

## NAFA Fundraising Event - Brisbane Marathon Festival 2017

### Registration and Fundraising Details

#### Registration

To take part in the event you must 'Register' or 'Enter' the event via the website below:

<http://www.brisbanemarathon.com/> Click the red button **ENTER NOW** and follow the prompts; more detail below.

You will need to pay an individual entry fee. The amount depends upon which event you enter, and when you sign up; the sooner you commit to taking part the cheaper the entry fee is, e.g. early bird entry fee for 10km run/walk event starts at \$60.

It is important to note that your entry fee goes to the event organisers and covers only the costs of running the event. This entry fee is **not** fundraising in itself.

#### Setting up your Fundraising Page

Whichever event you decide to take part in you'll then need to set up a Fundraising Page through the web-based fundraising organisation GoFundraise. You can access this via the same Brisbane Marathon page above and click **FUNDRAISE NOW**, but remember to register for the event first.

Remember to make sure that you select Nepal Australia Friendship Association as your chosen Charity or 'Cause' and link it to the Brisbane Marathon Festival 'Event'.

You can edit and personalize your own fundraising page so that people can donate directly to NAFA through your page.

#### Registration – Step by Step

Go to the Brisbane Marathon website <http://www.brisbanemarathon.com/>

Click the red button **ENTER NOW**

Select the most appropriate entry:

- Individual Entry (*most people*)
- Join an existing Team
- Create a new Team

Select the Event that you wish to take part in

- 42 km Brisbane Full Marathon distance
- 26 km Brisbane Half Marathon Distance
- 10km Run / Walk
- 5 km Run / Walk
- 1 km Kids Mini Marathon

Enter personal details into the top part of the form, then click **'I am entering – copy my details from above'** half way down the page ... this will populate the next part of the form.

Note: At the top of the form you have an opportunity to add additional people to the same entry which should be useful for people intending to take part together eg couples etc.

Select appropriate options for merchandise, age category etc.

Under **'I would like to fundraise for'** select **'Another Charity'**. We'll add NAFA later.

Check box to **'Agree to Terms & Conditions'**

Select Payment Method, Click **'Proceed'** at the bottom of the page, check details and **'Confirm'** then enter Payment details and finally **'Submit Registration'**.

You will get an email confirming entry with details of how to get your race pack (entry number etc'. I recommend picking this up from one of the locations listed, rather than waiting until the day of the event.

### **Setting up your Fundraising Page – Step by Step**

Go back to the home page <http://www.brisbanemarathon.com/> Click the button **FUNDRAISE NOW** top right on the page, or half way down.

On the new page, Click **'START FUNDRAISING'** in the Title Tabs across the top.

Enter your personal details and Click Continue.

In the Search bar type Nepal and you'll find Nepal Australia Friendship Association listed .... Click on it and you should get a box which shows NAFA as the 'Cause' and 'Brisbane Marathon Festival as the 'Event'. Click **'Create'** and you'll be taken to a template for your Fundraising Page.

If you wish, you can leave your Fundraising Page in this basic format, or you can personalize it. You can always do this later. It is quite intuitive so that you can develop it as you choose.

However you chose to develop it, you can 'Share' the page and email the link to potential donors.

All donations to your page will go directly to NAFA. Donors will receive a tax invoice enabling the to offset tax when they submit their income tax return. You will see a cumulative total on your page as people donate to NAFA through you. We will also see a cumulative total showing all donations to NAFA.

### **Questions or Problems**

Refer by email to [nafa.secretary@gmail.com](mailto:nafa.secretary@gmail.com) and I will try to assist.