and approval by an HSFC representative before creating a fundraising webpage.

HSFC reserves the right to reject any Fundraiser that is considered incompatible with HSFC's values or image or which may be deemed deleterious to our brand.

No agreements or contracts must be entered into using HSFC's name, nor should the Organizer attempt to obligate HSFC in any way without prior written approval from HSFC.

The Fundraiser must be carried out in compliance with all applicable laws, rules and regulations of any applicable governing body.

The Organizer may respond to queries relevant to the Fundraiser, but any inquiries relating to HSFC must be forwarded to HSFC.

INSURANCE

HSFC cannot provide insurance coverage for Fundraisers. The Organizer confirms that if required and at its own expense, adequate insurance will be obtained for the Fundraiser.

TAX RECEIPT

Canada Revenue Agency's guidelines must be adhered to when issuing income tax receipts. The Organizer must have pre-approval

9) Confirm that the details of your Registration Summary are correct, then click **Complete Registration**.

Participant Centre Logout EN FR

My Own Fundraiser HOW IT WORKS TOOLS AND TIPS START JOIN DONATE

Registration Summary

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1 Get Started 2 Participation Options 3 Provide Details 4 Agree to Terms 5 Registration Summary

Cooper Complete Registration
Test

123 Test Drive
Ottawa, ON A1B 2C3
[Edit]

Participation Type: **Event Organizer** \$0.00
Extra Gift: \$0.00

Participant Total: \$0.00

Total Cost \$0.00

Cancel Complete Registration

Click **Complete Registration**

You are now registered to fundraise! You will receive an email confirming your Online Registration information.

Click **ACCESS YOUR PARTICIPANT CENTRE** to customize your personal fundraising page and send donation requests to friends and family.