

How to Participate in the Virtual 5K Team on DonorDrive

- ❖ Go to donate.thon.org.
- ❖ Click Virtual 5K on the navigation bar of the home page
 - This will redirect you to the Virtual 5K Team page
- ❖ On the event homepage, select “Register Now!”
 - If you have had an account with THON’s DonorDrive in the past, you can login.
 - If you have not had an account before, enter your name, email and a password to create a new account.
- ❖ **If you are creating a team, select “Team Leader” as your participant type**
 - First, select your team type
 - If you are a member of an Alumni Chapter, select “Alumni Groups” option
 - If you are Four Diamonds Family, select the “Four Diamonds Family” option
 - If you are affiliated with THON as a parent, friend, or supporter, select the “Friends of THON” option
 - Give your team a name!
 - This can be anything you want, as long as it’s FTK!
 - Set a team fundraising goal
 - Your team fundraising goal can be changed at any time
 - Choose an organization you would like to credit with your page and insert their organization number!
 - There is a list of organizations and their numbers located at the top of the registration page.
 - Once you have created your team, set your personal fundraising goal
 - This can be changed later as well!
- ❖ **If you are joining a team, select “Runner” as your participant type**
 - After you select Runner, you will be prompted to search for a team to join
 - *Note: If you would like to participate as an individual, search “Individual Participant Team”*
 - Once you have joined a team, set a fundraising goal for your page
 - You can always change your goal later!
- ❖ **After you have selected a participant type, follow the steps below to complete your registration!**
 - You will then be asked to make a donation to your page
 - While this is not required, it is always helpful to kickstart your fundraising!
 - Choose an organization you would like to credit with your page and insert their organization number!
 - There is a list of organizations and their numbers located at the top of the registration page.
 - If you are a Penn State alum, please select your graduation year.
 - Next, enter your address and check the box if you would like to opt-in for text alerts
 - Text alerts are used when you receive a donation and when a new participant joins your team
 - At this point, you can continue to registration confirmation or you can add a participant to your team.
 - If you add a participant to your team at this point, you will need to be able to provide the same registration information that you filled out in the prior steps
 - In the next step, please review and confirm your registration
 - Once complete, you will be brought to your new fundraising page. This is where you can tell your THON story!

Contact the THON Fundraising Safety Director with any relevant questions at fundraising.safety@thon.org