

# Plywood Cup On-Line Fundraising Using HRF Website

## Step 1

If you have previously registered on our site with a username and password, follow the steps below (please do not create a new username/password). If you have forgotten your username, please call Susan at 766-7500). If you have not previously registered on our site, go to Step 2.

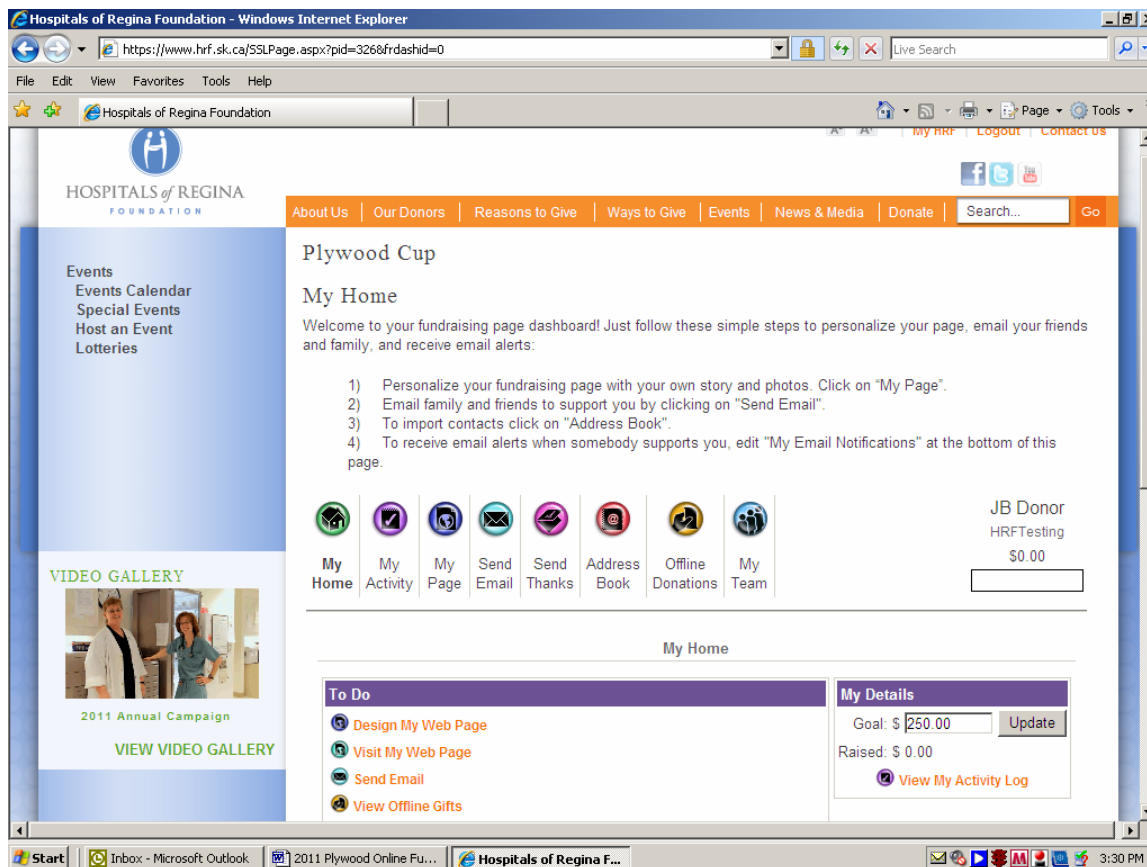
a) Click this link: <http://www.hrf.sk.ca/plywoodcup>

b) Select “Already Registered? Click here to Login” and login.

c) Go through Steps 1 to 3. Once you have submitted your information, you will receive an automatic acknowledgement email to keep for your records. It takes up to one business day for your information to be downloaded.

The screenshot shows a web browser window displaying the Hospitals of Regina Foundation website. The page is titled "Plywood Cup" and features a navigation menu with options like "About Us", "Our Donors", "Reasons to Give", "Ways to Give", "Events", "News & Media", "Donate", and "Search...". The main content area is divided into three steps: "Step 1: Register", "Step 2: Join Options", and "Step 3: My Dashboard". Under "Fundraiser Join", there are "Join Options" (radio buttons for "Join an existing team" and "Create a new team") and a "Set Individual Goal" section with a text input field containing "\$250.00" and a note "(minimum: \$100.00)". Below the goal field are "Previous" and "Next" buttons. A "VIDEO GALLERY" section is visible on the left side, featuring a video thumbnail for the "2011 Annual Campaign" and a "VIEW VIDEO GALLERY" link. The browser's address bar shows the URL "https://www.hrf.sk.ca/SSLPage.aspx?pid=326&tab=4". The taskbar at the bottom shows the Start button, an open Microsoft Outlook window, and the current browser window.

d) Once you are registered for online fundraising, your Home page will appear as seen in the screen shot below. From your Home Page, you can set up your web page, email supporters, send thank you and view your activity.



## **Step 2**

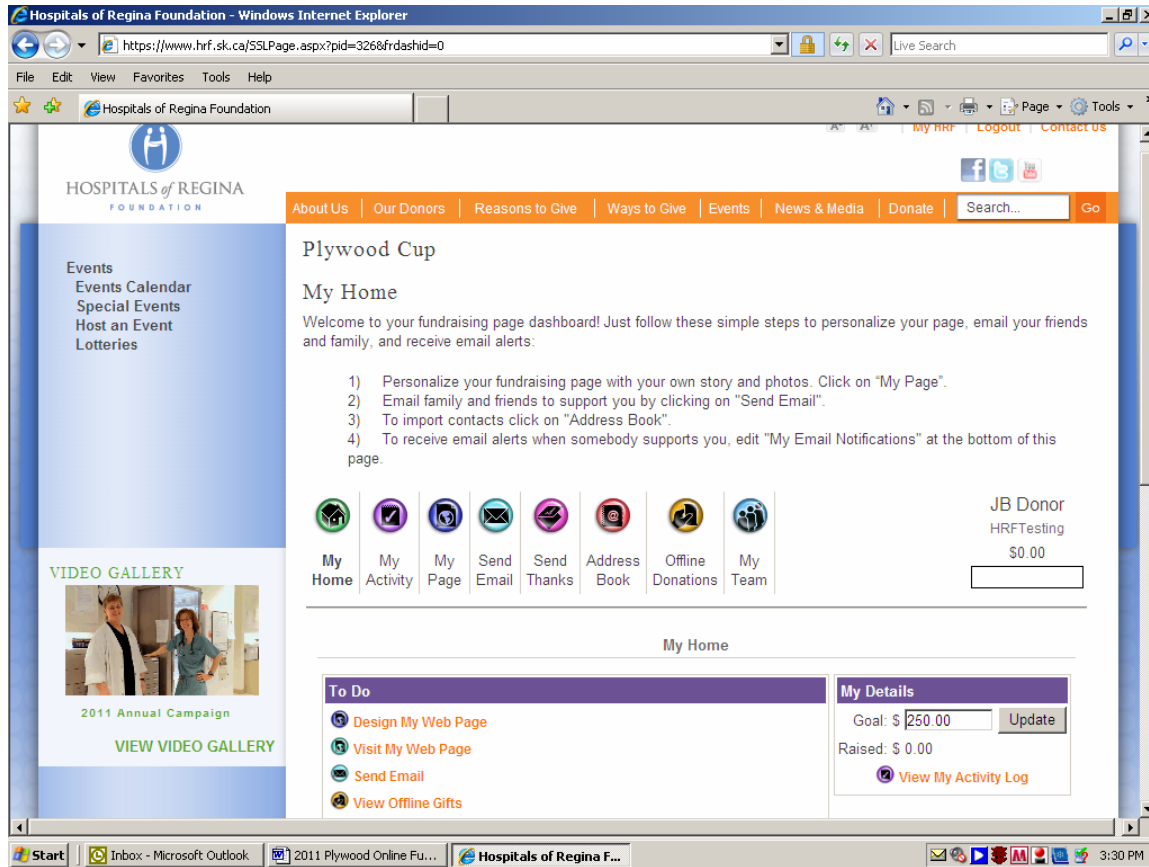
If you **have not** previously registered on our site, follow the steps below to set up a username and password:

a) Click this link: <http://www.hrf.sk.ca/plywoodcup>

b) Select "Register to Online Fundraise" in the right hand side menu

c) Go through Steps 1 to 3. Once you have submitted your information, you will receive an automatic acknowledgement email to keep for your records. It takes up to one business day for your information to be downloaded.

d) Once steps 1 to 3 are completed, you will see your Home page as seen in the screen shot below:



You are ready to begin online fundraising! To visit your Home Page, just go to the link mentioned above to login. From your Home Page, you can set up your web page, email supporters, send thank you and view your activity.

**Please note:**

- The ability to enter in your offline donations is not available this year
- Remember to LOG OUT when you are finished to ensure the information remains secure.

If you have any questions please call Susan at the Hospitals of Regina Foundation (766-7508) or email: [susan.cameron@rqhealth.ca](mailto:susan.cameron@rqhealth.ca) for assistance.