Peer to Peer Event Fundraiser's Guide

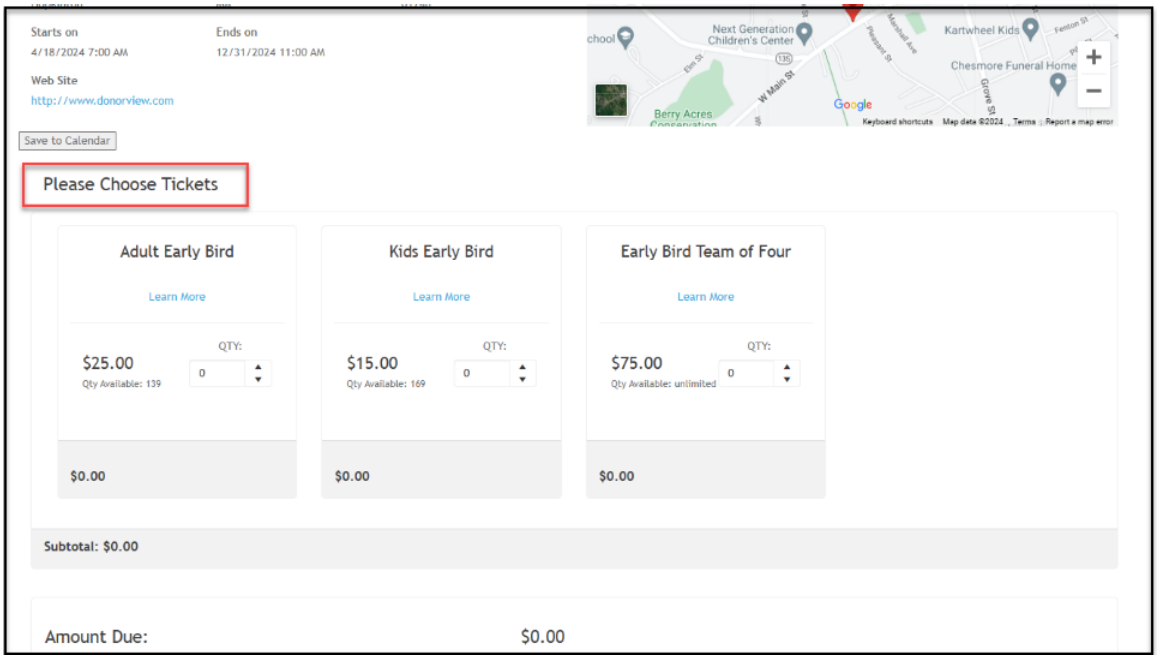
This document provides an example to share with your fundraisers for building and promoting their pages. You can update this document with your own links, images, instructions, and contact information.

Registering for the Event

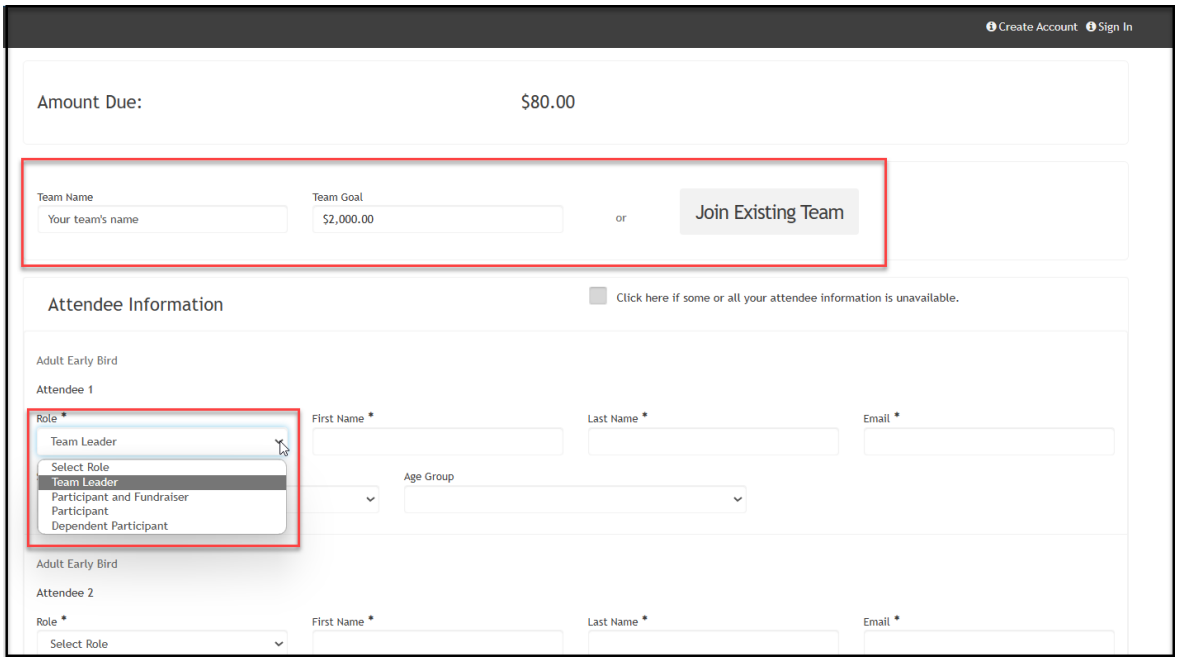
1. Sign up for the event at ***ENTER LINK TO EVENT PAGE HERE.***
2. Select "Be a Fundraiser/Start a Team" ***(OR ENTER YOUR TITLE FOR THE "Event Button Label")***



3. A new page will open to allow you to select your ticket levels.
4. Choose the appropriate level and any add-ons (if applicable).
5. Select the number of each ticket level you are registering for in the **QTY** field.



6. You can join an existing team or start your own team.
7. If you are just signing up for yourself and not creating or joining a team, you can skip over the team section and proceed to completing the information about the participants.



8. For each person you are registering for, provide their contact information and answer the questions.
9. Assign each participant a role. ***INCLUDE THE APPROPRIATE ROLES***

    9.1. Team Leader – if teams are formed, the team leader can manage their personal fundraising page as well as the team fundraising page.

    9.2. Participant Fundraiser – a participant who is fundraising and has their own fundraising page.

    9.3. Participant –this person is only participating in the event and does not have a personal fundraising page.

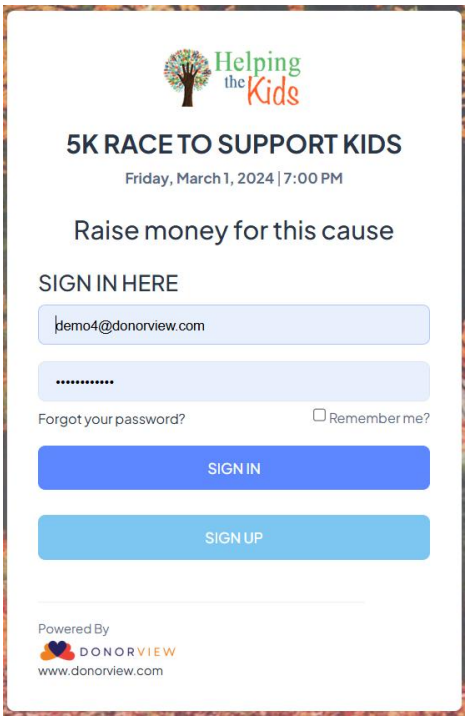
    9.4. Dependent participant –this person is participating in the event, but does not need to provide contact information, just a name. This is most often used for children.

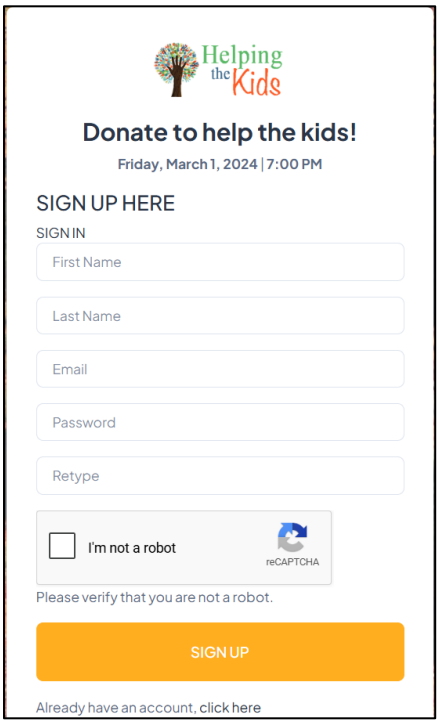
10. At the bottom of the page, include the billing and contact information for the person or organization paying for the registration.
11. When you click submit, you will be directed to the donor portal to create your fundraising page. The name and email you used to sign up with auto-populate on the page.

    11.1. If you already have a portal account, you can click on **SIGN IN** to login to your existing account.

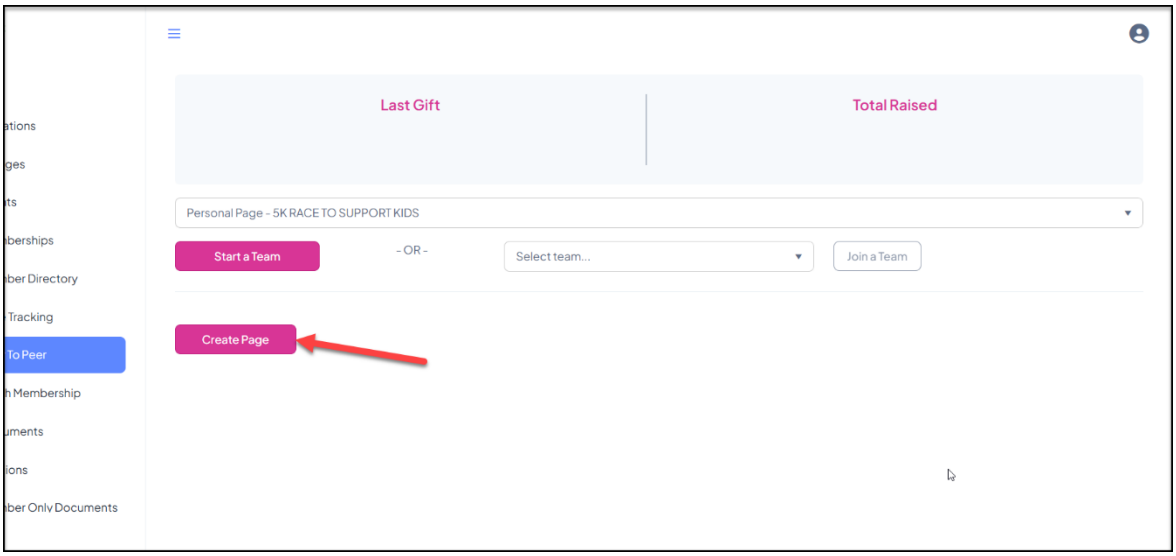
    11.2. If you do not have an account, you will create a password, then re-enter your password and click on the **SIGN UP** button.

11.3. If you are creating your new account, you will enter your first name, last name, email address, and create a password. Check "**I'm not a robot**", then **SIGN UP**.





12. When you enter the portal, you will be able to create your personal page first.
13. If you are the team leader, you must create your personal page before you can create your team page.
14. If you have not joined a team, after you create your personal page, you have the opportunity to join a team or create a new team if you'd like to.
15. Click on **Create Page** to get started.



16. After clicking on Create Page, a new window will open where you can:

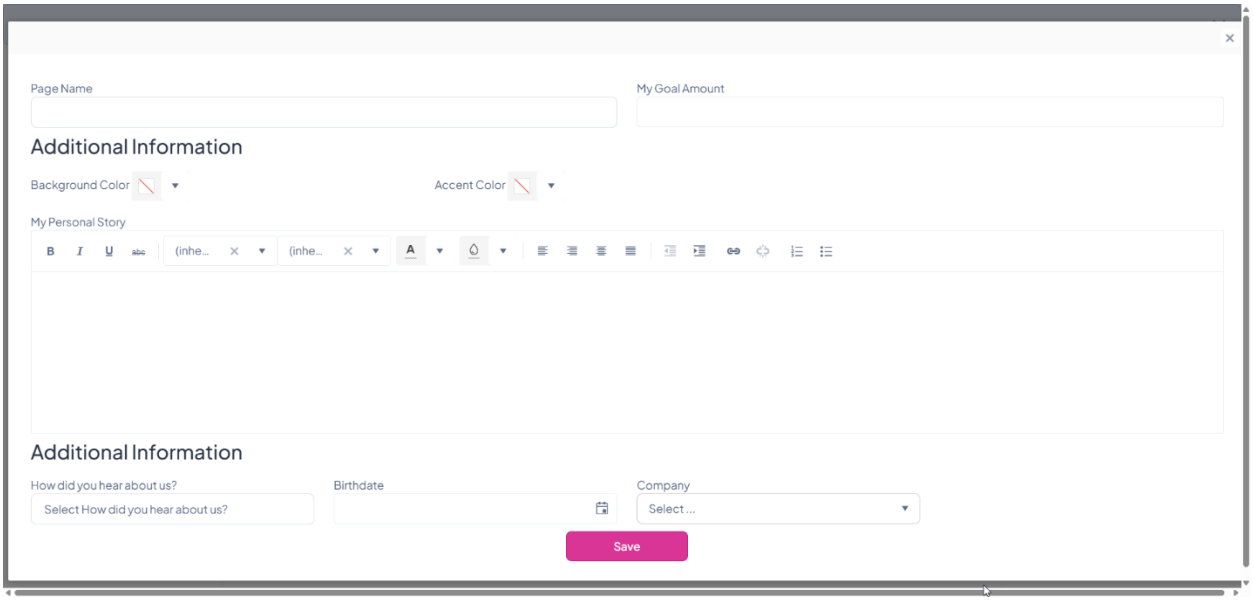
    16.1. Add your **Page Name** and **Goal Amount**.

    16.2. You can customize your **Background Color** and **Accent Color** for your page.

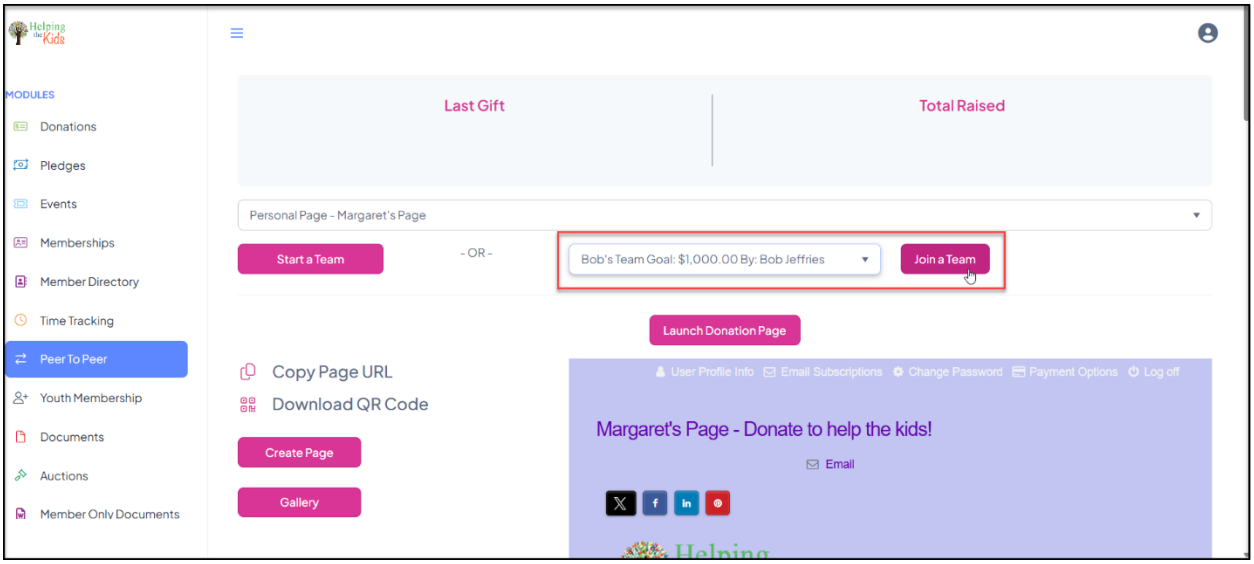
    16.3. Enter your **Personal Story** to help your friends and family understand why you support this organization.

    16.4. Answer any **Additional Information** questions required by the organization at the bottom of the window. These fields are not visible on your page; they are for internal use only.

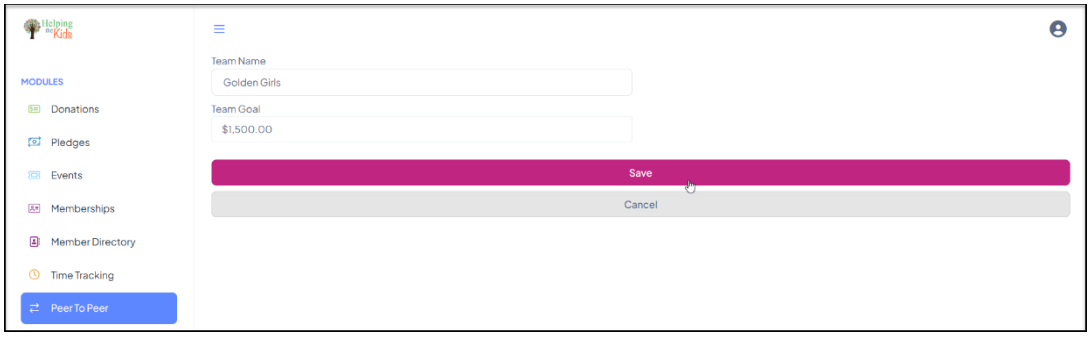
    16.5. Click **Save** to create your fundraising page.



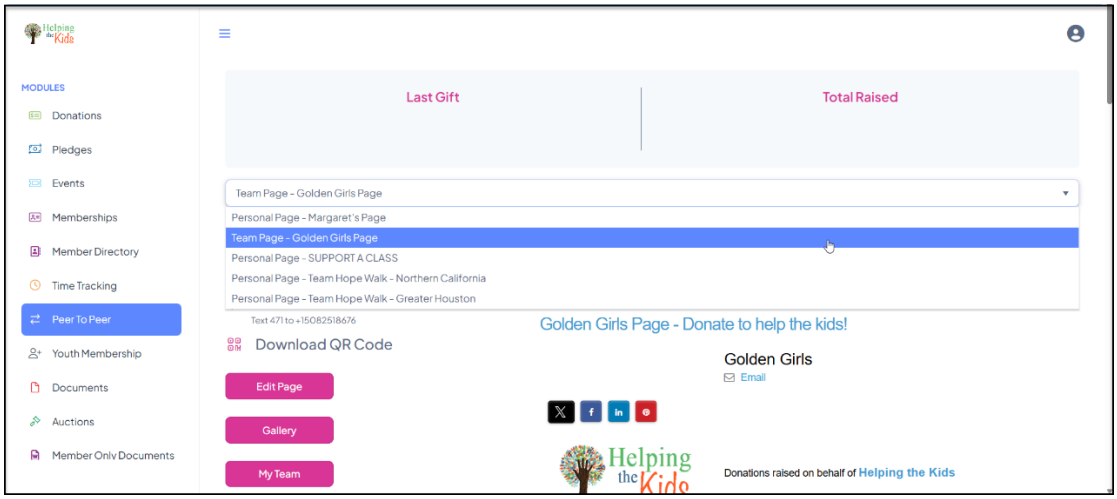
17. Once your personal page is created, you have the option to **Start a Team** or **Join a Team**, if other teams have already been created.



18. If you elect to Start a Team, you will need to create a **Team Name** and **Team Goal**. Click Save to create the new team page.



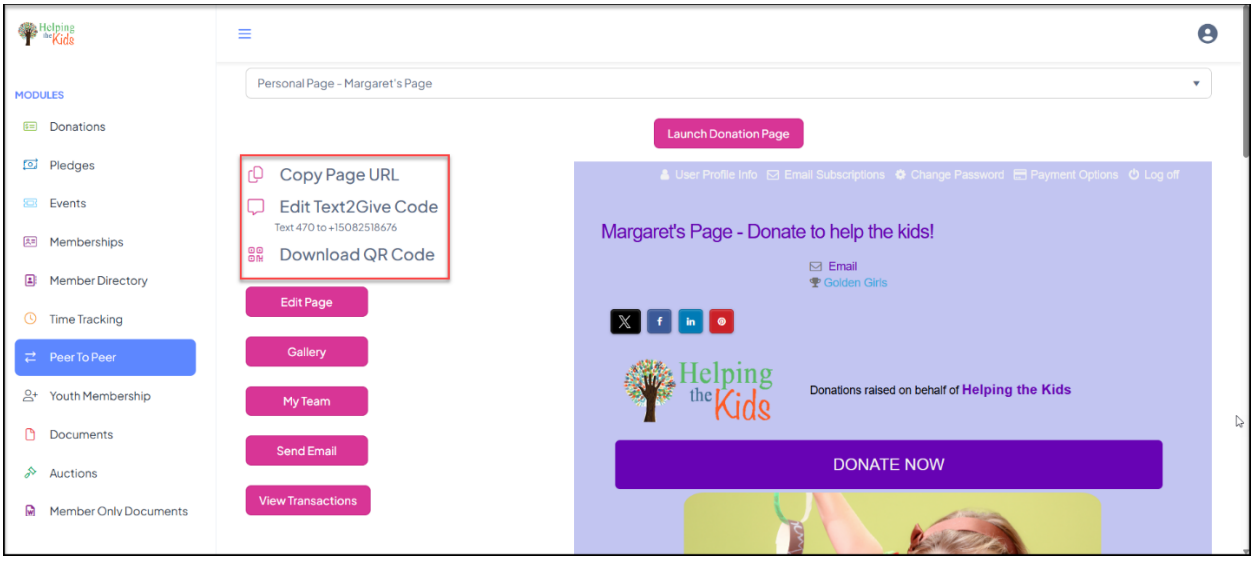
19. After you create the team page, you will be able to select it from the dropdown list to edit it.



20. Once your pages have been created, you can click on **Copy Page URL** to copy your personal or team fundraising page's unique URL to share.

21. If texting is turned on, you can also **Edit Text2Give Code** to create your custom texting code. People can text your code to the number under the link to receive a link to your page on their phone.

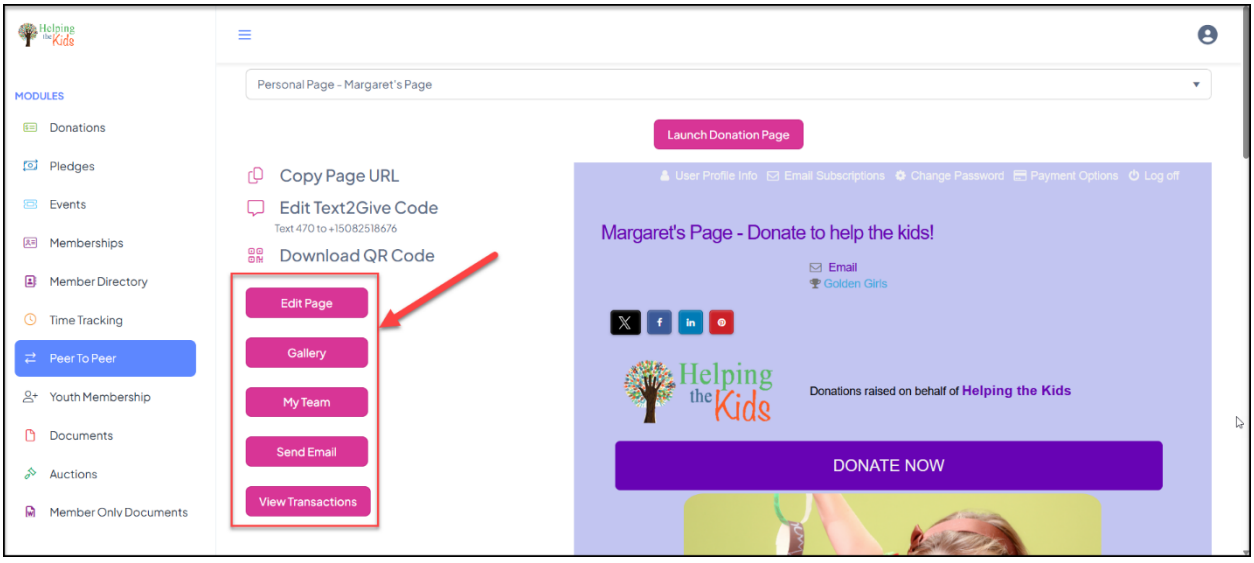
22. You can also click **Download QR Code** to download a png file of your page's QR code to share.



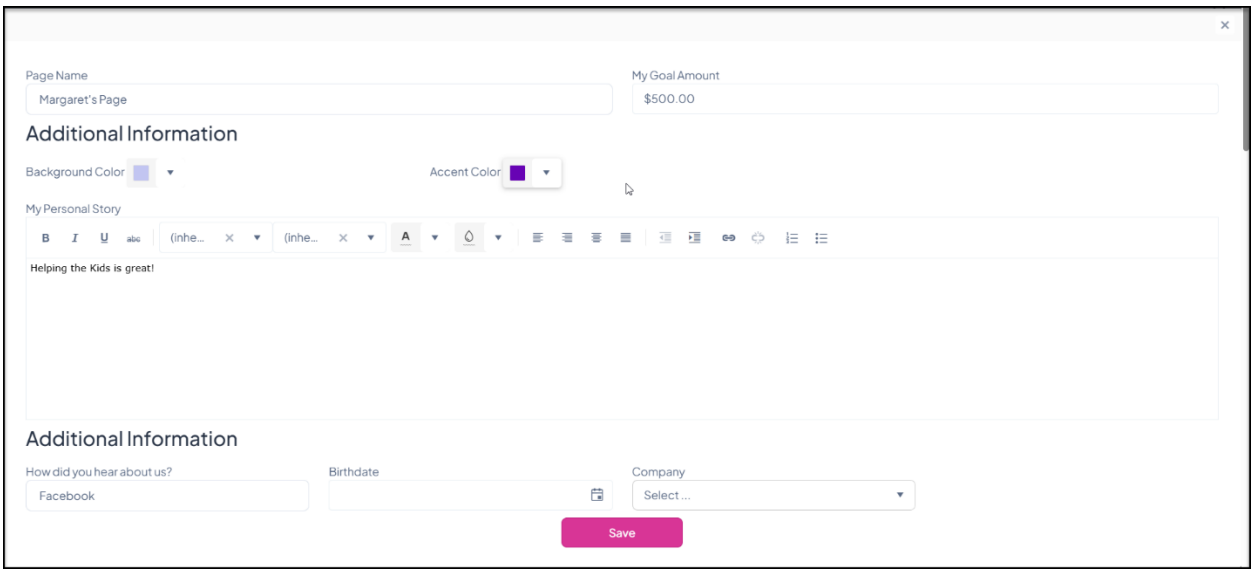
23. Enter the team name and goal for the team and click the blue **Save** button to create the team page.

Customizing and Sharing Your Fundraising Page(s)

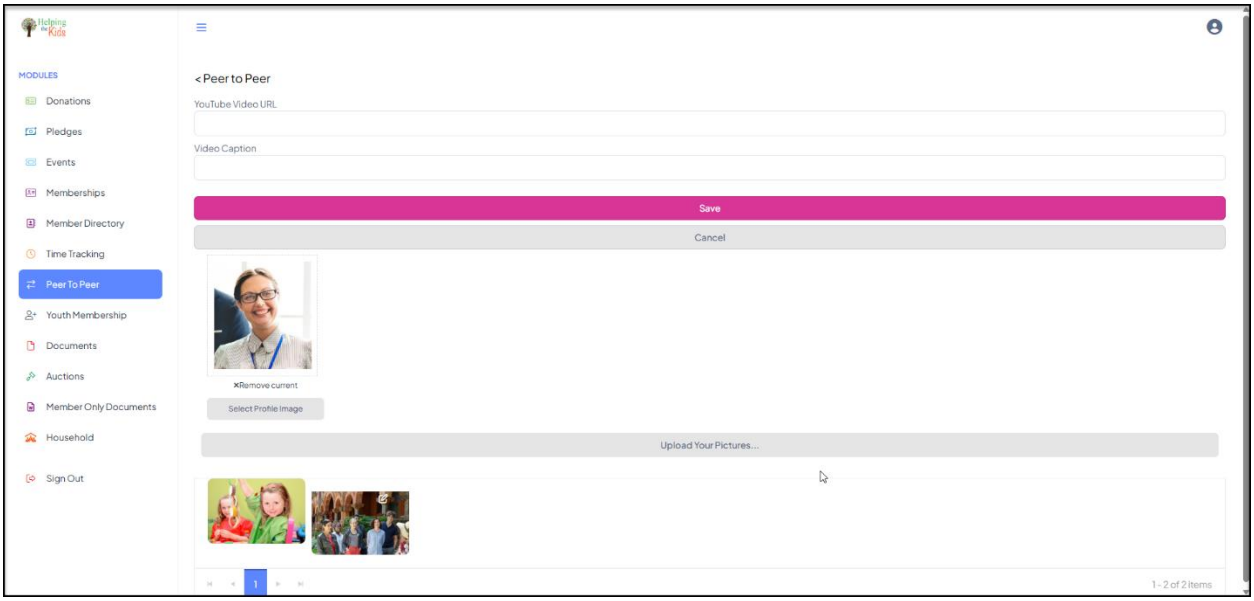
1. The menu on the left side of the page allows you to customize information and communicate with donors and potential donors.



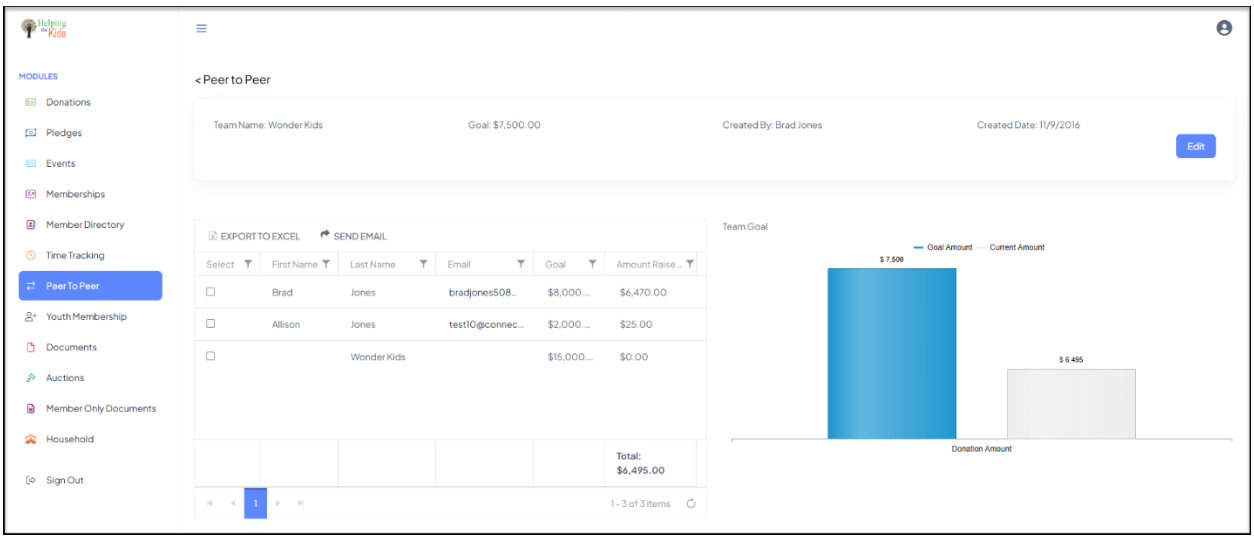
2. **Edit Page** lets you go in an edit the page name, goal, your information, and color scheme.



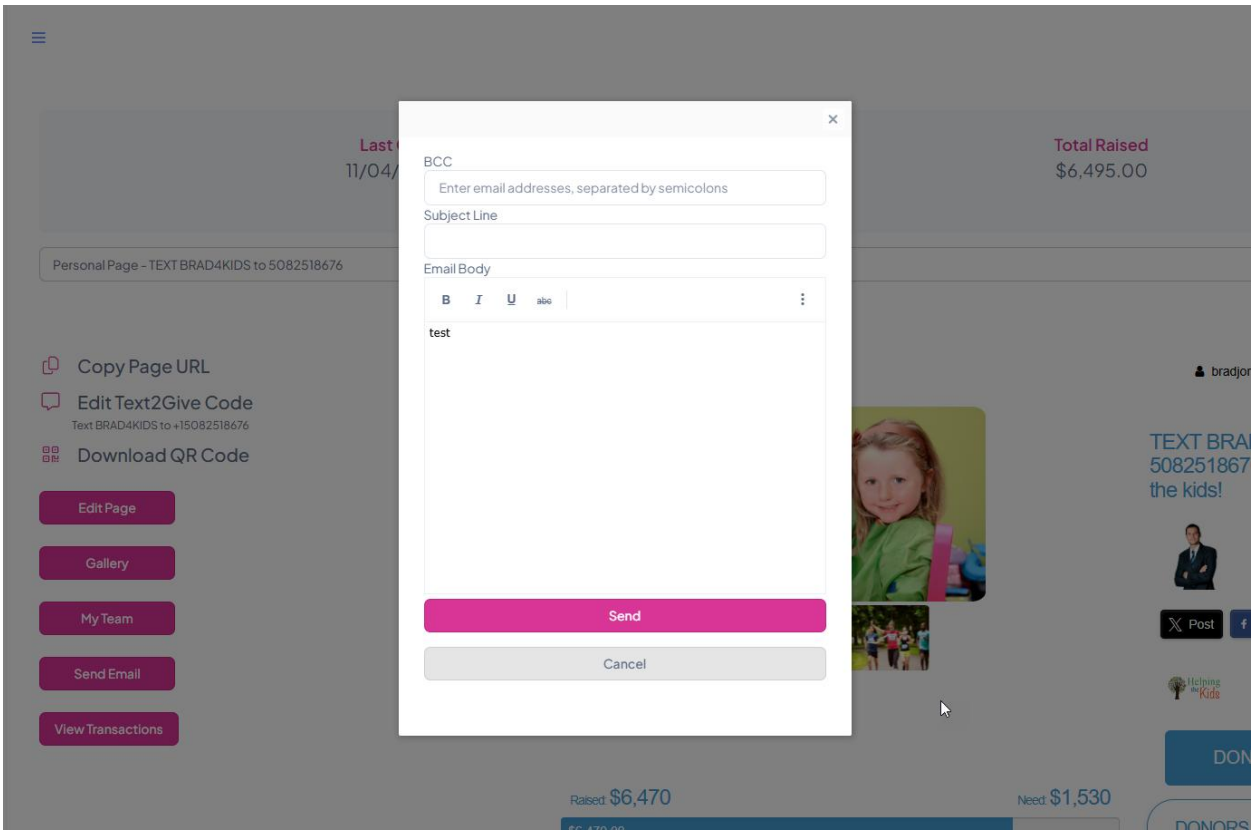
3. **Gallery** allows you to upload your own images to the page. Note that any images provided by the organization must remain and will be shown first.



4. **My Team** shows you how your team and team members are doing with their fundraising efforts.

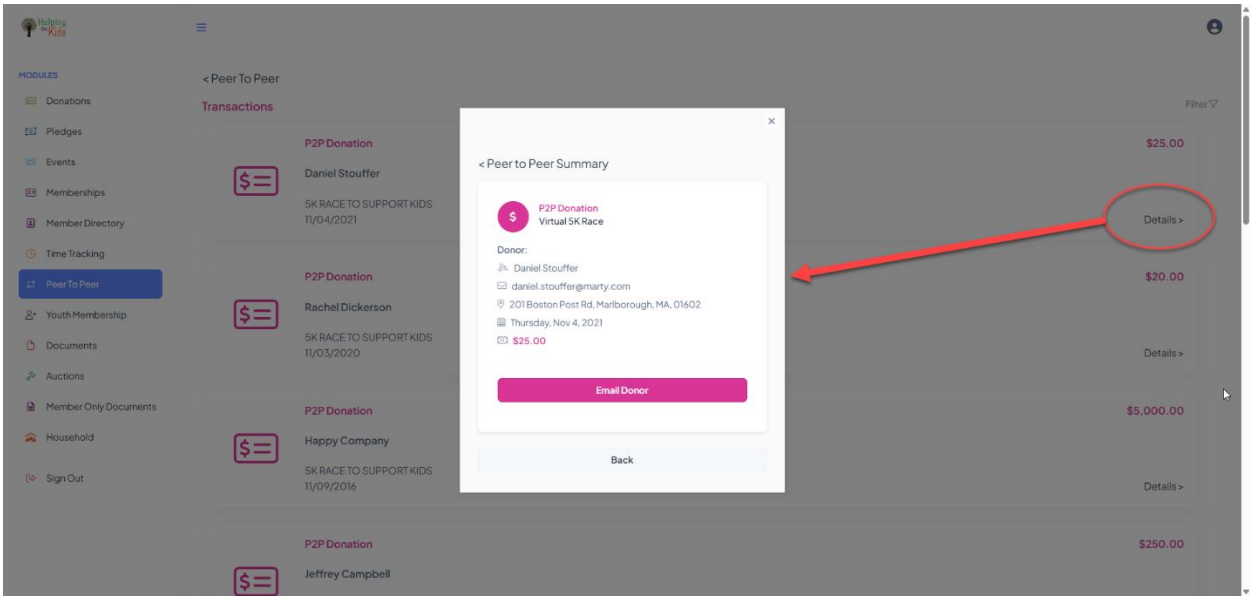


5. Send Email will let you send emails from the portal to your friends and family inviting them to support your fundraising. These emails are sent under blind carbon copy (BCC) so no one can see the email addresses.



6. The last option is **View Transactions**. If this is activated for your campaign, you can see a list of all the donors and pledges that have been made to your page.

7. Clicking on Details on the right side of any transaction will open a new window to show more information about the donor. You can also click on **Email Donor** to send them a personal thank you message.



8. ***INSERT ORGANIZATION NAME*** will be recognizing our top teams and fundraisers by ***INSERT YOUR MILESTONE AND BADGE PROGRAMS AND ANY PRIZES.***

9. You can see how the other teams and fundraisers are doing on our website at ***INSERT YOUR WEBPAGE WHERE THE PROGRESS WIDGETS WILL BE SHARED.***