

# Mississauga Dragon Boat Festival

## Fundraising Registration

Visit our Sunnybrook fundraising page here:

<http://support.sunnybrook.ca/MississaugaDragonBoatFestival>

1. On the fundraising page click Join the team

### MISSISSAUGA DRAGON BOAT FESTIVAL



The Mississauga Canoe Club (MCC) is pleased to present the 18th Annual Mississauga Dragon Boat Festival. The event will be held at the mouth of the Credit River in beautiful Port Credit and once again promises to be a fantastic event. Organizations enter teams of 18 to 22 people. A dragon boat holds up to 20 people but may be raced with fewer. Each team will participate in two heats and one 'final'. Medals will be awarded for each final and team pictures will be taken. Join us for a fun and competitive day of racing, food and shopping along our Vendor Row and celebration.

JOIN THE TEAM

2. Select your participant type
  - a) Create your own fundraising page to participate as an individual
  - b) Register a team – to create a new fundraising team, you will be team captain
  - c) Join an existing team

① →  
Event Type

② →  
Contact Information

③ →  
Additional Information

④ →  
Register

Create a Fundraising Page

Register a Fundraising Team

Join an Existing Team

Host a Multiple Team Fundraiser

Next »

3. Select if you would like to make a donation now  
Fill in your personal information (if making a donation, more info will be collected for your tax receipt)  
Create a username and password  
Establish your custom url for your fundraising page (if you are creating a team you will also set a custom url for the team page)  
Click Next

**\* Will you kick-off your fundraising with a donation now?**

Yes

No

### Contact Information

\* First Name

\* Last Name

\* Email Address

### Account Information

Your account username and password will allow you to login following registration.

\* Username

\* Password

\* Confirm Password

### Title your fundraising page.

Set your own web address for your fundraising page.

*\*Disclaimer: Sunnybrook reserves the right to remove custom URL's that fall outside our brand policy.*

http://support.sunnybrook.ca/

« Previous

Next »

## 4. Set your fundraising goal

Accept the waiver  
Click next

1 →  
Event Type

2 →  
Contact Information

3 →  
Additional Information

4 →  
Register

### Fundraising Goal

What is your fundraising goal?

### Permission Questions

- I give permission for Sunnybrook Foundation to contact me about how I can support its mission to invent the future of health care. I understand I can unsubscribe at any time.
- I allow the general public to donate on my page.
- I allow for my name and funds raised to show on the homepage top fundraisers list.

Display Name ?

### Additional Questions

\* **Waiver:** Please read and accept the waiver.

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- I accept the waiver.

« Previous

Next »

## 5. Review your information and click Register me On the next page click Start Fundraising

1 →  
Event Type

2 →  
Contact Information

3 →  
Additional Information

4 →  
Register

### Registration Information

First Name:	Joanna
Last Name:	Sullivan
Email:	joanna.sullivan@sunnybrook.ca
Username:	JoannaLuceRide
Custom URL:	http://support.sunnybrook.ca/EXAMPLE
Fundraising Goal:	\$500
Sunnybrook Foundation can contact me via email:	Yes
The general public can donate on my page:	Yes
Show my name and funds raised on the homepage top fundraisers list:	Yes

« Previous

Register me

## Congratulations - you are now ready to start fundraising!

You will receive a confirmation email shortly.

(If you do not see it in your inbox please check your 'spam' or 'junk' folder and add [events@foundation.sunnybrook.ca](mailto:events@foundation.sunnybrook.ca) to your address book to ensure that you receive all future emails in your Inbox. )

Click "Start Fundraising" to sign into your account. From your account you can send emails to friends & family asking for their support. You can also check your fundraising results and enter any cash and cheque donations you receive.

**Sign up to receive the latest medical news**, updates on groundbreaking research, and health and wellness tips.

Start Fundraising

6. Now you are logged into your fundraising page and you can make changes as you'd like  
Update the name of your page, the copy on your page and upload images  
If you are a team captain you can also make changes to your team page, select Team in the left hand side navigation bar


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**Your Page Name**

Joanna Sullivan

**Your Page Message**

Add a personal touch to your fundraising page with a message - this will help motivate your friends to give generously!



I am organizing this event to support Sunnybrook as they invent the future of health care. Funds raised will go toward cutting-edge research and patient care. Together we can help support the life saving work that Sunnybrook does everyday. Thank you.

**Images & Videos**

Upload images to display on your fundraising page.

To remove an image, click on the icon below and unselect the Display Image box.

*\*A maximum of 5 images can be displayed at once.*

**Add Image**

**Add Video**



**Save Changes**


Reset

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## Thank your donors!

When logged in, you can see a list of your donors and send them a note of thanks  
The system will send you an email every time someone donate  
As Team Captain you will also see donations made to the team page, see Thank Donors under Team on the left hand navigation

**FUNDRAISING** ▾

- Fundraising Progress
- Recruit Donations
- Manage Donors
- Thank Donors** 
- Manage Cash & Cheque
- Donation Forms
- Make a Self-Donation
- Tell-A-Friend

[Back to 'Manage Donors'](#)

# Thank Your Donors

Send a thank you email to your donors!  
Please select the donors that you wish to thank from the list below.

**No Donors**

## Add an offline donation

If someone prefers to make a donation by cheque please ask them to make a cheque out to Sunnybrook Foundation and send to the below address.

Sunnybrook Foundation  
ATTN: Joanna Sullivan  
2075 Bayview Avenue, KGW-01  
Toronto, Ontario M4N 3M5  
Memo: Mississauga Dragon Boat – your name

Email [Joanna.sullivan@sunnybrook.ca](mailto:Joanna.sullivan@sunnybrook.ca) to give the Foundation a heads up so we can keep an eye out and let you know when it arrives.

You can add the offline gift to your page by logging in and going to Manage Cash & Cheque to add it as a manual entry to your page

**FUNDRAISING** ▾

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- Tell-A-Friend

Team ▾

Profile ▾

# Manage Cash & Cheque Donations

Enter donations you collect in person here to include them on your fundraising page.

\* Name of donor:

\* Donation amount:

Permission to show **donation amount** on your fundraising page.

[Add donation](#)

## Get a list of your donors

When logged in, go to Donation Forms and click Email Fundraising Report to have your donors info sent to you by email

- FUNDRAISING ▾
  - Fundraising Progress
  - Recruit Donations
  - Manage Donors
  - Thank Donors
  - Manage Cash & Cheque
  - Donation Forms
  - Make a Self-Donation

## Donation Forms

Receive a fundraising report by email.

Get a list of your online supporters and offline cash or cheque donations that you've entered into the system.

Email Fundraising Report