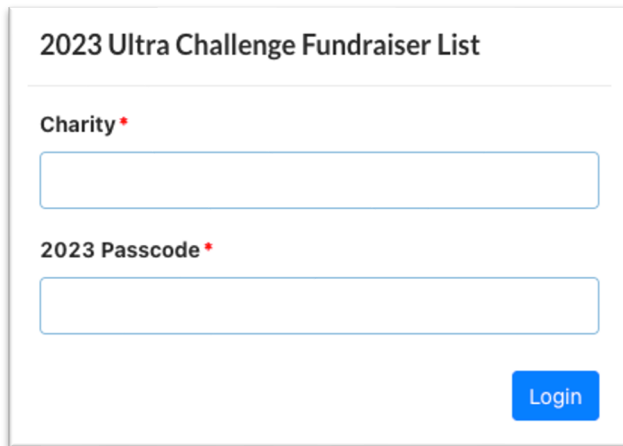


ULTRA CHALLENGE - CHARITY PORTAL GUIDE

Step 1: Open your charity portal web link from the [CHARITY AREA](#)

Your browser page should open a portal that looks like the below:



2023 Ultra Challenge Fundraiser List

Charity *

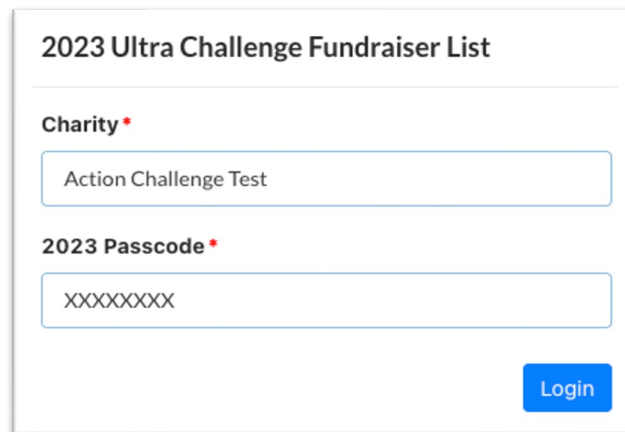
2023 Passcode *

Login

Step 2: Enter your login details

Once the portal has loaded up, enter your charity name and your unique 2023 charity passcode into the relevant fields. Your login details are listed in the email you received

- o Charity Name
- o 2023 Passcode



2023 Ultra Challenge Fundraiser List

Charity *

2023 Passcode *

Login

Continued... Your Browser

If a fundraiser cancels their place or changes to another distance/funding type or event, there will be a date stamp in the 'Cancelled date' column to reflect when this was processed.

This is the **50% Threshold Fundraising Target** that the fundraiser **needs to have met 3 weeks before the challenge in order to be confirmed**. This will show **£0** for self-funders.

Source	Registration number	Cancelled date	Transfer Movement	Final State	50% Fundraising Target	50% Fundraising Due to
2022 Deferral	R-13DZGMSB	26/9/2022 13:57	to another category	Full Marathon - Sat 28th	£297.50	05/05/23
New	R-13F0Q16H	25/9/2022 13:58	to another event	London Winter Walk	£197.50	07/04/23
New	R-13FBS9VS				£297.50	07/04/23
New	R-13FK0YYZ				£297.50	16/06/23
New	R-13FL7YBM				£0.00	N/A
New	R-13FML4TP				£110.00	16/06/23
New	R-13FNNW1R				£67.50	10/03/23

If a fundraiser has 'deferred' their place from a previous year – you will see this in the 'Source' column – please ensure you refer back to the fundraiser to ensure you have track of their 'previous' fundraising if relevant.

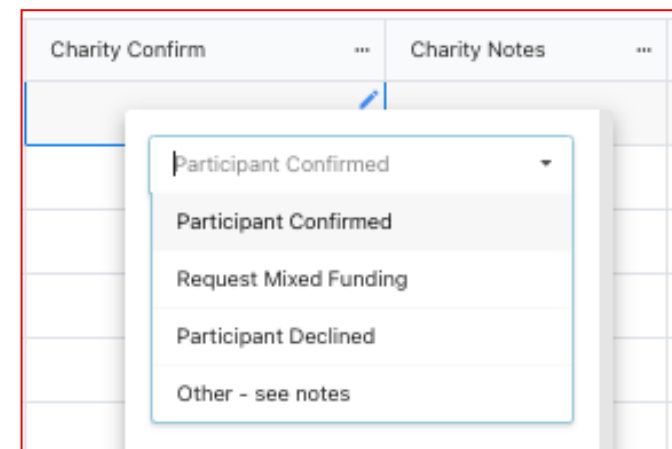
If a fundraiser makes a change to their registration, the column 'Transfer Movement' will reflect the type of change made. **'To another category' means they are on the same event with a new distance/funding type.**

'Final State' will only reflect information for fundraisers who have made changes to their registration such as funding type/distance or changed events.

This column lets you know by which date the 50% fundraising is due for each fundraiser – this will show N/A for self-funders and will reflect the relevant date (4 weeks before a challenge) depending on which challenge a participant is signed up to.

Continued... Your Browser

Charity Confirm	Charity Notes	Funding Type	Distance	E-mail address	Phone no.
		Charity Sponsorship - Series & Challenge Partners (min. £595 fundraising)	Full Challenge (Continuous) Richmond > Brighton	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
		Charity Sponsorship - Series & Challenge Partners (min. £395 fundraising)	1st Half Challenge - Chale > Cowes	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
		Charity Sponsorship - Series & Challenge Partners (min. £595 fundraising)	Full Challenge (Continuous) - Chale > Chale	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
		Charity Sponsorship - Series & Challenge Partners (min. £595 fundraising)	Full Challenge (Continuous) Bakewell > Bakewell	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
		Self Funding Adult	Full Challenge (Continuous) Kendal > Kendal	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	



Step 4: Confirming or Declining your participants

The most important column on this portal is the ‘**Charity confirm**’ column. You can confirm a fundraisers place as far in advance as you would like. However, the deadline for this will be 3 weeks before a challenge – we will be in touch at the 5 weeks to go point, to remind you to **decline** any fundraisers who **have not** met their 50% fundraising target and whose places you **DO NOT WANT** to pay for.

Before you start this process, make sure you open up the respective fundraisers JustGiving/Fundraising Platform Page/s.

You have 4 status options to allocate to each fundraiser in the ‘Charity Confirm’ column (***Do not*** leave a blank field for any participant that has not been cancelled already as they will be included on your invoice)

Hover over the field for the fundraiser and select the blue pencil - This drop down menu will appear and give you four options. ‘**Participant Confirmed**’, ‘**Request Mixed Funding**’, ‘**Participant Declined**’ or **Other – Please see notes**’.

1. Check the relevant fundraisers JustGiving/Fundraising Platform's Page, and if the fundraiser has raised **at least** the amount listed in the '50% Fundraising Target's' column, you must click '**Participant Confirmed**'. **You are then confirming to pay for that fundraisers place on their challenge.**
2. You can **also** click '**Participant Confirmed**' if you are happy to pay for the participant's place because you are happy to do so – and maybe because the levels of fundraising, or likely future progress, is acceptable to you. It's **your** call!
3. If the participant has not raised the '50% Fundraising Target' and the charity **will not** be prepared for pay for their place you should then click on '**Participant Declined**'.
4. **IMPORTANT** - If a fundraiser is signed up on the full 'Charity Sponsorship' and have raised some funds, but not sufficient for you to pay for their place - you can allocate the status '**Request Mixed Funding**'. This means that if the participant agrees to change their funding type to mixed funding, they pay a registration fee upgrade to Action Challenge, their fundraising target would be lower, and the cost to the charity will be lower – and on that basis the charity would be prepared to pay for their place if that was confirmed.
5. With the above option - we ask that you inform the fundraiser that you have not confirmed their place, but sent in a request to Action Challenge to have them change their funding type to Mixed Funding. We will email these fundraisers to prompt them to complete a form to switch over to a Mixed Funding place. Once this is processed successfully, we will **automatically confirm** these places on behalf of the charity on to the challenge.
6. If the fundraiser has let you know that they are planning on deferring/transferring their place to another Ultra Challenge event – please select '**Other – Please see notes**'.
7. In the Charity Notes Column - please keep it as simple as possible and let us know where the fundraiser stands.
8. If your fundraisers circumstances change prior to the stated deadline (in the email we will send) you can edit their status in the 'Charity Confirm' column. **Do not** try and make any changes after the deadline - as the fields are 'frozen' – and you will be invoiced on that basis (i.e. – do all this in good time!)