

Step by Step Instructions for Creating Fundraising Pages

Create a Fundraising Page

1. Go to <https://walk-run-roll-2018.everydayhero.do>
2. Click the "START FUNDRAISING" button
3. Enter your name
4. Enter your email address
5. Enter a password that is personal to you
6. Select Submit
7. Your individual fundraising page is now created!
8. Click on "Edit This Supporter Page" under the picture in the top right of the page.
9. Here you can edit your fundraising goal, add a personalized picture, and leave a personal message to donors.
10. As you continue to fundraise, you can post updates, sharing stories and notes of inspiration on your fundraising page. COASC will email you with various ideas on stories and images to post.

Starting a New Team

1. Go through the steps listed above to create a personal fundraising page first.
2. Click the "Create a New Team" button on the right of the page.
3. Name your team.
4. Click "Create Team."
5. Click "Edit Team" to the right of the page.
6. Add your team fundraising goal, a personalized message, and upload a photo for your team.
7. Choose your fundraising goal
8. Click "Save Changes."
9. It will now take you back to the page where you can:
 - a. Click "Share" which will give you options to share your page on social media, through email, or give you a link to copy and paste as needed.
 - b. Click "Invite Members" which will allow you to manually enter email addresses in to invite others to join your team.

Joining an Existing Team

1. Go through the steps listed above to create a personal fundraising page first.
2. Select "Join Existing Team" button on the right of the page.
3. Select the team you would like to join and choose "Join Team" on the right of the screen.
4. You are automatically enrolled to that particular team.

