



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 operations of [Heart Rock Justus Family Recovery Center](#), ensuring that moms and children can live, grow, and be healthy together.

<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

New for 2024: Umbrella Fundraising Teams

If you would like to create multiple teams under one master team name, you can create an umbrella team. To do this, please contact Lindsey@overdoselifeline.org with your umbrella team name.

What is an umbrella team structure?

Let’s say your Company, Cool Shades, wants to support Overdose Lifeline while challenging each other to see which department can raise the most money.

You’d set up an umbrella team “Cool Shades” and then each department (HR, Marketing, Data, etc.) would set up a team under the umbrella team. Then individuals within each department can sign up under their department team.

Cool Shades will get credit as a company for money raised by all departments. Departments can see how much they have raised to feed into the company goal.

Umbrella teams can be used by companies, organizations, or groups.

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 Lindsey@overdoselifeline.org