



Welcome to Townsend Smith Foundation's 8th annual Hike for Hospice!

Below you will find information on how to:

- 1) register as an individual hiker **WITHOUT** joining a team,
- 2) register as an individual hiker **AND** join an existing team,
- 3) and register as a team captain **AND** create a new team!

* Please scroll through this document to view instructions for all three categories before registering. **IMPORTANT:** once an email address has been used to register, it cannot be changed to another category.

Register as an individual hiker **WITHOUT** joining a team

1. Visit Townsend Smith Foundation's Hike for Hospice website:
<https://townsend-smith.ca/hike4hospice> (you will also find step-by-step easy to follow video tutorials on our website!)
2. Click on the **green** "REGISTER NOW" button.
3. You will be redirected to the 'Register' tab of the website, scroll down to the **green** "JOIN AS AN INDIVIDUAL" button and click it.

1. Click the green "JOIN AS AN INDIVIDUAL" button below this will take you to the event registration page.

2. Next please click the "Join As An Individual" button on the event page.

 [Click here to watch our step-by-step video on how to register as a hiker.](#)

JOIN AS AN INDIVIDUAL

4. You will be redirected to the registration page for the event. Scroll down to the box with a **pink** outline titled "Join as an Individual", and click it. You **DO NOT** need to click the "Join a team" box or the "Create a Team" box.

Hike for Hospice 2025
Raising funds for Townsend Smith Foundation

Donate Now

\$0.00 raised of \$75,000.00

About 2 months REMAINING
Campaign Ends May 3, 2025

Share This Page

Join a Team Create a Team Join as an Individual

5. You will be prompted to input registration information including:

- An email address (*PLEASE NOTE: once you have used this email address to join as an individual registrant without a team, you may no longer use this email to create a team or join an existing team*)
- A password (*this will be used to create your donor login account with CanadaHelps, it will store your donation information, making it easier for you to access your charitable tax receipts*)
- Your account type (*either personal or corporate *company name is OPTIONAL*)
- First name, Last name
- Address
- Hike location (*Acton, Georgetown, Milton*)
- T-Shirt size (*XXS, XS, S, M, L, XL, XXL*)
- Read and accept the terms and conditions.

6. Click the **green** "Continue" button at the bottom of the page.

7. You will then be prompted to input your payment information to purchase a **\$25.00** hike registration. Your \$25.00 hiker registration includes:

- Participation in the event - including your team/individual CanadaHelps webpages to collect pledges
- Hike for Hospice T-Shirt
- Swag bag
- Water

* *PLEASE NOTE: the \$25.00 hiker registration is not eligible for a charitable tax receipt*

8. You can now create your personal fundraising page. Here you can input information such as:

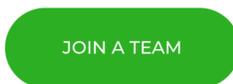
- Your personal fundraising page name (*Please use your common name here, for example: Bob Smith*)
- Goal donation amount
- An image to represent your page
- A fundraising story
- Which location of the hike you will be at (*Acton, Georgetown, Milton*)

You have now created an individual fundraising page without joining a team! You should receive an email from Canada Helps with registration information and a registration receipt. When you login to your donor account you will be able to manage and edit your fundraising page. Feel free to use the link provided by Canada Helps to share your fundraising page information with your friends and family!

Register as an individual hiker AND join an existing team

1. Visit Townsend Smith Foundation's Hike for Hospice website:
<https://townsend-smith.ca/hike4hospice> (*you will also find step-by-step easy to follow video tutorials on our website!*)
2. Click on the **green** "REGISTER NOW" button.
3. You will be redirected to the 'Register' tab of the website, scroll down to the **green** "JOIN A TEAM" button and click it.

1. Click the green "JOIN A TEAM" button below this will take you to the registration page.



4. You will be redirected to the registration page for the event. Scroll down to the box with a **pink** outline titled "Join a team", and click it. You DO NOT need to click the "Join as an Individual" box or the "Create a Team" box.

Hike for Hospice 2025
Raising funds for Townsend Smith Foundation

[Donate Now](#)

\$0.00 raised of \$75,000.00

About 2 months REMAINING
Campaign Ends May 3, 2025

Share This Page

[f](#)
[x](#)
[in](#)
[✉](#)
[📄](#)

\$0 \$37,500 \$75,000

[Join a Team](#)
[Create a Team](#)
[Join as an Individual](#)

- You will be presented with a list of team names on the same page, please scroll down through the list to find a team that you want to join, you may also filter teams by location.
 - Once you find the team, please click the **green** "Join this Team" option on the right side of the team name.

About Campaign **Teams (1)** Participants (3)

Filter by



TSF Team
\$0.00

[Join this Team](#)

[Go to page >](#)

- You will then be prompted to input registration information including:
 - An email address (*PLEASE NOTE: once you have used this email address to join as an individual registrant without a team, you may no longer use this email to create a team or register as an individual without a team*)
 - A password (*this will be used to create your donor login account with CanadaHelps, it will store your donation information, making it easier for you to access your charitable tax receipts*)
 - Your account type (*either personal or corporate *company name is OPTIONAL*)
 - First name, Last name
 - Address
 - Hike location (*Acton, Georgetown, Milton*)
 - T-Shirt size (*XXS, XS, S, M, L, XL, XXL*)
 - Read and accept the terms and conditions

7. Click the **green** "Continue" button at the bottom of the page.
8. You will then be prompted to input your payment information to purchase a **\$25.00** hike registration. Your \$25.00 hiker registration includes:
 - Participation in the event - including your team/individual CanadaHelps webpages to collect pledges
 - Hike for Hospice T-Shirt
 - Swag bag
 - Water

** PLEASE NOTE: the \$25.00 hiker registration is not eligible for a charitable tax receipt*

9. Click the **green** "Continue" button at the bottom of the page.
10. You can now also create your personal fundraising page. Here you can input information such as:
 - Your personal fundraising page name (*Please use your common name here, for example: Bob Smith*)
 - Goal donation amount
 - An image to represent your page
 - A fundraising story
 - Which location of the hike you will be at (*Acton, Georgetown, Milton*)

You have now created an individual fundraising page while also joining a team! You should receive an email from Canada Helps with registration information and a registration receipt. When you login to your donor account you will be able to manage and edit your fundraising page, all contributions made to your page will also be added to your teams fundraising page automatically. Feel free to use the link provided by Canada Helps to share your fundraising page information with your friends and family!

Register as a team captain AND create a team

1. Visit Townsend Smith Foundation's Hike for Hospice website:
<https://townsend-smith.ca/hike4hospice> (*you will also find step-by-step easy to follow video tutorials on our website!*)
2. Click on the **green** "REGISTER NOW" button.

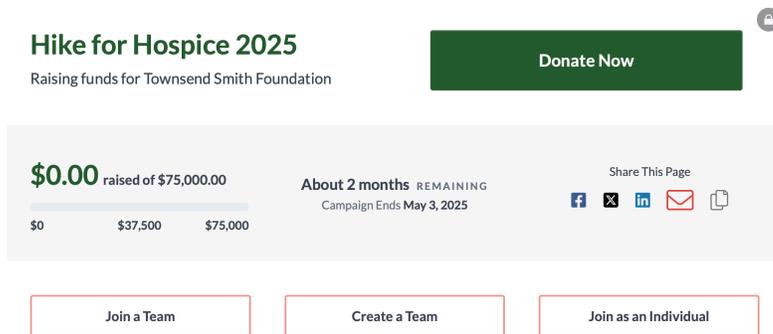
3. You (the team captain) will be redirected to the 'Register' tab of the website, scroll down to the **green** "CREATE A TEAM" button and click it.

1. Click the green "CREATE A TEAM" button below this will take you to the registration page.

 [Click here to watch our step-by-step video on how to create a team.](#)

CREATE A TEAM

4. The team captain will be redirected to the registration page for the event. Scroll down to the box with a **pink** outline titled "Create a team", and click it. You DO NOT need to click the "Join as an Individual" box or the "Join a Team" box.



Hike for Hospice 2025
Raising funds for Townsend Smith Foundation

Donate Now

\$0.00 raised of \$75,000.00
About 2 months REMAINING
Campaign Ends May 3, 2025

Share This Page

Join a Team Create a Team Join as an Individual

5. The team captain will now be asked to input registration information including:
 - An email address (*PLEASE NOTE: once you have used this email address to join as an individual registrant without a team, you may no longer use this email to register as an individual while joining an existing team or register as an individual without a team*)
 - A password (*this will be used to create your donor login account with CanadaHelps, it will store your donation information, making it easier for you to access your charitable tax receipts*)
 - Your account type (*either personal or corporate *company name is OPTIONAL*)
 - First name, Last name
 - Address
 - Hike location (*Acton, Georgetown, Milton*)
 - T-Shirt size (*XXS, XS, S, M, L, XL, XXL*)
 - Read and accept the terms and conditions
6. Click the **green** "Continue" button at the bottom of the page.

7. The team captain will then be prompted to input payment information to purchase their \$25.00 hike registration. Your \$25.00 hiker registration includes:
 - Participation in the event - including your team/individual CanadaHelps webpages to collect pledges
 - Hike for Hospice T-Shirt
 - Swag bag
 - Water

** PLEASE NOTE: the \$25.00 hiker registration is not eligible for a charitable tax receipt*

8. Click the green "Continue" button at the bottom of the page.
9. The team captain can now also create their personal fundraising page. Here they can input information such as:
 - Your personal fundraising page name (*Please use your common name here, for example: Bob Smith*)
 - Goal donation amount
 - An image to represent your page
 - A fundraising story
 - Which location of the hike you will be at (*Acton, Georgetown, Milton*)
10. Click the green "Continue" button at the bottom of the page.
11. Once the captain's personal fundraising page has been created, they will then be prompted to create the Team page. Here they can put information such as:
 - Team name (*Input team name, for example, Bob's Buddies*)
 - Team's goal donation amount
 - An image to represent the team page
 - A fundraising story for the team
 - Which location of the hike the team will be at (*Acton, Georgetown, Milton*)
12. Click the green "Continue" button at the bottom of the page.
13. The team page has now been created, the team captain is able to access a variety of tabs when managing their team, including:
 - Welcome page
 - Details
 - Images and Videos

- Team Members
- Donations

You have now created a team captain fundraising page while also creating a team! You should receive an email from Canada Helps with registration information and a registration receipt. When you login to your donor account you will be able to manage and edit your fundraising page, along with the team page. All contributions made to your page will also be added to your team's fundraising page automatically. Feel free to use the link provided by Canada Helps to share your fundraising page information with your friends and family!

Thank you so much for supporting the Townsend Smith Foundation! We look forward to seeing you on May 3rd, 2025 - spread the word!! If you still have any pressing questions please contact events@townsend-smith.ca.