



Instructions for Team Page Set-Up

How To Get Started

Step One: Create an Account:

visit <https://give.capitalareafoodbank.org/campaigns/canstruction-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 "Canstruction 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/canstruction-2017> you will see your organization's name in the right hand corner of the page. Click on your team name and send the resulting URL out to those participating in the campaign!

As you begin 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 team.
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.

Your donations/collections help reach our 62,500 MEAL goal. Thank you!