

### How to Guide for OC 5k benefiting AltaMed

Thank you for your interest. You will need to do both steps in order to participate in this worthy and fun cause. Please see below for some more detailed instructions.

Step One: Set up and customize your GiveSmart fundraising page

- 1. Click on our GiveSmart crowdfunding page: <u>https://fundraise.givesmart.com/vf/run4altamed</u>
- 2. Select "Become a Fundraiser"
- 3. Fill in your info and click "Become a Fundraiser"
- 4. Now, the fun part! Customize your page by adding your personal touches like a profile image and an inspiring message
- 5. If you need additional guidance in setting up your fundraising page, check out the resources below:
  - a. <u>https://support.givesmart.com/help/fundraiser-signup-walkthrough</u>
  - b. https://vimeo.com/691510624/3157c6e341?share=copy
  - c. <u>https://support.givesmart.com/help/donor-experience-with-crowdfunding-and-peer-to-peer-fundraising</u>

#### Step Two: Sign up for the OC marathon

- 1. Click on our group share link: <u>https://runsignup.com/Race/Register/RaceGroup-1738666?raceId=133058</u>
- 2. Fill out your personal info
- 3. Choose your event 5K Run/Walk option
- 4. If you are adding another runner click "+ Add Another Registrant". If you are not then select continue
- 5. Read the waiver agreement and enter your name and date. Click Continue
- 6. Ensure AltaMed Foundation team is already pre-populated.Click "Continue"
- 7. Fill in your t-shirt size, race time predictions and emergency contact info. Make sure you agree to the cancelation policy and their transfer policy. You only need to fill in the information with the red asterisk. Scroll to the bottom of the page and then click "Continue"
- 8. On the donation page,scroll all the way to the bottom and click "Continue". We will be fundraising using our GiveSmart platform and your personal fundraising pages (what you set up in step one).
- 9. Merchandise page only select if you would like to purchase something. Otherwise, scroll to the bottom and click "Continue"
- 10. Payment page type in "ALTAMEDCOMP" into the "Coupon Code" section then click "Apply". It will reduce the amount owed to \$0 and remove the payment forms. (See images below).
- 11. Finally, click "Complete Registration." You are officially registered to participate in the OC 5K! You should receive a confirmation email at the email address provided.

# AltaMed Foundation

## Before entering "ALTAMEDCOMP" coupon code

		i diolidoo od		
Expiration Date *	CVV *		Item	Total
Month   Year	•	5K Run Meagan Martinez	\$55.00	\$55.00
First Name *	Last Name *	T-Shirt Women's Medium	\$0.00	\$0.00
Meagan	Martinez	Coupon Code (i)		
Street Address *				Apply
2040 Camfield Ave		Pasa Cost:		\$55.0
Country *	Zip Code *	Processing Fee: (i)		\$5.9
US - United States	▼ 90040	Total:		\$60.9
City *	State *			
	CA - California			

#### After entering "ALTAMEDCOMP" coupon code

Complete your registration			Purchase Su	mmary	1 🕑
ou can clear this transaction within 15 minutes. After that all sale	es are final and there are no refunds.			Item	Total
Covered amount is \$0.00.			<b>5K Run</b> Meagan Martinez	\$55.00	\$55.00
Add a \$5 donation to support The OC Marathon Found	lation.		T-Shirt Women's Medium	\$0.00	\$0.00
		ſ	Coupon Code 🚯		
Complete Registration	Back		ALTAMEDCOMP		Apply
		_	Base Cost:		\$55.00
			Discount:		\$55.00
Your registration information			Processing Fee: (1)		\$0.00
Location: Costa Masa CA 02626118 Pace Date: May 3 2025 - May 4 2025			Total:		\$0.00
Race Date. P	e Date. May 3, 2023 - Midy 4, 2025		Savings: (i)		\$60.95
Registrants					

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AltaMedFoundation.org Tax ID: 95-4090420