



Small steps make
**MIGHTY
STRIDES**



**HOW TO: ADD PARTICIPANTS THROUGH
YOUR FUNDRAISING DASHBOARD**

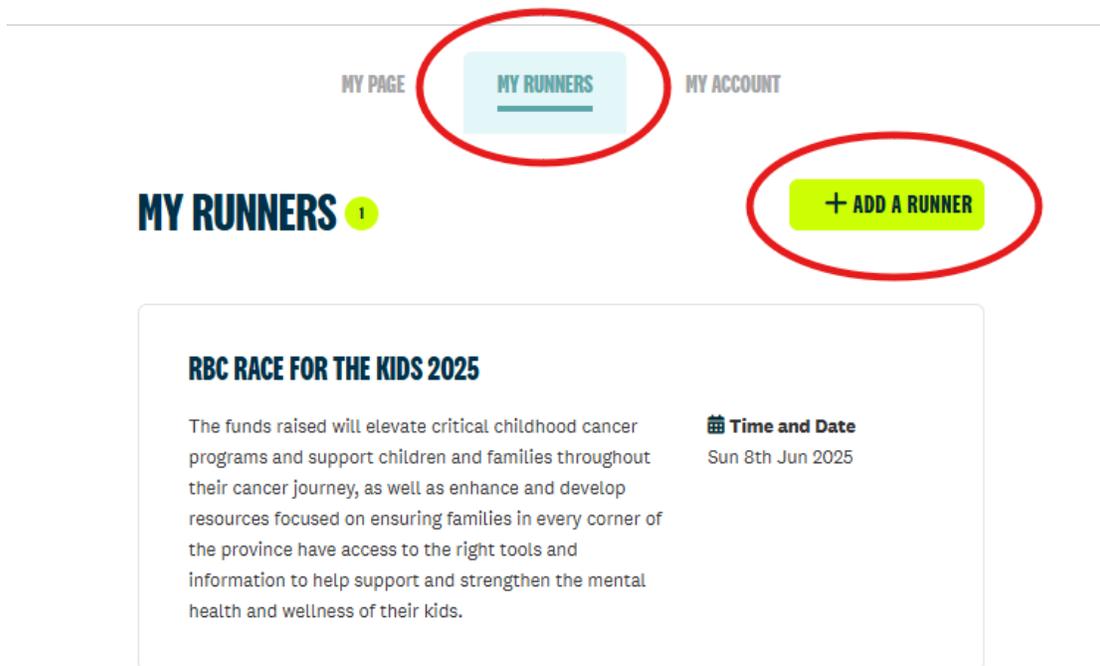
ADDING PARTICIPANTS THROUGH YOUR DASHBOARD



If you have already registered but would like to add an additional runner to your registration or your team, you can do so through your fundraising dashboard!

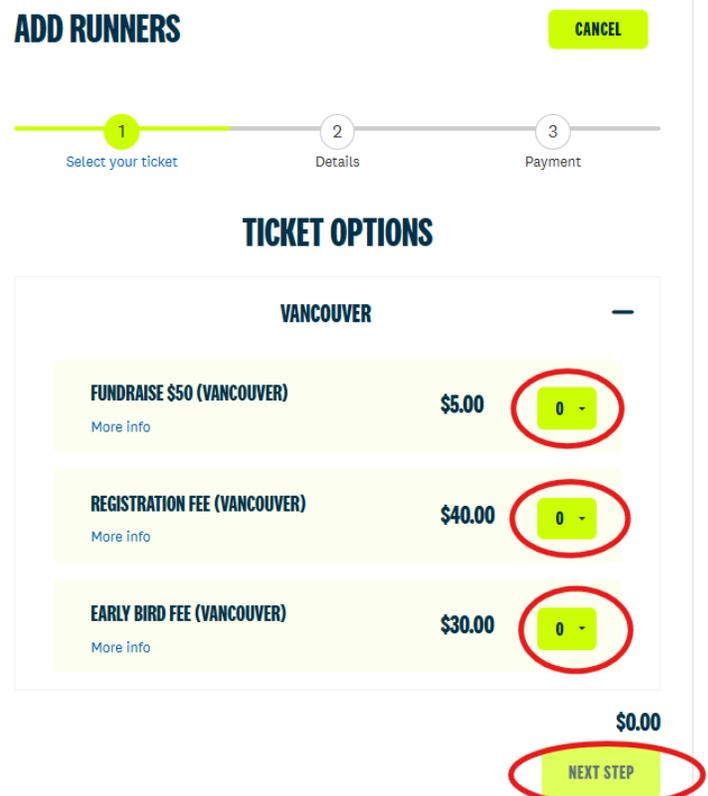
STEP #1

- Login to your fundraising dashboard at the [RBC Race for the Kids website](#)
- Click on "My Runners" and then click "Add a Runner"



STEP #2

- Once you have selected 'Add A Runner' select the ticket option from the dropdown menu. Then click next step.
 - Please note that with the \$5 registration for the \$50 fundraiser option each person registered will need to fundraise \$50 on their individual pages, each person's fundraising funnels into the team's total if you are registered as part of a team.



ADDING PARTICIPANTS THROUGH YOUR DASHBOARD



STEP #3

- From here you can edit each runner by clicking the edit button. The ticket will expand and you can select 'I wish to manage this account' if you do not select this you will sign up another runner using their own email.
 - The managed account option does not require an email therefore we recommend this option if signing up a child. *Managing the account allows you to edit the fundraising page details of the runner on their behalf.*
 - If you use a new unique email the runner will have to activate their account using the email sent to them once you complete registration.

MANAGED ACCOUNT OPTION

NON-MANAGED ACCOUNT OPTION

Progress: 1. Select your ticket (checked), 2. Details (active), 3. Payment

ENTER YOUR RUNNER DETAILS

RUNNER 1 - REGISTRATION FEE (VANCOUVER)

RUNNER 1 Edit

I wish to manage this account ⓘ

First Name *

Last Name *

Shirt Size *
The same t-shirt will be used for 2023, 2024, and 2025, re-use yours by selecting "none".

Select Your Run *

Progress: 1. Select your ticket (checked), 2. Details (active), 3. Payment

ENTER YOUR RUNNER DETAILS

RUNNER 1 - REGISTRATION FEE (VANCOUVER)

RUNNER 1 Edit

I wish to manage this account ⓘ

First Name *

Last Name *

Email Address *

Shirt Size *
The same t-shirt will be used for 2023, 2024, and 2025, re-use yours by selecting "none".

Select Your Run *

ADDING PARTICIPANTS THROUGH YOUR DASHBOARD



STEP #4

- From here, you will proceed to the payment page as seen below. Fill in the payment details and click process payment. Once finalized, and paid, the added managed accounts will be added to your account under “My Runners” (details on how to access managed accounts below).
 - Any additional runners you signed up using a unique email will not appear under “My Runners” as they will have their own account and fundraising page, and will receive an email to the email provided to activate their account.



PAYMENT OPTIONS

SUMMARY		Edit
Registration Fee (Vancouver) 1	\$40.00	
Have a promo code?		
TOTAL	\$40.00	

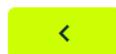
Card number: 1234 1234 1234 1234

Expiration date: MM / YY Security code: CVC

Postal code: M5T 1T4

By providing your card information, you allow British Columbia's Children's Hospital Foundation to charge your card for future payments in accordance with their terms.

I'd like to add a little extra to help cover fees. This will add \$1.30 to your payment.



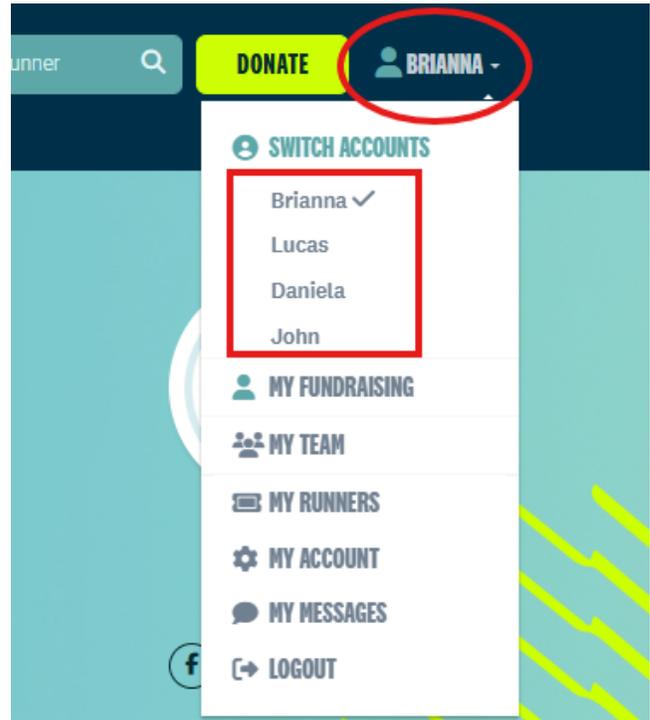
ADDING PARTICIPANTS THROUGH YOUR DASHBOARD



MANAGED ACCOUNT OPTION

For managed accounts. You can switch between managed fundraising pages, your own fundraising page, and those you have added by clicking on the top right corner where your name is, then selecting switch accounts.

Here is an example:



OR you can also switch between and find your managed accounts on your home page, scroll down and under "My Runners" click see more.

EVENT CHECKLIST

Follow the steps below to kick off your fundraising journey and get the most out of your hub.

Check off each item in the list as you complete it.

TOUR MY FUNDRAISING PAGE

ADD A PROFILE PICTURE

COMPLETE MY PROFILE DETAILS

ADD YOUR STORY TO YOUR PAGE

THANK A DONOR

POST ON SOCIAL MEDIA

SELF-DONATE

UNLOCK A FUNDRAISING REWARD

SET/ADJUST FUNDRAISING GOAL

MY RESOURCES

Everything you need to achieve your fundraising goals - social media toolkit, fundraising poster, email templates and [more](#).

[SOCIAL MEDIA TOOLKIT](#) [PRINT POSTER](#)

[Ask for donations](#)

MY RUNNERS

[BRIANNA](#) [LUCAS](#)

[DANIELA](#) [JOHN](#)

[See more](#)

FUNDRAISING FAQ'S

[How do I start fundraising?](#)

[Are there rewards for fundraising?](#)

[What are the benefits of teams?](#)

[See more](#)

JOHN TESTADD
Registration Fee (Vancouver) [MANAGE](#)

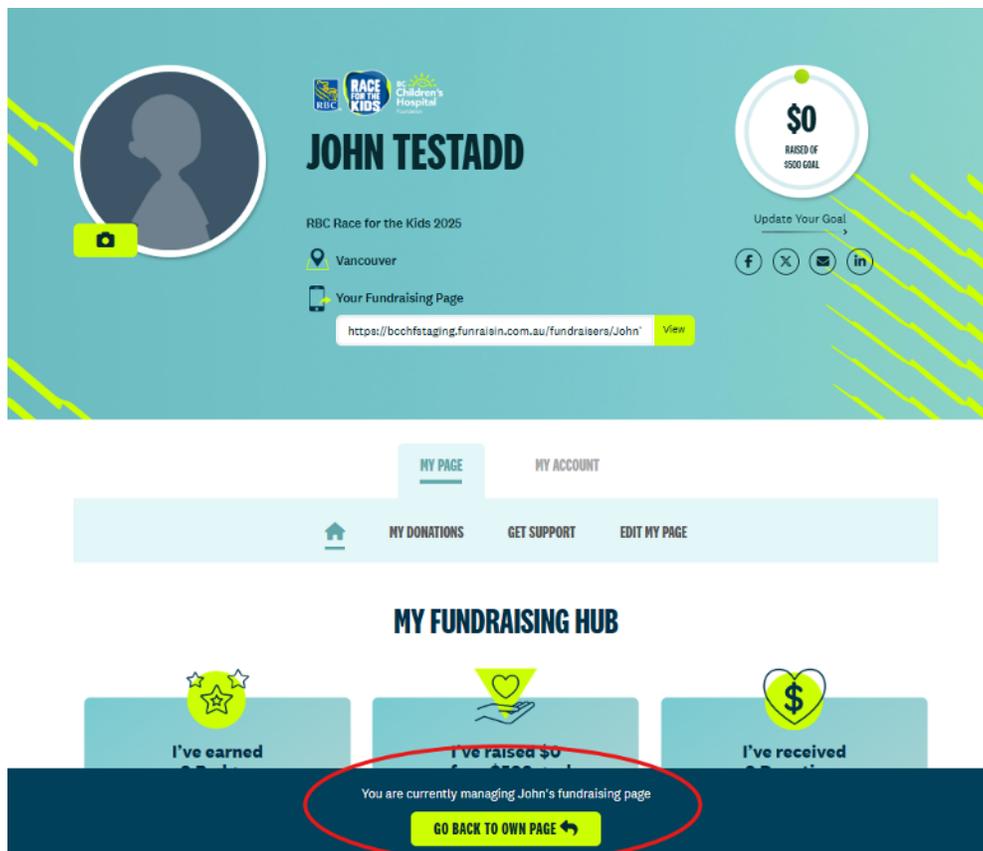
ADDING PARTICIPANTS THROUGH YOUR DASHBOARD



This will open your list of managed accounts, if you click “Manage” you will be taken to the fundraising page of your managed account, and you can make any edits to their page.



Once on your managed account page, you will notice that you can easily return to your own page through the button on the bottom navigation bar.



If you have any additional questions, please feel free to reach out to race@bcchf.ca and an RBC Race for The Kids team member will be happy to help!