

# Capital Area Food Bank

## 2017 Food From the Bar

### How To Get Started

Funds:

Step One: Create an Account (if you don't already have one): visit <https://give.capitalareafoodbank.org/campaigns/food-bar-2017> and click "Join Now" You should receive an email message from our system within a few minutes prompting you to complete this process. Please check your spam account if you don't see it within a day. Use the link in the email to set up the password addition to your account.

Step Two: Create a Team: [If you need help with this let me know]

1. Go to: <https://give.capitalareafoodbank.org/>
2. Click on "Fundraise Now" in the upper right hand corner
3. Log in using your newly created account
4. Select "Food From the Bar 2017" from the fundraising campaign options
5. Choose "Team"
6. **Fill out the required Information (only Team Name and Financial Goal are required) and you're ready to go!**

Step Three:

Now, when you go to

<https://give.capitalareafoodbank.org/campaigns/food-bar-2017> you will see your firms name in the right hand corner of the page. Click on your firm's name and send the resulting URL out to those participating in the campaign!

Once you start raising funds, make sure that:

1. You donate to your TEAM page and not the general campaign. You want your donation to count in the total for your firm.
2. If you choose to make a donation other than pre-set dollar buttons; you don't include any special characters such as dollar signs; decimal points (unless they're followed by cents); or commas.
3. You only click the donate button one time so that your payment is processed one time.

As always, please reach out to me with any questions I will likely not know the answers but will get them to someone who can help. Also please let me know if you'd like to be removed from the 2017 email list.



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**Map**

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