

2025 REGISTRATION TRAINING GUIDE



Registration Training Guide

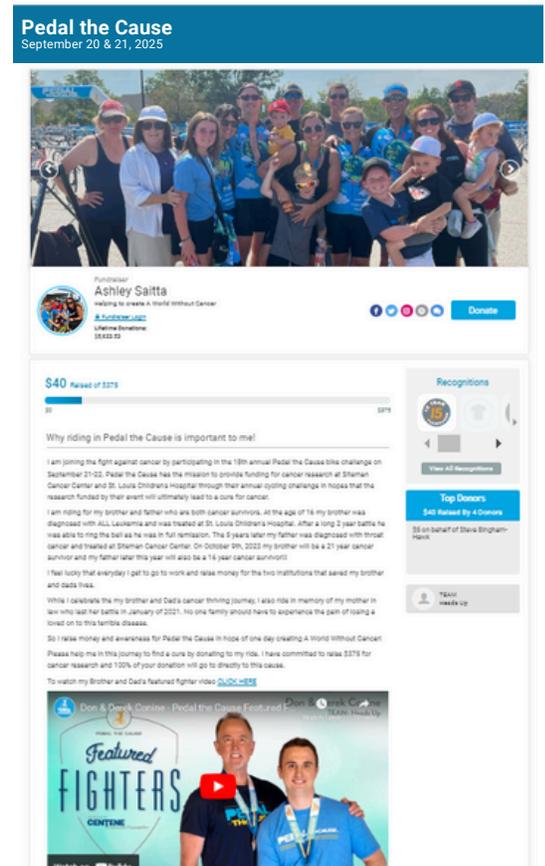
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These training and “how to” documents are just one of many resources for our Pedal community. Please reach out to PTC staff with any questions, we are happy to help you!

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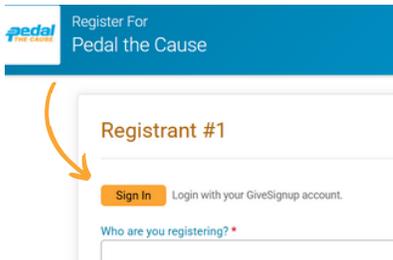
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How to Register (Returning Participant)

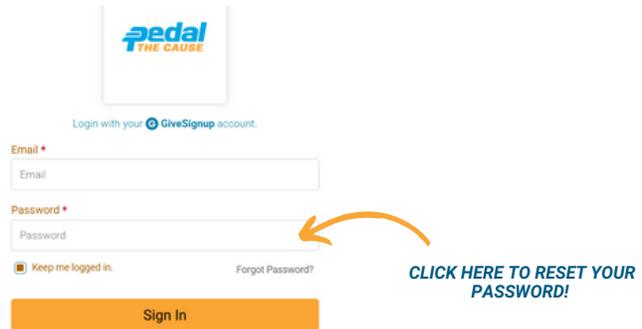
STEP 1

From PTC's website, click the REGISTER button to register for PTC25. Click the "Sign In" button to login to your GiveSignup profile. This will make registration extra easy because your information is saved from last year!



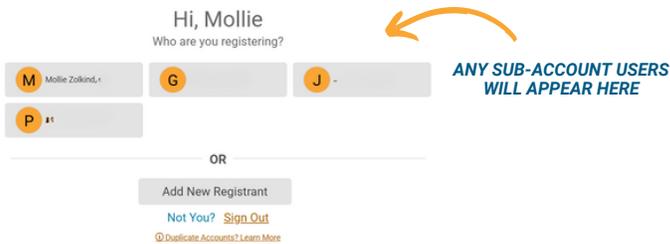
STEP 2

If you don't remember your GiveSignup password, click "Forgot Password?" and a link to reset your password will be sent to your email address.



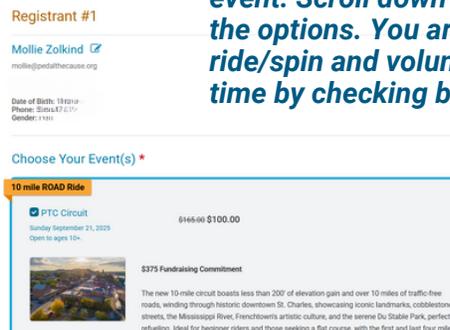
STEP 3

Once logged in, select the person you would like to register first. You are able to register more than one person at a time.



STEP 4

Register for your desired activity by checking the box next to your chosen event. Scroll down the page to see all of the options. You are able to register for ride/spin and volunteering at the same time by checking both boxes.



STEP 5

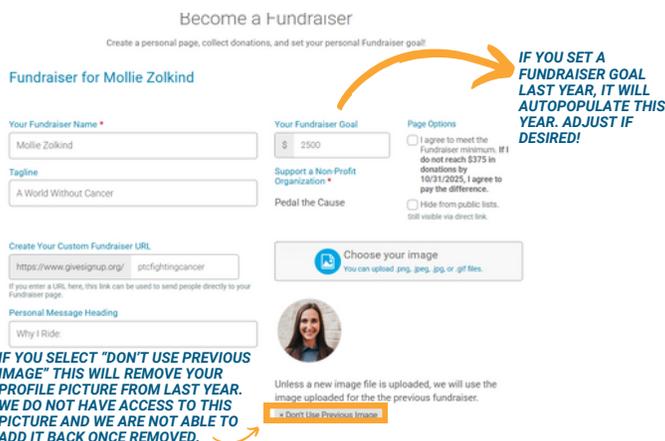
Read and initial your waiver agreements. Click "Continue" at the bottom of the page.

STEP 6

Answer your registration questions. Click "Continue" at the bottom of the page.

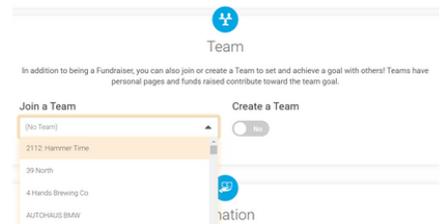
STEP 7

Customize your fundraising page! Your customizations from last year will carry over to this year. All fields with a text box are editable.



STEP 8

Scroll down the fundraising page and join a team or create a new team! This step is optional.

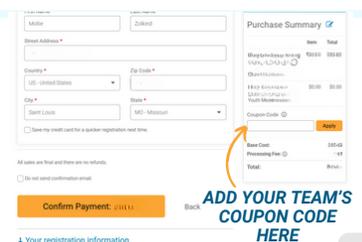


STEP 9

Follow the prompts and click "Continue" to advance through registration.

STEP 10

Click the orange "CONFIRM PAYMENT" button to finish registering! You will receive confirmation via email.



How to Register (New Participant)



STEP 1

From PTC's website, click the REGISTER button to register for PTC25. Fill in your contact information to start registering and create your new GiveSignup account.

THIS WILL CREATE YOUR GIVESIGNUP ACCOUNT.

STEP 2

Register for your desired activity by checking the box next to your chosen event. Scroll down the page to see all of the options. You are able to register for ride/spin and volunteering at the same time by checking both boxes.

STEP 3

If you have a pre-existing GiveSignup account, you will receive an error message when you click "Continue" prompting you to sign into your account. Sign in to continue or follow the link to reset your password to login. Once logged in, you will be able to continue the registration process.

STEP 4

Read and initial your waiver agreements. Click "Continue" at the bottom of the page.

STEP 5

Answer your registration questions. Click "Continue" at the bottom of the page.

STEP 6

Customize your fundraising page! All fields with a text box are editable. Personalize your story, create a custom URL, and add pictures. You can also customize your fundraising page after registering by logging into your GiveSignup account and clicking "Edit Profile".

STEP 7

Scroll down the fundraising page and join a team or create a new team! This step is optional.

STEP 8

Follow the prompts and click "Continue" to advance through registration.

STEP 9

Click the orange "CONFIRM PAYMENT" button to finish registering! You will receive confirmation via email.

ADD YOUR TEAM'S COUPON CODE HERE

How to Claim your PTC Account History



A WORLD WITHOUT CANCER

If you claimed your history in 2024, you do not need to do this again.

By claiming your PTC account, all PTC history will be transferred over to our new registration system. This is the **ONE TIME** you will have to complete this process.

STEP 1

To claim your PTC account history, search your name and/or email address to see the associated accounts.



SCAN OR CLICK [HERE TO CLAIM YOUR PTC HISTORY](#)

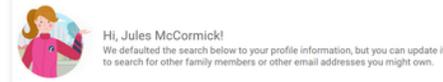


STEP 2

Click "Send Claim Email" button in blue to receive a confirmation email. This will prompt an email to be sent to your email address with further instructions.

Pedal the Cause
September 20 & 21, 2025

Claim Your Accounts



ENTER YOUR NAME AND/OR EMAIL ADDRESS TO SEARCH

Enter your information here. If you do not provide your email address, you must enter both first and last name.

First Name: Jules, Last Name: McCormick, Email Address: [empty]

More Information Required
You must enter your full name before you can search.

Search

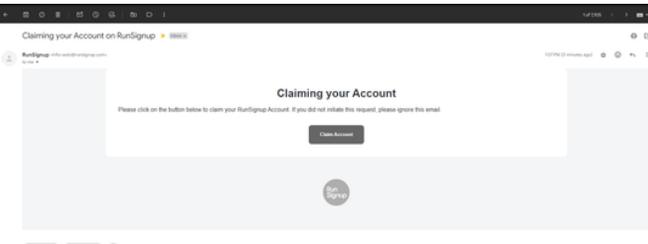
NAME	EMAIL	CLAIM
Jules McCormick	*****@gmail.com	Claim

CLICK TO START THE CLAIMING PROCESS

STEP 3

You will receive an email stating: "You are receiving this E-mail because you or someone else tried to claim an account on RunSignUp linked to this E-mail address. If you did not initiate this request, please ignore this E-mail. To claim your account, click on the link below."

Below that message, you will either find a link that reads "Claim Account", or a link(s) that allows you to claim an account for a specified user. When you click on the link of the account you would like to claim, you will be given three options for claiming that account depending on if you have a pre-existing GiveSignUp accounts or not.



STEP 4

Option 1: Create New Account

Option one lets you create an entirely new account for the user you selected. To do this, first make sure that the email address you want associated with this account is correct. Then enter in a password, confirm the password, and hit the button for "Create New Account".

Claim Account

Option 1: Register Your Account

This option lets you register an existing account for the user you selected, by adding a password. To do this, first make sure that the email address you want associated with this account is correct. Then enter in a password, confirm the password, and hit the button for "Register New Account".

Email Address: Password: Confirm Password:

Register Your Account

Option 2: Merge with Existing Account

If you have an existing account, to do this, begin by logging into your account, and then decide which data you want to be applied to your account after the merge.

For instance, by selecting a radio button in the "Your Account" column of a specific row, then any spot where the information in the "Other Account" column of that row appears on the website before the merge, will be replaced by the "Your Account" selection after the merge. In participant lists, results sections, donation reports, and so on. Similarly, by selecting a radio button in the "Other Account" column of a specific row, then any spot where the information in the "Your Account" column of that row appears on the website before the merge, will be replaced by the "Other Account" selection after the merge.

After selecting the desired information from each account, hit "Merge with Current User", and you will receive confirmation that the account was successfully claimed. You will also see that your account information has been updated to reflect the selections you made in the previous step (if applicable).

FIELD	YOUR ACCOUNT	OTHER ACCOUNT
First Name	Jules	Jules
Last Name	McCormick	McCormick
Email Address	<input checked="" type="radio"/> jules@pedalthecause.org	<input type="radio"/> julesmccormick@gmail.com
Address	<input checked="" type="radio"/> 9298 Delman Industrial Rd	<input type="radio"/> 8131 S. 2nd St
City	<input checked="" type="radio"/> Saint Louis	<input type="radio"/> St. Louis
State	<input checked="" type="radio"/> MO	<input type="radio"/> MO
Zip Code	<input checked="" type="radio"/> 63132	<input type="radio"/> 63108
Country	USA	USA

Option 2: Merge with Existing Account

Option two on the claim account page allows you to merge the selected unclaimed account with your existing account. To do this, begin by logging into your account, and then decide which data you want to be applied to your account after the merge.

After selecting the desired information from each account, hit "Merge with Current User", and you will receive confirmation that the account was successfully claimed.

Once claimed, you will see all of your PTC history and participation in your profile.

STEP 5

Once your history is claimed, it will appear under "Past Events" on your backend profile. Please note: if you have participated in another event that used the GiveSignUp platform, your participation will appear in "Past Events" along with your PTC history.

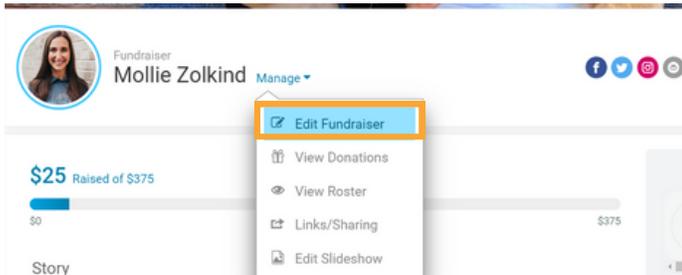
Upcoming Events	Past Events	Results	Deferrals
	 24 SEP 2023 10:00am CDT	2023 Pedal the Cause Chesterfield, MO 63017 US Event: PTC Circuit Registrant: Ashley Salta	View Registration Contact Race View Race Page
	 23 SEP 2023 7:00am CDT	Pedal the Cause Saint Charles, MO 63303 US Event: Volunteer Registrant: Ashley Salta (1581)	View Registration Contact Pedal The Cause View Pedal The Cause Page
	 24 SEP 2022 7:00am CDT	Pedal the Cause Saint Charles, MO 63303 US Event: Virtual Rider Registrant: Ashley Salta (1611)	View Registration Contact Pedal The Cause View Pedal The Cause Page
	 25 SEP 2021 7:00am CDT	Pedal the Cause Saint Charles, MO 63303 US Event: Rider Registrant: Ashley Salta (1551)	View Registration Contact Pedal The Cause View Pedal The Cause Page
	 26 SEP 2020 7:00am CDT	Pedal the Cause Saint Charles, MO 63303 US Event: Rider Registrant: Ashley Salta (1551)	View Registration Contact Pedal The Cause View Pedal The Cause Page
	 28 SEP 2019 7:00am CDT	Pedal the Cause Saint Charles, MO 63303 US Event: Rider, PTC Circuit Registrant: Ashley Salta (1811)	View Registration Contact Pedal The Cause View Pedal The Cause Page

STEP 6

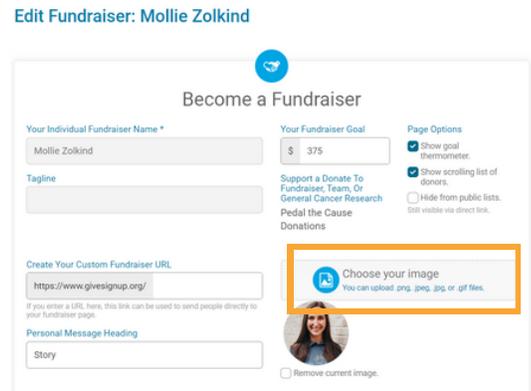
After you have claimed your history, please register for PTC25! Claiming your history does NOT register you for Pedal the Cause 2025. This is the only time you will have to claim your history prior to registering.

How to Update/Change Your Profile Picture on Your Fundraising Page

STEP 1 From your fundraising page, click "Manage," select "Edit Fundraiser."

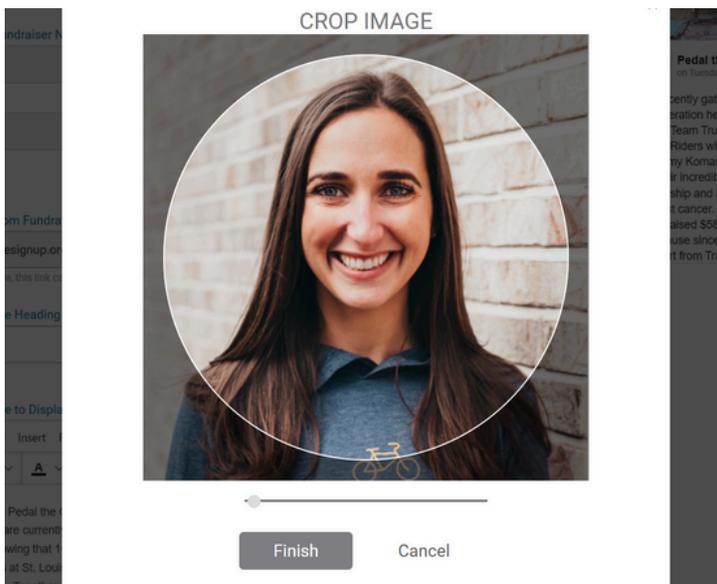


STEP 2 Click "Choose your image" to select your desired picture, then click "Open" to upload and edit

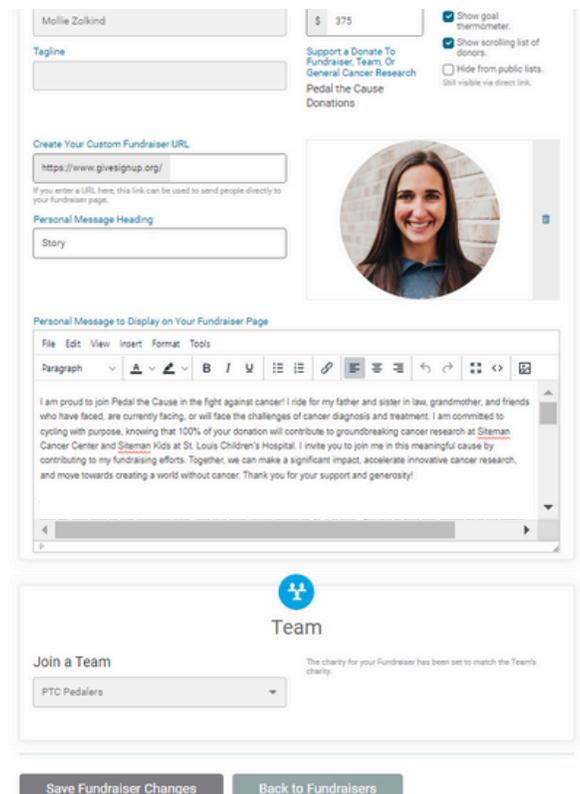


NOTE: YOUR IMAGE MUST BE AT LEAST 200X200 PIXELS. THE MAXIMUM FILE SIZE IS 5MB.

STEP 3 Use the slide bar to adjust your image. Click "Finish" to apply changes.



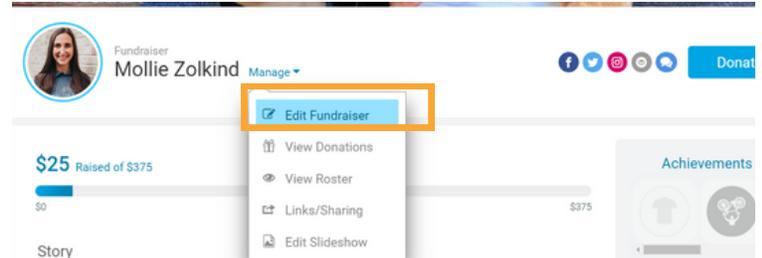
STEP 4 At the bottom of your fundraising page, click "Save Fundraiser Changes" to save your new profile picture.



How to Create a Custom URL, Personal Message Heading, and Personal Message

STEP 1 From your fundraising page, click "Manage", select "Edit Fundraiser." From this page, you can create a custom url, tagline and personal message headline.

STEP 2 On this page, you can create your own custom "tagline" or slogan which appears under your name on your fundraising profile page.



Edit Fundraiser: Mollie Zolkind

Become a Fundraiser

Your Individual Fundraiser Name *
Mollie Zolkind

Your Fundraiser Goal
\$ 375

Page Options
 Show goal thermometer.
 Show scrolling list of donors.
 Hide from public lists. Still visible via direct link.

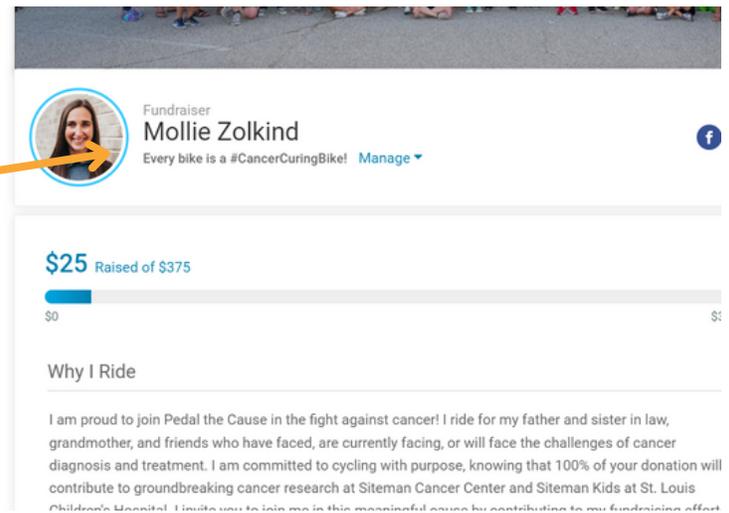
Support a Donate To Fundraiser, Team, Or General Cancer Research
Pedal the Cause
Donations

Create Your Custom Fundraiser URL
https://www.givesignup.org/

Personal Message Heading
Story

Choose your image
You can upload .png, .jpeg, .jpg, or .gif files.

Remove current image.



STEP 3 You can create a custom "Fundraiser URL," which allows for you to create an custom link for easier sharing of your fundraising page amongst friends and family. Simply enter in text that is unique to your fundraising profile. Spaces are not permitted in a URL. The URL must contain only alphanumeric characters, underscores (_) or dashes (-).

Edit Fundraiser: Mollie Zolkind

Become a Fundraiser

Your Individual Fundraiser Name *
Mollie Zolkind

Your Fundraiser Goal
\$ 375

Page Options
 Show goal thermometer.
 Show scrolling list of donors.
 Hide from public lists. Still visible via direct link.

Support a Donate To Fundraiser, Team, Or General Cancer Research
Pedal the Cause
Donations

Create Your Custom Fundraiser URL
https://www.givesignup.org/

Personal Message Heading
Story

Choose your image
You can upload .png, .jpeg, .jpg, or .gif files.

Remove current image.

How to Create a Custom URL, Personal Message Heading and Personal Message (cont.)

STEP 4

You can customize your personal story by editing your “Personal Message to Display on Your Fundraiser Page.” Adding a personal touch to your fundraising page makes a big difference! More engagement on your profile page leads to more frequent and higher donation totals. You’ll have the most success if you update your story and your photo.

Create Your Custom Fundraiser URL

If you enter a URL here, this link can be used to send people directly to your fundraiser page.

Personal Message Heading

Choose your image
You can upload .png, .jpeg, .jpg, or .gif files.



Remove current image.

Personal Message to Display on Your Fundraiser Page

File Edit View Insert Format Tools

Paragraph ⌵ **A** ⌵  **B** *I* U         

I am proud to join Pedal the Cause in the fight against cancer! I ride for my father and sister in law, grandmother, and friends who have faced, are currently facing, or will face the challenges of cancer diagnosis and treatment. I am committed to cycling with purpose, knowing that 100% of your donation will contribute to groundbreaking cancer research at [Siteman Cancer Center](#) and [Siteman Kids](#) at St. Louis Children's Hospital. I invite you to join me in this meaningful cause by contributing to my fundraising efforts. Together, we can make a significant impact, accelerate innovative cancer research, and move towards creating a world without cancer. Thank you for your support and generosity!

This year marks the 16th year of Pedal the Cause! We are celebrating the milestone of over \$51 million dollars donated to our beneficiaries. Please watch this [video](#) to learn more about this year's ride!

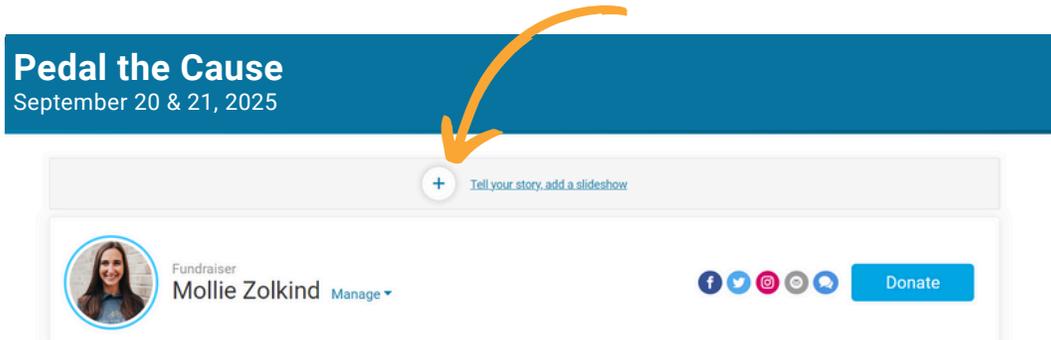
ADD PICTURES AND LINKS IN YOUR MESSAGE TO PERSONALIZE EVEN MORE!

TEXT FORMATTING SUCH AS COLOR, HIGHLIGHTING AND BOLD IS ALSO AVAILABLE FOR ADDITIONAL PERSONALIZATION.

How to Create a Slideshow on Your Fundraiser Page

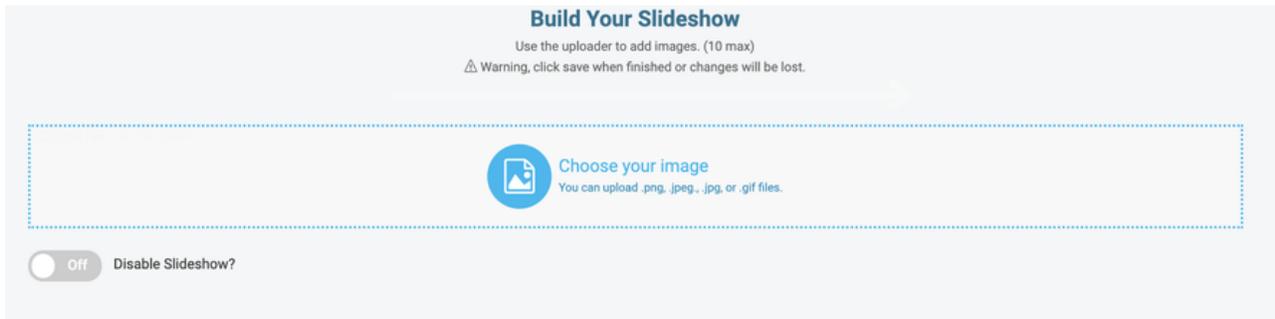
STEP 1

You can add multiple images to your individual or team fundraising page, which will display in a slideshow format. To do this, log in to your GiveSignUp account and go to your fundraising page. At the top, you will see a prompt to add a slideshow. Click the "+":



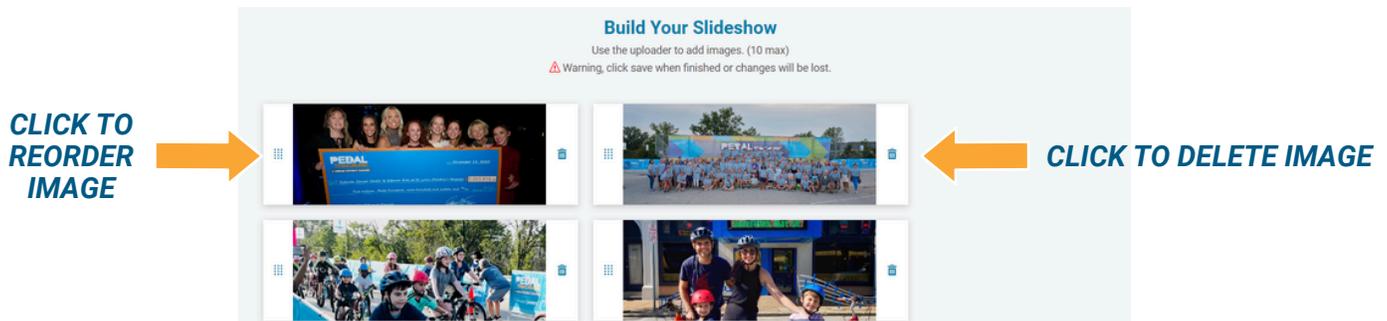
STEP 2

Next, you can upload your images one at a time by clicking "Choose your image" and uploading a .png, .jpeg, .jpg, or .gif file. You can add up to 10 images.



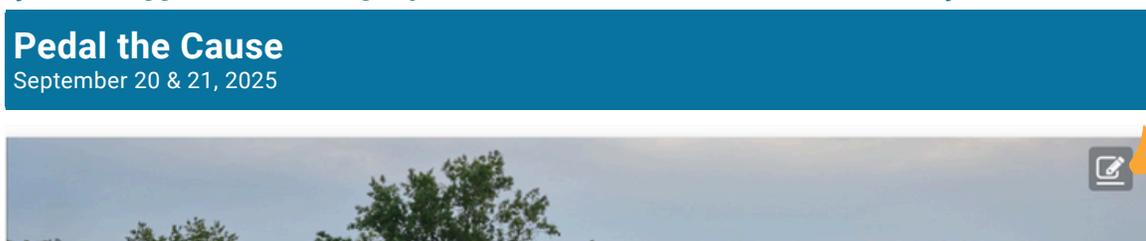
STEP 3

There is a built-in crop feature that will allow you to drag the edges of your image, zoom in, or zoom out. It will make your image the right proportions for the slideshow.



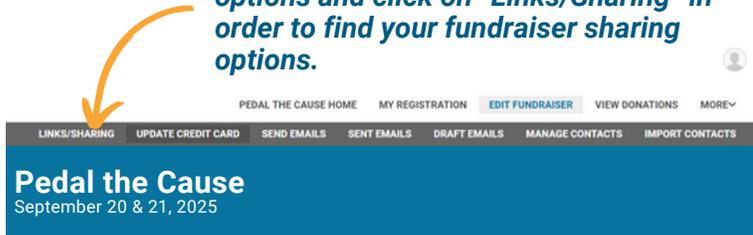
STEP 4

When you have finished uploading and arranging images, click "Save." If you need to edit it (add, remove, or reorder images), click on the "Edit" button which appears in the upper right corner when you are logged in to GiveSignUp. You can also use this button to disable your slideshow at any time.



STEP 1

Sign into your backend profile by clicking on the Login button on PTC's website. On the "My Fundraisers" page, you can click on the "Fundraiser URL," open up the "Manage Fundraiser" options and click on "Links/Sharing" in order to find your fundraiser sharing options.



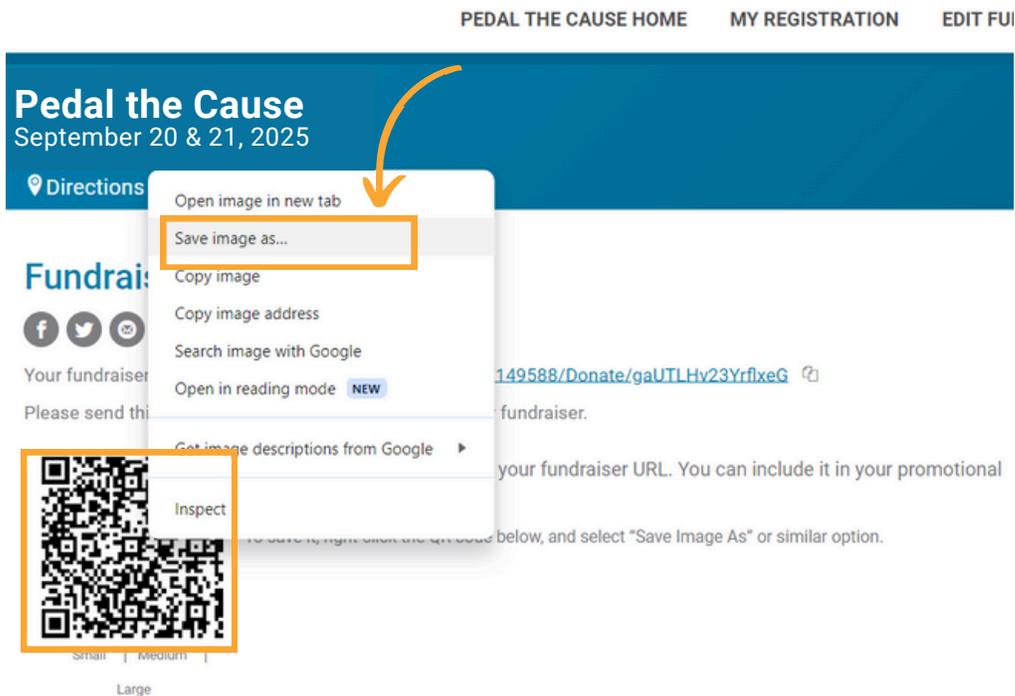
STEP 2

Here you will find your Fundraiser URL, which you can copy and share with people who are interested in donating to your fundraiser.

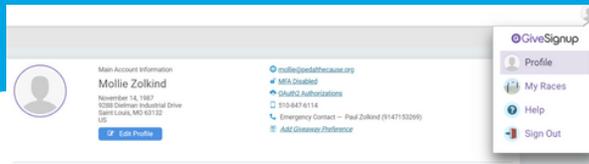


STEP 3

Each fundraiser has a unique QR code that links directly to your fundraising page. You can include it in your promotional materials. To save it, right-click the QR code, and select "Save Image As."



Exploring Your Profile



CLICK THE CIRCLE PERSON ICON TO ACCESS PROFILE

Once you have logged in, your main account information will display. If you continue to scroll down the page, you will see the Sub-Accounts associated with you. You will also see upcoming and past races, results, deferrals and sections devoted to your fundraising, groups or teams.

Main Account Information
Mollie Zolkind
November 14, 1997
9288 Dieffman Industrial Drive
Saint Louis, MO 63132
US

[Edit Profile](#)

mollie@pedalthecause.org
MFA Disabled
OAuth2 Authorizations

Emergency Contact — Paul Zolkind (824)919-0891
[Add Giveaway Preference](#)

MANAGE SUB-ACCOUNTS ASSOCIATED WITH YOUR PROFILE

21 SEP 2025
9:30am CDT

Pedal the Cause
Saint Charles, MO 63303 US
Event: Two County Cruiser
Paid: \$125.00
Registrant: Mollie Zolkind (Age 27)

[Manage Registration](#)
[Resend Confirmation](#)
[Contact Pedal The Cause](#)
[View Pedal The Cause Page](#)

MANAGE YOUR PTC REGISTRATION BY CLICKING ON "MANAGE REGISTRATION"

ALL PTC PARTICIPANTS ARE CALLED "FUNDRAISERS" IN THE NEW SYSTEM

3 MAR 2025

Mollie Zolkind
Race: Pedal the Cause
Runner: Mollie Zolkind
Donation Period:
<https://www.givesignup.org/Race/149588/Donate/gaUTLHv23YrffixG>
\$25 Raised of \$375

[Edit Fundraiser](#)
[View Donations](#)
Card saved if \$375 is not raised.
Ending
[Update Card](#)
[Send Emails](#)

CLICK TO VIEW YOUR FUNDRAISING PROFILE PAGE

CLICK TO EDIT YOUR INDIVIDUAL PAGE

CLICK TO VIEW YOUR DONATIONS

3 MAR 2025

PTC Pedalers
Fundraising Team
Race: Pedal the Cause
Runner: Mollie Zolkind
Donation Period:
<https://www.givesignup.org/ptcpedalers>
\$25 Raised of \$30,000

[Edit Fundraiser](#)
[View Donations](#)
[Send Emails](#)
[View Roster](#)

CLICK TO VIEW YOUR TEAM FUNDRAISING PAGE (VISIBLE TO TEAM CAPTAINS ONLY)

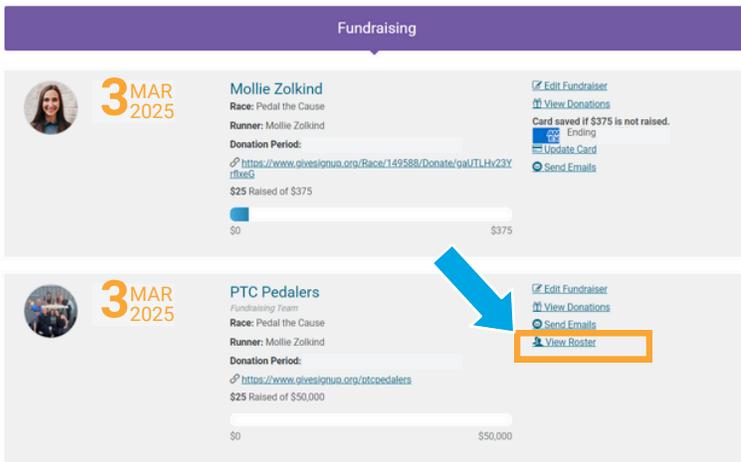
CLICK TO EDIT YOUR TEAMS PAGE

CLICK TO VIEW YOUR DONATIONS

How to View Your Team Roster

STEP 1

Team Captains can view their team roster/contact information by clicking on "View Roster" under your team on the "My Fundraisers" page.



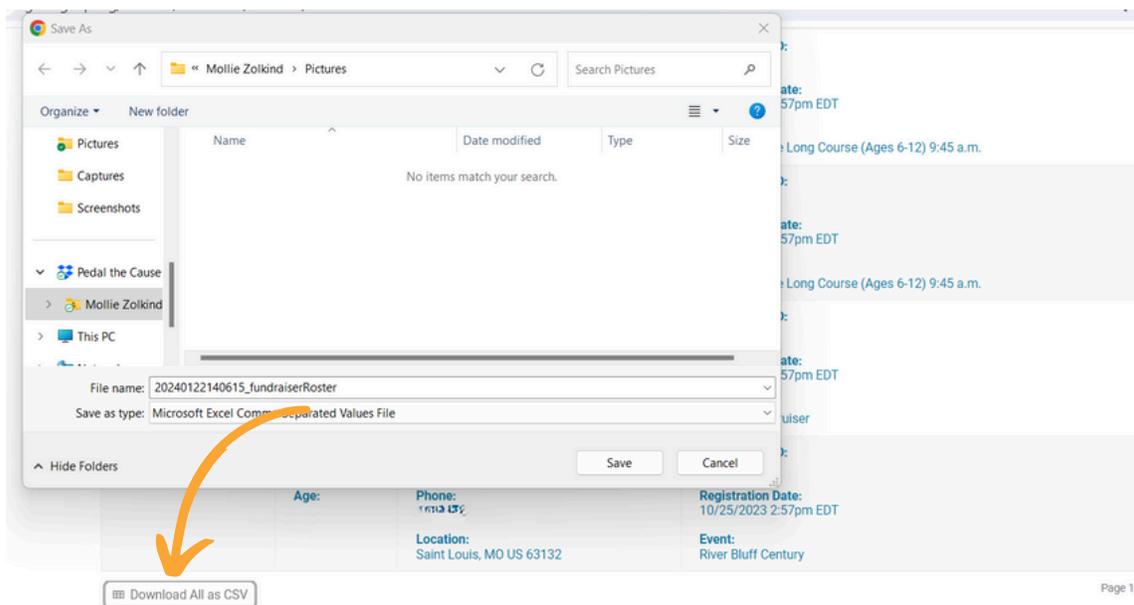
STEP 2

On the "View Roster" page, you can see your team's roster. On this page, you can view and export your teammates contact information and registration details.



STEP 3

To export, your team roster, click "Download All as CSV" to download and save your team roster file.

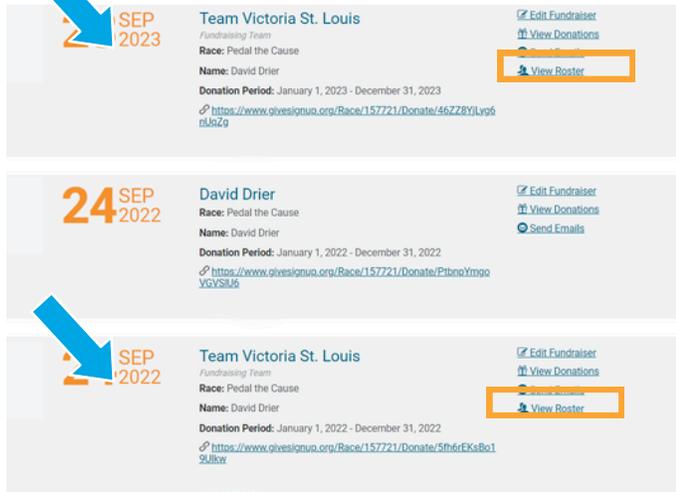


How to View Your Past Team Rosters

STEP 1

Team Captains can view their past team roster/contact information by find the year you would like to view and clicking on "View Roster" under your team under the purple Fundraising header.

SCROLL TO FIND DESIRED YEAR TO VIEW ROSTER



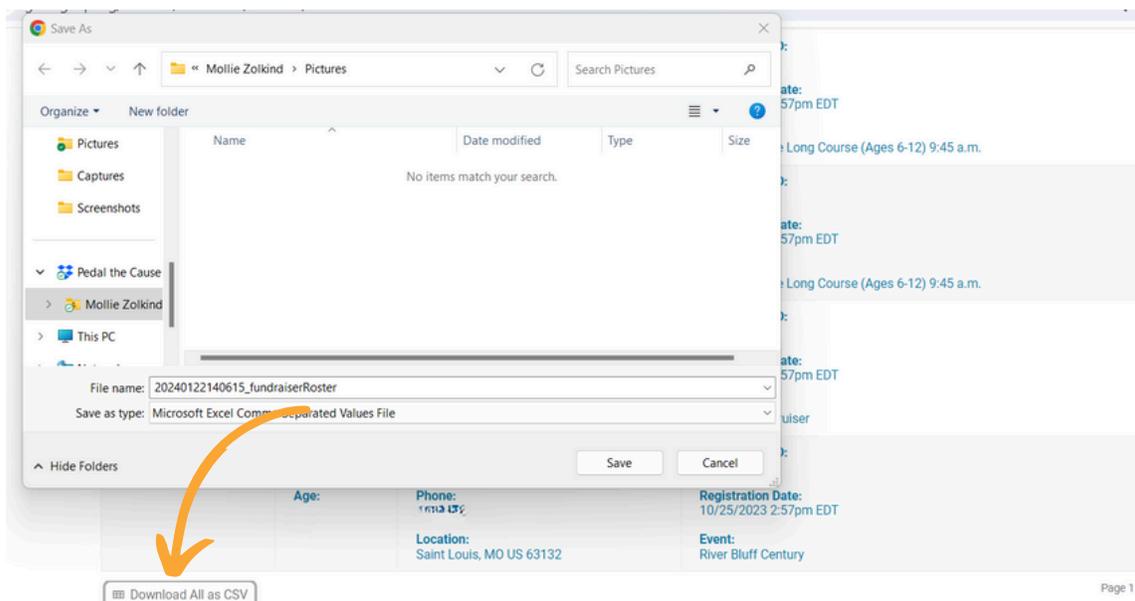
STEP 2

On the "View Roster" page, you can see your team's past roster by year. On this page, you can view and export your teammates contact information.



STEP 3

To export, your past team roster, click "Download All as CSV" to download and save your team roster file.



How to View Your Donor Information



STEP 1

On the "My Fundraisers" page, you can click on "View Donations" and this will allow you to see who has donated to your fundraiser.

The screenshot shows the 'My Fundraisers' page. Under 'Upcoming Events', there is a card for 'Pedal the Cause' on September 21, 2025, with details like location (Saint Charles, MO) and amount raised (\$125.00). Under 'Fundraising', there is a card for 'Mollie Zolkind' with a progress bar showing \$25 raised of a \$375 goal. A 'View Donations' button is highlighted in an orange box on the Mollie Zolkind card.

STEP 2

On the "view donations" page, you can see your donations dashboard. On this page, you can view and export your donor's contact information.

The screenshot shows the 'view donations' page for fundraiser Mollie Zolkind. It features a table of donations with columns for Amount Paid, Donation Amount, Donation Date, Name, Email, Address, On Behalf Of, Donation Level, and Fundraiser. A 'Download as Excel File (XLSX)' button is visible below the table.

AMOUNT PAID	DONATION AMOUNT	DONATION DATE	NAME	EMAIL	ADDRESS	ON BEHALF OF	DONATION LEVEL	FUNDRAISER
\$25.50	\$25.00	10/25/2023 2:57pm	Mollie Zolkind	mollie@pedalthecause.org	9028 Delman Industrial Drive Saint Louis, MO US 63132	in honor of Joanna Zolkind		Mollie Zolkind

STEP 3

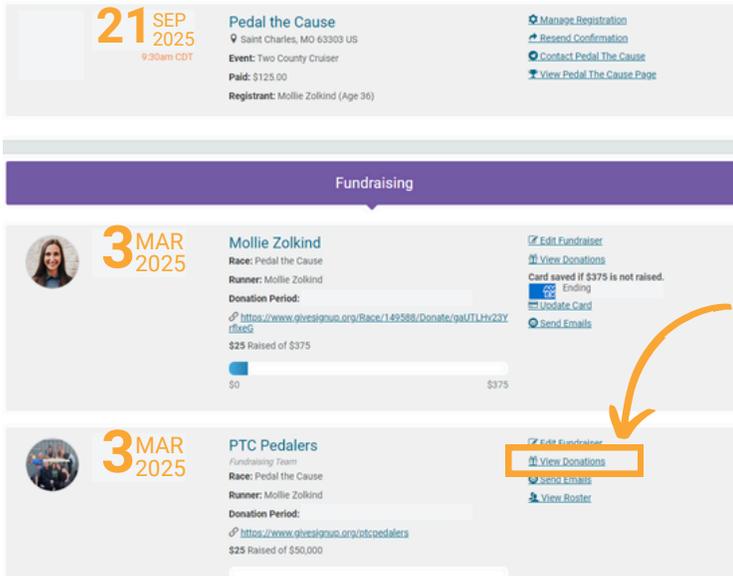
To export, your donor data, click "Download as Excel File" or "Download as CSV" to download and save your donor file.

The screenshot shows a 'Save As' dialog box in a file explorer. The file name is '20240122-MollieZolkind-fundraiserDonations' and the save type is 'Microsoft Excel Worksheet'. An orange arrow points from the 'Download as Excel File (XLSX)' button in the background screenshot to the 'Save' button in the dialog box.

How to View Your Team Donations

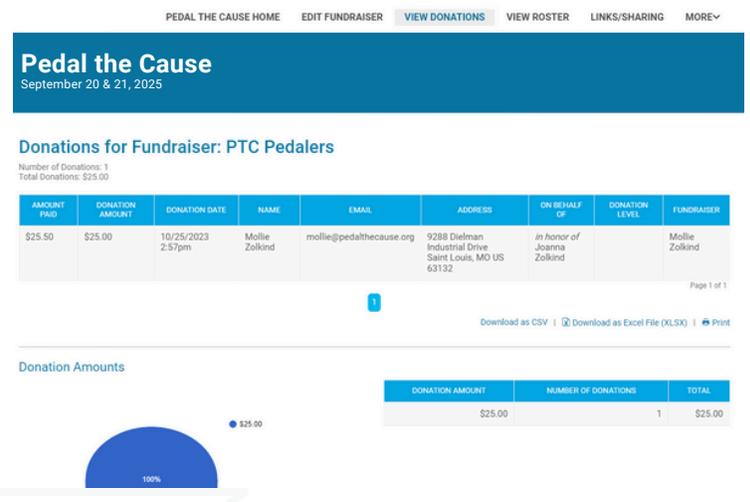
STEP 1

Team Captains can view their team donation information by clicking on “View Donations” under your team on the “My Fundraisers” page. This will allow you to see who has donated to your team fundraiser.



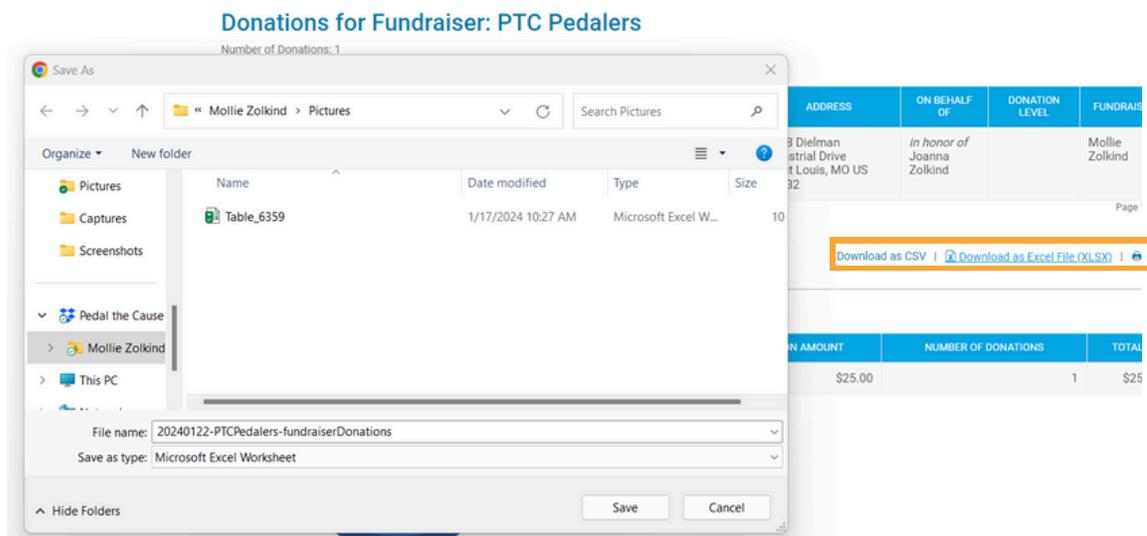
STEP 2

On the “view donations” page, you can see your donations dashboard. On this page, you can view and export your donor’s contact information.



STEP 3

To export, your team donor data, click “Download as Excel File” or “Download as CSV” to download and save your team donor file.



How to View Your Past Team Donations

STEP 1

SCROLL TO FIND DESIRED YEAR TO VIEW DONATIONS

Team Captains can view their past team donation information by clicking on "View Donations" under your team on the Fundraising header. This will allow you to see past donations and donor information.

Team Victoria St. Louis
Fundraising Team
Race: Pedal the Cause
Name: David Drier
Donation Period: January 1, 2023 - December 31, 2023
<https://www.givesignup.org/Race/157721/Donate/46ZZ8YLY6rU8Zg>

View Donations
View Roster

24 SEP 2022
David Drier
Race: Pedal the Cause
Name: David Drier
Donation Period: January 1, 2022 - December 31, 2022
<https://www.givesignup.org/Race/157721/Donate/Etbn0Ymp0YGV5U6>

Edit Fundraiser
View Donations
Send Emails

1 SEP 2022
Team Victoria St. Louis
Fundraising Team
Race: Pedal the Cause
Name: David Drier
Donation Period: January 1, 2022 - December 31, 2022
<https://www.givesignup.org/Race/157721/Donate/Sfh6rEKsBo19U8kw>

Edit Fundraiser
View Donations
Send Emails
View Roster

STEP 2

On the "view donations" page, you can see your donations dashboard. On this page, you can view and export your donor's contact information.

Pedal the Cause
September 20 & 21, 2025

Donations for Fundraiser: Team Victoria St. Louis
Number of Donations: 753
Total Donations: \$191,022.76

AMOUNT PAID	DONATION AMOUNT	DONATION DATE	NAME	EMAIL	ADDRESS	ON BEHALF OF	DONATION LEVEL	FUNDRAISER
\$500.00	\$500.00	01/01/2022 1:00am				On Behalf Of		David Drier
\$2,500.00	\$2,500.00	01/01/2022 1:00am				On Behalf Of		David Drier
\$500.00	\$500.00	01/01/2022 1:00am				On Behalf Of		David Drier
\$250.00	\$250.00	01/01/2022 1:00am				On Behalf Of		David Drier
\$250.00	\$250.00	01/01/2022				On		David Drier

SUMMARY INFORMATION (# DONATIONS AND TOTAL DONATIONS)

STEP 3

To export, your past team donor data, click "Download as Excel File" or "Download as CSV" to download and save your team donor file.

Donations for Fundraiser: PTC Pedalers
Number of Donations: 1

Save As dialog box:
File name: 20240122-PTCPedalers-fundraiserDonations
Save as type: Microsoft Excel Worksheet

ADDRESS	ON BEHALF OF	DONATION LEVEL	FUNDRAISER
3 Dielman strial Drive t Louis, MO US 32	in honor of Joanna Zolkind		Mollie Zolkind

Download as CSV | Download as Excel File (XLSX)

AMOUNT	NUMBER OF DONATIONS	TOTAL
\$25.00	1	\$25

How to Add Contacts (Manual Add)

STEP 1

On the "My Fundraisers" page, click on "Edit Fundraiser."

21 SEP 2025 9:30am CDT
Pedal the Cause
Saint Charles, MO 63303 US
Event: Two County Cruiser
Paid: \$125.00
Registrant: Mollie Zolkind (Age 36)

Manage Registration
Resend Confirmation
Contact Pedal The Cause
View Pedal The Cause Page

Fundraising

3 MAR 2025
Mollie Zolkind
Race: Pedal the Cause
Runner: Mollie Zolkind
Donation Period:
https://www.givesignup.org/Race/149589/Donate/ga/UTLhr23Y [Race]
\$25 Raised of \$375
\$0 \$375

Edit Fundraiser
View Donations
Send Emails
Update Card
Ending
View Footer

Card saved if \$375 is not raised.

3 MAR 2025
PTC Pedalers
Fundraising Team
Race: Pedal the Cause
Runner: Mollie Zolkind
Donation Period:
https://www.givesignup.org/ptcpedalers
\$25 Raised of \$50,000

Edit Fundraiser
View Donations
Send Emails
View Footer

STEP 2

From the profile menu bar, you can manage your contacts and send emails through your GiveSignUp account. To add individual contacts, click "Manage Contacts." To add multiple contacts at one time, click "import contacts."

PEDAL THE CAUSE HOME MY REGISTRATION EDIT FUNDRAISER VIEW DONATIONS MORE

LINKS/SHARING UPDATE CREDIT CARD SEND EMAILS SENT EMAILS DRAFT EMAILS **MANAGE CONTACTS** IMPORT CONTACTS

Pedal the Cause
September 20 & 21, 2025

Edit Fundraiser: Mollie Zolkind

Become a Fundraiser

Your Individual Fundraiser Name *
Mollie Zolkind

Your Fundraiser Goal
\$ 375

Page Options
 Show goal thermometer.
 Show scrolling list of donors.
 Hide from public lists. (Not visible via direct link.)

Tagline

Support a Donate To Fundraiser, Team, Or General Cancer Research
Pedal the Cause Donations

Create Your Custom Fundraiser URL
https://www.givesignup.org/

Choose your image
You can upload .png, .jpg, .jps or .gif files.

STEP 3

To add contacts individually, click "Manage Contacts" and fill in the information under "Add a Custom Contact" (email address, first name, last name). Click "Add Custom Contact" button to add contact and save contact information.

STEP 4

Once a contact is added it will appear under "Existing Contacts." In the actions column, manage your existing contacts by clicking the "Edit" or "Delete" buttons.

PEDAL THE CAUSE HOME MY REGISTRATION EDIT FUNDRAISER

Pedal the Cause
September 20 & 21, 2025

Existing Contacts

Search by Email, First or Last Name

EMAIL ADDRESS	FIRST NAME	LAST NAME	ACTIONS
ashley@pedalthecause.org	Ashley	Saitta	Edit Delete

Page 1 of 1

1

Add a Custom Contact

Email Address *
mollie@pedalthecause.org

First Name
Mollie

Last Name
Zolkind

Add Custom Contact

CLICK TO SAVE CONTACT INFORMATION

EDIT EXISTING CONTACT

FIELD	VALUE
EMAIL ADDRESS	ashley@pedalthecause.org
FIRST NAME	Ashley
LAST NAME	Saitta

Edit Contact Cancel

Contact

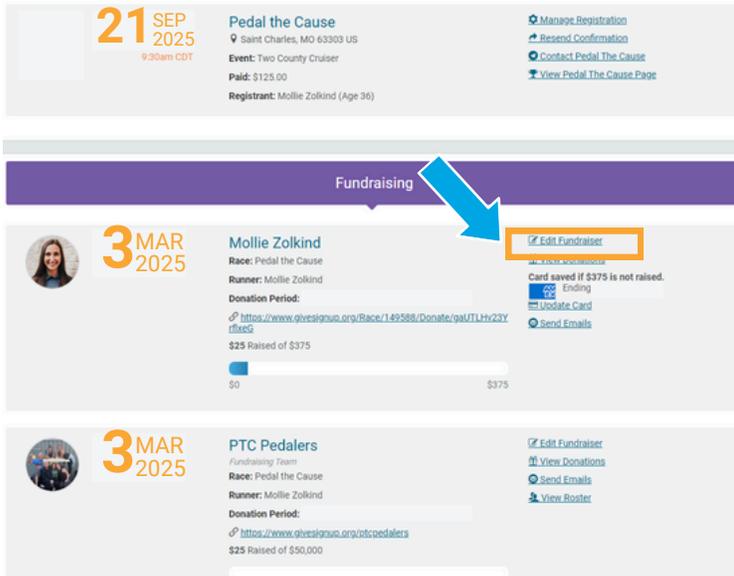
EMAIL ADDRESS	FIRST NAME	LAST NAME
pedalthecause.org	Mollie	Zolkind

Add Custom Contact

How to Add Contacts (File Upload/Contact Import)

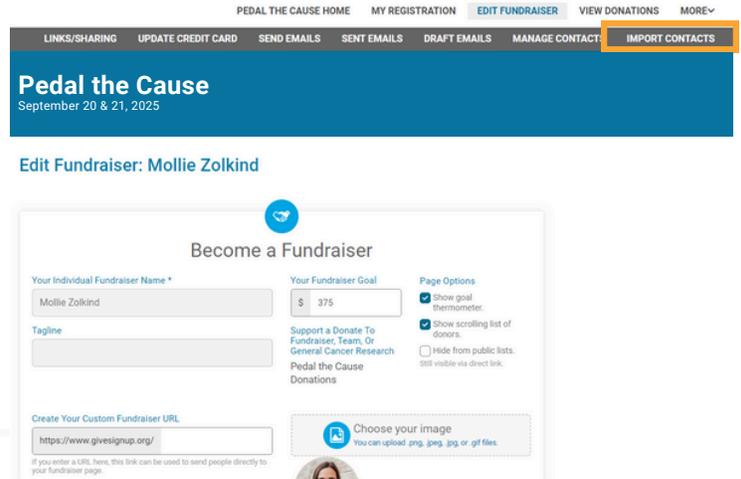
STEP 1

On the "My Fundraisers" page, click on "Edit Fundraiser."



STEP 2

From the profile menu bar, you can manage your contacts and send emails through your GiveSignUp account. To add individual contacts, click "Manage Contacts." To add multiple contacts at one time, click "Import Contacts."



STEP 3

To add multiple contacts at one time, click "Import Contacts" to upload a CSV file of your contacts.

The CSV file requires three fields: email address, first name, and last name. Click "Add Contacts" to upload. Click "Choose File" to upload and map your CSV contact list.

	A	B	C
1	Email Address	First Name	Last Name
2	mollie@pedalthecause.org	Mollie	Zolkind
3	ashley@pedalthecause.org	Ashley	Saitta
4	darby@pedalthecause.org	Darby	Eyermann
5	jules@pedalthecause.org	Jules	McCormick

Upload a Custom List

Upload CSV of Contacts

Choose File No file chosen

Save Contacts

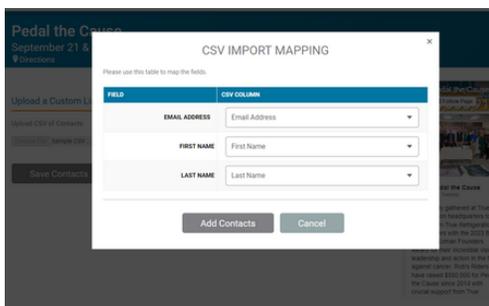
Upload a Custom List

Upload CSV of Contacts

Choose File GiveSignUp ...pload.xlsx.csv

mollie@pedalthecause.org - Mollie Zolkind
ashley@pedalthecause.org - Ashley Saitta
darby@pedalthecause.org - Darby Eyermann
jules@pedalthecause.org - Jules McCormick

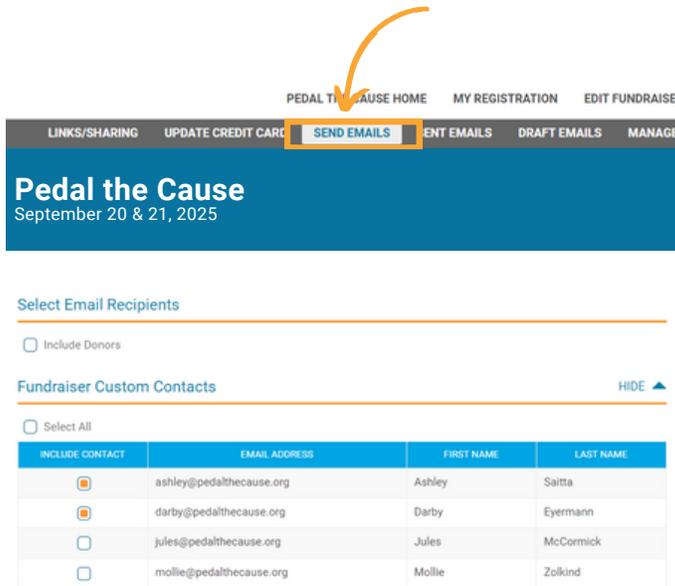
Save Contacts



How to Send Emails Through Your Fundraising Page

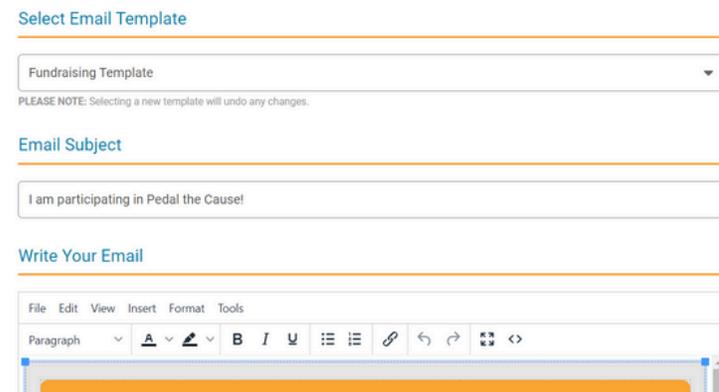
STEP 1

On the "My Fundraisers" page, click on "Edit Fundraiser." From the menu bar, select "Send Emails."



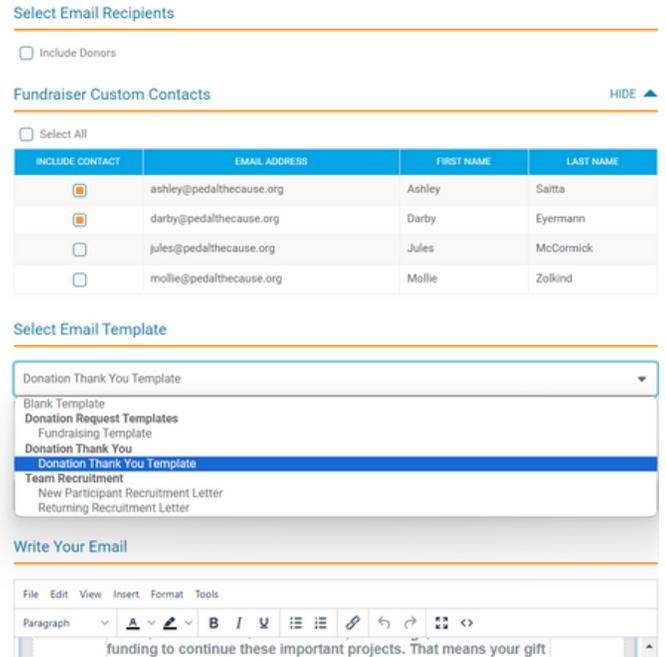
STEP 3

Select contacts you wish to email. Select template email you wish to customize. Use "Replacement Tags" to customize emails in mass.



STEP 2

From this page, you can customize template emails or compose unique emails to the contacts you have uploaded.



STEP 4

Click "Send Email" to send your email(s) or "Save as Draft" to continue working on your email at a later time.



Replacement Tags

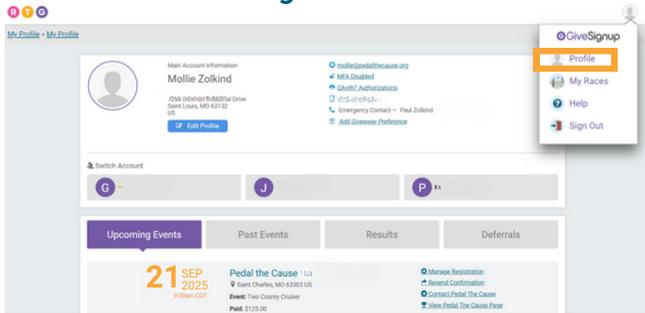
By selecting replacement tags in the text editor toolbar, you can include tags that will be automatically replaced for each recipient. The tags must match exactly as shown in the table below, including using uppercase.

TAG	REPLACEMENT
%FIRST_NAME%	This will be replaced with the recipients first name.
%LAST_NAME%	This will be replaced with the recipients last name.
%EMAIL_ADDRESS%	This will be replaced with the recipients email address.
%DONATION_AMOUNT%	This will be replaced by the total donation amount by the recipient.
%FUNDRAISING_GOAL%	This will be replaced with your current fundraising goal.
%AMOUNT_RAISED%	This will be replaced your current amount raised.
%GOAL_PERCENT_REACHED%	This will be replaced with the percentage you have reached of your fundraising goal.

How to Update your Credit Card

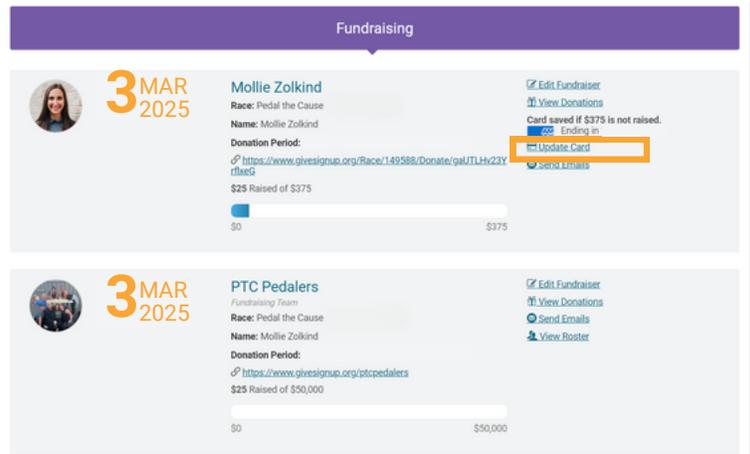
STEP 1

After logging into your GiveSignUp account, you will go to your profile by clicking on the Profile image at the top right-hand corner of the screen and clicking on "Profile."



STEP 2

Once there, you will see your main account information at the top of the page, followed by various sections that house your events, results, etc. Scroll down to the Fundraising section of your profile page. This section will display your Fundraising Page(s), complete with details including the option for you to "Update Card."



STEP 3

This will take you to a new page to update your saved credit card to meet your fundraising commitment. Enter the new information in the fields provided and then be sure to click on the button at the bottom, "Update Information."

Fundraiser: Mollie Zolkind

If you fail to meet the fundraising minimum, the following card may be used. If you want to change the card, please use the form below.

Ending Expires

Update Card

Credit Card Number

Expiration Date CVV

First Name Last Name

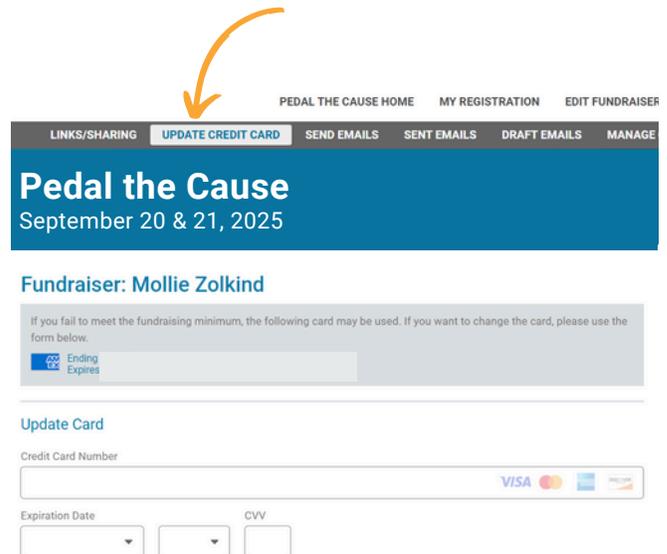
Address Country

Zip Code City State

Update Information

STEP 4

Alternatively, click "Update Credit Card" from the profile menu bar. This will direct you to the page to update your credit card.



ADDITIONAL INFORMATION

**Thank you for taking time to update your credit card information!
Less outdated credit card information = more raised for our beneficiaries.**

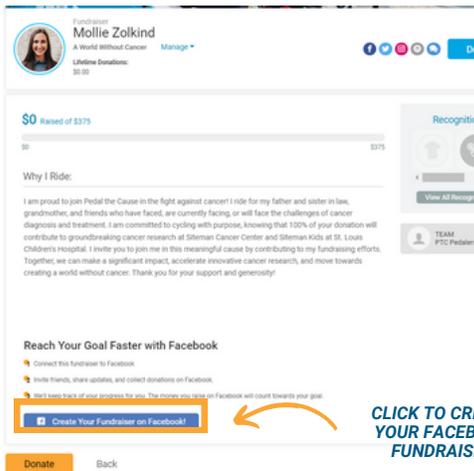
Sensitive information, like saved credit cards, is safe thanks to GiveSignUp's strict adherence to PCI DSS compliance rules and not storing credit card numbers with any personally identifiable information.

How to Create a Facebook Fundraiser



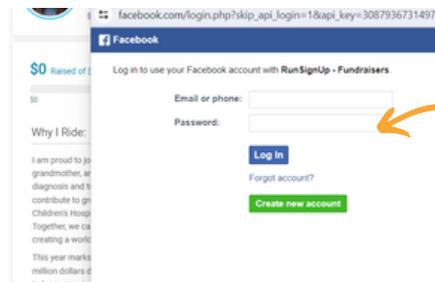
Reach your fundraising goal faster by creating a Facebook Fundraiser directly from your PTC Fundraising Page! Any money that is raised on Facebook will count towards your overall fundraising goal. On average, connected fundraisers raise over \$150 through Facebook.

STEP 1 To create a Facebook Fundraiser, login to your profile and click the "Create Your Fundraiser on Facebook" button at the bottom of your profile page.



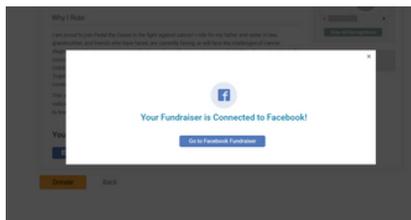
CLICK TO CREATE YOUR FACEBOOK FUNDRAISER

STEP 2 Log in to your Facebook account to link your fundraising page to Facebook.

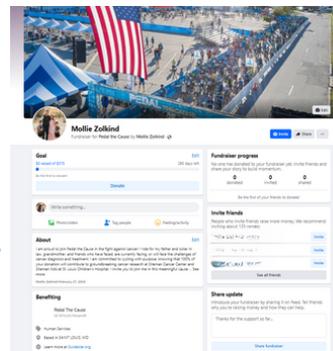


LOG IN TO YOUR FACEBOOK ACCOUNT TO ACTIVATE YOUR FUNDRAISER

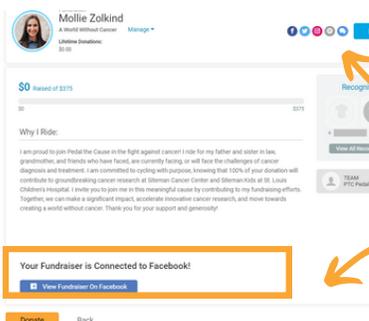
STEP 3 Click through and accept the two prompts and permissions. Once complete, a pop up will appear confirming the connection was successful.



STEP 4 Start sharing your Facebook Fundraiser with your friends and family! Any money that you raise on Facebook will automatically count towards your overall fundraising goal. Your total amount raised will be synced between your PTC fundraising profile page and Facebook.



STEP 5 Once your Facebook fundraiser is activated, a message on your PTC fundraising page will automatically be updated with a button that directs to your Facebook fundraiser.



THE SOCIAL SHARING BUTTONS LINK TO PTC SOCIAL MEDIA ACCOUNTS.

CLICK TO VIEW YOUR FACEBOOK FUNDRAISING PAGE