# Join our fight to end breast cancer!



#### **Volley for the Cure Guide**

# **Volley for the Cure**

Welcome! We are so excited that you're joining us for this year's Ohio Volley for the Cure! We have a new website, participant portal and tools for you to utilize this year. This guide will take you through each new feature and your Komen Staff are here for you every step of the way! Let's get started!

#### **REGISTER YOUR VOLLEYBALL TEAM**

Pick a team captain to get your Volley for the Cure team registered! By registering, you get access to new tools, features and more!

#### SET A FUNDRAISING GOAL

Choose a fundraising goal for your Volleyball Team. \$100, \$500, \$1,000 or more – the sky is the limit! You can edit your team goal at any time.

#### **RECRUIT OTHERS TO JOIN YOU**

Invite players, coaches, parents and loved ones to join your Volley for the Cure team by sharing your team link through email, text message and social.

#### FUNDRAISE

Host a pink themed game, sell shirts, tickets and more! Get creative for the cause! For inspiration, check out our resources tab on the website.

#### **MAKE AN IMPACT**

By fundraising for Susan G. Komen, you're making a HUGE impact! Every dollar raised is helping women in your community now and investing in a future cure!



# **Komen Contacts**

We are here for YOU!

#### **Northeast OH**

Sean Shacklett sschaklett@komen.org 216-815-2009

#### **Northwest OH**

Gretchen Awad Gawad@komen.org 567-200-2327 Central, SE + SW OH Lindsay Collins lcollins@komen.org 614-696-5096



# **Volley for the Cure Website**

This new website is for the entire state of Ohio's Volley for the Cure teams to register, recruit and raise funds towards one bold goal. Within this site you can:

- Learn about Volley for the Cure
- Find your Komen Staff Contact
- Learn about where the money goes
- Learn how to get involved
- Download Volley for the Cure logos
- Check out fundraising ideas
- Learn about sponsoring the event
- Get your team registered
- Donate online to a team or participant
- Check out other teams from all over the state of Ohio that are participating in this year's Volley for the Cure
- Get access to a new online Participant Portal





# **REGISTRATION – START A NEW TEAM**

To get your volleyball team registered, you will click on the pink **REGISTER** button in the top righthand corner of the Volley for the Cure website. Once you click on the **REGISTER** button, it brings you the following screen below. If you are registering as a **team captain**, select the **START A NEW TEAM** button.





If you select the **START A NEW TEAM** button, the website will bring you to the following screen.

- Select a Team Name. We suggest using your school's volleyball team as your team name.
- Select a recruitment goal. This is how many people you would like to register with you under your Volley for the Cure Team.
- Select a team fundraising goal. The website will suggest \$500 as your team goal but you can decide as a team on what you would like to set as your goal. You can edit this fundraising goal at any time throughout the season through your new participant portal.





Once you have filled in these fields, click the pink **NEXT STEP** button to continue!





# Once you have clicked the **NEXT STEP** button, it will bring you to this screen.

• Participant Type

It will automatically put you as a participant for the participant type. There is no action needed for this field. Registration is free.

 Personal Fundraising Goal Your personal fundraising feeds into your overall team goal. The suggested personal fundraising goal is \$100. You can select any dollar amount and it is also a goal you can edit at any time in your participant portal.

#### Additional Gift

Consider kicking off your fundraising with a self-donation. This additional gift is credited towards your personal fundraising goal.

	CHEY TOP CLO	S	f 🖸 PAR	RTICIPANT CENTER	
	ONTO	R	EGISTER	DONATE	
		About Volley	Get Involved	Volley Sponsors	
82	1 Get Started 2 Select Options 3 Provide Details 4 Review 5 Make Paym	ent		A R R R	
38	Participation Options				TO P
5	Select one of the participation types below.				58
	* Select a Participation Type		* Indicate	es Required	32
58	<b>participant</b> - No Fee For all participants in Volley for the Cure				200
3	You can adjust your goal at any time. \$100.00				89
5	Suggested Goal: \$100.00				00
	Would you like to make the first donation toward your fundraising? Additional Gift:				
	Previous Step			Next Step	



Once you have clicked the **NEXT STEP** button, it will bring you to this screen.

• New User You will select the pink JOIN AS A NEW PARTICIPANT button.





#### Once you have clicked the JOIN AS A NEW PARTICIPANT button, it will bring you to this screen.

- You will fill out your personal information in the fields shown.
- You will create a username and password. This is for you to access the new participant portal.

Registration			
Registration			
			* Indicates Required
Please complete	the registration fo	rm below	
Personal Inform	ation		
* First			
* Last			
Contact Information	lion		
Street 1:			* Email:
Street 2:			Phone Number:
			I would like to be emailed when a diff is made on my
City/Town:			behalf.
			Yes, I would like to receive e-mail from Susan G. Komen®
State / Province:			Email Format: 🔽 🗸
ZIP / Postal Cod	e:		Yes, I would like to receive postal mail from Susan G. Komen®
Country:			
United States		•	
Participant Cent	er Access Informat	lion	
* User Name:			
5 to 60 altata			
* Dassword:	a		
- asswuru.			
12 to 99 charact	875		
* Repeat Passw	ord:		
Previous Ste	p		Next Step



Once you have filled in these fields, click the pink **NEXT STEP** button to continue!





# Once you have clicked the **NEXT STEP** button, it will bring you to this screen.

- This page is your confirmation page and the final step in registration. You will receive a confirmation email to the email address that you registered under. You will also receive an email receipt if you made an additional gift at registration.
- You will see two pink ACCESS YOUR PARTICIPANT CENTER buttons. Click on either one of those to check out the new participant portal!





# **REGISTRATION – JOIN A TEAM**

To register as a **participant** under a Volley for the Cure team, you will click on the pink **REGISTER** button in the top righthand corner of the Volley for the Cure website. Once you click on the **REGISTER** button, it brings you the following screen below. If you are joining an already registered team, select the **JOIN A TEAM** button.





#### If you select the **JOIN A TEAM** button, the website will bring you to the following screen.

 Type in the Team Name you wish to join and click the SEARCH FOR A TEAM button.





# Once you have clicked the **SEARCH FOR A TEAM**

button, it will bring you to this screen. Select the team you'd like to join and click the green JOIN button. Complete the rest of the registration process by following steps two through five.



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WTO	R	EGISTER	DONATE
	About Volley	Get Involved	Volley Sponsors
et Started 2 Select Options 3 Provide Details 4 Review	5 Make Payment	$\sim \nu$	F 8 2 3
n or Form a Team			
Ohio Volley Test		Sear	ch for a Team
Search Results			
Search Results Viewing 1-1 of 1 Previous   Next Sort By:			
Search Results Viewing 1-1 of 1 Previous   Next Sort By:  Ohio Volley Test			
Search Results Viewing 1-1 of 1 Previous   Next Sort By: Ohio Volley Test Team Captain: Ohio Test		Joir	1
Search Results Viewing 1-1 of 1 Previous   Next Sort By: Ohio Volley Test Team Captain: Ohio Test Viewing 1-1 of 1 Previous   Next		Joir	1

# **PARTICIPANT PORTAL**

Once you are registered and have created a username and password, you have access to this new feature called the **participant portal**. This portal has tools to help you:

- Keep track of your fundraising progress
- Keep track of your donors
- Connect your personal fundraising page to your Facebook
- Share your personal fundraising page to social media
- Send emails through your participant portal
  - Send thank you emails to your donors
  - Send emails to your loved ones asking for support
- Allows you to edit your fundraising page
  - Add a photo to your fundraising page
  - Share your story to your fundraising page
  - Personalize your fundraising page URL link



You can access your participant portal from the home screen of the Volley for the Cure website by clicking on the pink **PARTICIPANT CENTER** button. Once you click on the button, a login section will appear for you to enter your username and password that you created when registering. Once you enter those, click the GO button.





# Welcome to your participant portal!

There are three main tabs:

- Home This is the hub for all things fundraising, next steps and more!
- Email -This is where you can send emails out through your participant portal and access your contacts.
- Profile This is where you can update your password and edit your personal information.





#### What to do next?

 Explore all the fun tools and features of your participant portal! To get started, we suggest checking out the "What to do next?" steps. You will find this list of steps on your home tab of the participant portal.





#### Set up your Personal Page

Customize your page with your story. Why ٠ do you participate in Volley for the Cure? For your mom, for your grandma, for your community? Share your WHY, update you title section and click the blue SAVE butto

Edit Content

Cancel

nal Page						
e with your story. Why n Volley for the Cure?	2021 Ohio Volley for the Cure Home Email Profile What to do next? Set up your Personal Page		Edit Content			
/our grandma, for your your WHY, update your			Welcome to My Personal Page		REACH YOUR GOAL FA	
ck the blue <b>SAVE</b> button.	Customize your Personal Part     Add Contacts to Your Addres     Add contacts to email from y	ge with a story about why yess s Book our personal Address Book	ou are raising funds for this cause.			k. Jliect donations on Facebook.
Edit Content			o your Address Book and email t			ioney you raise on Facebook will count tow
WHY I FUNDRAISE			pdating it now with new informatic	Cancel	Save	
P B I <u>U</u> ≔ ≒ ≞ ≞	= = = =	5 C	112		Recent Activity	
Thank you for visiting my Volley for the Cure fu	ndraising pagel I am parti	cinating in			You joined 2021 Ohio Volley for the Cure	
this year's Ohio Volley for the Cure to help raise	e critical funds to end brea	ast cancer			Contacts	
forever. Please consider helping my team hit ou donating to my personal fundraising page today	ir fundraising goal of \$1,0 /I Your donation will help	00 by Susan G			No contacts to display.	
Komen continue to move the mission forward a	nd help our Volleyball Tea	am make a				
HUGE impact, help to save lives in our commun cure. Thank you for supporting me!	nity and invest in researc	h to find a		Edit Goal	Personal Page	
		C			Personal Page URL:	
	nP		S 🗉 🕨 🍐			
	XAN					
0	CN.	0				



#### **Update Media**

 Add a photo or video to your personal fundraising page! Make sure to click the blue SAVE/UPLOAD button to update your media.

#### Update Media

You may add either photos or a video to your page.

Photos - Images must be .jpg files. Uploaded images will be automatically resized to ~  $\checkmark$ 

Images must be .gif, .jpg or .png files.

Select an image to upload:

Choose File No file chosen



Caption

or remove photo

Cancel

Save/Upload

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#### **Customize your URL**

 You can edit your URL link for your fundraising page so that it's short and easy to share with your loved ones and on social media. Click the blue SAVE button once you've updated your URL.

ome	
one -	·
	Connect Fundraiser to Facebook
URL Settings	
You can create a personalized Web addres	ss for your personal page to make it easier
for family and friends to find. The Web add (dashes), and '_' (underscores). For examp	Iress can contain letters, numbers, <sup>1</sup> ple, entering 'John, Smith' will allow people
to enter 'http://www.into-komen.org/goto/Jo	onn_Smith to display your personal page.
http://www.info-komen.org/goto/ ohiovol	
Cancel	Save
	No contacts to display.
Edit Goal	Personal Page
Edit Goal	Personal Page Personal Page URL: https://secure.info-komen.org/site/TR//ollevfortheCure/CLM_ColumbusAffiliate2px=26141834&pg=personal&fr_id=8829
Edit Goal \$100.00	Personal Page         Personal Page URL:         https://secure.info-komen.org/site/TR/VolleyfortheCure/CLM_ColumbusAffiliate?px=26141834&pg=personal&fr_id=8829         Title
Edit Goal \$100.00	Personal Page         Personal Page URL:         https://secure.info-komen.org/site/TR/VolleyfortheCure/CLM_ColumbusAffiliate?px=26141834&pg=personal&fr_id=8829         Title         WHY I FUNDRAISE
Edit Goal \$100.00	Personal Page         Personal Page URL:         https://secure.info-komen.org/site/TR/VolleyfortheCure/CLM_ColumbusAffiliate?px=26141834&pg=personal&fr_id=8829         Title         WHY 1 FUNDRAISE         Body         There was for whiting my for the Cure fundrations paged Law page
Edit Goal \$100.00	Personal Page         Personal Page URL:         https://secure.info-komen.org/site/TR/VolleyfortheCure/CLM_ColumbusAffiliate?px=26141834&pg=personal&fr_id=8829         Title         WHY I FUNDRAISE         Body         Thank you for visiting my Volley for the Cure fundraising page I am participating in this year's Ohio Volley for the Cure to help raise of funds to end breast cancer forever. Please consider helping my team hil our fundraising goal of \$1,000 by donating to my personal funds to end breast cancer forever. Please consider helping my team hil our fundraising goal of \$1,000 by donating to my personal funds to end breast cancer forever. Please consider helping my team hil our fundraising goal of \$1,000 by donating to my personal funds to end breast cancer forever. Please consider helping my team hil our fundraising page I fam make a HUC inpage today! Your donation will help Susan G. Komen continue to move the mission forward and help our Volleyball Team make a HUC impact, help to save lives in our community and invest in research to find a cure. Thank you for supporting me!



#### Add Contacts to Your Address Book

 You can import contacts to your address book, manually add an individual contact and you can create a group of contacts such as Volleyball Parents, Family, etc.
 With a group, you can send an email out to the entire group instead of having to individually add each contact to a group email. Once you add your contacts, you can access them in your email tab.

	Add Group	
ele	Create a new group * Volleyball Parents	
<1	Cancel	Add a group

Import Contacts	
Importing contacts from other email services into your Participant Center Address Book makes it easy to solicit donations, monitor who responded, and follow up with personal thank you notes.	
<ul> <li>Import contacts from Gmail</li> </ul>	
<ul> <li>Import contacts from Yahoo! Mail</li> </ul>	
○ Import my Address Book contacts from a generic .csv file	
Cancel	xt

	Obio Vollov Tost
	Add Contact
ail Sele	First
	Lindsay
	Last
splay.	Collins
	Email *
	lcollins@komen.org
	Cancel

2021 Ohio Volley for the Cure	
Home Email Flofile	
Compose Message	
Drafts	0
Sent Messages	0
Contacts	
All Contacts	1
Never Emailed	1
Needs follow-up	0
Unthanked Donors	0
Donors	0
Non-Donors	1
Teammates	0
Non-Teammates	1
Volleyball Parents	1



#### Send an Email

2021 Ohio Volley for the Cure

Non-Donors

• You can send emails directly from your participant portal! Email your loved ones and ask for their support and to help you reach your fundraising goal! Check out our example email.

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Home Email Profile		our community. Follike to invite you to join the in the movement to end breast cancer forever by supporting
Compose Message		Recipients (separate multiple email addresses with a comma)
Drafts	0	Blank Message
Sent Messages	0	Subject
Contacts		Include personalized greeting What's this?
All Contacts	٥	H1 H2 H3 P B I U 🏣 🚍 🚖 🚍 🚍 🖼 🖼 🐨 O C
Never Emailed	0	
Needs follow-up	0	
Unthanked Donors	0	
Donors	0	

#### **Thank Your Donors**

• You can thank your donors in your participant portal by using the email tab. You can also thank your donors by sending them a personal thank you note in the mail, via text message or even give them a shout out on social media!

2021 Ohio Volley for the Cure	Ohio Volley Test	Help Log Out
Home Email Profile		
Compose Message	Recipients (separate multiple email addresses with a comma)	
Drafts	Blank Message	~
Sent Messages 0	Subject	
Contacts	Include personalized greeting What's this?	
All Contacts 0	H1 H2 H3 P B I U = = = = = = = = = • • • • • •	
Never Emailed 0		
Needs follow-up		
Unthanked Donors 0		
Donors		
Non-Donors 0		



#### Set a Goal

 Edit your personal fundraising goal! Komen suggests \$100 but the sky is the limit! You can edit this goal at any time on the home tab of your participant portal. Once you've selected a goal amount, click the blue SAVE button.

	ObioN	Allow Tost	
	Edit Goal		
	\$ 100		REACH YOU RAISE MONEY D
funds for this cause.	Cancel	Save	k.
		2 Invite friends, share updates and	collect donations on Fac
		Keen track of your progress. The	money you raise on Ear



#### **Connect your Fundraiser to Facebook**

- On the home tab of your participant portal, there is a blue box. This blue box is how you can connect your Fundraiser to Facebook. You can do this by clicking the **CONNECT FUNDRAISER TO FACEBOOK** button and follow the prompts. All donations that come through this Facebook Fundraiser directly link to your personal fundraising page. These dollars count towards your personal fundraising goal and your team fundraising goal.
- Please note For these Facebook donations to show on your Volley for the Cure fundraising page, please connect using this blue box in your portal – not through Facebook directly.

Reach out to your Komen Staff Member with any Facebook Fundraiser questions!





#### **Profile Tab**

You can edit your personal information at any time. This is also where you can update your password for your participant portal. Make sure to click the blue **UPDATE** button to save any changes to your profile.

2021 Ohio Volley for the Cure	Ohio Volley Test	Help Log Ou
Home Email Profile		
Profile Event Options		
Profile		
User Name *		
ohiovolleytest		Change Password
Title		
		~
First Name *		
Ohio		
Middle Name		
Last Name *		
Test		
Suffix		
		~
Professional Suffix		
		~



#### TEAM CAPTAIN PARTICIPANT PORTAL VIEW

If you are a team captain, you also have a participant portal view called **TEAM**. If you are on the home tab of your participant portal, scroll down and select the **MY TEAM** tab. Once you've selected the **MY TEAM** tab, you will see the following team options.

#### Within your MY TEAM view, you can:

- View Your Team Roster
- Download Your Team Roster
- View Your Team Progress
- View Team Donations
- Edit Your Team Name

- Edit Your Team Fundraising Goal
- Edit Your Team Page URL link
- Edit Your Team Message
- Edit Your Team Page Story
- Edit Your Team Photo

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M My Team Message To Your Team			Edit Team Name
You did not set a message for your team. Use the Edit link to leave a message on the Participant Center Home page of your teammates.			
Team Progress	Edit Goal	Team Page	
\$0.00	\$500.00	Team Page URL: http://www.info-komen.org/goto/ohiovolleytestteam	URL Settings
Team Redges		Body	Edit Content
Badges are fun things your team can earn.		Photo	Update Photo
Team Donations		Team Roster	Ŧ
No donations found.		Ohio Test	

#### **Personal Fundraising Page**

This is what your **PERSONAL fundraising page** will look like.

- When you update your photo and story, this is where your donors can view them.
- You can see your personal fundraising progress.
- You can see your gifts made to your personal fundraising page.
- Individuals can view your team's fundraising page by clicking your TEAM NAME button. Ex- OHIO VOLLEY TEST BUTTON shown in this image.
- Individuals can join your team by clicking the pink JOIN TEAM button and registering.
- Individuals can donate directly to your team by clicking the **DONATE NOW** button or they can click on a member of your team under Team Roster and donate to a specific participant.





#### **Team Fundraising Page**

This is what your **TEAM fundraising page** will look like.

- When you update your photo and story, this is where your donors can view them.
- You can see your team's fundraising progress.
- You can see your team roster.
- You can see your gifts made to your team (not an individual).
- Individuals can join your team by clicking the pink JOIN TEAM button and registering.
- Individuals can donate directly to your team by clicking the **DONATE NOW** button or they can click on a member of your team under Team Roster and donate to a specific participant.





# **ONLINE DONATIONS**

To make an online donation, donors can click on the pink **DONATE** button on the home page of the Volley for the Cure website. All donations are 100% taxdeductible and when donating online, a receipt is emailed to them immediately.





### **ONLINE DONATIONS**

Once the donor clicks the pink **DONATE** button, donors can select to search for a participant OR search for a team. Once they click the search icon, they can select the participant or team they were searching for or click on the green **DONATE NOW** button that is linked to the team or participant.

OTTO CONTROL OF THE OTTO OTTO OTTO OTTO OTTO OTTO OTTO	About Volley Get Invo	Search Results Viewing 1-1 of 1 P Test, Ohio
Search For a Participant		Ohio Volley Test
To perform a search, enter your criteria below.          Search for a participant       Search for a team		
First Name: Last Name:		
Advanced Search		
Search		

Search For a Participant				
To perform a search, enter your criteria below.				
Search for a participant Search for a team				
ohio				
Last Name:				
Advanced Search				
Search Results				
Viewing 1-1 of 1 Previous   Next				
Tect Obio				
Team Name: Donate Now				
Viewing 1-1 of 1 Dravious   Next				
Viewing I-I of I Previous   Next				

# **ONLINE DONATIONS**

It will then bring you to the following screen. The donor will fill out the following information and then click the pink **DONATE TODAY** button. A receipt will be emailed to the donor immediately.

- Gift Information
- Matching Gift Information (if applicable)
- Billing Information
- Honor/Memorial Information (if applicable)
- Credit Card Information

Thank you for your gift to 2021 Ohio Volley for the Cure on behalf of Ohio Test.

#### Donate Today

Thank you for your support in the fight against breast cancer. Please complete the following information to process your online donation. All transactions conducted on this web site are encrypted using a secure server to protect your privacy.

When an In Honor or In Memory gift is received, Susan G. Komen® will promptly send a personalized tribute card to the person or family indicated, notifying them of your thoughtful donation but not revealing the amount of the donation. Every gift is tax-deductible and the donor receives an acknowledgement for the donation.

#### **Gift Information**

- \* Select Gift Amount
- O \$250.00

Could help provide a breast prosthesis.

○ \$100.00

Could help provide one screening mammogram for someone without insurance.

0 \$50.00

Could help provide co-pay assistance for someone struggling with the cost of their breast cancer treatment

O \$35.00

Could help provide a two month supply of hormone therapy to treat breast cancer

O Other

 $\hfill\square$  Yes, make this an anonymous gift.

Recognition Name

Yes, you can display the amount of my donation publicly



#### Matching Gift

ABOUT SSL CERTIFICATES

Double the impact of your donation! Type your company name in the search box below to see if they offer a matching gift benefit to employees.
Employer Name:
Street Address:
City:
State:
Zip Code:
Phone Number:
If your employer is in the database, select it, and you will see specific instructions for submitting a matching gift on your transaction summary. If you have any questions about your employer's matching gift program, please contact your employer directly.
Honor / Memorial Information
□ Yes, this donation is in honor or in memory of someone and I would like a tribute card sent.
Credit Card Information:

DONATE TODAY

Credit Card Type	
* Credit Card Number	
* Expiration Date	
07 🗸 2021 🗸	
* CVV What is this?	

<b>Billing Infor</b>	mation
Title	
~	
* First Name	
- Hot Hallio	
Middle Name	
*	
Last Name	
Suffix	
~	
* Street Address	
Street Address	
* City	
* State/Province	
	✓
* ZIP/Postal Code	
* Country	
United States	✓
Email Address	
Yes, I would like to re	ceive communications from Susan G. Komen
A planned gift to Susa	an G. Komen can strengthen your partnership with the organization while fulfilling your tax, financial and
estate planning needs	h.

# **OTHER DONATIONS**

Needing to mail in a check? Check out the information below or visit the Contact Us page on the Volley for the Cure website for more information! When mailing in a check, please notify your Komen Contact so that we can let you know once it arrives. Thank you!

#### Contact Us

Central, Southeast and Southwest Ohio Lindsay Collins 614-696-5096 Icollins@komen.org

Northwest Ohio Gretchen Awad 567-200-2327 gawad@komen.org

Northeast Ohio Sean Shacklett 216-815-2009 sshacklett@komen.org

Please mail checks to the following address: Attn: OH 300 Susan G. Komen 13770 Noel Rd., Ste 801889 Dallas, TX 75380



Please make sure to include the "ATTN: OH 300" when mailing in your gift. This will ensure that your donation is credited to the Ohio Volley for the Cure program. When mailing in a check, please include Volley for the Cure in the memo line or include a note that states your donation is for Volley for the Cure. Thank you!