

HOW TO COLLECT DONATIONS

for your Canada Africa Partnership Ride

This guide outlines the main ways people can donate to you in the Canada Africa Partnership Ride, so your donors can support you in the way that works best for them:

1 Through the Online Fundraising Platform

First, finding your page:

1. Find and send your personal fundraising page directly to your supporters:
 - When you registered for the ride, you received a link to your own personal fundraising page in your email.
 - You can also find your personal link in your fundraising hub (login through www.canadaafricapartnershipride.ca/login) under the 'Fundraising' tab (see below).

Personal Progress

Get Sponsors · Manage Sponsors · Visit Page

Total Amount Raised:	\$5.00 (\$0.00 Pledged)
Total Donations:	1 (0 Pledged)
Fundraising Goal:	2% of \$300.00 (Change)
Registration Status:	Registered
Online Registration Number:	4696575

Personal Page:
<https://secure.e2rm.com/registrant/FundraisingPage.aspx?rec>

98.3%

● Your Pro... ● Goal Re...

Link to Your Personal Fundraising Page

2. Donors can also find your personal fundraising page from the event website:
 - Ask supporters to go to www.canadaafricapartnershipride.ca/teams and select the team you're riding on.
 - From the team's page on the event website, supporters will select "Sponsor a Rider SPONSOR NOW".
 - This will take them to your team's page on the fundraising platform where they can see a list of all the members on your team, select your name, and make a donation to you.

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Second, making the donation:

1. Once on your page, supporters can read your message to learn more about why you're supporting the cause, then hit DONATE NOW!



PLEASE SPONSOR

**THE WADHWANIS
RIDE AGAIN**

Amount Raised

\$100.00

Fundraising Goal \$200.00

DONATE NOW

Button to Support from your Page

My Message

We're excited to be participating in yet another CAP Ride bikeathon!

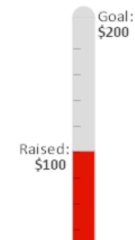
This year our ride will sadly be solo, but we're excited to connect with fellow riders across the country virtually as we all do our part to support projects on the frontlines of health, education and poverty reduction in African communities.

Our support is needed more than ever this year! The impacts of Coronavirus will, as you can imagine, be felt greatly by those already struggling to meet basic needs.

Anything you can contribute is deeply appreciated. Thank you in advance!

Claire, Ameet, Vedyn, Kian and Talun :)

My Fundraising Progress



2. Supporters will be prompted to indicate the amount of their donation and fill out their personal information (this is for tax receipt purposes). Donations can be made using Visa, Mastercard or Visa Debit.

3. Once complete, your donor will receive a tax receipt automatically in their email inbox from the CAP Network (only donors with a Canadian address are eligible to receive a tax receipt). If the donor has any issues accessing their tax receipt, please direct them to claire@capnetwork.ca or katie@capnetwork.ca.

4. Their donation will appear on your personal page contributing to your fundraising goal. The funds will be channeled towards the cause you are supporting.

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2 By Interact E-Transfer or Electronic Funds Transfer (EFT)

1. If a donor would like to send the funds by Interac E-Transfer, please ask them to transfer to claire@capnetwork.ca and list the name of the rider and/or they are sponsoring in the memo line.
2. If a donor would like to send the funds by Electronic Funds Transfer, please ask them to send the funds to our bank account from their bank using the following information:

Account Holder's Name: CAP Network
Account Holder's Address: 3 Durham St., Port Hope, ON L1A 1G6
Contact Name: Claire Holloway Wadhwani
Bank Number: 004
Branch Number: 11442
Account Number: 5209201

Pledge Form for Tracking Offline Donations

3 By Cash or Cheque

1. Donors may prefer to sponsor by cash or cheque. Either you collect these donations and mail them to CAP Network, or your donor can mail directly, to the following address:

CAP Network
c/o 3 Durham St.
Port Hope, ON
L1A 1G6

2. To track these donations and provide these donors with tax receipts, please complete the pledge collection form (you can download this form from www.canadaafricapartnershipride.ca under "Quick Links" at the bottom of the home page) and mail it in or scan and submit it to claire@capnetwork.ca.



Pledge Collection Form

Fundraiser's Information			
Last Name:	First Name:	Home Phone:	Cell Phone:
Address:	City, Province/State:	Postal Code/Zip Code:	Email:

Please make all cheques payable to CAP Network

(If you are raising funds for another participating organization, funds will be allocated accordingly).

Full address information is required for issuing of Tax Receipts. Charitable Registration No. 88898 7500 RR0001

Pledge #1			
Name:	Complete Mailing Address:		
Email:	Donation Amount:	Cash or Cheque?	Entered in Online System?
Pledge #2			
Name:	Complete Mailing Address:		
Email:	Donation Amount:	Cash or Cheque?	Entered in Online System?
Pledge #3			
Name:	Complete Mailing Address:		
Email:	Donation Amount:	Cash or Cheque?	Entered in Online System?
Pledge #4			
Name:	Complete Mailing Address:		
Email:	Donation Amount:	Cash or Cheque?	Entered in Online System?
Pledge #5			
Name:	Complete Mailing Address:		
Email:	Donation Amount:	Cash or Cheque?	Entered in Online System?

Page ____ of ____ Total Donations Collected (this page): 5 ____

For the 2020 CAP Virtual Ride – please give your pledges and this form to a CAP representative or mail to: c/o 3 Durham St., Port Hope ON L1A 1G6

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4 Facebook Fundraiser

Setting up a Facebook fundraiser is a great way to engage your Facebook community to support your fundraising efforts. To set up a Facebook fundraiser:

1. From your Facebook home page, select 'Fundraisers' from under the Explore tab on the left hand side. Select "Raise money for a charity" and search for "CAP Network Inc"
2. Set your fundraising goal and a date limit, name the fundraiser, write a description to tell your community what you are raising money for (including, in this case, that you're fundraising for a particular cause through the Canada Africa Partnership Ride Bikeathon) and finally select a photo! You can invite your Facebook friends and write to people directly in the fundraising 'event'.
3. Your Facebook fundraiser is not directly integrated with your online fundraising platform. You will have to ask your donors for their address and email and forward this information to CAP Network in order for a tax receipt to be issued.

The screenshot shows a web form titled "Manage Cash or Cheque Donations". On the left is a sidebar menu with options: Home, Fundraising, My Fundraising, Get Sponsors, Manage Sponsors, Manage Cash or Cheque (highlighted), Download Forms, Sponsor Yourself, Tell-A-Friend, Team, Profile, and Registration. The main content area has a heading "Manage Cash or Cheque Donations" and a sub-heading "If you collected donations in person, enter them here." Below this is a note: "Note: By providing as much information as possible you will help decrease our administrative costs, and enable us to issue an electronic tax receipt." There are two radio button options: "Donation from a friend or family member (may be receipted)" (selected) and "Donation from an event or cash lump sum (will not be receipted)". Below these is a section "Enter New Cash or Cheque Donation" with fields for First Name, Last Name, Address, City, Province (a dropdown menu with "Please select one" selected), Postal/Zip Code, Email, and Donation amount. At the bottom are two checkboxes: "Display my name on the donor listing" and "Display my donation amount on the donor listing", both of which are checked. A red "Add Donation" button is at the bottom left. Three red callout boxes with arrows point to specific parts of the form: the first points to the "Manage Cash or Cheque" tab in the sidebar; the second points to the radio button options and the form fields, stating that individual donations can be entered for tax receipts, or the total can be entered for later receipting; the third points to the red "Add Donation" button.

Click on the "Manage Cash or Cheque" tab

You can either enter each donation individually and then, once we have received the cheque/cash the system will issue a tax receipt by email.

Or, you can simply enter the total and we will collect the details later to issue tax receipts.

Don't forget to click on the red "Add Donation" button!

Note: donations made by e-transfer, EFT, cash, cheque or through Facebook will not appear automatically on your fundraising page. Should you wish to have these contributions reflected in your online fundraising tally, you can enter them in your fundraising platform by navigating to the 'Fundraising' tab, clicking on the 'Manage Cash or Cheque' tab, and entering the amount and donor name.