



TO REGISTER TO RUN BRIDGE TO BRISBANE WITH SU QLD AND TO FUNDRAISE FOR SU QLD PLEASE FOLLOW THE STEPS BELOW

PHASE 1: REGISTER YOURSELF TO RUN FOR BRIDGE TO BRISBANE

Step 1: go to <https://bridgetobrisbane.com.au/> and click 'ENTER NOW'

Step 2: Click 'Join a Team'

Step 3: Fill in your details, read and agree to the T&Cs and click 'Next'. Choose the distance you want to run and click 'Next'.

Step 4: Search *Scripture Union Queensland* in the team search function. There is no Team Pin.
Please note, this is just a running team and has no impact on Fundraising. This will allow us to see who is running in the SU QLD team regardless of which school they are fundraising for.
If you have a separate running team for your school, that's okay too!

Step 5: Complete the rest of the form and click 'Next'

Step 6: Choose the details of your race kit including t-shirt size. FYI There are two options to get your Race Kit – by mail or you can pick it up from the Race Office. If you choose to have your Race Kit mailed, you must pay the postage costs of \$8.95. If you choose to pick up your kit, the Race Office will be open at the Brisbane Showgrounds. No Race Kit collection on Race Day.

Step 7: Choose any other donations you want to make or any medals you want to buy and click 'Next'

Step 8: Search for your charity in the top search bar.

If you want to run for a specific school, search the name of the school.

It should appear as 'SCHOOL NAME (Scripture Union Chaplaincy)'.

If you are not running for a specific school, search 'Scripture Union Queensland' spelled in full.

Once you've found your school or Scripture Union Queensland click 'Proceed with your selected Charity'

Step 9: Check details and click Proceed to Payment

Step 10: Enter your payment details and click Submit.

Step 11: Check your email

There should be two emails.

1. From info@bridgetobrisbane.com.au confirming your registration details etc.
2. From marketing@gofundraise.com confirming that a fundraising page has been created for you.

IF YOU ARE TAKING THE LEAD ON SETTING UP A FUNDRAISING TEAM THEN FOLLOW THESE INSTRUCTIONS. IF YOU ARE JOINING AN EXISTING FUNDRAISING TEAM THEN SKIP TO PHASE 3

PHASE 2: SETTING UP A FUNDRAISING TEAM FOR BRIDGE2BRISBANE AND RAISE MONEY FOR YOUR CHAPLAINCY SERVICE!

1. Go to <https://bridgetobrisbane.gofundraise.com.au/>
2. Click 'START FUNDRAISING'
3. Click 'CREATE A TEAM'
4. In the search bar at the top, search for your school. It should appear as SCHOOL NAME (Scripture Union Chaplaincy).

If you can't find it, please contact support@suqld.org.au and we will get it activated for you.

5. Enter your team name and target. If you plan to run with your team then leave the 'Also create an individual page' ticked.
6. Login or register yourself with GoFundraise.
7. Click CREATE
8. You can now customise your page with content, a team or school logo, link it to relevant social media pages. In the description section, you may like to give a description of the chaplaincy service, how much you're hoping the team can raise and why.

Example:

This team is hoping to raise \$10,000 to support chaplaincy in our school. This money will ensure that our chaplain can keep providing amazing support to our students, teachers and school community.

Tips:

- Make it personal and relatable. Use the chaplains name if you think it works better.
 - Talk about the great programs and services that are being run.
 - Approximate the number of students in the school to give some scope of their work
 - Set a bold target and explain why it's important. If you need \$20,000 then make that your goal but tell people why. (e.g. this money will keep our chaplain in our school or we are hoping to secure an additional day for our chaplain - this money can help make that possible)
9. Recruit runners! **You need people to enter Bridge to Brisbane following the steps in phase 1 and then they can join your team following the steps in Phase 3** (sorry that it's a bit awkward...it's just the way it's been set up by Bridge to Brisbane!)

PHASE 3: JOINING AN EXISTING FUNDRAISING TEAM.

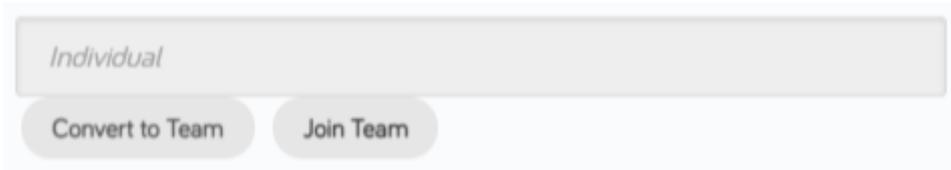
Step 1: Open your email and find the email from marketing@gofundraise.com confirming you have a fundraising page.

Step 2: Click the link which takes you to your fundraising page.

Step 3: On the right hand side, find and click Manage Page:



Step 4: A pop-up window will open. Scroll down and click the Join Team button



Step 5: Search for the team you want to join and select the team. If you don't know the team name, contact your team captain.

Step 6: Now take some time to update your profile.

- Upload an image.
- Write your own description, don't stick with the autogenerated one - it's so boring!
- Make a donation to yourself

Step 7: Share your page around, start raising money!