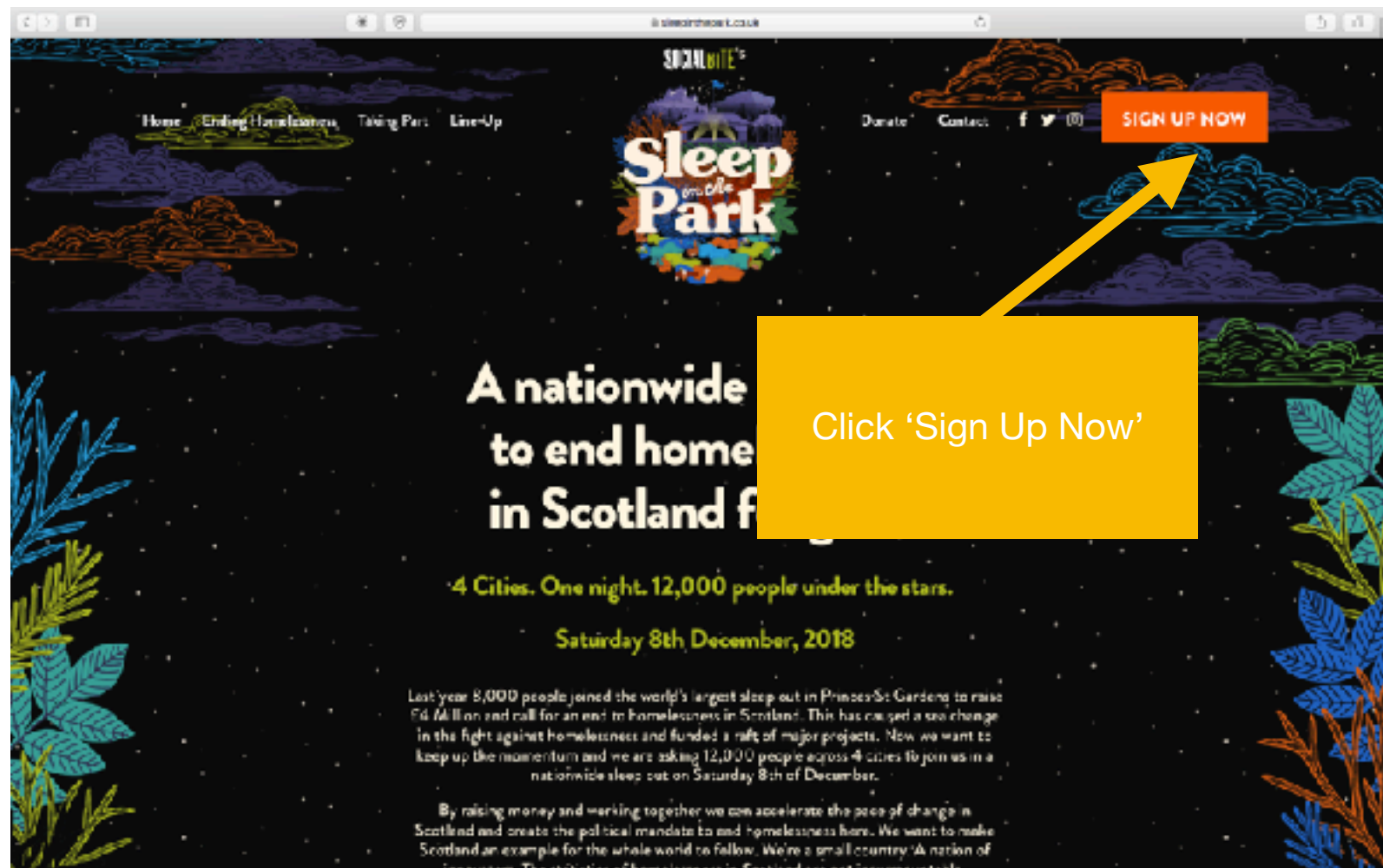


# **Registration guide for Sleep in the Park 2018**

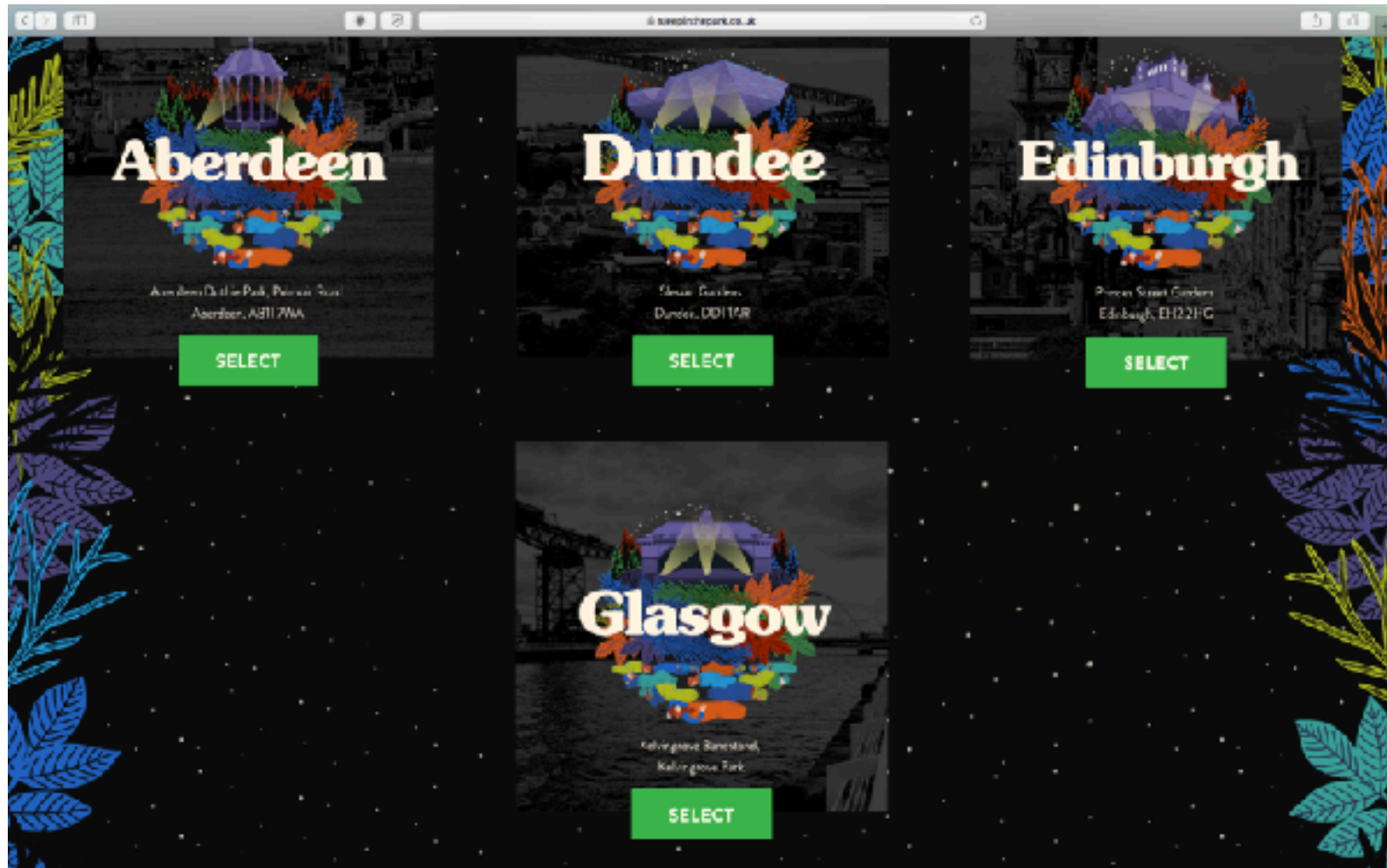
Navigate to [www.sleepinthepark.co.uk](http://www.sleepinthepark.co.uk)



This will take you to [www.sleepinthepark.co.uk/taking-part](http://www.sleepinthepark.co.uk/taking-part)

The screenshot shows the 'Sleep in the Park' website with a dark, starry night sky background and colorful illustrations of people sleeping in tents. The 'SOCIAL MITE' logo is at the top center. Navigation links include 'Home', 'Finding Hermitstans', 'Taking Part', 'Live!ly', 'Donate', and 'Contact'. A 'SIGN UP NOW' button is in the top right. The main heading is 'Individual & Teams' with a 'SIGN UP NOW' button below it. A yellow callout box with an arrow points to this button, containing the text: 'Under Individuals & Teams Click 'Sign Up Now''. Below the heading, there are two columns of text: 'Minimum Fundraising Commitment of £100 per person (including an initial £50 donation)' and 'Sign up a team (Minimum of 50) with a minimum Fundraising Commitment of £3,000 (which includes an initial donation of £50 per person)'. The bottom right section mentions 'Include 2 free tickets to a "Thank You" Dinner at the EICC in Edinburgh in January with a keynote from a surprise world renowned figure. Your company will also be featured on the website and on the night as a key corporate supporter.'

Next, Select the city you wish to participate in



The image shows a registration form on a website. The form is titled "YOUR NAME AND DOB" and includes fields for "TITLE", "DATE OF BIRTH", "FIRST NAME", and "LAST NAME". Below these fields is a checkbox labeled "I want to register a Team, Family, Group or Club" with a note: "This will also bring you the option to raise a team. Note that the team must raise a minimum of £100 per team member. Your initial donation counts towards this." Below the checkbox is a "REFERRAL CODE" field with the placeholder text "Enter Your Referral Code here" and a note: "Please note that entering a referral code means you will have to share that you have joined with the referring organisation." Below the referral code field is a "YOUR ADDRESS" section with a "POSTCODE/ZIP" field (placeholder: "ENTER POSTCODE HERE") and an "ADDRESS" field (placeholder: "First line of address"). A "LOOK UP ADDRESS" button is located to the right of the postcode field. The form is set against a dark background with a decorative border of blue and green leaves on the left and right sides. Two yellow callout boxes with arrows point to the "I want to register a Team, Family, Group or Club" checkbox and the "REFERRAL CODE" field.

YOUR NAME AND DOB

TITLE: Select Title

DATE OF BIRTH: Day, Month

FIRST NAME: Enter First Name here

LAST NAME: Enter Surname here

I want to register a Team, Family, Group or Club (This will also bring you the option to raise a team. Note that the team must raise a minimum of £100 per team member. Your initial donation counts towards this.)

REFERRAL CODE: Enter Your Referral Code here

YOUR ADDRESS

POSTCODE/ZIP: ENTER POSTCODE HERE

ADDRESS: First line of address

LOOK UP ADDRESS

If you want to fundraise with some colleagues or friends click the box 'I want to register a Team, family, Group or Club'

The 'Referral Code' box is where you enter your company Coupon Code to waive the sign up fee

If you tick the box to become a team then it will reveal the option to enter your team name and number of people in your team

I want to register a Team, Family, Group or Club (This will allow buying multiple tickets on a single team account. Please note that the team must raise a minimum of £100 per team member. Your initial donation counts towards this total)

TEAM NAME

Enter Team Name

TICKETS TO PURCHASE

1

REFERRAL CODE

Enter Your Referral Code here

\*Please note that entering a referral code means you are happy for us to share that you have signed up

If you haven't already then please enter your coupon code into the 'Referral Code' box

Next just enter your details and answer the remaining questions on the following pages. At the end of the process it will automatically generate a Virgin Money Giving Fundraising page attached to Sleep in the Park.

If you already have a Virgin Money Giving (VMG) login attached to your email address they it will ask you to log onto that after registration. If you do not have a VMG login already then it will create one for you automatically and you will be sent an email with a temporary password which you will need to log on and view your VMG fundraising page.

Once you log on you can update your fundraising page with photos and a description of why you are fundraising.

The final step is to link your fundraising page to your company's Campaign Page.

Navigate to your company's campaign page, if you are unsure where to find it the either contact your organiser or [nicola.hamilton@social-bite.co.uk](mailto:nicola.hamilton@social-bite.co.uk)

The screenshot shows the Virgin Moneygiving website interface. At the top is a red navigation bar with the Virgin Moneygiving logo and links for 'Make a donation', 'Fundraise', 'For charities', 'Your account', and 'Sign out'. Below this is the campaign page for 'Test Camp 1'. The page features a 'Give now' button with a right-pointing arrow. A section titled 'Select the amount you wish to give' contains two columns of options. The first column has a 'Give £10.00' button, and the second column has a 'Give £20.00' button. Below these is a 'Get involved' section with a 'Start fundraising' button circled in black. At the bottom, there is a 'Twitter' section with the text 'Tweets by @VMGIVING'.

When on your campaign page click the 'Start Fundraising' button



## Link to your fundraising challenge

Link your existing page, or create a new one, to have your fundraising added to the total raised for

Choose the challenge you want to link

Please select



or

Create a new fundraising page

Individual  Team

Next >

Here you use the drop down menu to pick which page you want to link to the campaign

Then click 'next'



That's it! Your fundraising page should now be part of the campaign! It shows on your page between the event and the charity

## My story

Here is where you should add a compelling story (People tend to be more generous if they understand why you're doing a challenge!)

## Share Virgin's story



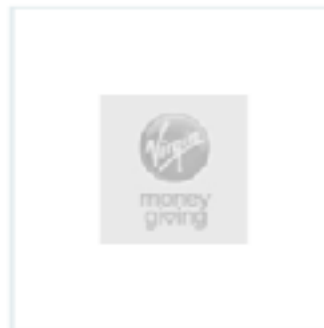
## Event



2017 Richmond Running Festival

16 Feb 2018

## Campaign



Test Camp 1

## Charity



Virgin Unite

Thank you for your support! If you need any assistance with any of this please contact [nicola.hamilton@social-bite.co.uk](mailto:nicola.hamilton@social-bite.co.uk)