

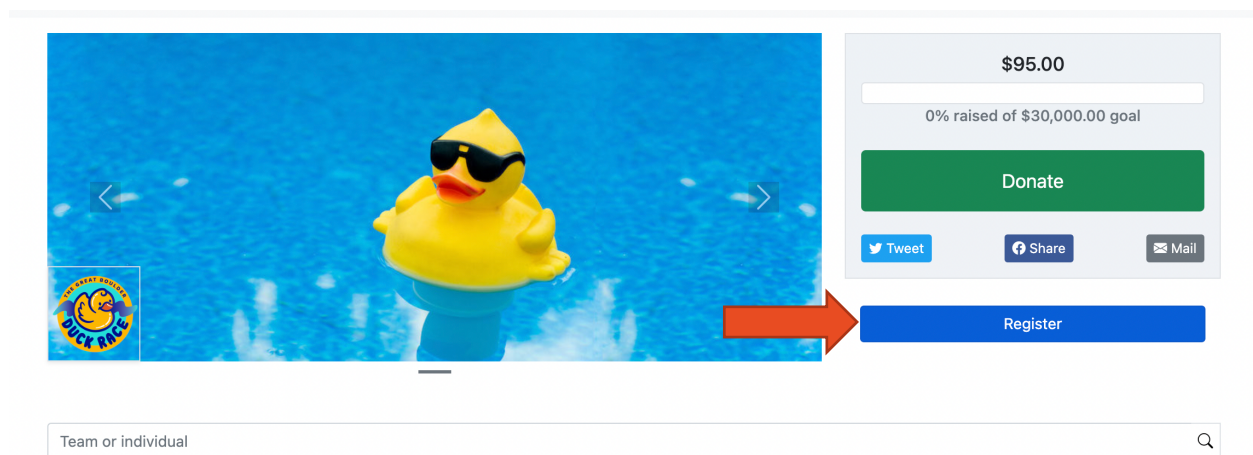
Thank you for committing to help raise funds for PLAY Boulder by setting up a duck adoption team! Please follow this guide to create your team, add a name, logo and description if desired, and see who has donated through your team as the adoptions roll in! Please contact info@playboulder.org if you have any questions or troubles with the set up process.

STARTING THE TEAM

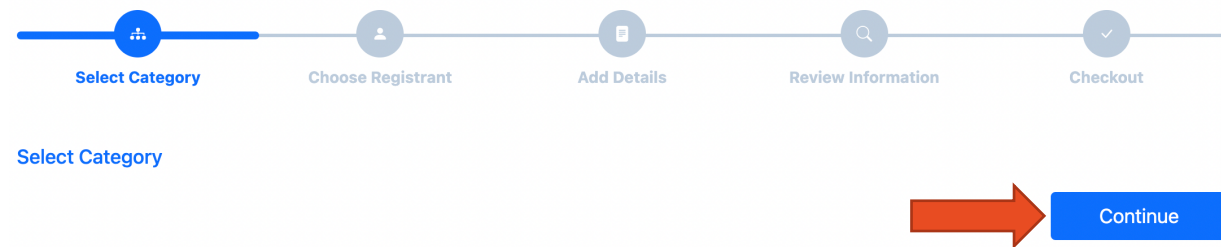
Step 1: Go to the Duck Race adoption page at the URL below:

<https://playboulder.enmotive.com/events/fundraising/2022-great-boulder-duck-race>

Step 2: Click on the blue register button



Step 3: Under Select Category, click the Continue button



Step 4: You will be asked to log into your Enmotive account or create one now.

Step 5: Under Select Registrant, enter your email address, click the Continue button

Step 6: Under Add Details, select the drop-down under Team then Create New... A new field will show for you to enter your team name, click the Continue button.

[Add Details](#)

Team

Create or Join a Team

Please Select ...

Type here to Search

Create new ...

None

Superior Duck

Continue

Step 7: You will then have a chance to adopt ducks under your team (or you can do this later), click the Continue button

[Add Details](#)

Adopt ducks here!

Thank you for adopting a duck! Adoptions received through the 2022 Great Boulder Duck Race will help fund Boulder Parks and Recreation's programming for low-income families and people with disabilities.

\$10 Lucky Duck (1 duck)	\$25 Ducks in a Row (3 ducks)	\$50 Flock of Ducks (7 ducks)	\$100 Raft of Ducks (20 ducks)
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No Thanks

Please add the processing fee for this donation to my total so that 100% of my donation goes to charity.

Step 8: Review all the information and click the Proceed to Checkout button

Step 9: Then click Submit, and your team is live!

[Complete your order](#)

2022 Great Boulder Duck Race

- Set up a duck race team

View/Edit Remove

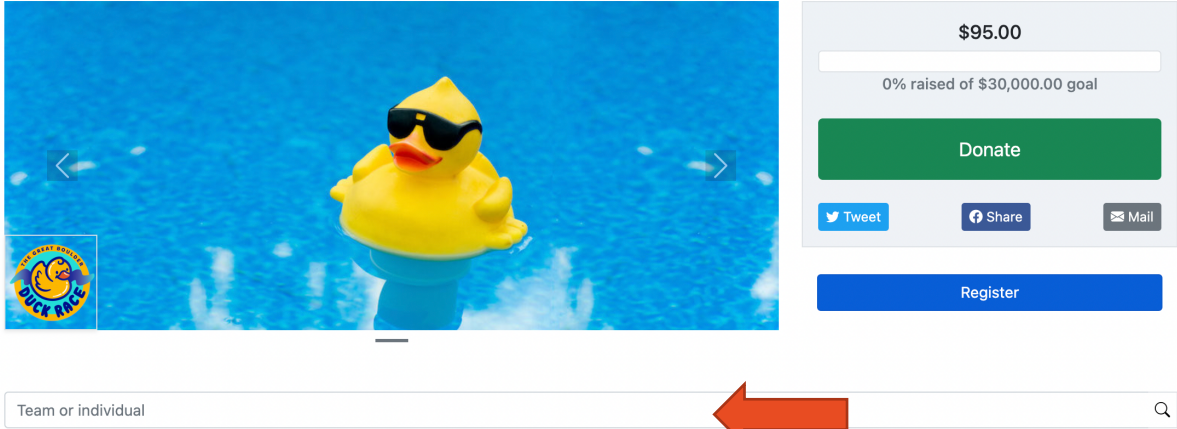
Submit

ADD IMAGES AND DESCRIPTION TO THE TEAM

Step 1: Go to the Duck Race adoption page at <https://playboulder.enmotive.com/events/fundraising/2022-great-boulder-duck-race>

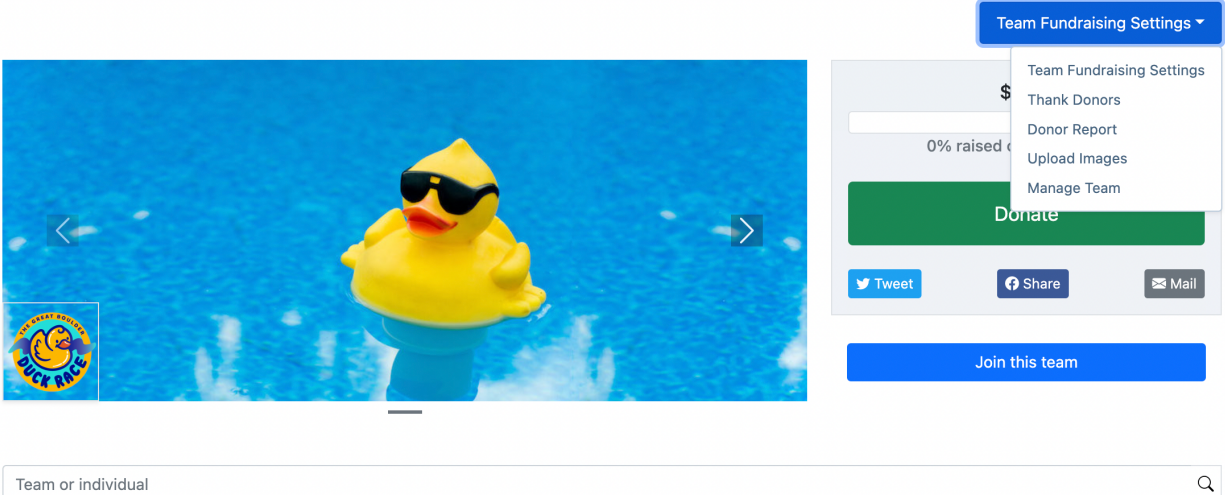
Step 2: Make sure you're logged into your account by seeing your account info in the top-right corner, or clicking Sign In in the corner

Step 3: Search for your team name in the search box, then select it



The screenshot shows a fundraising page for a team. On the left, there is a large image of a yellow duck wearing sunglasses floating in a blue pool. Below the image is a search bar with the placeholder text "Team or individual" and a magnifying glass icon. A red arrow points from the search bar towards the right. On the right side of the page, there is a fundraising progress bar showing "\$95.00" raised, which is "0% raised of \$30,000.00 goal". Below the progress bar are several buttons: a green "Donate" button, a blue "Register" button, and three smaller buttons for "Tweet", "Share", and "Mail".

Step 4: On your team page, click on Team Fundraising Settings>Team Fundraising Settings. **Note:** if you don't see this button, make sure you are logged in



This screenshot is similar to the previous one, but with a dropdown menu open for the "Team Fundraising Settings" button. The dropdown menu lists several options: "Team Fundraising Settings", "Thank Donors", "Donor Report", "Upload Images", and "Manage Team". The "Join this team" button is now visible at the bottom of the fundraising section, replacing the "Register" button. The search bar and other elements remain the same.

[Team name]'s Fundraiser

Benefitting: [PLAY Boulder](#)

Event Fundraiser: [2022 Great Boulder Duck Race](#)

Thank you for supporting my team!

Step 5: Enter in your team fundraising goal and, if desired, a brief description of why you're supporting PLAY, then click Save Settings

Fundraising Settings

How much do you plan to raise?

Organization *

Personalize your fundraising page. Describe yourself and your fundraising effort.

Save Settings

Step 6: To share an image of your team, back at the team page, select Team Fundraising Settings>Upload Images and upload image(s) that will show where the rubber duck is

Team Fundraising Settings ▾

- Team Fundraising Settings
- Thank Donors
- Donor Report
- Upload Images
- Manage Team

0% raised

Donate

Tweet Share Mail

Join this team

Team or individual 🔍

[Team name]'s Fundraiser

Benefitting: [PLAY Boulder](#)

Event Fundraiser: [2022 Great Boulder Duck Race](#)

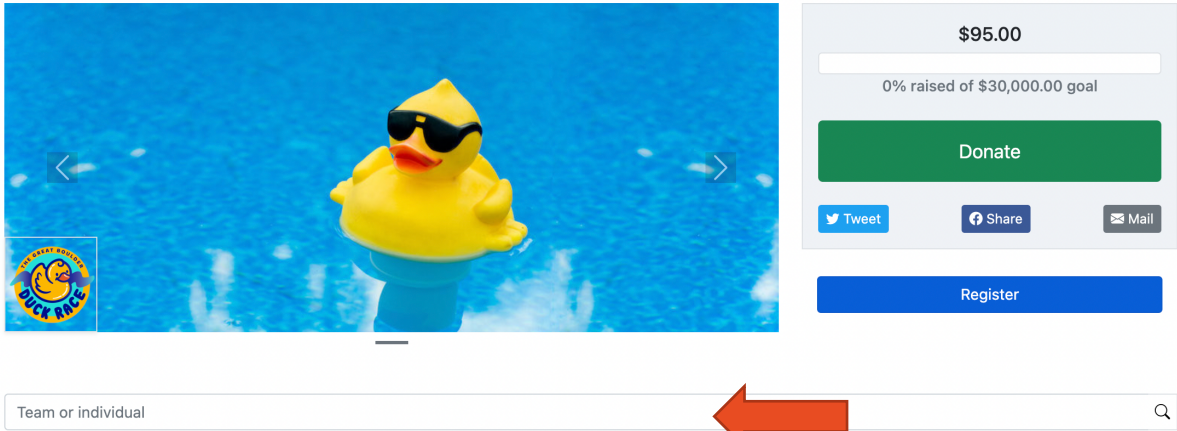
Thank you for supporting my team!

SEE WHO HAS ADOPTED THROUGH YOUR TEAM

Step 1: Go to the Duck Race adoption page at <https://playboulder.enmotive.com/events/fundraising/2022-great-boulder-duck-race>

Step 2: Make sure you're logged into your account by seeing your account info in the top-right corner, or clicking Sign In in the corner

Step 3: Search for your team name in the search box, then select it



\$95.00
0% raised of \$30,000.00 goal

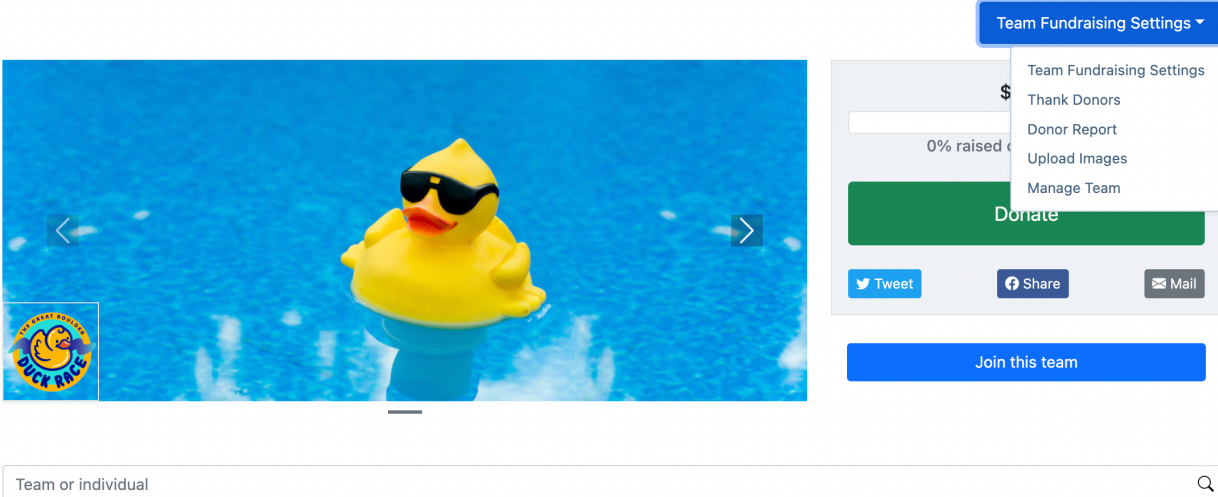
Donate

Tweet Share Mail

Register

Team or individual

Step 4: On your team page, click on Team Fundraising Settings>Donor Report. **Note:** if you don't see this button, make sure you are logged in



Team Fundraising Settings

Team Fundraising Settings
Thank Donors
Donor Report
Upload Images
Manage Team

0% raised of \$30,000.00 goal

Donate

Tweet Share Mail

Join this team

Team or individual

[Team name]'s Fundraiser

Benefitting: [PLAY Boulder](#)

Event Fundraiser: [2022 Great Boulder Duck Race](#)

Thank you for supporting my team!

QUESTIONS? ISSUES?

Contact us at info@playboulder.org and we'll be happy to help you out!