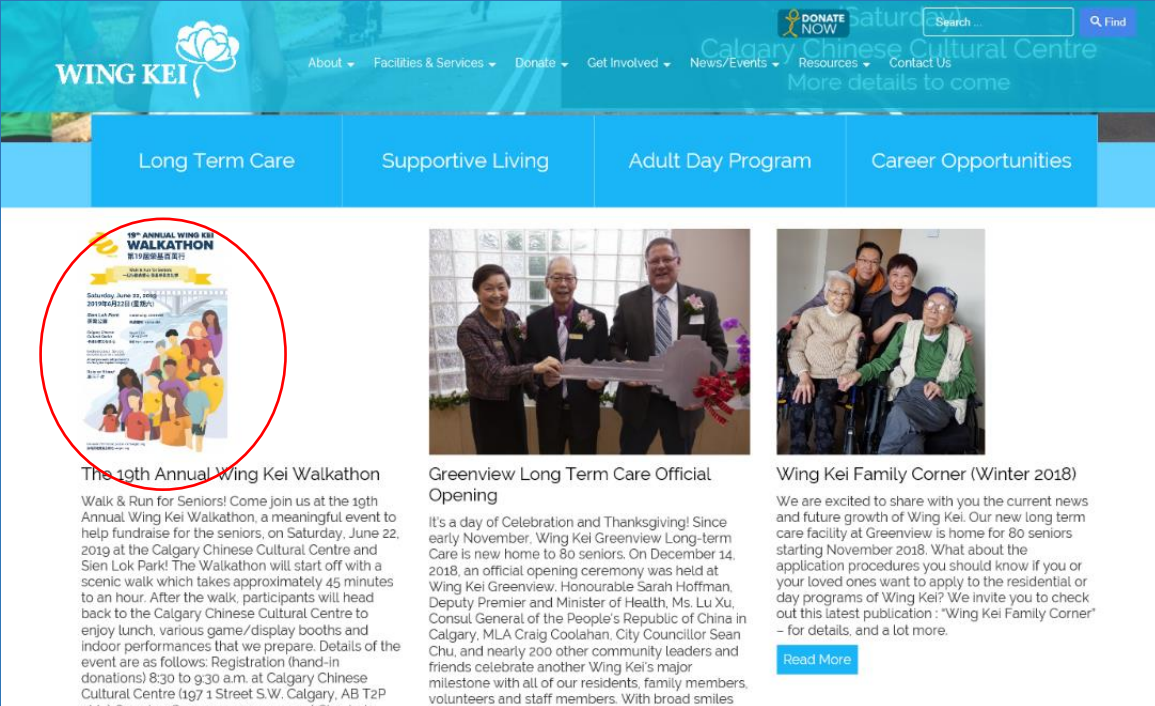


The 19th Annual Wing Kei Walkathon – CanadaHelps Fundraising Platform

Guidelines on How to Create a Team

A. Create a Team (please also see Remarks at the end)

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

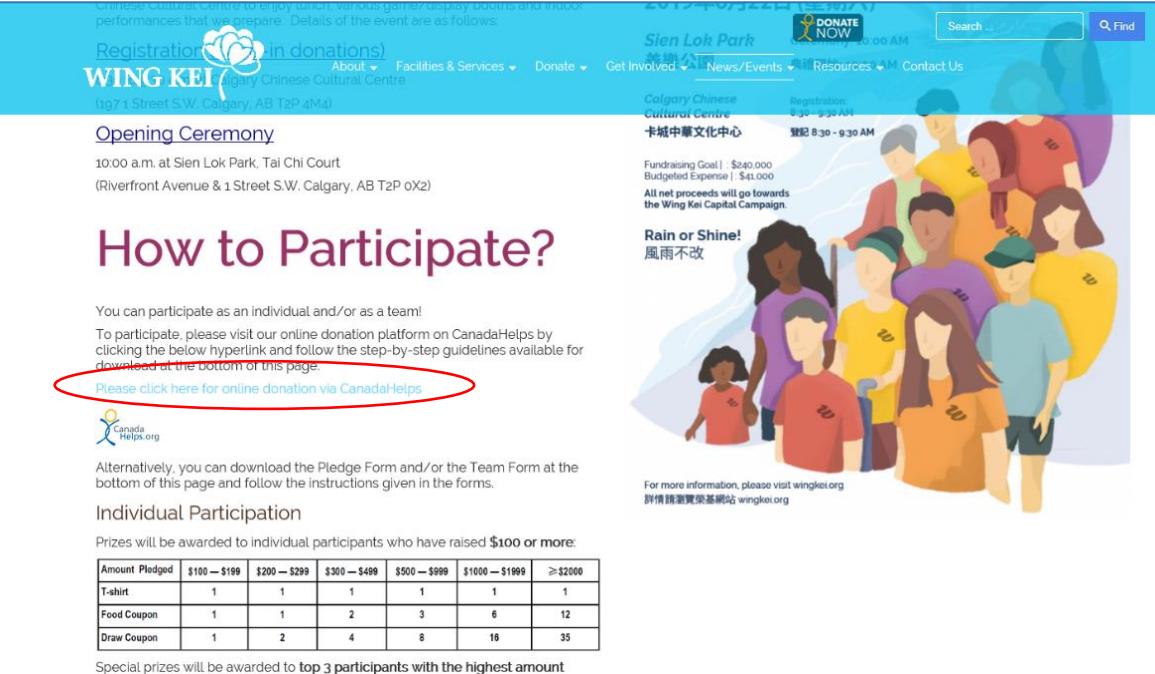


19th ANNUAL WING KEI WALKATHON
Walk & Run for Seniors! Come join us at the 19th Annual Wing Kei Walkathon, a meaningful event to help fundraise for the seniors, on Saturday, June 22, 2019 at the Calgary Chinese Cultural Centre and Sien Lok Park. The Walkathon will start off with a scenic walk which takes approximately 45 minutes to an hour. After the walk, participants will head back to the Calgary Chinese Cultural Centre to enjoy lunch, various game/display booths and indoor performances that we prepare. Details of the event are as follows: Registration (hand-in donations) 8:30 to 9:30 a.m. at Calgary Chinese Cultural Centre (197 1 Street S.W. Calgary, AB T2P 0M4) Opening Ceremony 9:30 a.m. at Sien Lok Park.

Greenview Long Term Care Official Opening
It's a day of Celebration and Thanksgiving! Since early November, Wing Kei Greenview Long-term Care is new home to 80 seniors. On December 14, 2018, an official opening ceremony was held at Wing Kei Greenview. Honourable Sarah Hoffman, Deputy Premier and Minister of Health, Ms. Lu Xu, Consul General of the People's Republic of China in Calgary, MLA Craig Coolahan, City Councillor Sean Chu, and nearly 200 other community leaders and friends celebrate another Wing Kei's major milestone with all of our residents, family members, volunteers and staff members. With broad smiles

Wing Kei Family Corner (Winter 2018)
We are excited to share with you the current news and future growth of Wing Kei. Our new long term care facility at Greenview is home for 80 seniors starting November 2018. What about the application procedures you should know if you or your loved ones want to apply to the residential or day programs of Wing Kei? We invite you to check out this latest publication: "Wing Kei Family Corner" – for details, and a lot more.

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



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	18	35

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

3. Click [Create a Team]

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 check box. Create and input a name of your personal fundraising page and your team name and then click [Continue]

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

YOUR TEAM'S NAME *

Charity Team X

☐ Sign me up for charity communications

[Continue](#)

6. You have now successfully created your CanadaHelps account, your personal fundraising page as well as the team page. You can click [View My Page] to view your fundraising pages.

✓ Congratulations, your Charity Team page is live!

[View My Page](#)

Manage my team: Charity Team
In support of The 19th Annual Wing Kei Walkathon on behalf of Wing Kei

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

Your Team 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](#)

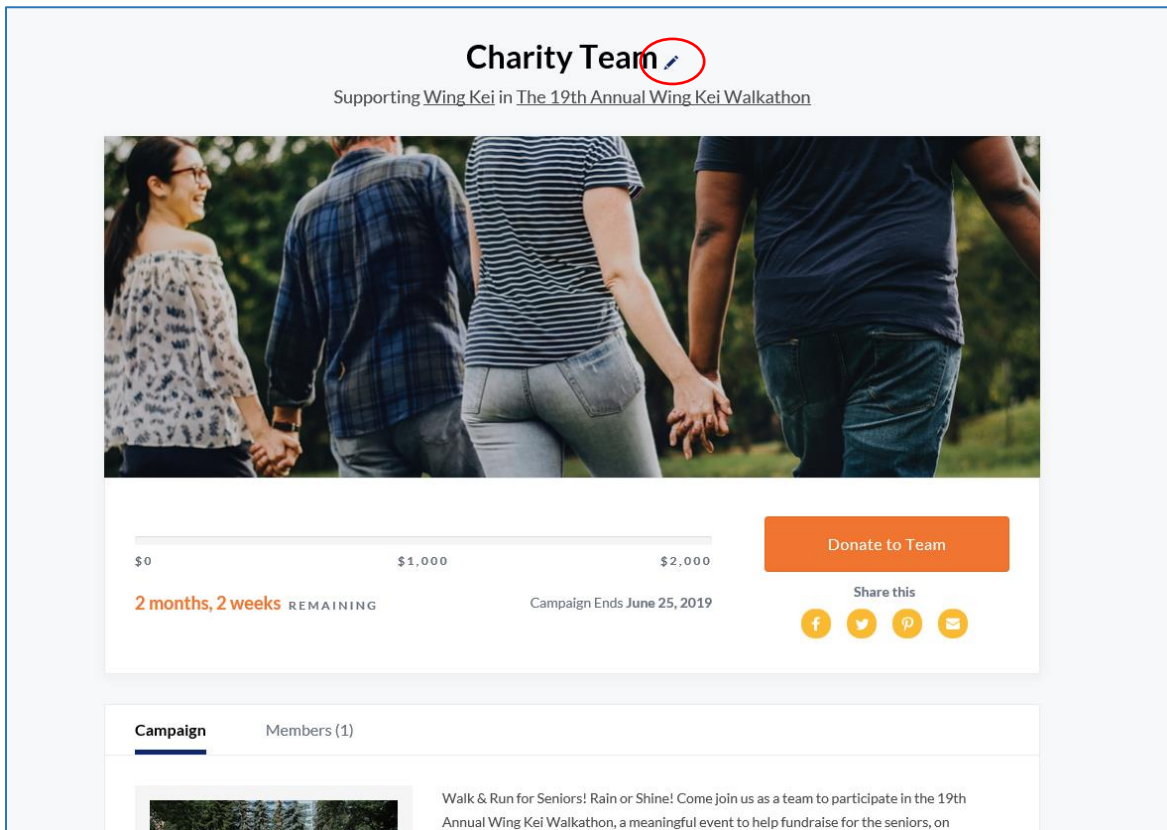
Tips & Tools
Reference the files below to help you with your fundraising efforts.


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

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


B. Manage Your Team Page and Send Invitations

1. When viewing your personal page or team page, you can customize your pages by clicking [edit].



Charity Team 

Supporting Wing Kei in The 19th Annual Wing Kei Walkathon



\$0 \$1,000 \$2,000


2 months, 2 weeks REMAINING Campaign Ends June 25, 2019

Donate to Team

Share this

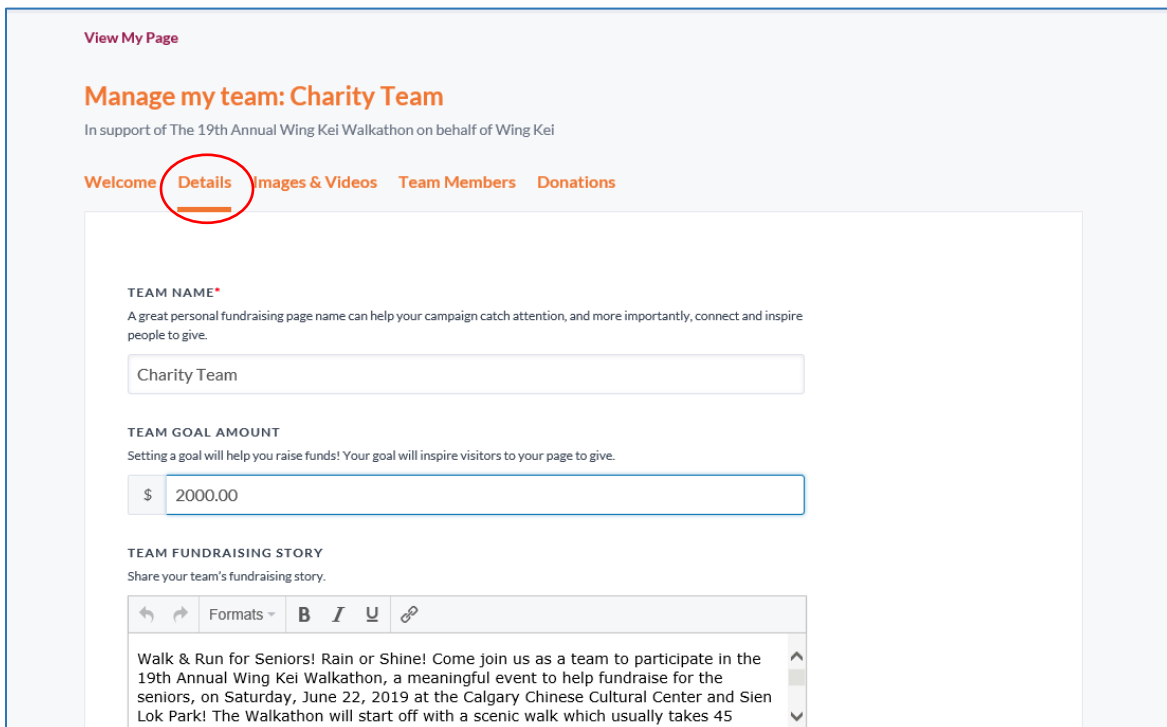
f t p e

Campaign Members (1)



Walk & Run for Seniors! Rain or Shine! Come join us as a team to participate in the 19th Annual Wing Kei Walkathon, a meaningful event to help fundraise for the seniors, on

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



View My Page

Manage my team: Charity Team

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

Welcome **Details** Images & Videos Team Members Donations

TEAM NAME*

A great personal fundraising page name can help your campaign catch attention, and more importantly, connect and inspire people to give.

Charity Team


TEAM GOAL AMOUNT

Setting a goal will help you raise funds! Your goal will inspire visitors to your page to give.

\$ 2000.00

TEAM FUNDRAISING STORY

Share your team's fundraising story.

← → Formats **B** *I* U 

Walk & Run for Seniors! Rain or Shine! Come join us as a team 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! The Walkathon will start off with a scenic walk which usually takes 45 minutes to an hour. After the walk, we will head back to the Calgary Chinese Cultural

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


Manage my team: Charity Team

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

Welcome Details **Images & Videos** Team Members Donations

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 [Team Members] tab, you can invite new members, and also view and manage your team members. (*Only applicable to team page*)

Manage my team: Charity Team

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

Welcome Details Images & Videos **Team Members** Donations

Invite New Members

Invite people to join your team. Be sure to customize the message to be clear you are inviting people to join your team.

Email Facebook Twitter

Current Invited

Actions Apply

<input type="checkbox"/>	NAME	EMAIL	STATUS
No results found.			

5. For example, if you click [Email], fill in the information, click [Add] and then [Send Invites]. You can send multiple invitations in one go. *(If your friends and family do not have existing CanadaHelps accounts, they will have to follow the instructions on screen to create accounts before they can join your team.)*

The screenshot shows a web interface for managing a team. A modal titled "Invite Team Members" is open. It contains a close button (X) in the top right. Below the title, a message states: "An email invitation will be sent to each person you invite. The invitation will provide them with full details on how to join your team." There are three input fields: "FIRST NAME*", "LAST NAME*", and "EMAIL*", each with a red asterisk indicating a required field. Below these fields is a grey button labeled "Add", which is circled in red. At the bottom right of the modal is a blue button labeled "Send Invites", also circled in red. To its left is a "Cancel" link. The background shows a sidebar with "View My Page" and "Manage my team: Charity Team" tabs, and a main area with "Invite New Members" and "Email" and "Facebook" buttons.

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

The screenshot shows the "Manage my team: Charity Team" page. The "Donations" tab is selected and highlighted with a red circle. The page shows "\$0.00 raised" and filters for "All", "Online", and "Offline". There is a search bar with the text "Find a donation" and a "Search" button. Below the search bar is a "Send Message" button. A table with columns "NAME", "AMOUNT", "DATE", and "SOURCE" is shown, but it contains the text "No results found." The background shows the "Team Members" tab and a "Welcome" message.

7. You can also go to [Welcome] tab to invite your friends and family to sponsor or join your team 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.

Manage my team: Charity Team
In support of The 19th Annual Wing Kei Walkathon on behalf of Wing Kei

Welcome Details Images & Videos Team Members Donations

Your Team 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](#)
- [Walkathon Route Map](#)

C. Friends and Family to Join Your Team or Donate to Your Team

1. Your friends and family can go to your team page and join your team by clicking [Join this Team]. (If your friends and family do not have existing CanadaHelps accounts, they will have to follow the instructions on screen to create accounts before they can join your team.)

The screenshot shows a team page for 'Charity' with a campaign titled 'Walk & Run for Seniors! Rain or Shine!'. The campaign is for the 19th Annual Wing Kei Walkathon, scheduled for Saturday, June 22, 2019, at the Calgary Chinese Cultural Center and Sien Lok Park. The page features a progress bar from \$0 to \$2,000, with a 'Donate to Team' button. A 'Join this Team' button is circled in red. The page also includes a 'Share this' section with social media icons and a 'Members' section showing the team captain, Charity, with a \$0.00 contribution.

2. Or they can choose to sponsor your team by clicking [Donate to Team].

The screenshot shows a team page for 'Charity Team' with a campaign titled 'Supporting Wing Kei in The 19th Annual Wing Kei Walkathon'. The page features a progress bar from \$0 to \$2,000, with a 'Donate to Team' button circled in red. A 'Join this Team' button is also visible. The page includes a 'Share this' section with social media icons and a 'Members' section showing the team captain, Charity, with a \$0.00 contribution.

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

Donate to The 19th Annual Wing Kei Walkathon

Donate Now

Your donation will support Wing Kei. Use the dropdowns below if you would like your donation to count towards the fundraising results of a specific Participant

ASSIGN TO A PARTICIPANT


ADD A MESSAGE OF SUPPORT

1200 characters remaining

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

Continue with my Donation

4. Input all necessary information



Charity Team

YOUR DONATION

\$25.00

to Wing Kei – The 19th Annual Wing Kei Walkathon

DONOR & TAX RECEIPT INFORMATION

EMAIL *

DONOR TYPE * **COMPANY NAME/GROUP**

FIRST NAME * **LAST NAME ***

ADDRESS *

5. 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 a web form for making a donation. At the top, there are input fields for 'City', 'Province', and 'Postal Code'. Below these is a section titled 'PAYMENT INFORMATION'. Inside this section, there is a 'SELECT PAYMENT METHOD' area with two radio buttons: 'Credit Card' (selected) and 'PayPal'. Below this is a 'CARD HOLDER NAME *' field with the placeholder text 'The name on the credit card'. Next is a 'CARD NUMBER *' field, followed by logos for VISA, VISA DEBIT, and AMERICAN EXPRESS. Below the card number field is an 'EXPIRY DATE *' section with 'Month' and 'Year' dropdown menus, and a 'CVN NUMBER * What's this?' field. At the bottom of the form, there is an orange button labeled 'Complete Donation Now' which is circled in red.

Remarks

If you want to create a team, but have already joined as an individual in the very beginning and have created your personal page, you can either:

- (a) on your personal page, click [Edit] and go to [Details] tab. Then select [Delete] to delete your personal page first. You can then create your team by clicking [Create a Team] on the CanadaHelps 19th Annual Wing Kei Walkathon main page and follow the step-by-step instructions to create your personal page again and then the team page; or
- (b) create a fresh CanadaHelps account using another email address and perform the steps in Section A above.

-END-