

Create a Saddle Up for SIRE Fundraising Page Virtual Rider Instructions

To be successful, please follow each of these steps in the order they are listed!

- 1) Go to the SIRE homepage, www.sirehouston.org and click on the teal colored “Saddle Up for SIRE” banner, (near the bottom of the page) which takes you to the main Saddle Up for SIRE fundraising page.
- 2) Scroll down the page and click the green “Register Today” button.
- 3) Check the Virtual Rider option and click the yellow “Add to Cart” button.
- 4) Fill out your Registration Details information and click the yellow “Next” at the bottom of the page.
- 5) Fill out your Fundraising Details information and click the yellow “Next” at the bottom of the page.
- 6) Continue by either (a) logging into your Facebook Account or (b) choosing the yellow Create an Account button. After creating your account, fill in requested information; and click the yellow “Next” at the bottom of the page.
- 7) Review Summary details and click the yellow “Check Out” button at the bottom of the page. You must complete the checkout process because this step activates your fundraising page.
- 8) The site will email you a registration confirmation and automatically generate your fundraising page.
- 9) You can access your fundraising page by either (a) clicking the link at the top of your confirmation page (b) clicking the link at the bottom of your email registration confirmation, or (c) by revisiting the main Saddle Up for SIRE fundraising page and clicking on your newly created page. Scroll down to the bottom of your page and click the “Is this your fundraiser? Click here to manage page” link. You will be asked to enter your email address and password.
- 10) These links will take you to a page called Dashboard that allows you to manage all your fundraising activities.
- 11) Click on the Edit Page tab, near the top of page.
- 12) The Profile Photo heading will be underlined. Click the Change Photo tab beneath the photo to upload a picture of yourself – a smiling picture of you with a SIRE horse – makes an ideal image for this page. Cropping tools to the right of the photo allow you to manipulate the photo so it fits into the allotted square space on your page. The shaded area indicates the portion of the image that will show up on your page.
- 13) Click on the Your Story heading. SIRE has provided some general copy, which we encourage you to personalize. This is the place where you can provide information about why you love SIRE. Consider answering some of these questions as you tell your story: How have you seen riders helped at SIRE? Where do you volunteer: Spring, Hockley or Fort Bend? How long have you been coming to SIRE? Why you are encouraging others to donate to a cause that is important to you?

You are ready to start fundraising. You can use the tools on the Dashboard page to ask for donations via email, Facebook or Twitter. There is also a recordkeeping form to print out and use if you collect offline donations. Please include this form with any checks you submit to SIRE.

HOW TO RAISE YOUR FIRST \$500

1.) Between you and your immediate family donate \$50-\$100	\$100.00
2.) Ask your grandparents to each give \$50	\$100.00
3.) Ask all of your aunts and uncles to give \$25	\$100.00
4.) Post on Facebook and tag all of your friends	\$100.00
5.) Ask 5 neighbors to donate \$10	\$50.00
6.) Ask you dentist, doctor, and local business owners to donate \$10	<u>\$50.00</u>
TOTAL.....	\$500.00

Please remind everyone who donates to check and see if their companies will match their donation through their company's matching gift program. This can double the amount of money raised.

VIRTUAL RIDER INCENTIVES

If you raise:

You will receive:

\$50 - \$99	Saddle Up for SIRE decal
\$100-\$499	T-shirt and decal
\$500 - \$999	T-Shirt, decal and SIRE hoodie
\$1,000 - \$2,500	T-Shirt, decal and choice of \$50 VISA Gift Card
Over \$2,500	T-Shirt, decal and choice of \$200 VISA Gift Card
Top Fundraiser	2018 Top Virtual Fundraiser Award