



How-To

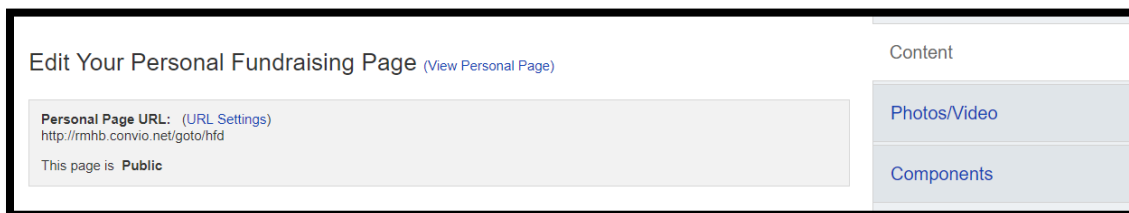
1. Create your personalized Home for Dinner fundraising page

Step 1: Visit http://rmhb.convio.net/site/TR?fr_id=1271&pg=entry

Step 2: Register as an individual or form a team



Step 3: Set-up your personal page

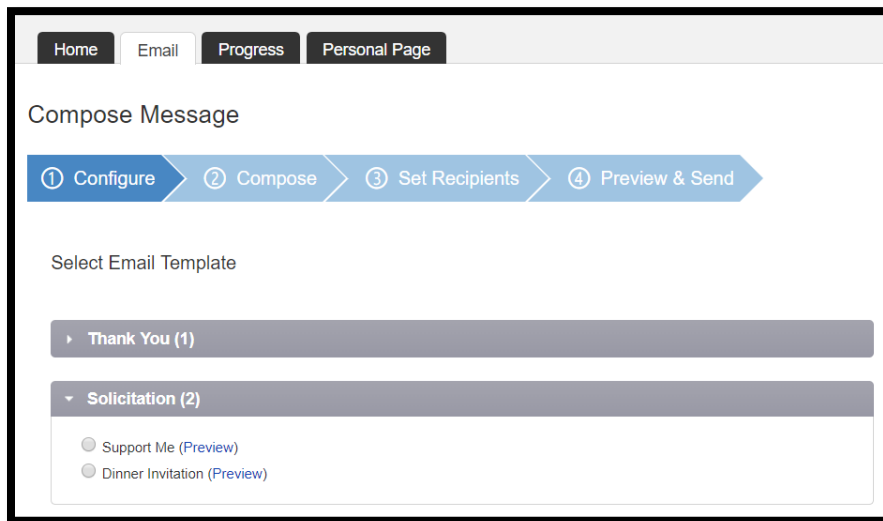


- In the “**Content**” tab, you can customize your event title and profile text. You can also customize your URL link by clicking on “**URL Settings**”
- In the “**Photos/Video**” tab, you can add a photo or video to your fundraising page. Photos must be in gif, jpg or png format and should not be larger than 2 MB.
- In the “**Components**” tab, you can opt to display a thermometer showing your fundraising progress. You can also opt to show a list of donor names and donation amounts

- See what your page looks like to others. Preview your page by clicking “**View Personal Page**”

2. Invite your friends and family to participate as guests or co-hosts

- Create a customized invitation to send to guests. A template is available on the Home for Dinner webpage, under the “**Make Your Event a Success**” section
OR
- Send e-invites from your personal fundraising page under the “**Email**” tab and “**Solicitation**” section



- Once you have set-up your page, friends can join as co-hosts by following Step 1, selecting “**Join a Team**” and searching for your Team Name

3. Plan your meal and contact RMH BC if you require any support!

- Various resources to help make your event a success are available on the Home for Dinner website, including:
 - **Customizable Invitations**
 - **Mission Cards explaining why you are supporting RMH BC**
 - **Customizable Menu Cards**
 - **Speaking Notes**
 - **Donation Forms**
 - **FAQ**
- Please contact Sunshine (sunshine@rmhbc.ca) if you would like any additional supporting material such as digital logos, RMH BC impact statements or RMH BC napkins.

4. Collect donations and track your progress

- Collect online donations by sending out the link to your personal fundraising page or collect cash & cheque donations on the night of your event. Be sure to complete all the required information on the Donation Forms as these are necessary for issuing tax receipts to guests who donate over \$20. Tax receipts will be issued once all funds and forms are received at RMH BC.
- Access the Participant Centre to track your progress and review donations. Go to http://rmhb.convio.net/site/TR?fr_id=1271&pg=entry and "Login"

5. Host your fabulous event!

- Eat, drink and be merry! Share your mission objective and encourage your guests to share their Home for Dinner experience on Facebook, Twitter or Instagram using the **#HOMEFORDINNER** hashtag and tagging **@RMHBC**.

6. Submit your donations

- Any donations collected through your online Home for Dinner fundraising page will go directly to RMH BC. Any cash or cheque donations collected by the Host can be submitted in-person at RMH BC located on the property of BC Children's Hospital:
4567 Heather Street
Vancouver, BC
V5Z 0C9
- Please contact Sunshine (sunshine@rmhbc.ca) to arrange a time or stop by during regular business hours: Monday to Friday, 9:00am – 5:00pm.
- Cheque donations made payable to Ronald McDonald House BC can be mailed to the address below. Please do not mail cash donations.

Attn: Sunshine Purificacion
Ronald McDonald House BC& Yukon
4567 Heather Street
Vancouver, BC
V5Z 0C9

7. Need additional assistance or support?

- Contact Sunshine Purificacion at sunshine@rmhbc.ca or 604-736-2957 ext. 2101



www.rmhbc.ca

Share the Experience | **#HOMEFORDINNER**

@rmhbc

