DOJIGGY COOL TOOLS FOR NON-PROFITS

Pledge Event Participant Instructions

Participant Registration

Thank you for your support of Ride for a Reason! Please visit www.rideforareason.dojiggy.com and register to begin taking donations and pledges. When you register for the event, you will be asked to create a username and password, personal web link (which becomes part of the URL for your personal fundraising page) and personal fundraising goal.

Upon completing your event registration, you will see the following message:

> *'Please click here to go to your personal fundraising page to personalize your webpage, send emails and track your progress.'*

You can create your personal webpage at the time of registration, or log back in at a later time with your newly created username and password to complete your page set-up.

Account Profile

When you register for Ride for a Reason, you will create a unique username and password. Keep this information securely stored, as you will need it to log into your account, from www.rideforareason.dojiggy.com. The Account Profile there contains the following areas:

- Update Profile - Update your personal information.
- Pledge Control Panel - Manage pledge settings and other pledge drive options. (Details follow.)
- Change Password - Change your account password.

Most of your work for this event will take place under the Pledge Control Panel, as shown below.

My Account   Welcome, Enda Million! Logout

Pledge Control Panel - Personal Settings

| Account Profile | Personal Website | Enter Pledges | Email Friends | Instructions | Review Pledges |

- **Personal Website** - Manage your Personal website settings, goal and images
- **Enter Pledges** - Enter Pledges received by you offline (checks, cash, etc.)
- **Email Friends** - Email friends/family with a link to your website
- **Instructions** - Pledge event instructions
- **Review Pledges** - Review your Pledges, and send a personal thank you message to your donors.

Pledge Control Panel
From the Pledge Control Panel, you can do a number of things:
- update your personal pledge page
- enter pledges you have received off-line
- send emails about the event including your personal pledge page
- read event instructions uploaded by the event administrator,
- review a history of your pledges received

Creating a Personal Pledge Page

When you register for Ride for a Reason, you will be asked to create a Personal Pledge Page. The personal pledge page includes:

- a personal pledge goal which should be more than $250
- a personal statement
- a picture/image
- a personal web link/Pledge Page Nickname, which is included in the URL where your friends and family can go to make pledges.
- a (maximum 500 word) thank you message that will appear in the confirmation email sent to each person who contributes to your account.

If you wish to edit or create your personal pledge plan at a later time, log back into the system from www.rideforareason.dojiggy.com using your username and password created at the time of registration. Instructions follow:

1. Log-in to the Account Profile, using your unique username and password.
2. From the Account Profile, select Pledge Control Panel
3. From the Pledge Control Panel, click on any of the buttons below:
   - Account Profile: Update your personal information, change your family/Participant status, reset your password, and edit your credit card information.
   - Personal Website: Manage your website settings, notes, goal, and images. The *Pledge Page Nickname* must be completed, as this forms part of the URL where your friends and family will go to access your site. If it is left blank, the Pledge Plan is not properly configured and no pledges can be made in your name. NOTE: When uploading an image, you must use a JPG file of 400x400 or smaller, no larger than 100KB. The system will resize the image and convert it to JPEG format for you, if you upload your image from the 'Resize Image Tool' area.
   - Enter Pledges: Enter pledges and donations received outside of the system. This will cause your thermometer to rise as you reach your fundraising goal.
   - Email Friends: Email friends and family a link to your website and invite them to participate in helping you reach your goal.
   - Instructions: Read instructions from your event coordinator.
   - Review Pledges: Review donations and send a personal thank you to everyone who has contributed.

After completing the steps above, review and press Update. You will receive the message 'Personal Pledge Plan updated successfully!' Be sure to click on the 'Your Pledge Page Link' to verify your personalized web page is correctly configured.

Good luck with your fundraising efforts!

We are here to help – please contact: Mike Napolitano at mikenapolitano5@gmail.com