



GENERAL

When and where is the 2018 Manitoba Dragon Boat Festival?

The 2018 Manitoba Dragon Boat Festival will be held September 7 – 9, 2018 at The Forks. It's a first-class event experience at a first-class venue!

Where will the money raised from the 2018 Manitoba Dragon Boat Festival go?

While cancer can touch anyone, often some of the most tragic instances involve children and young adolescents. Many kids being treated for cancer spend significant time between CancerCare Manitoba and the Children's Hospital for their care. All funds raised through the Manitoba Dragon Boat Festival stay in Manitoba.

Donations received from the 2018 Manitoba Dragon Boat Festival teams' fundraising efforts will be immediately invested to ensure Manitoba kids with cancer have access to the very best research, care and support while living with – and beyond – cancer.

REGISTER A TEAM

How do I register a team in the event?

You may obtain a copy of the registration form by emailing your request to [FMG](#).

Please state you would like information on the 2018 Manitoba Dragon Boat Festival and FMG will send you a full package outlining the entire event.

How many people can be on a team?

A full team (crew) for racing is 25 members (20 paddlers, 1 drummer, 1 steerperson, and 3 trained alternates). One team member or paddler is selected to obtain the position of team manager, and this person is responsible for:

- team conduct;
- communicating and distributing team information to all 25 team members;
- gathering and submitting all necessary forms and waivers for the team;
- representation at the very important race logistics meeting scheduled three days prior to the event date; and
- acting as liaison with the race committee (only the team manager is to speak on behalf of the team members)

Each mixed team must consist of a **minimum** of eight (8) female and eight (8) male paddlers.

FUNDRAISING

Why is it important to fundraise?

Your entire registration fee goes directly to FMG to cover the logistics costs of running the Manitoba Dragon Boat Festival.

Your fundraising is the only source of revenue for CancerCare Manitoba Foundation and the Children's Hospital Foundation, and the only way this event can help improve outcomes for Manitoba kids with cancer.

It's important to know that any donation, no matter the size, makes an incredible difference. And fundraising is really much, much easier than you'd think. We're here to help you experience the thrill of achieving your goal!

I've registered my team and we have paid the registration fee. How do we start fundraising?

There will be a donation form in the Welcome package that will be mailed out to all team captains. Feel free to copy it and distribute to all team members who are eager to get started!

Online fundraising is definitely the easiest and best way for you and your donors.

Not only will the online donation show immediately on your team page, your donor will receive an electronic tax receipt within a few business days. [Click here](#) to register or join your team to fundraise online.

Looking for some fun and unique fundraising ideas? [Click here](#) or call us at 204-927-5433 for tried and true suggestions, including some from your fellow paddlers.

I've signed up my team on the website, how do my team members sign up for their own fundraising page?

Members go to the [Register to Fundraise](#) tab on the website. Follow the steps to JOIN your team. As always if you need help we are just a phone call away 204-927-5433.

DONATIONS

How do I make a cash donation?

Whether you are turning in multiple donations and a pledge form, or an individual wants to make a donation in person, cash donations can be made Monday to Friday, 8:30 a.m. to 4:30 p.m., at the CancerCare Manitoba Foundation offices:

- 675 McDermot Avenue Room ON1160
- 825 Sherbrook St at Bannatyne Ave

How soon will a donation show on my web page?

Donations made online will show up immediately on a participant's page. For donations made by cash or cheque, please allow up to two weeks for processing.

How is my credit card information protected?

We make every effort to protect your personal information. The software we use for registrations and donations on the website uses industry-standard SSL encryption techniques to make sure that your credit card information, passwords and personal information travel securely over the Internet. Our software provider has also installed an encryption engine on our database server so that your data are securely stored. Credit card information is never stored in our database, or our software provider's database.

PERSONAL WEB PAGE AND PARTICIPANT CENTRE

What is my Personal Page?

Your Personal Page is your opportunity to tell your story to the world. Friends and family can visit and easily donate to you online or print out a donation form. Anyone who looks up your name on the Manitoba Dragon Boat Festival site will be directed to your Personal Page.

Your Personal Page is automatically created when you register to fundraise. Then, it's simply a matter of personalizing it by adding photos and writing messages about what inspired you to make a difference for Manitoba kids with cancer. To get started, [log in](#) to the Participant Centre.

What is the Participant Centre?

The Participant Centre is part of the website that is only available to you after you register. You will have a username and password to log in. Once you log in, you'll have access to excellent tools to set up and edit your Personal Page, send emails to potential

donors, and thank you letters to those who have supported you.

I am not really computer savvy. What if I need some help?

You can simply call us at 204-927-5433 and our friendly staff will get you started and give you ongoing support.

How will people find my page on the website?

When friends or family visit www.cancercarefdn.mb.ca and click on the Manitoba Dragon Boat Festival logo, they will be taken to the home page where they should select SEARCH FOR A PADDLER/TEAM. When they type in your name they will be directed to your Personal Page. Or, if you send emails out from your Participant Centre, they can click on the link that takes them directly to your Page.

What if I forget my user name and password?

You can request an email reminder, and your username and password will be emailed to you within 24 hours, or call our office at 204-927-5433.

Using your Participant Centre:

From your online Participant Centre you can:

- Customize your personal fundraising page with a story and photo
- Send fundraising and recruitment emails (there are pre-written templates that you can use)
- Track your progress
- Share your page on social media using the share tools
- Edit your username, password, and fundraising goal

To upload a photo to the personal page:

- Log in to your Participant Centre
- Click on the “Personal Page” tab
- Click on “**Photos/Video**” (it’s on the right side of the page)

- Click the “Browse” button
- Add a picture from your computer then click “Open”
- Click the “Save/Upload” button
- You may have to save to your computer as a smaller size before uploading
- Click on **Content** (above Photos/Video) to see your full page again
- Click (*View Personal Page*) to see what your page will look like once live

To add your story to the personal page:

- Log in to your Participant Centre
- Click on the **“Personal Page”** tab
- Edit your page title and body copy
- Click the “Save” button

To upload email contacts to your Participant Centre

- Log in to your Participant Centre
- Go to your Participant Centre
- Click on the **“Email”** tab
- Select “Contacts” then “Import Contacts” (both on the right side of the page)

For your email addresses, you can select if you have use Gmail, Yahoo, Hotmail, Outlook for example.

- Follow the prompts by uploading a contact list
- Or if you use Shaw or MTS email, you may have to export your addresses to a .csv file (Microsoft Excel file) and save to one of your computer files

To create your personalized URL:

- Click on the blank box after <http://support.cancercarefdn.mb.ca> and enter your first and last name without a space and save.
- https://secure3.convio.net/ccmf/CEown/dashboard.html?pc2_page=center&fr_id=1113#pc2=personalpage-compose

OR you may choose to **copy** the URL (your personal page address).

- Your URL may look like this http://support.cancercarefdn.mb.ca/site/TR/DragonBoat?team_id=&pg=team&fr_id=1073

- Highlight the URL code and paste it into an email you created in your regular email system. This way you can send and receive your messages using your usual MTS or Shaw account. This takes you out of the Participant Centre - however **your donations will still show up on your personal page.**

OR you can upload a .csv file exported from another email client:

- Import your emails (from Shaw, MTS etc.) to three columns - First Name, Last Name, Email Address - |John | Doe | johndoe@shaw.ca |
- You may have to use the Data\Text to Columns feature to spread to three columns
- Save the file as a .csv file type.
- From your Participant Centre, Home section, click “Add my contacts” and click “Import contacts”. Click on third button, “File-based import”, then Browse to find your .csv file. Click Open, then Next.
- [More help](#) with importing email addresses

If you need help adding your contacts please call Elaine at 204-927-5433.

To send a fundraising email

If you want to use a pre-written template:

- Log in to your Participant Centre
- Click on the “**Email**” tab

Configure

- Click on “Use a template” and choose “Solicitation.” Select it and click “Next”

Compose

- Personalize your letter and type in your name as the sender
- You can save it as a template for later use
- Click “Next”

Set Recipients

- Enter your contacts (future supporters') names and email addresses in the "To:" field or Click on "choose from your contacts list" if you've imported your contacts already
- You will see their email addresses in the "Recipient List" column
- Click "Next"
- When a mass email is sent out, the recipients do not see who else you are sending to.
- You can "Preview" your message
- Then hit the green "Send" button at the bottom of the page

Draft Emails

- If you want to wait and send later, "Save as a Draft"
- To find the draft, click "Drafts." (it's on the right side of the page)

Recent Activity

- From the Home Screen, scroll down to see your recent activity. Click on those you need to thank; personalize one at a time or sent a group thank you.

Your Email History

- To see who you have sent to and if they opened your email or donated, click "Add My Contact / View History"
- Browse through individuals or groups you sent to
- See just your donors or just those you did not send to
- This page shows the names of your team members too

If you want to write your own email

- Log in to your Participant Centre
- Click on the "**Email**" tab
- Enter your future supporters' names and email addresses in the "To:" field or Click on "choose from your contacts list" if you've imported your contacts already
- Enter your subject line in the "Subject" field
- Write your email

- You can save as a template for later use
- Then hit “Send” at the top of the page

How can I connect my Personal Fundraising Page to Facebook?

Login to your Participant Centre and create a **Personal URL**. Post the URL address as your “Facebook Status” under the **share link** option. Copy and Paste this URL address as your status periodically so that the link continues to circulate to your friends.