



Online Fundraising Registration Guide

START YOUR FUNDRAISER FOR MAKE-A-WISH® TODAY!

Thank you, NCAA DII, for taking part in the Workout for Wishes challenge! As part of the national partnership between NCAA DII schools and Make-A-Wish, each sports team is encouraged to register for an online fundraising page to collect donations. This page is where team members, alumni, friends, and family can donate to help grant wishes for kids fighting critical illnesses.

Each sports team should designate one person to set up their online fundraising page. Setting up a page is easy – simply follow the steps below and review the FAQ on page 2 of this guide.

STEP 1: Decide who will set up the page for your sports team. It can be the captain, coach, or someone else. Once the page is ready, team members can share the link with friends & family to encourage their support.

STEP 2: Visit ncaadii.wish.org and scroll to the SELECT YOUR SCHOOL section. Search by STATE or NAME to find your school on the list, then click the red REGISTER button next to your school listing.

STEP 3: Once you find your school, LOG IN or CREATE ACCOUNT to get started.

- Log In – If you are a returning supporter, log in with your existing username/password. If you need help with your username or password, follow the “Help me with my username/password” link on the LOG IN screen.
- Create Account – If you are a new supporter, create a new account including a Username/password to proceed with the registration process.

STEP 4: Complete the Participant Options and Fundraising Goal sections.

- What best describes you – Student Athlete, Coach, Administrator, or Fan
- Set your fundraising goal – We recommend a minimum goal of \$1000 per sports team but this is just a suggestion. Your goal can be adjusted at any time.
- Jumpstart your fundraising by making the first donation. It will inspire others to give.*

**This step is optional – select “no additional gift” if you prefer not to donate at the time of registration*

STEP 5: Complete the Personal, Contact, and Additional Information sections.

- Personal Information – **Use your team name for the First Name and Last Name fields.** For example, if you are registering on behalf of the Women’s Lacrosse team, use Women’s (First Name) and Lacrosse (Last Name).
- Contact Information – Use your personal or school address, whichever you prefer.
- Additional Information – Enter a name for your fundraising page. We recommend a page name that highlights your team name AND Workout for Wishes, such as “Women’s Lacrosse Workout for Wishes.”

STEP 6: Review the guidelines & select I AGREE. Then, review your registration information and select COMPLETE REGISTRATION.

THANK YOU! You will receive an email confirmation with registration information. Next, we recommend taking a few minutes to access your Participant Center. There, you can create a custom URL and personalize your fundraising page with a team picture and details about why supporting Make-A-Wish is important to you. People who personalize their page raise up to 11x more than those who keep the default content.

I'M NOT SURE HOW TO ACCESS MY PARTICIPANT CENTER.

After completing your registration by following the steps above, you should be re-directed to your Participant Center. If needed, you can also access your Participant Center by selecting the "My Participant Centers" option in the upper-right corner of your screen (you must be logged in to access your Participant Center).

HOW DO I CUSTOMIZE THE URL?

Login to access your Participant Center. Select the Personal Page tab and select URL Settings. Enter your preferred URL and SAVE. Then, copy and paste the URL into an email or text so you can easily send it to your teammates, family, and friends.

HOW DO WE SHARE THE URL AND COLLECT DONATIONS?

Team members can share the URL with family and friends via email, social media, and text so they can donate online. Include the link with every message you share as you gear up for your Workout for Wishes. Checkout the [Workout for Wishes Toolkit](#) for sample messages, images, and tips to help you promote your efforts.

HOW DO I ADD A PHOTO?

Select the Personal Page tab. Click Photos on the right-hand side. To edit the image, click "Choose File", select your image, and Save/Upload. Make sure your images are in .gif, .jpg, or .png format. Your image should be no larger than 500 pixels wide and 500 pixels tall. If you need to resize an image, check out a free resize image tool like [Be Funky](#).

HOW DO I UPDATE THE CONTENT ON OUR FUNDRAISING PAGE?

Select the Personal Page tab and select Content. Customize your story in the Body section. The font size, color, formatting, and font family can be customized. If you would like to see what your content looks like, click preview and a sample of your content will show up in a new window. The preview will not save your content. If you are satisfied, return to your page and save.

HOW DO I UPDATE OUR FUNDRAISING GOAL?

Login to access your Participant Center. Select the View Progress tab. Click Change next to My Goal. Edit your goal and submit.

HOW DO I PREVIEW THE PAGE?

Login to access your Participant Center. Select Personal Page and select View Personal Page. A separate window will open allowing you to view what your page looks like to others.

HOW DO WE FIND OUT WHO DONATED TO OUR PAGE?

Login to access your Participant Center. Click View Progress. You will be able to view your personal donations, donations made by friends and family, and the top 10 donors. Donations will also be displayed on your page.

CAN WE COLLECT CASH/CHECK DONATIONS?

We encourage online donations whenever possible. If you can convert cash donations to an online donation (or check), please do. If you receive other cash/check donations, log into your Participant Center and choose "Enter Cash/Check Gift." Enter the details and click the "offline donation form" link to download a form to send to Make-A-Wish America along with the cash/check gift.

Please note that cash/check gifts will not be reflected online until they are received via mail and confirmed by Make-A-Wish America.

ADDITIONAL RESOURCES & SUPPORT

To learn more about the Workout for Wishes challenge, visit the [Make-A-Wish section of the NCAA DII site](#). There, you will find a comprehensive toolkit designed to help you succeed with your efforts. If you have questions or need additional support, please reach out to your [local Make-A-Wish chapter](#). If you have an urgent online fundraising-related issue, please contact Dana Gold at dgold@wish.org. Thank you!