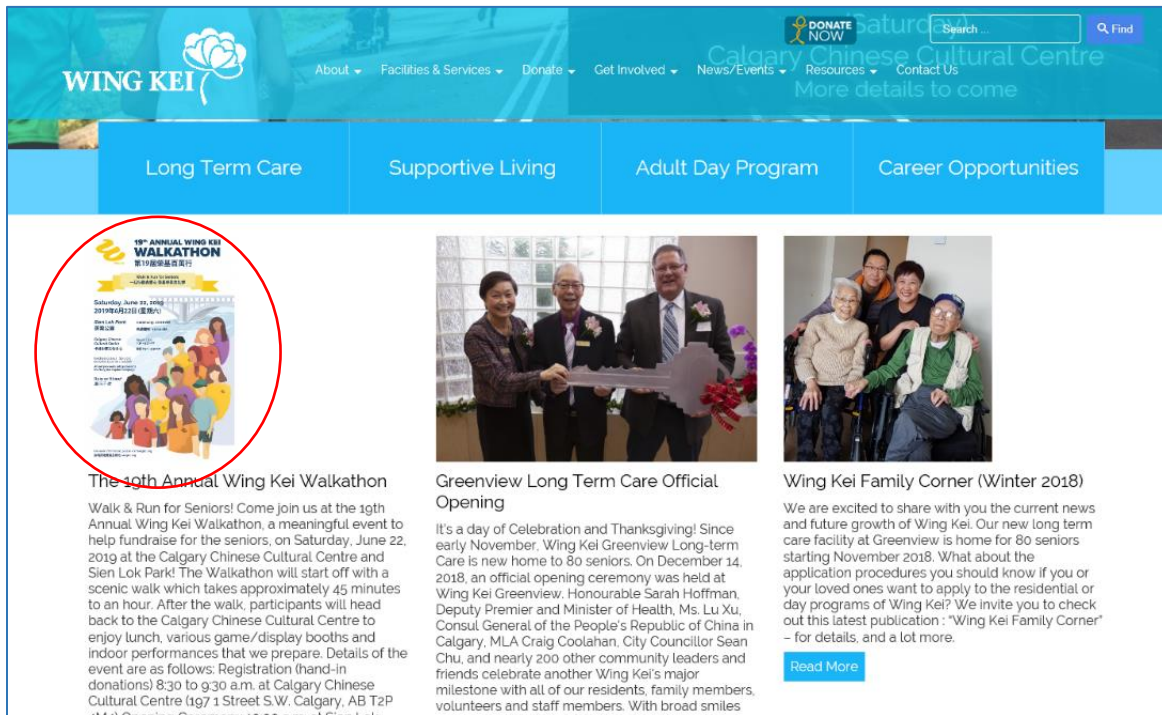


The 19th Annual Wing Kei Walkathon – CanadaHelps Fundraising Platform

Guidelines on How to Participate as an Individual

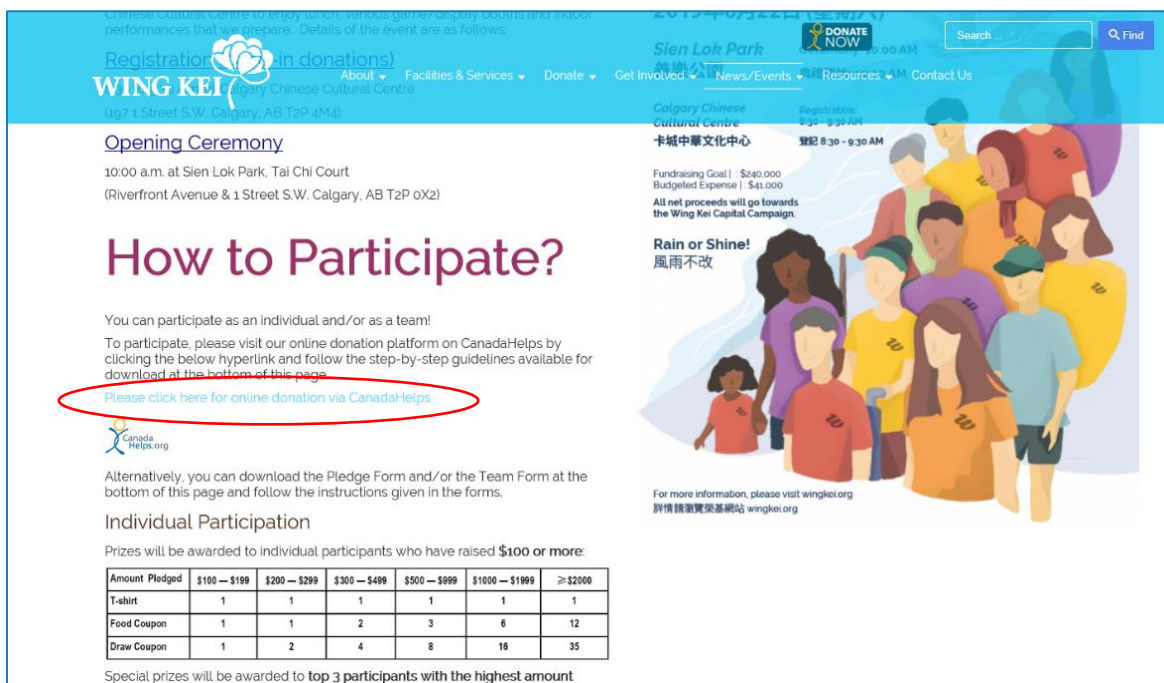
A. Create a Personal Page

1. Visit Wing Kei's website (www.wingkei.org) and click on the 19th Annual Wing Kei Walkathon poster image.



The 19th Annual Wing Kei Walkathon poster is circled in red. The poster features the text: "19th ANNUAL WING KEI WALKATHON", "Saturday, June 22, 2019", "10:00 a.m. to 1:00 p.m.", "Sien Lok Park, Calgary", "Registration (hand-in donations) 8:30 to 9:30 a.m. at Calgary Chinese Cultural Centre (1971 Street S.W., Calgary, AB T2P 0X2)", "Fundraising Goal: \$240,000", "Budgeted Expense: \$41,000", "All net proceeds will go towards the Wing Kei Capital Campaign", "Rain or Shine! 風雨不改", "For more information, please visit wingkei.org 詳情請瀏覽網站 wingkei.org".

2. Click on the hyperlink to the fundraising platform on CanadaHelps.



The "How to Participate?" page includes the following information:

Registration (in donations)
WING KEI
Calgary Chinese Cultural Centre
(1971 Street S.W., Calgary, AB T2P 0X2)

Opening Ceremony
10:00 a.m. at Sien Lok Park, Tai Chi Court
(Riverfront Avenue & 1 Street S.W., Calgary, AB T2P 0X2)

How to Participate?
You can participate as an individual and/or as a team!
To participate, please visit our online donation platform on CanadaHelps by clicking the below hyperlink and follow the step-by-step guidelines available for download at the bottom of this page.
[Please click here for online donation via CanadaHelps](#)

Alternatively, you can download the Pledge Form and/or the Team Form at the bottom of this page and follow the instructions given in the forms.

Individual Participation
Prizes will be awarded to individual participants who have raised \$100 or more:


Amount Pledged	\$100 – \$199	\$200 – \$299	\$300 – \$499	\$500 – \$999	\$1000 – \$1999	≥\$2000
T-shirt	1	1	1	1	1	1
Food Coupon	1	1	2	3	6	12
Draw Coupon	1	2	4	8	16	35

Special prizes will be awarded to top 3 participants with the highest amount

3. On CanadaHelps Wing Kei Walkathon main page, click [Join as an Individual].

19th Annual Wing Kei Walkathon

Wing Kei



\$0

\$120,000

\$240,000

2 months, 2 weeks REMAINING

Campaign Ends June 25, 2019

Donate Now

Share this

[Find a Team or Person](#)[Create a Team](#)[Join as an Individual](#)

Campaign

Teams (2)

Participants (2)

Walk & Run for Seniors! Rain or Shine!

Come join us at the 19th Annual Wing Kei Walkathon, a meaningful event to help fundraise for the seniors, on Saturday, June 22, 2019 at the

4. Fill in all the required information. (If you do not have an existing CanadaHelps account, you will also be required to create an account here before proceeding.)

Join The 19th Annual Wing Kei Walkathon


It's easy! Follow the simple steps. In minutes, you'll be ready to get started making a real difference.

EMAIL*

wingkei@wingkei.org

CONFIRM EMAIL*

wingkei@wingkei.org

 **CREATE AN ACCOUNT***

We use CanadaHelps as our campaign platform. Create a CanadaHelps password to join this campaign.

••••••••

••••••••

Create Account

ACCOUNT TYPE

Personal

COMPANY NAME

Enter a company name

FIRST NAME*

Wing

LAST NAME*

Kei

WAIVER

I hereby agree/on behalf of my minor child agree/on behalf of the team member listed herein agree that: (1) I acknowledge that participation in the 19th Wing Kei

5. Scroll down the page, read the Waiver and check the checkbox. Create and input a name of your personal fundraising page and then click [Continue].

FIRST NAME*

Wing

LAST NAME*

Kei

WAIVER

I hereby agree/on behalf of my minor child agree/on behalf of the team member listed herein agree that: (1) I acknowledge that participation in the 19th Wing Kei Annual Walkathon (hereafter referred to as "the Event") exposes me/my minor child/the team member listed herein (hereafter collectively referred to as "the Participants") to many risks, including some resulting from the negligence of the Organizer of the Event. In consideration of the Participants' participation in the Event, I voluntarily assume all such risks including personal injury and property damage on behalf of the Participants, and I do release, discharge and indemnify the Chinese Christian Wing Kei Nursing Home Association, Calgary Chinese Cultural Centre, Calgary Chinese Cultural Centre Association and their respective officers, directors, employees, volunteers, agents and sponsors (collectively referred to as "the Organizer") from all causes of actions, claims, damages and losses whatsoever which the Participants' estate may have on account of personal injury, property damage or accident of any kind related to the Participants' participation in the Event; (2) The Participants are physically fit to participate in the Event; I have read and understood the above; I am aware that I am waiving certain legal rights which the Participants may have; and I have been given the chance to seek independent legal advice; and (3) by participating in the Event, the Participants consent to be photographed, filmed and/or otherwise recorded in connection with, or as part of, journalistic, advertising, marketing, promotional, archival or security activities by the Organizer. The Participants' participation constitutes the Participants consent to such photography, filming and/or recording and to any use, in any and all media, throughout the universe in perpetuity by the Organizer, without compensation to the Participants, of the Participants' appearance, voice and/or name for the above-noted purposes.

☒ I have read, understand and agree with the terms and conditions of the above waiver.*

YOUR PERSONAL FUNDRAISING PAGE NAME*

Charity

☐ Sign me up for charity communications

Continue

6. You have now successfully created your CanadaHelps account and your own fundraising page. You can also click [View My Page] to view your fundraising page.

✓

Congratulations, your Charity page is live!

View My Page

Charity

In support of The 19th Annual Wing Kei Walkathon on behalf of Wing Kei

Welcome

Details

Images & Videos

Donations

Your Page Address

Include your page address in all your fundraising efforts so people can easily donate to your fundraiser, learn more about the campaign, or join as a participant. Use the short address to simplify the appearance of your message.

SHORT URL

https://www.canadahelps.org/me/22wFV4P

Copy

Your short address will automatically redirect to your full address: [Copy full URL](#)

Share Across Your Network

Share your page and your fundraising progress often using the social media and email sharing features on your published page. Start spreading the word now using the buttons below:

Email

Facebook

Twitter

Google Plus

Pinterest

Tips & Tools

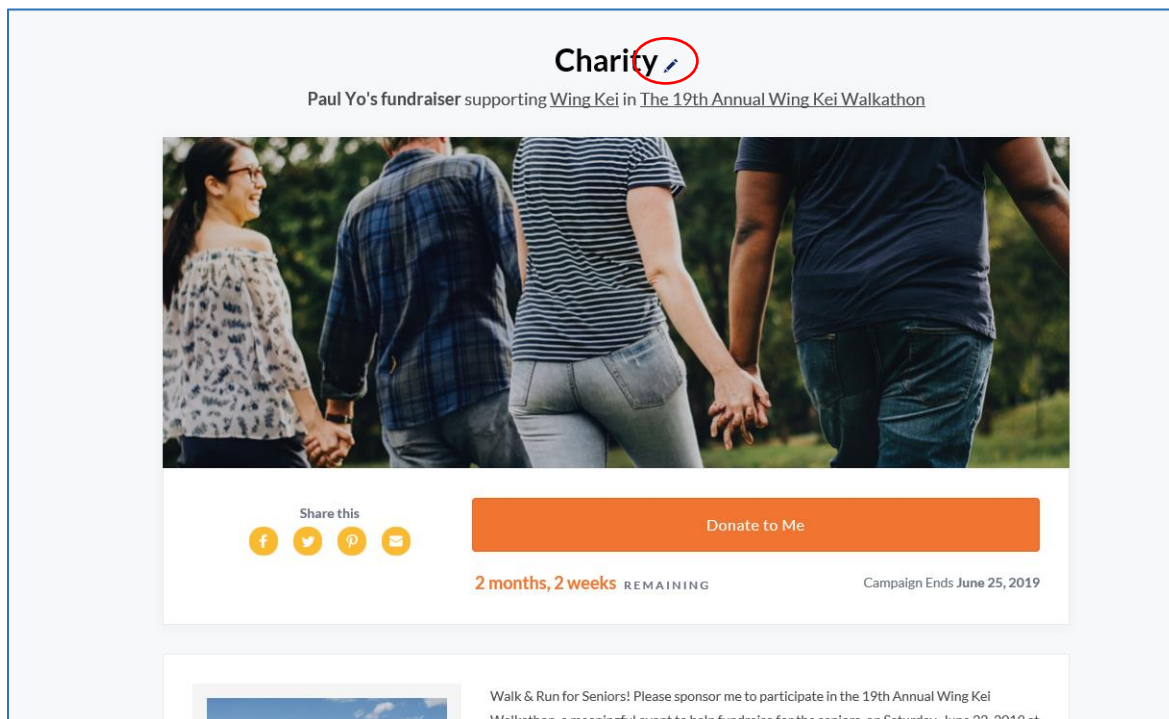
Reference the files below to help you with your fundraising efforts.

[Walkathon Poster 2019](#)

[Walkathon Route Map](#)

B. Manage Your Personal Page and Send Invitations

1. When viewing your page, you can customize your fundraising page by clicking [edit].



2. Under the [Details] tab, you can edit the details of your page and then click [save].

A screenshot of the "Details" tab in a fundraising page editor. The tab is highlighted with a red circle. The page title is "In support of The 19th Annual Wing Kei Walkathon on behalf of Wing Kei". Below the title are four tabs: "Welcome", "Details" (selected), "Images & Videos", and "Donations". The "Details" tab contains several sections: "PAGE NAME*" with a description and a text input field containing "Charity"; "GOAL AMOUNT" with a description and a text input field with a dollar sign and "Enter amount"; "NAME OF PAGE OWNER" with a description and a text input field containing "Page owner"; two checkboxes: "Display a list of supporters to my campaign on my page..." and "Send me an email each time someone makes a donation to my fundraiser."; and "FUNDRAISING STORY" with a description and a rich text editor. The rich text editor has a toolbar with icons for undo, redo, bold, italic, underline, and link. The text in the editor reads: "Walk & Run for Seniors! Please sponsor me to participate in the 19th Annual Wing Kei Walkathon, a meaningful event to help fundraise for the seniors, on Saturday, June 22, 2019 at the Selwyn Chinese Cultural Centre and Grand Park Wing Kei..."

3. Under the [Image & Videos] tab, you can also upload your own images and videos to help promote your fundraising and then click [save].


Charity

In support of The 19th Annual Wing Kei Walkathon on behalf of Wing Kei

WelcomeDetailsImages & VideosDonations

FEATURED IMAGE

Make your page more impactful by including a featured image that relates to the reason for your fundraising or the cause.



Remove

Images

Images added here must be selected as part of a Media Carousel to display on your campaign page. Image must be at least 400px x 400px, but no larger than 5000px x 5000px. Supported formats include JPG, PNG and GIF.

Upload an Image

Videos

Videos added here must be selected as part of a Media Carousel to display on your campaign page. Please add the page URL from Youtube or Vimeo e.g. <http://www.youtube.com/watch?v=o7Jxi0ZdzB0>

URL

Please add the page URL from Youtube or Vimeo e.g. <http://www.youtube.com/watch?v=o7Jxi0ZdzB0>

Add a url

4. Under the [Donations] tab, you can view and manage your donations received.

View My Page

Charity

In support of The 19th Annual Wing Kei Walkathon on behalf of Wing Kei

WelcomeDetailsImages & VideosDonations

\$0.00 raised

AllOnlineOffline

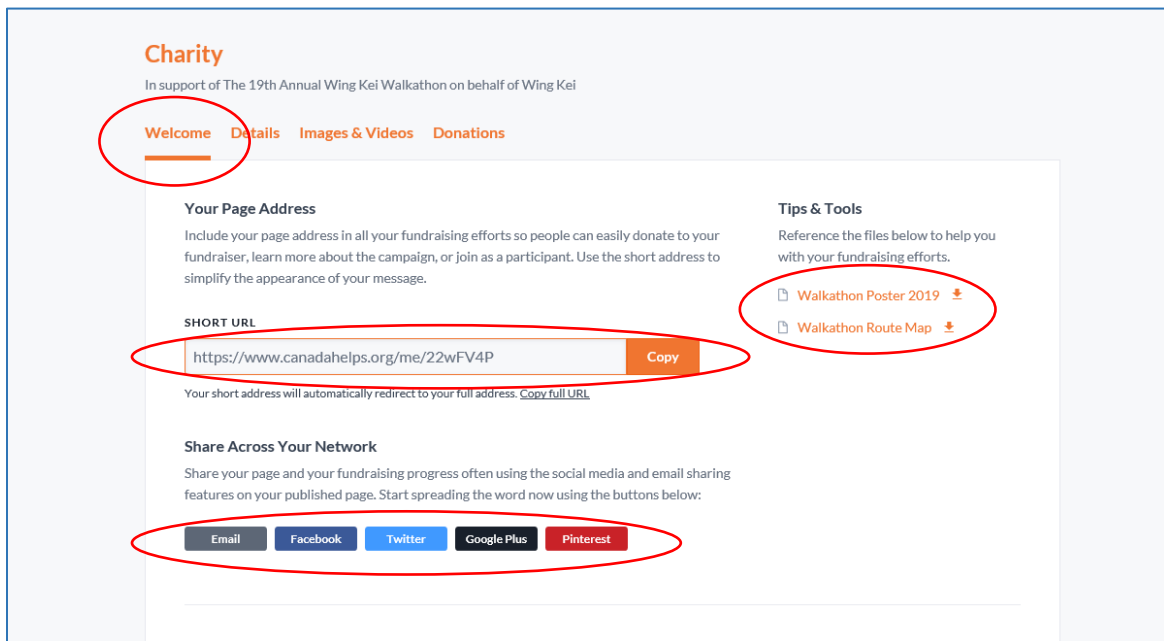
Find a donation

Search

Send Message

NAME	AMOUNT	DATE ▼	SOURCE
No results found.			

5. After having customized your page, you can go back to [Welcome] tab to invite your friends and family to sponsor you by means of email or various social media. Simply click on the relevant icons. You can copy the URL, download the Walkathon Poster and the route map to facilitate your invitations.




C. Friends and Family to Donate to You

1. Your friends and family can go to your fundraising page and sponsor you for the walk by clicking [Donate to me].

Charity

Paul Yo's fundraiser supporting Wing Kei in The 19th Annual Wing Kei Walkathon



\$0

\$250

\$500

2 months, 2 weeks REMAINING

Campaign Ends June 25, 2019

Share this

f

t

p


e

Donate to Me



Walk & Run for Seniors! Please sponsor me to participate in the 19th Annual Wing Kei Walkathon, a meaningful event to help fundraise for the seniors, on Saturday, June 22, 2019 at

2. Then choose their donation amount and click [Continue with my Donation].



order to continue with Wing Kei's expansion to benefit more seniors and families in our community, YOUR SUPPORT IS NEEDED!

Donate to The 19th Annual Wing Kei Walkathon

Donate Now

Donate Monthly

\$25

\$50

\$100

\$ Other

ADD A MESSAGE OF SUPPORT

1200 characters remaining

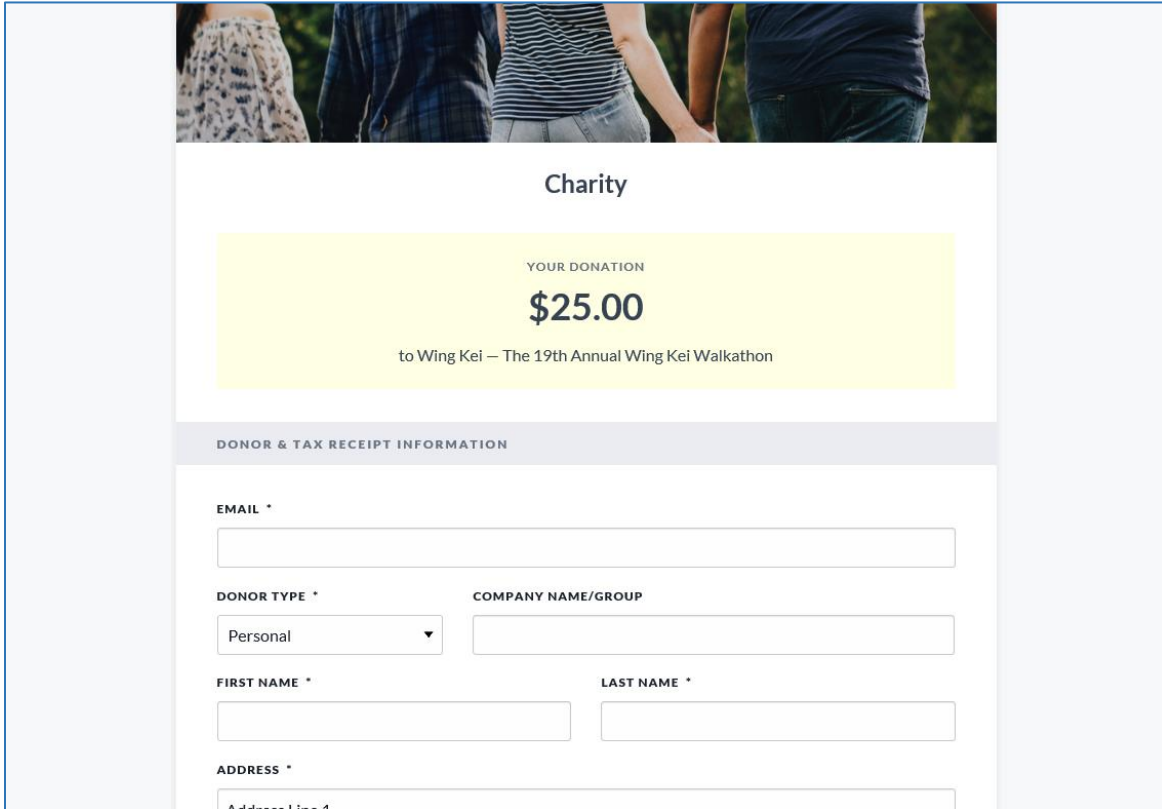
HOW SHOULD WE DISPLAY YOUR DONATION IN THE PUBLIC-FACING SUPPORTERS LIST?

Please display my name, message and donation amount.

▼

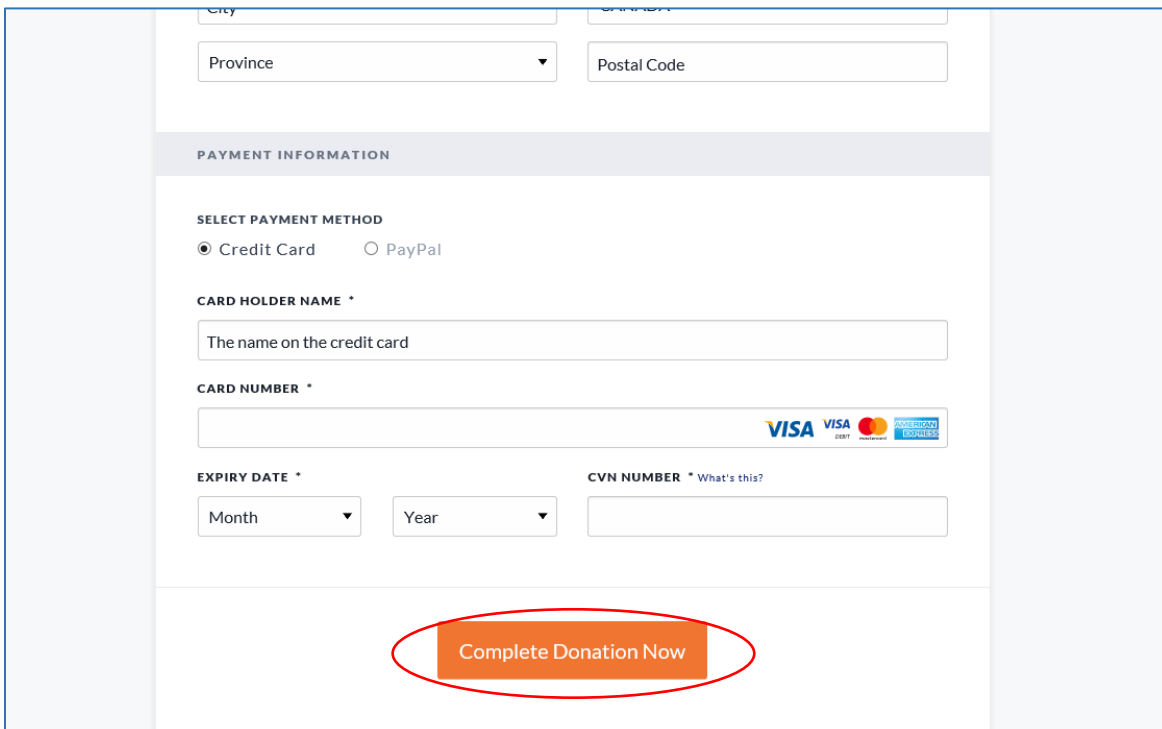
Continue with my Donation

3. Input all necessary information



The screenshot shows a donation form for a charity. At the top, there is a header image of people walking. Below the image, the word "Charity" is centered. A yellow box displays "YOUR DONATION" as "\$25.00" to "Wing Kei — The 19th Annual Wing Kei Walkathon". Below this, a section titled "DONOR & TAX RECEIPT INFORMATION" contains several input fields: "EMAIL *", "DONOR TYPE *" (with a dropdown menu showing "Personal"), "COMPANY NAME/GROUP", "FIRST NAME *", "LAST NAME *", and "ADDRESS *".

4. Input the payment method and details and click [Complete Donation Now]. They will receive tax receipt for their donations issued by CanadaHelps.

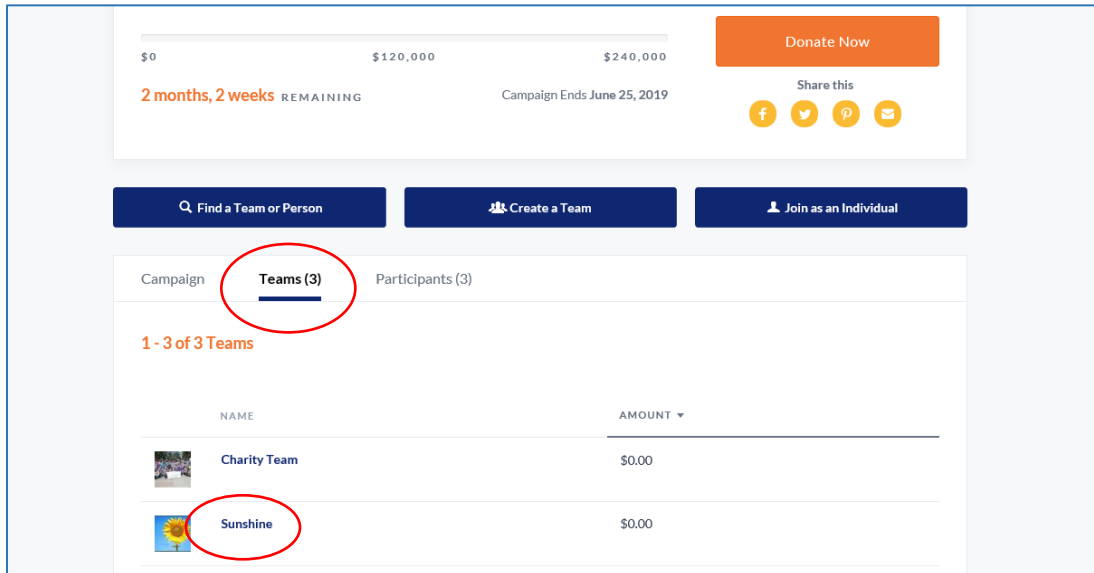


The screenshot shows the "PAYMENT INFORMATION" section of the donation form. It includes a "SELECT PAYMENT METHOD" section with radio buttons for "Credit Card" (selected) and "PayPal". Below this are fields for "CARD HOLDER NAME *" (with placeholder text "The name on the credit card"), "CARD NUMBER *" (with a Visa logo), "EXPIRY DATE *" (with dropdowns for "Month" and "Year"), and "CVN NUMBER * What's this?". At the bottom, an orange button labeled "Complete Donation Now" is highlighted with a red oval.

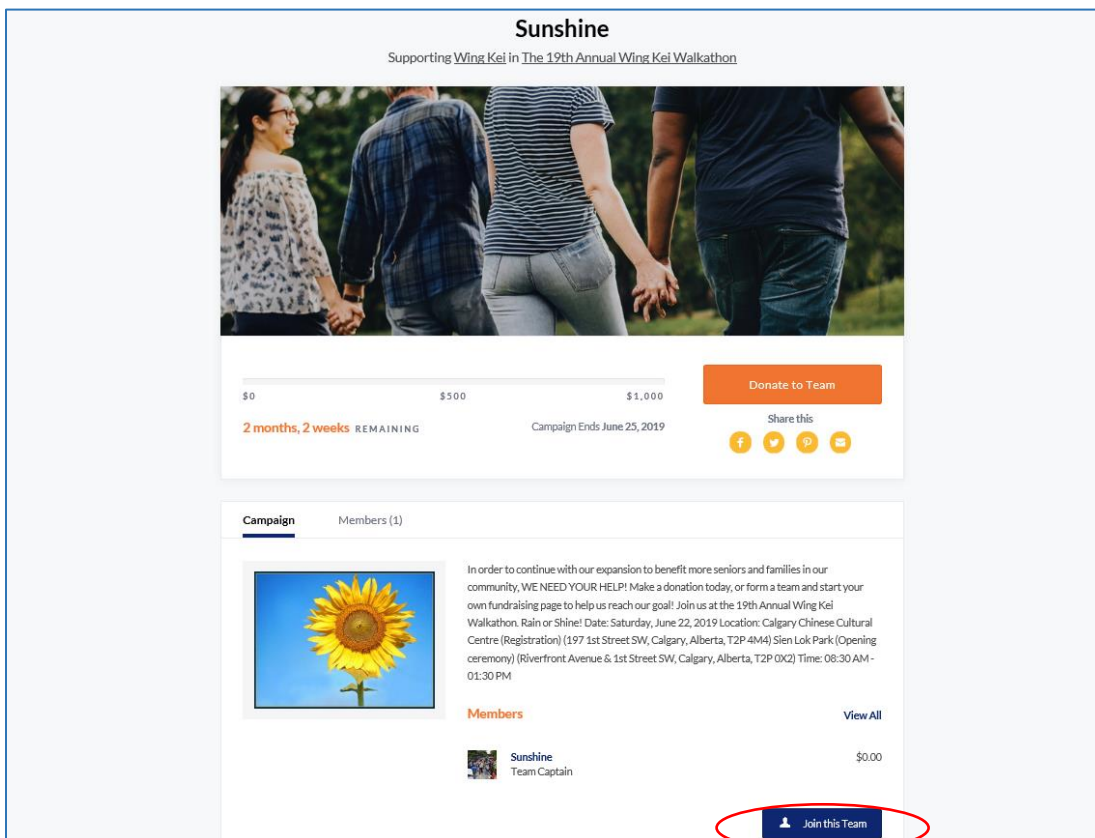
D. To Join an Existing Team

Besides participating as an individual and raise funds, you can at the same time join an existing team. **However, you can do so only before you have created your personal page.** (see Remarks at the end of this Section)

1. Before you have created your personal page, at the CanadaHelps 19th Annual Wing Kei Walkathon main page click [Teams] tab and click on the name of the team you want to join.



2. You will be directed to the team page you want. Click [Join this Team].



3. Create your personal page here by inputting required information and click [Continue]

Create Your Personal Fundraising Page


This is the page you'll share with friends and family for supporting your personal participation in the campaign

2 of 2

YOUR PERSONAL FUNDRAISING PAGE NAME*

GOAL AMOUNT

FEATURED IMAGE



Remove

FUNDRAISING STORY

Walk & Run for Seniors! Please sponsor me to participate in the 19th Annual Wing Kei Walkathon, a meaningful event to help fundraise for the seniors, on Saturday, June 22, 2019 at the Calgary Chinese Cultural Center and Sien Lok Park! Wing Kei has embodied a single purpose: to serve seniors with the dedication they deserve.

320 characters remaining (includes hidden HTML)

Continue

4. You will then have created your personal page and also joined the team you want.

✓ Congratulations, your Charity page is live!

[View My Page](#)

Charity

In support of The 19th Annual Wing Kei Walkathon on behalf of Wing Kei

[Welcome](#) [Details](#) [Images & Videos](#) [Donations](#)

Your Page Address

Include your page address in all your fundraising efforts so people can easily donate to your fundraiser, learn more about the campaign, or join as a participant. Use the short address to simplify the appearance of your message.

SHORT URL

Copy

Your short address will automatically redirect to your full address. [Copy full URL](#)

Share Across Your Network

Share your page and your fundraising progress often using the social media and email sharing features on your published page. Start spreading the word now using the buttons below:

[Email](#) [Facebook](#) [Twitter](#) [Google Plus](#) [Pinterest](#)

Tips & Tools

Reference the files below to help you with your fundraising efforts.

[Walkathon Poster 2019](#) [Download](#)

[Walkathon Route Map](#) [Download](#)

5. If you go back to the Team's page you will see yourself being already added to the team as a member.

The screenshot displays a fundraising page for a team named "Sunshine". At the top, the team name "Sunshine" is circled in red. Below it, the text reads "Supporting Wing Kei in The 19th Annual Wing Kei Walkathon". The main image shows four people walking outdoors. Below the image is a progress bar with markers at \$0, \$500, and \$1,000. To the right of the bar is an orange "Donate to Team" button. Below the bar, it says "2 months, 2 weeks REMAINING" and "Campaign Ends June 25, 2019". There are social media share icons for Facebook, Twitter, Pinterest, and Email. Below this is a section titled "Campaign" with a sub-tab "Members (2)". On the left is a sunflower image. To the right is a paragraph of text: "In order to continue with our expansion to benefit more seniors and families in our community, WE NEED YOUR HELP! Make a donation today, or form a team and start your own fundraising page to help us reach our goal! Join us at the 19th Annual Wing Kei Walkathon. Rain or Shine! Date: Saturday, June 22, 2019 Location: Calgary Chinese Cultural Centre (Registration) (197 1st Street SW, Calgary, Alberta, T2P 4M4) Sien Lok Park (Opening ceremony) (Riverfront Avenue & 1st Street SW, Calgary, Alberta, T2P 0X2) Time: 08:30 AM - 01:30 PM". Below this text is a "Members" section with a "View All" link. It lists two members: "Charity Member" with a \$0.00 contribution and "Sunshine Team Captain" with a \$0.00 contribution. The "Sunshine Team Captain" entry is circled in red.

Remarks

If you want to join an existing team, but have already joined as an individual in the very beginning following the steps in Section A and have created your personal page, you can either:

- on your personal page, click [Edit] and go to [Details] tab. Then select [Delete] to delete your personal page first. You can then join an existing team and create your personal page again during the process of joining the team; or
- contact events@wingkei.org and request the administrator to move you to your desired existing team; or
- create a fresh CanadaHelps account using another email address and perform the steps in this Section D.

-END-