Pre Registration

Category: Types of Registration
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Pre Registration

MyFunRun recommends using pre-registration. The fewer obstacles there are to registering, the more likely people are to participate. By pre-registering your participants, you guarantee a greater level of participation. It simplifies and streamlines the entire process.

The following is the format for importing the list of students. following this template.

First Name	Last Name	Grade	Class
John	Smith	PK	Mrs. Smith
Lilly	Kenob	K	Mr. John
Sett	Ellor	Grade 1	Mrs. Paradise
Steven	Ellor	Grade 1	Mrs. Paradise
Joey	Karl	Grade 2	Mr. Urum

Once participants or fundraisers are imported, they will not be able to edit their profiles, including their picture or description.

The information you provide will appear exactly as entered on the website and digital materials. Please double-check for typos and avoid multiple tabs in your file.

To avoid delays and to prevent errors on our end, please follow the provided template exactly. Files submitted incorrectly may cause delays in uploading your information and delay your website's launch. If you are unsure about your pre-registration upload, contact your MyFunRun representative for help.

Once fundraising begins and participants have received donations, re-importing will no longer be possible, however manual modofications may be made. You can edit and customize participant details directly through your dashboard after import.

When you add a participant manually or through the upload a list, **if you provide email addresses, an email invitation will be automatically sent to those participants** letting them know they can login and a pin will be sent to them for them to successfully login and take control of their profile.