



Variety Ruby Road Trip Fundraising Platform - User Guide

What is it?

[Funraisin](#) is fundraising platform that will help you throughout your Variety Ruby Road Trip fundraising journey – from registration to reaching your highest fundraising goal for 2020. The platform is a one-stop-shop where you can complete your registration forms, access up-to-date fundraising resources and set up your fundraising page all, in one place. Here are some of the ways that Funraisin can help you smash your fundraising goals:

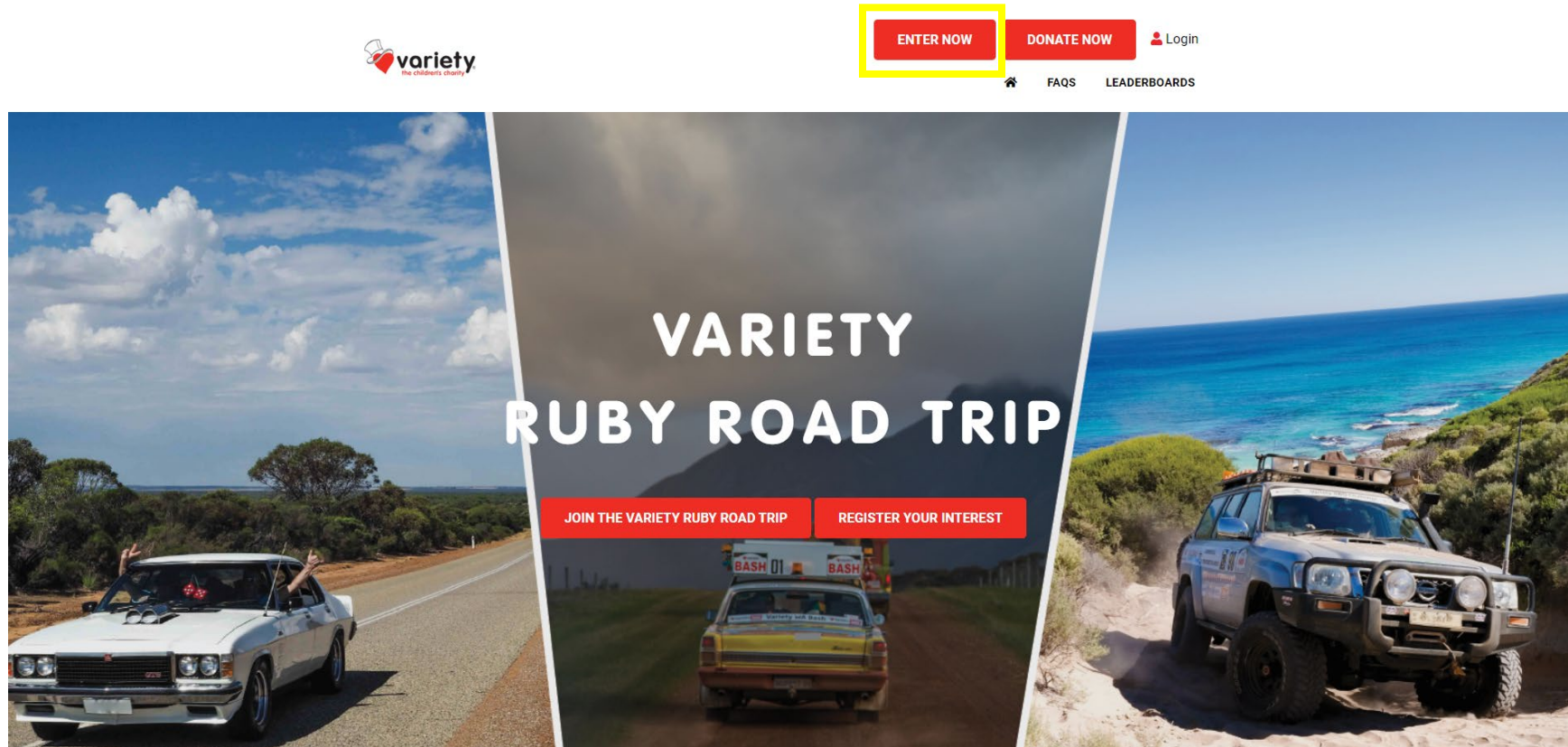
- [Download everything you need](#) for your Ruby Road Trip journey, including:
 - Fundraising guides
 - Letter and email templates
 - Event forms and key information
 - Posters to print, social media posts to share and more
- Send emails to potential supporters (with pre-written templates) directly from the platform
- Send bulk thank you messages to all your supporters
- See how you are tracking compared to other entrants on the real-time [leaderboard](#)
- Share your page directly to Facebook and other social media sites
- Designed with Variety WA branding to remind your supporters of where the money goes

If you need help, please contact the Variety Events team on events@varietywa.org.au or call (08) 9355 3655

How to sign up & kick off your fundraising page!

We suggest that you complete your online registration all at once, so make sure you have all the information you'll need before you begin.

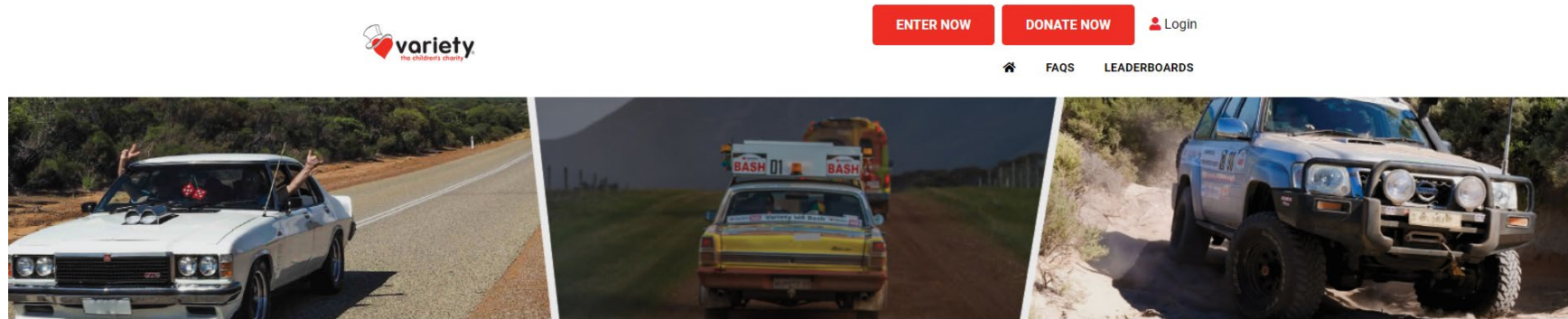
Step 1) Jump online, open your web browser and go to www.fundraise.varietywa.org.au/event/rubyroadtrip/home



Step 2) Click "Enter Now" at the top of the page

If you need help, please contact the Variety Events team on events@varietywa.org.au or call (08) 9355 3655

Step 3) Choose whether you are registering as a Car Captain or a Crew Member.



Register for the Variety Ruby Road Trip

Please choose from the options below to register for the 2020 Variety Ruby Road Trip

CAPTAIN REGISTRATION

CREW MEMBER REGISTRATION

A Variety Ruby Road Trip **Captain** is the main contact/representative for the participating car. As the captain, you are responsible for paying the car entry fee, setting up the fundraising page and completing the vehicle details.

A Variety Ruby Road Trip **Crew Member** is a participating member of the car, but you have elected another person in the car to be the Captain.

Click here to get the how-to guide for registering and setting up your fundraising page.

If you need help, please contact the Variety Events team on events@varietywa.org.au or call (08) 9355 3655

Step 4) Enter your details in the form displayed on screen

**Note: In this example, we are filling out the Captain form. The Crew form is similar, but requires less information.*

YOUR DETAILS

YOUR TEAM PAGE

PAYMENT DETAILS

Create Account

[Already have an Account](#)

Personal Details

First Name *

Last Name *

Email Address *

example@example.com.au

Password *

Phone *

Date of Birth *

dd

mm

yyyy

Postal Address *

Address Line 1 *

Street address, P.O. box

Address Line 2

Apartment, suite, unit, building, floor etc

Suburb *

Postcode *

State

Country

Australia

Terms & Conditions

Your registration is not complete until you sign the 2020 Variety Ruby Road Trip Indemnity & Disclosure form and Medical Form, and return them to events@varietywa.org.au

By signing the 2020 Variety Ruby Road Trip Indemnity & Disclosure form, you are acknowledging you agree to the Conditions of Entry for this event, which will be sent to you via email following your registration. Please ensure you have fully

☐ I agree to the above Terms & Conditions *

Page 1: Your Details

If you need to go back and change information, you can always click on the page navigation at the top of the form to edit the information you entered previously

If you need help, please contact the Variety Events team on events@varietywa.org.au or call (08) 9355 3655

Page 2: Your Team Page

*****Only Captains will see this page***

YOUR DETAILS ✓ YOUR TEAM PAGE PAYMENT DETAILS

Create your team fundraising page

Please note: There is a minimum fundraising target of \$1,000 per person.

Name your team fundraising page

Must include your car number, e.g. "RRT #123" This will be the title of your team page and how people search for you.

e.g Car 1 - The Heart

Fundraising target

\$ 2000

Set up your first blog and add a profile picture.



I'm going on the Variety Ruby Road Trip to help kids in need

In October this year, we'll be setting off on the Variety Ruby Road Trip to celebrate the 40th 'ruby' anniversary of Variety WA.

This trip is unlike any other, because for the first time ever, Variety WA are welcoming Variety Bash cars, four wheel drives and creative cars

Vehicle Make *

Vehicle Model *

Vehicle Year *

Vehicle Registration Number *

Fuel type *

- choose option -

Fuel range *

CREATE TEAM

Remember, your minimum fundraising target is:

- Minimum \$1,000 per person, i.e. \$2,000 if you have 2x people in your car, \$3,000 if you have 3x people or \$4,000 if you have 4x people
- Feeling ambitious? Why not increase your goal? You can always change it later.

Upload a team photo and tell us your story! We've written a generic one to get you started

You can always edit this later on

If you need help, please contact the Variety Events team on events@varietywa.org.au or call (08) 9355 3655

Page 3: Optional Donation & Entry Fee

If you wish to make an optional donation to kick-start your fundraising, select a dollar amount and click “next” to continue or “no thanks” to skip this step.

[YOUR DETAILS ✓](#)

[YOUR TEAM PAGE ✓](#)

[PAYMENT DETAILS](#)

Entry Fee & Optional Donation

Total Registration fees owed: \$880 owed inc. GST

A Variety staff member will contact you to finalise your payment method.

- **Car Entry Fee** - \$220 inc GST - car captain to pay.
- **Individual Entry Fee** - \$660 inc GST - per person.
Covers food, entertainment, merchandise and camping fees. Accommodation, fuel and vehicle expenses are not included in this cost, unless advised otherwise by the Variety WA Motoring Events team.

Fundraising requirements:

Your minimum fundraising requirements (per person) are as follows:

- \$1,000

By submitting this form, you are agreeing to meet these fundraising requirements and pay all applicable registration fees outlined above.

Kickstart your fundraising with an optional donation

\$50

will help give a child living with a disability access to modified playground equipment

\$100

will help provide specialist medical equipment for a sick child to aid in their recovery and enhance their life

\$250

will give a child freedom and independence through the provision of a modified bike

\$500

will help children and their families get specialist help at a life-changing camp


Other Amount

NEXT

No Thanks

If you enter the incorrect amount, click back to change it

Make a personal donation to kick-start your fundraising. This amount will be allocated to your team's fundraising total.

 **Donation**

\$5.00

Name on Card

Card Number

Card Expiry

CVV Number


☒ I'd like to add a little extra to help cover fees. This will add \$0.20 to your payment.

PROCESS PAYMENT

Back

If you need help, please contact the Variety Events team on events@varietywa.org.au or call (08) 9355 3655




You've done it!!



[ENTER NOW](#)[DONATE NOW](#)

Richelle ▾

[HOME](#)[FAQS](#)[LEADERBOARDS](#)



THANK YOU!

Thanks for registering for the 2020 Variety Ruby Road Trip!

Welcome aboard! Your registration for the 2020 Variety Ruby Road Trip is now complete.

You will soon receive an email from our Event Coordinator with more information on fundraising and preparing for the event. If you don't receive an email in the next 24 hours, be sure to check your junk mail or get in touch.

Why not kick off your fundraising today by sharing your Car fundraising page with your friends, family, colleagues and social network?

For fundraising ideas, tips and resources, click the buttons below to download the Variety Ruby Road Trip Fundraising Guide, which includes more than 20 COVID-safe fundraising ideas. For more information and support, get in touch with our friendly Events Team on (08) 9355 3655 or events@varietywa.org.au.

[DOWNLOAD THE FUNDRAISING GUIDE](#)[DOWNLOAD THE 20+ FUNDRAISING IDEAS](#)

Congratulations – you've officially registered and will be joining us on the Variety Ruby Road Trip!

If you need help, please contact the Variety Events team on events@varietywa.org.au or call (08) 9355 3655

Your Account Dashboard

Now it's time to explore your new Variety Ruby Road Trip fundraising hub. Only Captains will have access to this, so ask your Captain to do this on your team's behalf, or get him/her to share their login details with you so that you can access it, too.

Everything you need to access can be found in your Account Dashboard.

Accessing your Account Dashboard

Go to: <https://fundraise.varietywa.org.au/login/event> and enter your login details

Expand the menu on the top right hand of the page by hovering over your name. Then select My Dashboard.

Alternatively, you can hover over the icons on the left hand side of the page and then select My Dashboard.

The screenshot displays the Variety Ruby Road Trip fundraising hub. On the left, a red vertical sidebar contains a yellow box highlighting four icons: a person, a home, a gear, and a document. The main content area features a banner for 'RRT Car# 1' with social media links. Below the banner, text describes the event and fundraising requirements. On the right, a user profile for 'Richelle' is shown with a dropdown menu. The menu options are: My Fundraising, My Dashboard (highlighted with a yellow box), Get Supporters, My Donations, Edit My Page, Important Dates & Resources, My Page, My Account, and Logout. Below the menu, a table shows fundraising goals: \$50, \$100, \$250, and \$500.

variety
the children's charity

ENTER NOW DONATE NOW Richelle ▾

My Fundraising
My Dashboard
Get Supporters
My Donations
Edit My Page
Important Dates & Resources
My Page
My Account
Logout

RRT Car# 1

Raised \$0

The Variety Ruby Road Trip is a brand new fundraising event, bringing together Variety Bash cars, 4WD vehicles and creative cars to celebrate the 40th 'ruby' Anniversary of Variety - the Children's Charity of WA and raise money for WA kids in need.

Each participant is required to raise a minimum \$1,000 in fundraising to participate in this special anniversary event. By donating to our fundraising page, your contribution will go directly towards helping WA kids who are sick, disadvantaged or living with disability, when they have nowhere else to turn.

I'm going on the Variety Ruby Road Trip to help kids in need

In October this year, we'll be setting off on the Variety Ruby Road Trip to celebrate the 40th 'ruby' anniversary of Variety WA.

\$50
\$100
\$250
\$500

If you need help, please contact the Variety Events team on events@varietywa.org.au or call (08) 9355 3655

Navigating your Account Dashboard

If you hover your mouse pointer over the left side of the screen, you'll see a sidebar menu pop up. There are three buttons at the bottom of the menu, including:

- "View my page" – to view your team page and URL
- "Sponsor yourself" – to make a personal donation to your own page

You'll see along the top/ middle there are a number of tabs – this is where the magic happens...

Richelle

- My Dashboard
- My Account
- My Messages
- My Fundraising
- Get Supporters
- Donations
- Edit My Page

VIEW MY PAGE

SPONSOR YOURSELF

variety
the children's charity

ENTER NOW **DONATE NOW** Richelle ▾

FAQS LEADERBOARDS

RRT Car# 1

Variety Ruby Road Trip

\$0

Raised of \$2000 goal

My Page

<https://fundraise.varietywa.org.au/fundraisers/richellelowe/rubyroadtr> **View**

MY PAGE **MY ACCOUNT**

GET SUPPORTERS **MY DONATIONS** **EDIT MY PAGE** **IMPORTANT DATES & RESOURCES**

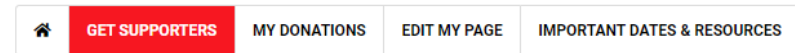
Page Checklist

Follow the steps below to get the most from your fundraising page

If you need help, please contact the Variety Events team on events@varietywa.org.au or call (08) 9355 3655

Tab #1 – Get Supporters

Here you can share your page on social media or send emails to our friends by entering their emails in the field provided. You'll see we've already written a template email for you. You can use this as is, or edit this to suit your needs. You can also tick the box that says "email all of your supporters", which sends a message to everyone who has donated so far. You might want to send a special thank you email, update them on your fundraising when you reach a milestone, or you can even update them whilst on the event to keep them involved in the journey!



Use your social network

Send out links to your personal fundraising page asking for support.

[ASK ON FACEBOOK](#) [ASK ON TWITTER](#) [ASK ON LINKEDIN](#)

<https://fundraise.varietywa.org.au/s/360/415> [Your share URL](#)

Or send emails to friends and family

Send Emails [View Sent Emails](#)

Choose a pre-written email

Get Support - RRT

Enter email addresses (add a comma in between addresses if sending to more than one person)

Email Subject

I'm taking part in the Creative Car Cruise - and I need your help

Email Message

Hey,

By participating in the Creative Car Cruise, I agreed to meet a minimum fundraising target, and I need your help to reach it! Help me raise money for WA kids who are sick, disadvantaged or living with disability by making a tax-deductible donation or sponsoring my team today:


<https://fundraise.varietywa.org.au/s/360/415/e>

You will receive an instant receipt from Variety WA, and all donations over \$2 are tax deductible.

If you need help, please contact the Variety Events team on events@varietywa.org.au or call (08) 9355 3655

Tab #2 - My Donations

The My Donations tab allows you to see a summary of all donations you've received so far. You can also process cash donations here (you'll have to pay the amount with your credit card and keep the cash) and your supporter will receive an instant tax deductible receipt!

	GET SUPPORTERS	MY DONATIONS	EDIT MY PAGE	IMPORTANT DATES
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Donations

As you receive donations they will appear here and you will be able to send them a thank you.

 **ADD OFFLINE DONATION**

	GET SUPPORTERS	MY DONATIONS	EDIT MY PAGE	IMPORTANT DATES
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Cash Donations

Use this section if you have collected a cash donation and would like to process it by credit card. You can generate a receipt for your supporter here.

Donation Amount

\$

☒ Nothing was received in return for this donation, e.g.
book, auction prize, ticket to an event

Donor's Details

Organisation Name

Personal Donation

Company Donation

Title

Mr

First Name *

Last Name *


Email Address *

If you need help, please contact the Variety Events team on events@varietywa.org.au or call (08) 9355 3655

Tab #3 - Edit My Page

The Edit My Page tab allows you to change your team fundraising goal, post news and updates and add a gallery of images to tell your story on your team fundraising page. It's great to provide updates as it keep your supporters updated on your progress, and might encourage them to donate again or share with their networks.

Please try not to change your personal URL. If you do, it means that the link that you've sent out in the past won't work anymore.



GET SUPPORTERS


MY DONATIONS

EDIT MY PAGE

IMPORTANT DATES & RESOURCES


Update Your Variety Ruby Road Trip Fundraising Page

Personal URL

 richellelow

Please note that changing your page url might break any links to your fundraising page that already exist.

Fundraising target

 2000




(There is a minimum fundraising target of \$2000)

UPDATE DETAILS

Update Your Blog

ADD AN UPDATE -

Keep your friends, family and supporters updated with your progress.

Blog Post Title	Date Posted			
I'm going on the Variety Ruby Road Trip to help kids in need	2020-06-10	 EDIT	 DELETE	 SHARE

Your Gallery

NEW IMAGE

Add images to your fundraising page

If you need help, please contact the Variety Events team on events@varietywa.org.au or call (08) 9355 3655

Tab #4 – Important Dates & Resources

You guessed it – this is where you'll find all the key dates and useful information about the Variety Ruby Road Trip in this tab. This tab will be updated as soon as new information becomes available, so you can use this tab to confirm any details you may have lost or forgotten.

You can also find your Medical Form, Indemnity & Disclosure form and Conditions of Entry document saved in this tab. Please make sure you read, sign and return these forms by the final deadline on 21 September 2020.

You'll also find the event Fundraising Guide and other useful fundraising resources in this tab.

Resources

You can also access a range of Variety templates, promotional materials and fundraising tips [here](https://fundraise.varietywa.org.au/resources) (<https://fundraise.varietywa.org.au/resources>).

You can also download your Variety Ruby Road Trip Fundraising Guide [here](https://fundraise.varietywa.org.au/getasset/1H30CD) (<https://fundraise.varietywa.org.au/getasset/1H30CD>).



Important Dates for our Variety Ruby Road Trip Participants

12 June 2020 - Pub Night

6 September 2020 - Event Worthiness

21 September 2020 - Paperwork & entry fee due - REGISTRATIONS CLOSE!

20 October 2020 - Merchandise & Baggage Truck

22 - 25 October 2020 - The Variety Ruby Road Trip!!

Important Documents

Please make sure you've fully read and agree to the following Conditions of Entry Document.



2020 Variety Ruby Road Trip
Conditions of Entry



2020 Variety Ruby Road Trip
Indemnity & Disclaimer



Fundraising Resources



Fundraising Guide



20+ Fundraising Ideas

That's all folks!

Happy fundraising and thanks again for your valuable support!

Don't forget – if you require any assistance setting up your page or using some of the great features available, you can contact us on (08) 9355 3655 or via email on events@varietywa.org.au.

If you need help, please contact the Variety Events team on events@varietywa.org.au or call (08) 9355 3655