COTA Event Thermometers

An important step for promoting a COTA fundraiser in honor of your COTA patient is adding it to the Events tab on your COTA campaign website. If you would like to accept online payment and/or registrations for this fundraiser separately from general website donations, consider adding a **COTA Event Thermometer** and **Google Form**. For instance, a COTA community campaign that wants to accept online registrations and have access to contributor information for reservations, t-shirt sizes, or additional registration details would find these features helpful. These features also lend well to a t-shirt or wristband fundraiser. A COTA Event Thermometer is also helpful for community campaigns that want to track any kind of fundraising totals separately from the general campaign donations for a short duration.
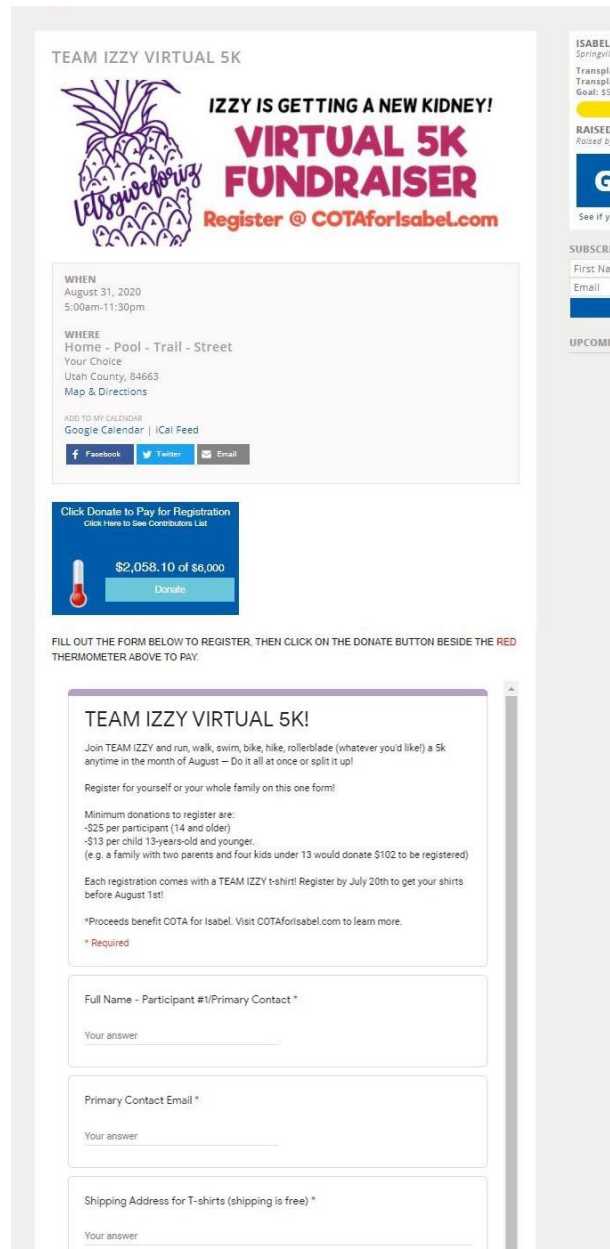

Advantages of a COTA Event Thermometer and Google Form:

1. A separate Goal and Event Thermometer will be used for the specific fundraiser. Funds raised will simultaneously be displayed on the main campaign website thermometer and counted toward the overall fundraising goal.

2. Event Thermometers can be reused for future fundraisers. Funds raised can be reset to zero and the details can be changed.

3. A Google Form allows you to easily gather information such as number of registrants, t-shirt sizes, email and mailing addresses, and more. This information can be pulled at your convenience via the Google Forms website. You will also be notified instantly when a form is completed by a registrant.

4. Event registrants' names and amount paid can be displayed or hidden on the expanded Event Thermometer's scrolling contributor list. (Pictured right.) This can be viewed by clicking "Click Here to See Contributors List" on the Event Thermometer.

Children's Organ Transplant Association.		DONATE
COTA for Team Bryan J Family Fun Color Run		
Goal $2,500	Caitlyn	$ 50
	Mallory	$ 50
$2,500	Jim	$ 50
$1,875	Kate	$ 50
$1,250	Joanne	$ 50
$625	Jackie	$ 35
Raised: $2,110	Raini	$ 75
	Amanda	$ 50
	Kristie	$ 50

5. The Event is hosted on your COTA community campaign website, so you can take registrations, accept online payments, and track funds separately all without supporters leaving the page.

Steps for Adding an Event Thermometer and Google Form to a Website Event:
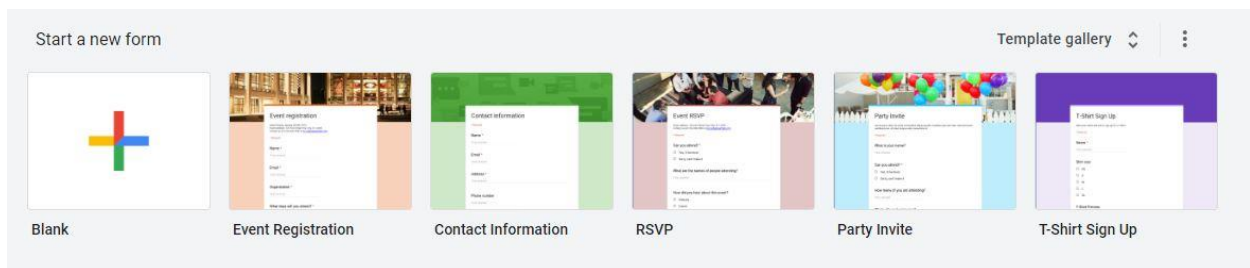
1. Create a Google Form, requesting information such as name, email address, number of tickets requested, t-shirt size, etc.
   - Create a Form from scratch or use a pre-made template. (Pictured above.)
   - Be sure to mark mandatory information as *Required.
   - At the end of the form, include a phrase that directs supporters how to pay. Consider a phrase like, "I understand that I will have to pay $XX per person by clicking the Donate button beside the red Event Thermometer above this form" with a "Yes" check box. (Pictured right)

2. Log in to your COTA community campaign website and create an Event. Fill out details

such as event date (or deadline for orders), time, location, who to contact with questions, and any additional information in the description box. Add a cover image and banner image, such as a promotional flyer.

3. Embed the Google Form and publish the Event. COTA has step-by-step instructions on how to embed a Google Form in the *Website Coordinator* area of the Volunteers section at COTA.org.

4. Email CampaignInfo@cota.org and request a COTA Event Thermometer. Provide the **fundraiser name, date or order deadline, and goal**. Please allow two business days for setup. You will be notified when the Event Thermometer has been created.

Remember, website events need to comply with the same guidelines as any other campaign promotion. If you have any questions or need assistance, email CampaignInfo@cota.org.