**Over the Edge Frequently Asked Questions**

1. How to Create your Team
2. How to Register to be on a Team
3. How to Register as a Solo Edger
4. How to Start Soliciting Donations for You and Your Team

Important Terms:

The word “Edger” refers to someone who is going to do the rappelling and go over the edge.

You’ll see the word “campaign” used on the website. The “campaign” is the overall Kitsap Strong Over-the-Edge campaign. I’ll call this the Main Campaign.

You’ll also see the word “sub-campaign.” A team is a sub-campaign; in fact, a team is a “sub-campaign” of the Main Campaign. An Edger participating on a team is him/herself also a sub-campaign. An Edger participating on a team is a “sub-campaign” of the team (and the team in turn is a “sub-campaign” of the Main Campaign). An Edger participating on his/her own (without a team) is also a “sub-campaign” of the Main Campaign. In short, each Edger or team is a sub-campaign of the Main Campaign.

A “fundraiser” is an Edger. Anyone who is going over the edge and raising money for that effort is a “fundraiser.”

**1. How to Create your Team**

Go to the Kitsap Strong Over-the-Edge homepage by clicking here: <https://give.overtheedge.events/Kitsapstrong-2020?ref=ab_87qeKa>
and click on the big blue “Register” button.

You’ll now be on a page with three choices, one of which is “Create your own team.” Guess what? To create your team click on the “Create your own team” radio button, write in a team name, and click the big green “Continue” button.

You will then be asked to register yourself. You’ll put in your email address and create a password for yourself. The process and instructions from there on are pretty straightforward.

It will ask you to fill in some promotional information about your team (a story; video; photos; etc.). You can do that all later, if you’d like. In fact, we encourage you to skip this section during your initial set up and then see what your team page looks like before you start deciding what you want to add to it.

Once you have set up your Team Page (which is your Team Fundraising Page), you can invite people to join your team. You can simply send people to the website homepage and tell them to follow the directions (see item 2 below). Or you can email them a link that will take them specifically to your Team Page so that they can register from there. Or you can have the website send an email to everyone you want to invite (see video directly below for instructions on how to do that). That email will include a link that brings people directly to your Team Page to register.

Here’s a video showing you how to set up your Team Page and how to then register yourself to be on the team:

[https://overtheedgeusa.sharepoint.com/…/Last%20Modified.asp…](https://l.facebook.com/l.php?u=https%3A%2F%2Fovertheedgeusa.sharepoint.com%2FOperations%2FShared%2520Documents%2FForms%2FLast%2520Modified.aspx%3Fid%3D%252FOperations%252FShared%2BDocuments%252FClient%2BExperience%252FFundRazr%2B%2526%2BFotaflo%252FFundRazr%252FResource%2BVideos%252FTeam%2BRegistration%2B2019.mp4%26parent%3D%252FOperations%252FShared%2BDocuments%252FClient%2BExperience%252FFundRazr%2B%2526%2BFotaflo%252FFundRazr%252FResource%2BVideos%26p%3Dtrue%26cid%3D074789ef-7276-407c-aa1f-ee5606e7adb0%26fbclid%3DIwAR1iaZV1W1sru2rPp_W5ubvQEephmA0HqXGL5InQH2X3W6tWFEIh2UR9RNo&h=AT1MRryEGSBvavmuDE8hjY9ofgZAjJgJuIZPXfMvk_Dg7zEymBBAe-fxv49wOBNmyl5V2ZA_zd1r8__FLKoqimyvNJoBtpxg8m6nGDoDa8YUWRBL_5FsCvhGABV2tQLDcSBCXADK4JzcT-uwv_iZbtt9SEsSFAbPHZRCCep7m-2OiWNti7rk79ApUpYjQSXCps19Yzfyw9UBSPa3I-xQVsjFDaqHVEIWs7Vq-r0lq8o7xHG7zyWSZfgTkzQ05nhd_QomSzuo9JZg7AhPImx0Ni_PlqcMdq1DtVxUHovaRmYpgzvsPjSk9kowaQWhhwRKPg5mdCuR41U5bGv0VT6n7_xK8X7DAAgtkCCikXRwF0zVPUSwYPDzYv-wcYEgHuKY6DDcRg3qkErwQ7ChutU_muxUqs-aoJyizxN7ZAurTns0LgWnT7L6QqEITzAzEJKyU3-2JqIewSBpsk27YSI9tKB8wBa8vk3xccT8-4aM5Q7lnv-dkf2ZuBgsL5SSGsGmczRmPvaICVhpH6uf8cPVbLVPBnb5lcF5M1jNBAVGZ56uFwv5TZG-b5DRXFkVSdueIm4P2uEW8n0z7bUKAXmr8Y4xleDNHh0b2QrGvOM3hp8)

**2. How to Register to be on a Team**

Once your Team exists, you need to register yourself to be on the Team. The last 30 seconds or so of the video I linked to just above tells you how to register yourself to be on your Team. You’ll follow the same process I indicated above for creating a Team Page. Follow this link: <https://give.overtheedge.events/Kitsapstrong-2020?ref=ab_87qeKa> and click on the big blue “Register” button.

You’ll now be on a page with three choices, one of which is “Join a Team.” Choose that radio button, choose your team from the drop down menu, and click the big green “Continue” button.

Note that there is an $85 registration fee for all Edgers. This amount is in addition to the minimum $1,000 that each Edger needs to raise (or personally donate) to take part. When you are registering yourself, it will ask you to pay your registration fee. You do NOT have to pay your fee right then. You can click “cancel” and it will allow you to continue. But it will keep prompting you every time you log into your page to pay your $85.

**3. How to Register as a Solo Edger**

You don’t have to be on a team. You can just be yourself; be your own team! If you don’t want to be on a team, you still follow the instructions I included above. Follow this link:

<https://give.overtheedge.events/Kitsapstrong-2020?ref=ab_87qeKa>

and click on the big blue “Register” button.

You’ll now be on a page with three choices, one of which is “Register as an individual.” Choose that radio button and click the big green “Continue” button.

You will then be asked to register yourself. You’ll put in your email address and create a password for yourself. The process and instructions from there on are pretty straightforward.

It will ask you to fill in some promotional information about your team (a story; video; photos; etc.). You can do that all later, if you’d like. In fact, if I were you, I’d skip that stuff during your initial set up and then see what your team page looks like before you start deciding what you want to add to it.

Note that there is an $85 registration fee for all Edgers. This amount is in addition to the minimum $1,000 that each Edger needs to raise (or personally donate) to take part. When you are registering yourself, it will ask you to pay your registration fee. You do NOT have to pay your fee right then. You can click “cancel” and it will allow you to continue. But it will keep prompting you every time you log into your page to pay your $85.

Here’s a video to walk you through registering as an individual:

[https://overtheedgeusa.sharepoint.com/…/Last%20Modified.asp…](https://overtheedgeusa.sharepoint.com/Operations/Shared%20Documents/Forms/Last%20Modified.aspx?id=%2FOperations%2FShared+Documents%2FClient+Experience%2FFundRazr+%26+Fotaflo%2FFundRazr%2FResource+Videos%2FIndividual+Registration+2019.mp4&parent=%2FOperations%2FShared+Documents%2FClient+Experience%2FFundRazr+%26+Fotaflo%2FFundRazr%2FResource+Videos&p=true&cid=9530aa49-bce0-4468-b545-fc1b7b46fc9b&fbclid=IwAR2G2OWw5tMjPg04YqHdbMLeiGRxSYwa-1RnDQrEy8s1R49VdllEUbcFito)

**4. How to Start Soliciting Donations for You and Your Team**

It’s pretty simple! Just tell potential donors to go to the homepage: <https://give.overtheedge.events/Kitsapstrong-2020?ref=ab_87qeKa>

They need to click on the big green “Donate” button. Or they can scroll down to the bottom of that home page and click on you or your team name and donate from one of those pages (same big green “Donate” button on those pages).

IMPORTANT POINT: When someone goes to donate (they click the green button), they must choose your name from the dropdown menu under “Attribute your contribution”. If they do not choose an Edger to “attribute the contribution” to, then their donation will just go to Kitsap Strong and won’t show up in your total on your fundraising page. If someone makes this mistake, we can fix it behind the scenes. Just let us know.

Also, if someone wants to make a donation to a team, rather than to a specific individual on the team, there is a specific way to do that. The donor has to use the green “donate” button on the Team Page. And the donor then needs to leave the “Attribute your contribution” dropdown field blank (don’t choose any team members). If they do this, then the donation will be attributed to the entire team.

Finally, if someone wants to donate to you or your team but wants to use a check or cash, that’s fine. They just need to mail or deliver that check or cash to the Kitsap Community Foundation office with a clear indication that it is meant as a donation for you or your team. Check should be payable to “Kitsap Strong.” Address is Kitsap Strong, P.O. Box 3670, Silverdale, WA 98383.

**5. A Couple Miscellaneous Points for the True Over-the-Edge Nerds**

If someone doesn’t have a computer and just can’t bear the idea of going on and creating their own sub-campaign, we can do that for them on the back-end. Just let us know.

If you already signed yourself up as an individual and you want to join a team, let us know and we’ll figure out how to do that for you.