



Dear fundraiser,

Thank you so much for being interested in the Manitoba Schizophrenia Society and our fundraising and public awareness event the Journey of Hope Walk. You pressed this link as you want to fundraise for this event and our organization. There are, however, a few steps for the process that I want to make you aware of so it goes nice and smoothly for you to sign up and start fundraising.

- Step 1: You've hit the Fundraise now button and are on the login page of CanadaHelps.org.
- Step 2: Press the button that says "create one" under the phrase question on the right that says "Don't have an account yet?" This will take you to the next page and step in the process.
- Step 3: Enter your email address and create a password in the space provided. One item of note is that you can sign in with your Facebook or Google accounts and create your login that way. Another specific is that you don't sign up for the charity account, as this isn't your login location.
- Step 4: Once you've created your login ID and password, you will be prompted with the login page.
- Step 5: You sign in here with your email address and password.
- Step 6: You can now create your fundraising page. Note: for type of fundraiser, state "other."
- Step 7: Enter your team name or fundraiser name. For mine, I used "Katrina Tinman's MSS Journey of Hope Walk fundraising page."
- Step 8: Enter your start and end dates.
- Step 9: Set your fundraising goal.
- Step 10: Enter the name of the page owner. In my case I entered my name, Katrina Tinman.
- Step 11: Ensure the boxes are checked for making the list of received donations visible to all visitors to your page and that you receive an email each time someone makes a donation to your fundraiser.
- Step 12: Add your fundraising story. Note, you can add our website with the url http://www.mss.mb.ca/journey_of_hope_walk.php at this location by pressing the link button in the personal message section. This will help aid you in spreading the word and creating your story.
- Step 13: Provide your summary.
- Step 14: Click the button "create fundraising page" on the bottom right of the page.
- Step 15: You will then be sent to another page where you can upload images or videos. Note: you can skip this step if you wish. If you load pictures and video, you will just need to save to get to the next step.
- Step 16: Copy the link on the page provided to be able to spread the word. Mine, is www.canadahelps.org/en/pages/katrina-tinmans-mss-journey-of-hope-walk-fundraisi/.

Thank you for your time and consideration of this fantastic philanthropic opportunity. Your efforts, coordination and help are greatly appreciated.

Sincerely.

Katrina Tinman

Special Events Administrator