



READ-A-THON

ONE DISTRICT, ONE AUTHOR

NOVEMBER 2 - 19

SIGN-UP INSTRUCTIONS



1 REGISTER FOR READ-A-THON

- Go to: <https://pledgestar.com/wcef/>.
- Click “Not Registered for This Year’s Event”—If you have previously registered for a Pledgestar event, you will still need to click on this link.
- Enter your name and email address and click “Submit.”
- Scroll down to find "Enter Readers"—add your student(s).

2 LOG YOUR READING MINUTES DAILY

- After you have registered, look to the right of their name(s), you’ll see “Reading Log” and a book icon. Click on the book icon — minutes get recorded here.
- Add the book title in the “Activity” section.
- Remember to log minutes every day through bedtime on November 19!

3 SEND FUNDRAISING REQUESTS

- After the "Enter Readers" section, scroll down and click on the "Pledge Requests."
- Here you'll see the text of the email to go to your sponsors. You have the option to add your student's photo here.

4 ADD SPONSORS & SEND PLEDGE REQUESTS

- Scroll down to "Add Family & Friends + Track Donations" and click on it.
- You have two choices to add sponsors:
 - Use an address book (Gmail, Yahoo, etc.)—click on the address book you wish to connect to and follow the instructions.
 - Manually—enter the contact information for those you'd like to send pledge requests to.
- When finished, Pledgestar emails pledge requests to those contacts, and allows them to make secure donations online via PayPal on your student's Fundraising Page.
- **Sending at least *one* pledge request will create your student's Fundraising Page.**

TIPS WANT TO SEND PERSONAL PLEDGE REQUEST EMAILS?

- Add your information manually and send yourself a pledge request. This will 1) create your student's Fundraising Page, and 2) send the Fundraising Page link to you.
- Forward the pledge request email to your contacts, or copy the Fundraising Page link in your own email to your contacts. Contacts will click on the link and be able to donate.



<https://pledgestar.com/wcef>
<http://www.wcefk12.org/readathon>

