

Ottawa Dragon Boat Pledge Challenge Online Donation System

A Step by Step Guide

1. Using your existing username and password, login to the admin system at <https://register.dragonboat.net/EVE/login.asp>
2. Once in, click on the “Donations” tab at the top of the page
3. **Review your Status:** the first page you see will display your current online donation total, your personal goal as well as a list of your current donors
4. **Edit Personal Donation Page:**
 - a. Input your Donation Goal
 - b. Upload a picture of yourself or your team
 - c. Write something about yourself or your team. Be sure to include information about your fundraising goal and include an early “Thank you” note in your message
 - d. Click the Update button at the bottom of the page
 - e. Once your information has been updated you can preview your page by clicking the Preview button near the top of the page. This will show you what your donors will see when they follow the link to your page
5. **Tell A Friend:** Use this function of the donation system to send e-mails to friends or family informing them of your participation in the Pledge Challenge
 - a. You can add a personal message to be included along with information on the charities and the festival that will automatically be attached to your e-mail
 - b. Multiple e-mail addresses can be entered so that your message can be sent to a number of recipients at the same time
 - c. Your personal donation link will be included in the e-mail
6. **Add Donations:** If you wish to add manual pledges to your online total, you can use this function to include cash donations:
 - a. Each donor wishing a receipt must have their information keyed in separately
 - b. An e-mail address **must** be entered for electronic delivery of the receipt
 - c. All fields in **bold** must be filled out completely
 - d. You can pay for the manual donations using your credit card and keep the cash amount equal to the amount paid online from your donors
 - e. Cheques received from your donors made out to the “Ottawa Dragon Boat Foundation” cannot be processed in this manner and should be handed in with your Pledge Form to the Foundation
 - f. Any donations from your Pledge Form processed here should be removed from the form to avoid duplicate processing in the future
7. **Send Thank You Notes:** Use this function to send personalized notes to your donors thanking them for their donations
 - a. Click the box next to the person (or persons) you wish to send a note
 - b. Enter your message in the text box
 - c. Click Send – your message will be delivered to all checked recipients

If you have any problems or questions related to the online donation system, please contact the Foundation Coordinator at foundation@dragonboat.net or call the office at (613) 238-7711 ext. 223.

Thank you for supporting the Ottawa Dragon Boat Foundation!

