BKCM CMS Practice-A-Thon

REGISTER AS A PARTICIPANT

2. Click “SIGN UP”.
3. Next to “SELECT REGISTRATION,” enter the number of participants you would like to register. Select and proceed to checkout.

4. Enter your/your students’ information. Please enter each individual participant’s instrument. Note that you can opt to hide your participant’s last name, if you prefer. It will appear as an initial.

5. Optional: Add a point goal or amount-raised goal for each participant. Your point goal will show up when donors check out to help them make an informed per-point pledge. You can also customize the URL for your fundraising page.
6. Enter your email address and **create a password for DoJiggy.** This will make it possible to enter your participant points later on.

7. Review your registrations. They should look like this:
8. Scroll down to “SUBMIT REGISTRATION” and click.

*Congratulations! You are registered for the Practice-A-Thon.*

**MAKE A DONATION (or ask your friends/family to)**

1. Navigate to the fundraising page you created for your student. You can find this link in your registration confirmation email (Subject line: *Your student registration is confirmed*) or under ‘My Members’ on your Account page.
2. Click ‘MAKE A PLEDGE’.
3. Choose a per-point pledge or a flat donation.
4. Choose which student you’d like to sponsor. If the donor is coming straight from your student’s donation page, this will be automatically populated. The donor can also choose to sponsor multiple students on this page.
5. If the donor has selected a **per-point pledge**, they will fill out the details here. Note that each student has a different goal, so the donor can select different per-point pledges. Donors can also set a maximum donation here.

Donors who select the **flat-donation option** will enter their flat-fee donation per student or per instrument group on this page, as well.

6. Enter the email address where the tax receipt should be sent.
7. **Optional: Add a tip to help cover the cost of the platform.**

Help us put 100% of your contribution to work

Tip proceeds will go to our platform provider to fund the cost of hosting this campaign, allowing The Brooklyn Conservatory of Music to fully utilize your donation. Thanks for your help!

Thank you for including a tip of:
Other

$2.00

8. Review the pledge and submit.
Congratulations! The donor’s credit card will be charged once all of the points are logged at the end of the fundraiser.

SHARE YOUR FUNDRAISER

1. Navigate to the fundraising page you created for your student. You can find this link in your registration confirmation email (Subject line: Your participant registration is confirmed) or under ‘My Members’ on your Account page.
2. Below the header image on the right-hand side of the page, you will see options to ‘Share The Fundraiser’. Choose Facebook, Twitter, or the URL option, and follow the instructions to share.

LOG POINTS

You may log points throughout the Practice-A-Thon or all at once on March 28, 2021. Here is how to log points:

1. Navigate to the points page by clicking ‘Enter your Points’ in your registration confirmation email. (Subject line: “Your participant registration is confirmed”) Alternately, you can navigate to your Account Page, click ‘MY MEMBERS’, then click on your student’s name.
2. Click ‘ENTER POINTS’ on the top right-hand corner. Log the points your student has earned since the last time you logged them and today’s date. It is totally fine to add points once a week, once every two weeks, or wait until the very end of the Practice-A-Thon period.

   That’s it! You have logged your student’s points.