



## Overdose Lifeline 5K Run/Walk Registration Fundraising Instructions

Thank you for supporting Overdose Lifeline by creating a fundraising page on our race registration site, Run Sign Up. The money that you and your team will raise will go 100% to offer programs and events at Overdose Lifeline to remove the stigma of addiction and provide those at risk the proper care and access to treatment through education, advocacy, and support.

<https://runsignup.com/Race/IN/Indianapolis/OverdoseLifeline5k>

- Click on “register”
- Fill out registration information
- Click next
- Read the Waiver and sign your name and date exactly as it is listed above the text box
- Enter information about whom you’re running for, t-shirt information, and emergency contact

If you want to fundraise:

- Create your own team/page
  - Click “become a fundraiser”
  - Complete information – you can log in later to update much of the information on your fundraising page, you do not have to complete at the time of registration, only items with a \*
    - Name\*
    - Photo
    - Goal\*
    - Tagline\*
    - URL\*
    - Personal Story Headline
    - Personal Story
  - Click Create a Team Fundraiser
    - Team Name\*
    - Goal\*
    - Team story (can be filled out later)
  - Consider donating to your page, people are more willing to give a donation if they see the fundraiser organizer has given to the cause
- Finish registration by paying

## OR

- Join an existing Team
  - Click “become a fundraiser”
  - Complete information – you can log in later to update much of the information on your fundraising page, you do not have to complete at the time of registration, only items with a \*
    - Name\*
    - Photo
    - Goal\*
    - Tagline\*
    - URL\*
    - Personal Story Headline
    - Personal Story
  - Select the team you want to join in the drop-down list
  - Consider donating to your page, people are more willing to give a donation if they see the fundraiser organizer has given to the cause
- Finish registration by paying

Already registered and want to add a fundraising page?

- Set up and/or log-into the account under the email you used for your registration at runsignup.com
- Click on the profile icon in the top right-hand corner and select “my registrations”
- Select the option to add a fundraiser

To use the use the fundraising tools and to manage your fundraising page, create an account at runsignup.com, then click on the profile icon in the top right-hand corner and select “my registrations.”

If someone wants to register and donate to your page, but doesn’t want to create a fundraising page, they can do that during the registration process by selecting/searching your name on the fundraising page.

You can share your fundraising URL on social media, through email, or text. When someone clicks on your fundraising link, they have the option to donation or join your team.

For questions, please contact [Derek@overdoselifeline.org](mailto:Derek@overdoselifeline.org)