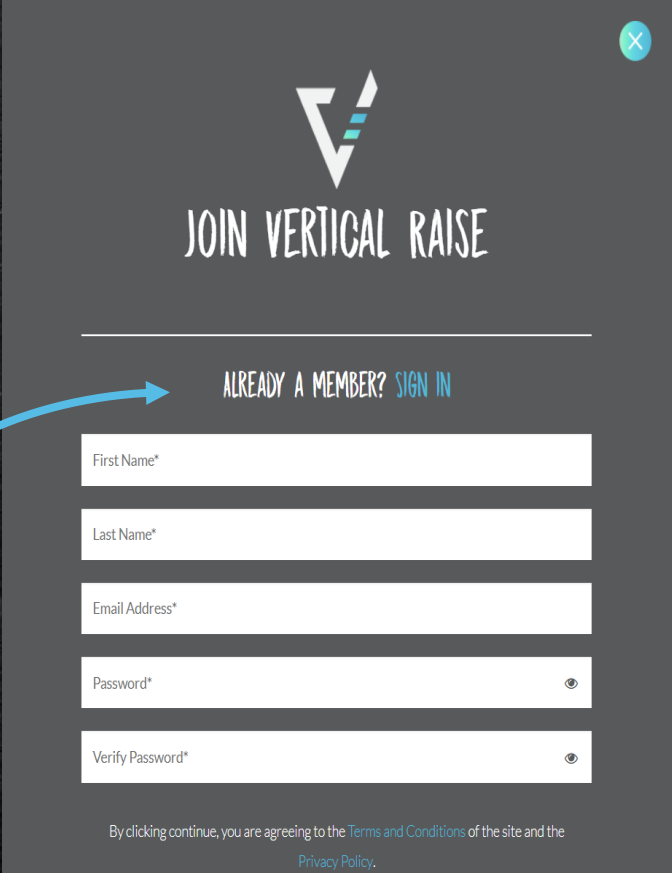


How to Join Your Vertical Raise Fundraiser

Skip to the last slide if you have already joined the fundraiser but need information on how to get back into your account to add more emails and texts

Step One: Create Profile

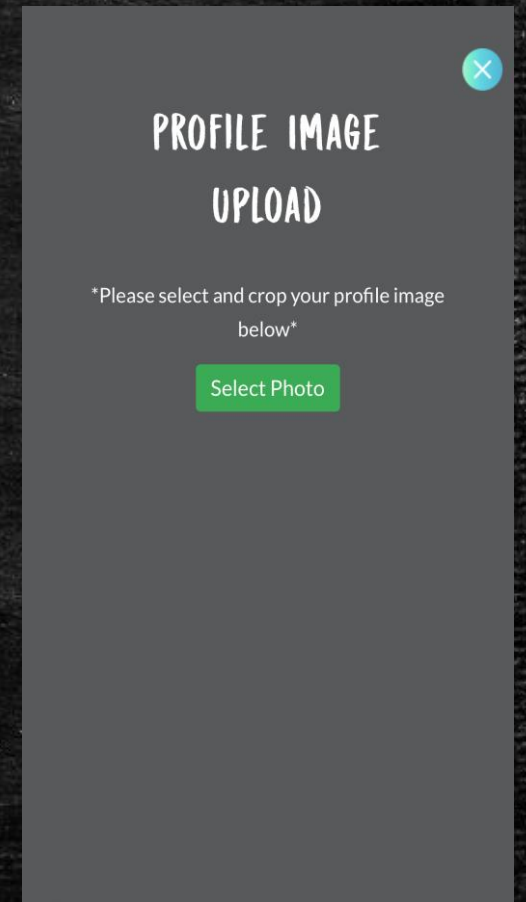
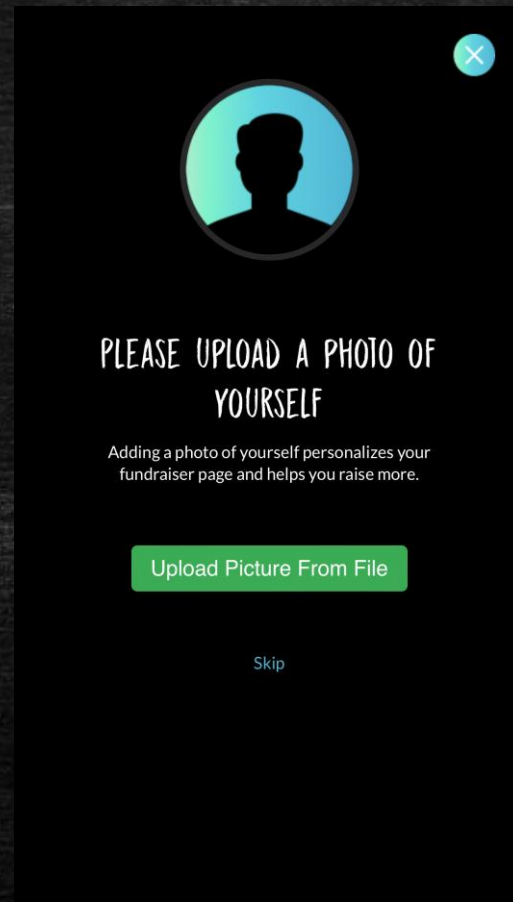
- Open Preferred Web Browser (i.e. Safari, Google, etc.)
- Go to VRaise.org
- Create an Account or Log in (See Picture)
 - If you are a parent creating your child's profile for them, make sure to use your child's name
 - If you have done a Vertical Raise fundraiser before, choose "sign in" and login with your previous account
- Click Continue



The screenshot shows a dark-themed sign-up form for Vertical Raise. At the top is the Vertical Raise logo, a stylized 'V' with a blue and white gradient. Below the logo is the text "JOIN VERTICAL RAISE". A horizontal line separates this header from the sign-in options. Below the line is the text "ALREADY A MEMBER? SIGN IN" in a light blue font. A blue arrow points from the text "sign in" in the list to the "SIGN IN" link in the form. Below the sign-in options are five input fields: "First Name*", "Last Name*", "Email Address*", "Password*", and "Verify Password*", each with a small eye icon to the right. At the bottom of the form, there is a small line of text: "By clicking continue, you are agreeing to the [Terms and Conditions](#) of the site and the [Privacy Policy](#)."

Step Two: Add Profile Picture

- Make Sure You Add a Profile Picture **(THIS IS VERY IMPORTANT)**
 - Click 'Upload Picture From File'
 - Click 'Select Photo'
- If you are a parent creating your child's profile for them, the profile picture should be of them

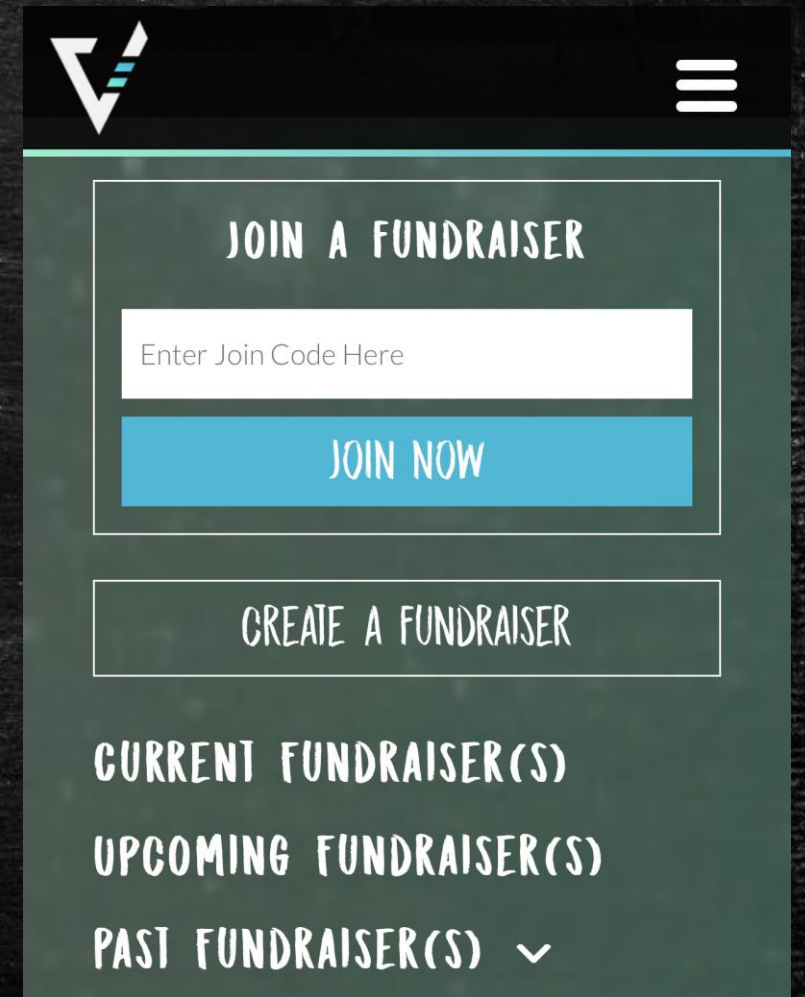


Step Three: Join Fundraiser

- Join the fundraiser using the following code:

32162668

- Once you join you might be asked to select a 'Subgroup'
 - Select the one that pertains to you
 - If you are unsure, select any subgroup



The screenshot shows a mobile application interface with a dark background. At the top left is a logo consisting of a white triangle with a blue and white striped arrow pointing upwards and to the right. At the top right is a white hamburger menu icon. Below the header is a white-bordered box containing the text "JOIN A FUNDRAISER" in white. Underneath this is a white input field with the placeholder text "Enter Join Code Here". Below the input field is a blue button with the text "JOIN NOW" in white. Below the "JOIN A FUNDRAISER" box is another white-bordered box containing the text "CREATE A FUNDRAISER" in white. At the bottom of the screen, there are three lines of white text: "CURRENT FUNDRAISER(S)", "UPCOMING FUNDRAISER(S)", and "PAST FUNDRAISER(S) ∨".

Step Four: Invite Process

- We will go through a FOUR step invite process
- Click NEXT to begin

This wizard will take you step-by-step through the invite process. Just click NEXT

Add Parent(s) PARENT

Send Valid Emails EMAIL

Send Text Messages TEXT

Share on Social Media

NEXT →

VERTICALRAISE

PARTICIPANT MENU

INVITE WIZARD

CHECK UPLOAD

PRINT INSTRUCTIONS

QR FLYER

SEND 20 EMAILS

CHANHASSEN VOLLEYBALL FUNDRAISER 2024

EXAMPLE

If you ever accidentally "X" out of this invite process, click "Participant Menu" and then "Invite Wizard" to return to this page


Step Five: Parent Invite

- The screen pictured will show up
- Click the green cell phone circle
 - If the green circle is not showing on your screen, click 'Copy Link'
- Send this text message ONLY to parents/guardians
- Once sent, go back into web browser and click 'NEXT'

INVITE PARENT/GUARDIAN


Input your parent/guardian's cell phone number so they can help input quality emails of potential supporters


[Click here to input your parent/guardian's cell phone number](#)




OR

Copy link and paste into text message

 Copy Link

 BACK

NEXT 

Step Six: Email Invite


- The screen pictured will show up
- Go to your notes app and copy all of your EMAIL ADDRESSES at one time
- Go back to your web browser and paste these emails into the text box
- Once all emails are entered in Click 'SEND'
- If you have done a Vertical Raise fundraiser before, make sure you click "RELOAD PRIOR DONORS" and then hit "SEND" again
- Click 'NEXT' to move to Text Messages



SEND 20 QUALITY EMAILS! ✕

IMPORT EMAILS FROM YOUR ADDRESS BOOK

IMPORT



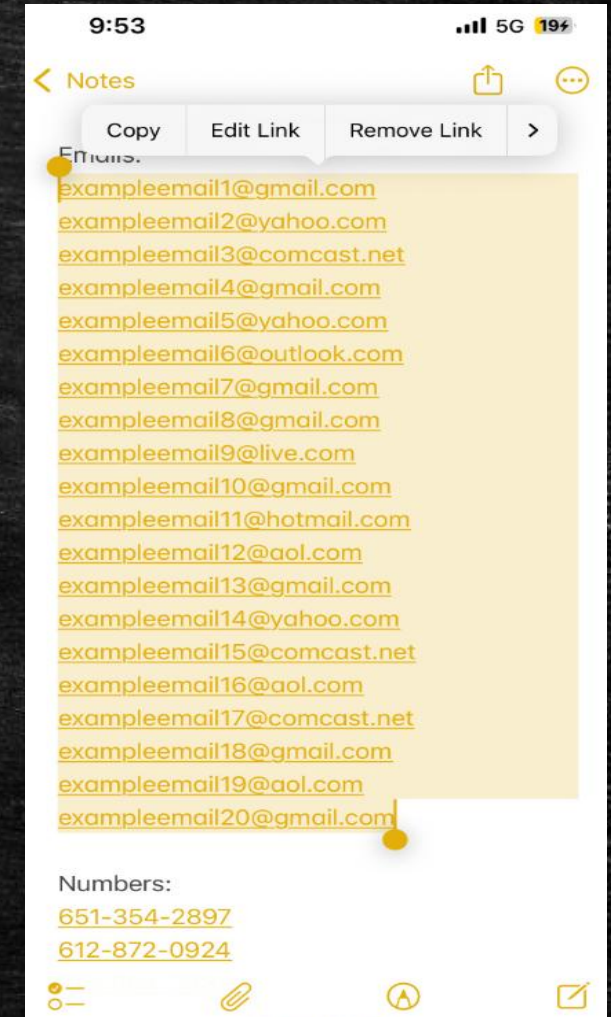
OR MANUALLY ENTER BELOW

Enter or paste email addresses here

RELOAD PRIOR DONORS

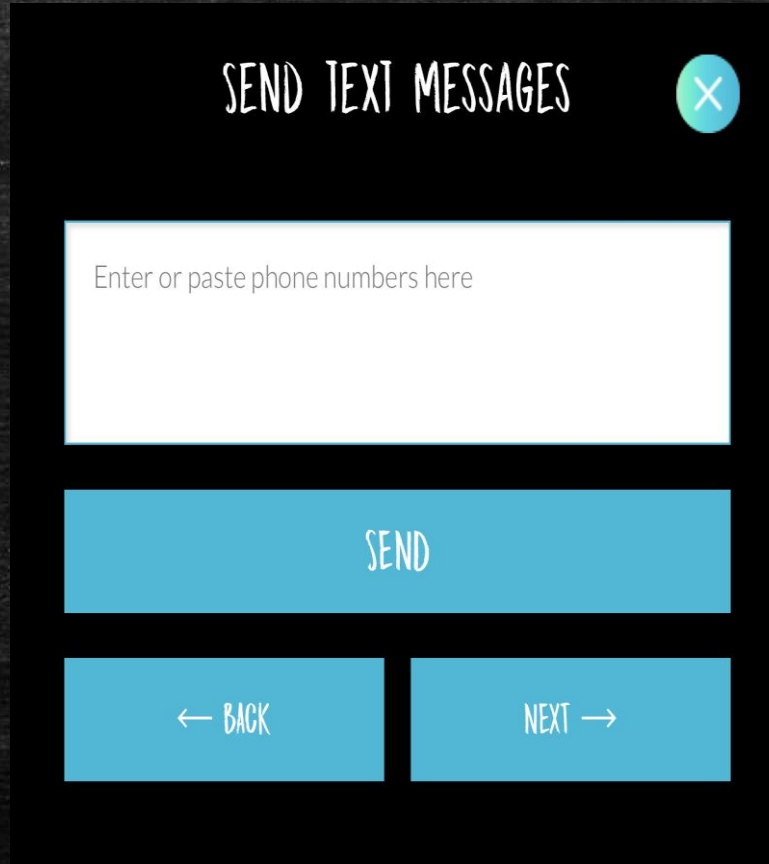
SEND

← BACK **NEXT →**



Step Seven: Text Invite

- The screen pictured will show up
- Go to your notes app and copy all of your PHONE NUMBERS at one time
- Go back to your web browser and paste these phone numbers into the text box
- You can also copy numbers from your phone's contacts and paste them in this textbox. Click "enter" or "return" after each phone number so that they are stacked in the textbox
- Once ALL Phone Numbers are entered, Click 'SEND'

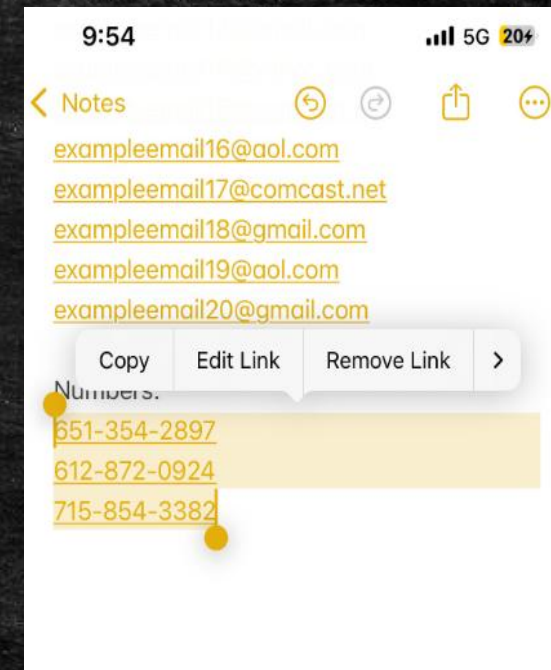


SEND TEXT MESSAGES

Enter or paste phone numbers here

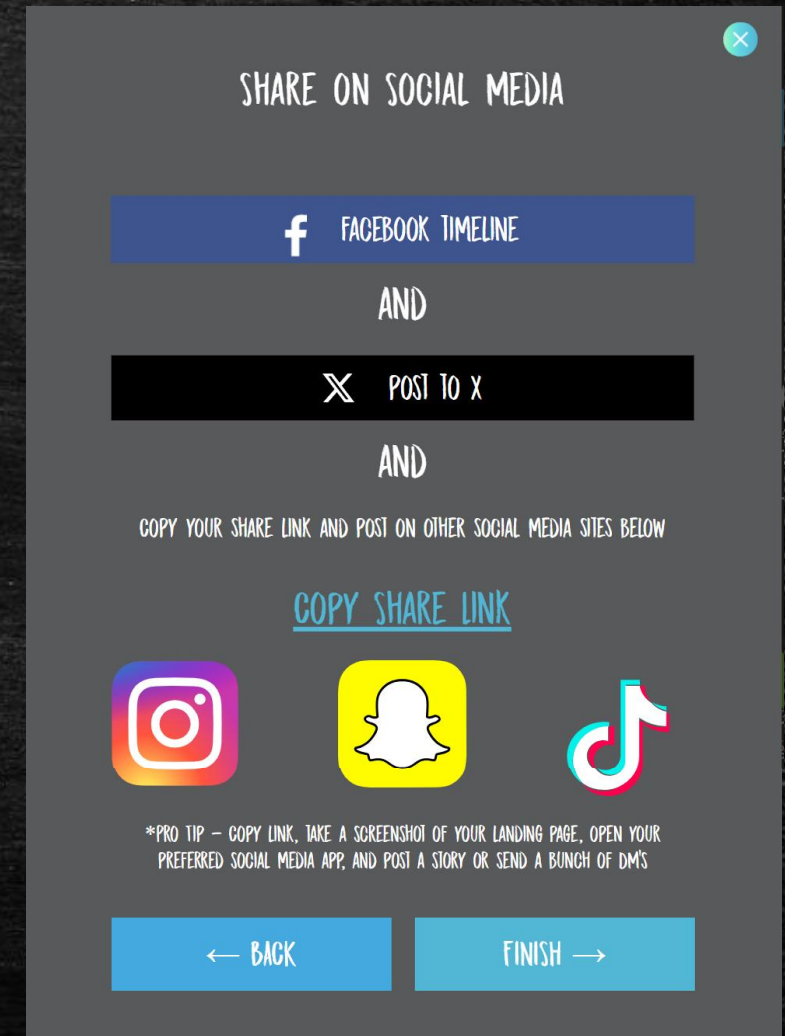
SEND

← BACK NEXT →



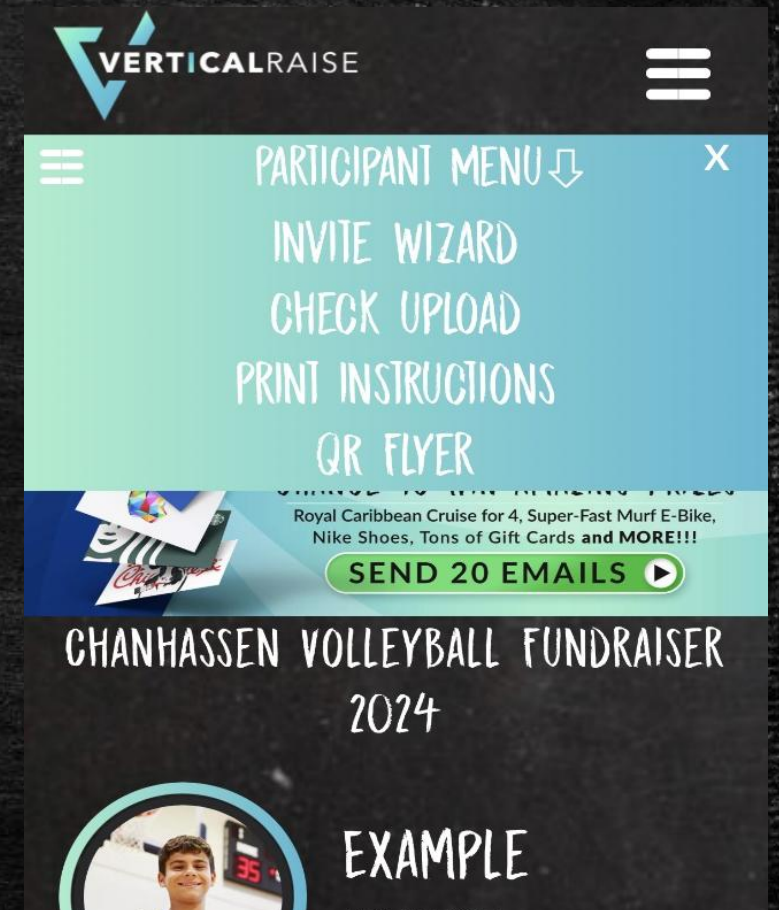
Step Eight: Share on Social Media

- The screen pictured will show up
- For Facebook and X, you can click on those icons which will direct you to that website with your fundraising page linked into the post
- For other social media sites, click the “COPY SHARE LINK” tab
 - This creates a link to your personal fundraising page
 - You can then paste that link in to your social media post
- Click “FINISH”
 - If you have entered 20 emails/numbers, your work is over!



How To Upload A Check

- If a supporter would like to donate via check, have them write the check out to the name of the fundraiser
 - For example, if your team's fundraiser is called Chanhassen Volleyball Fundraiser 2024 then the check should be written out to "Chanhassen Volleyball Fundraiser 2024"
- Collect the check from the donor
- When you are at your profile page, click "participant menu" at the top of the screen and then choose "check upload"
 - You will be given instructions on how to upload the check by taking a picture



How to Log Back in to Add More Emails/Texts

1. Login to your account at verticalraise.com/login and click on your fundraiser under "Current Fundraiser(s)"
2. Click "Participant Menu" at top of screen and select "Invite Wizard" from the drop down options
3. Click "Next" until you arrive at the screen you need to add either emails or texts

