



**INSTRUCTIONS FOR THE RUN4INNOCENTS EVENT
AT THE APRIL 22, 2012 FOXY RUN HALF MARATHON:**

IMPORTANT: After registering with Run4Innocents on the FirstGiving website as described below, you need to register for the Foxy Run Half Marathon by clicking on or pasting this URL into your browser: www.active.com/half-marathon/san-diego-ca/foxy-run-trail-half-marathon-and-5k-fun-run-2012, clicking on “Register,” and following the instructions.

To get started, click on or paste <http://www.firstgiving.com/41549/2012-run4innocents> into your browser). Click on the green “Register” button, select Quantity = 1, and click on the “Register” button again. If you already have a FirstGiving account, you can sign into that.

If you’re creating a new account, provide the requested information and click on the “Create Account” button.

Fill out the next form and click “Create Account” again.

On the next page, you have the opportunity to tell “your story.” You can either use the default message that’s already there, or write your own explanation of what inspired you to join Run4Innocents. On this same page, you can write your goal for how much you want to raise. We’d suggest \$500, but let your inspiration guide you!

When you’re done, click the button and it’ll tell you you’ve created your page, give you a link to your new page, and tell you to click on it to see your page. Keep a copy of your link.

Your new page automatically includes a picture of a child who was at the hospital, and a link to our video. You can also add another picture – either one of your own or you can select one from www.HolyInnocentsUganda.org/pics.htm.

To finish your page, close the page, then open www.firstgiving.com again, and sign in. Click on the pencil icon, or the “edit” link. Then click on the blue “Edit your page” button. On the “Your Fundraising” tab, you can edit “your story” and your “thank you” email message.

Under the “Profile” tab, you can add a picture of you and include a “Profile Description” of you.

You may have supporters who prefer to send in a check. If so, ask them to make the check out to “HICHU” (and ideally write your name on the “memo” line of the check. We prefer that they send the check directly to:

Holy Innocents Children's Hospital Uganda, Inc.
12463 Rancho Bernardo Rd. #501
San Diego, CA 92128

If a donor wishes to send a check directly to you, please forward it to the address above. To record such “offline” donations, please use the “Add Offline Donation” link that is right underneath the green “Email your page” button, which you’ll see on the first screen after you sign in.

To go back to your fundraising page in the future, go to www.firstgiving.com and sign in, then click the “Edit” link or the pencil icon.

IMPORTANT: After registering with the Holy Innocents Children’s Hospital team on the FirstGiving website as described above, you still need to register for the Foxy Run Half Marathon by going to www.active.com/half-marathon/san-diego-ca/foxy-run-trail-half-marathon-and-5k-fun-run-2012 and clicking on “Register Now.”

If you have any questions, please contact Lane Freestone (lanef@cox.net) or Mike Lynch (mlynch@techmaster.us).

Thank you!