



TO REGISTER A TEAM

for the Croquet for Cancer Tournament

- Go to the Main Croquet for Cancer fundraising page:
<https://pennstatehealth.donordrive.com/event/croquetforcancer>
- Scroll down and click the **Register Now!** Button.
- Enter your name, email address, and create a password, then click **Continue To Next Step**.
- Click on **Create a Team**.
- Put the name of your team in the **Team Name** box.
- For your Team Fundraising Goal, Enter at least \$500.
- On the next screen, enter an amount for **Your Fundraising Goal**. This should be half of your team goal.
- Enter your contact information and complete your registration.
- You also have the option to register your playing partner at this point.
- Also optional: Customizing your page with a photo and story.

To Make a Donation to a Team

- Go to the page provided to you by the player you want to support; or, go to the main Croquet for Cancer page:
<https://pennstatehealth.donordrive.com/event/croquetforcancer>
and search for the player or the team name.
- Click on **Donate**.

Recording Offline Donations – Cash and Checks

NOTE: Checks should be written to “Penn State University” with Croquet for Cancer written in the memo.

- While logged into your personal account, click on the Donations icon at the very top of the page. The icon looks like a present.
- Click on the tab labeled **Add Offline Donation**.
- Fill in the information on the form provided.
- Click **Add Donation**.
- Please give the cash and checks to your GM who will deliver them to the Office of University Development.
- Once University Development receives the offline donations, they will confirm the donation on your site and it will appear on your fundraising page.



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