

# ON-LINE FUNDRAISING

## HOW DO I SET UP MY TEAM?

1. Click **Create a Team** and **sign-in** or follow the instructions to set up your account.
2. Set up your **Personal Fundraising Page** first. We have added a default goal, photo and text to make set up easy but you can. Personalize them any time. Make **sure your name** is part of your Fundraising Page name (so donors can find you).
3. **Set up your Team's Fundraising Page.** The default goal, photo, & text can also be personalized. Make sure your **business name** is part of your **Team Name** (for search function).
4. Make sure you **Save** after each step.

## HOW DO I JOIN A TEAM?

1. Click **Teams Tab**, select your team, click **Join This Team**, sign in or follow the instructions to set up your account.
2. Set up your **Fundraising Page.** We have added a default goal, photo & text to make set up easy but you can personalize them any time. Make sure **your name** is part of your Fundraising Page name (so donors can find you)
3. Make sure you **Save** after each step.

## IMPORTANT THINGS YOU NEED TO KNOW

- **You cannot make a donation for someone else on your credit card.** It is against CRA rules! You will overwrite your CanadaHelps account which will lock you out. **There is no way to reverse this!**
- You can change your **Account Settings** and **Print Your Tax Receipts in Your Donor Account.**

## HOW DO I EDIT MY PAGES?

- Click on the **Details Tab** to change your **Page Name, Fundraising Goal, Fundraising Story** & how supporters are displayed. Make sure you save changes!
- Click on the **Images & Videos Tab** to change your **Featured Image** and to add photos and videos. You need to click Add an Image (or Video) after you have uploaded and **Save** on Details Tab.
- **Team Captains can toggle between your Team Page & Individual Page** by using the arrow next to your name (top right corner when you are logged in).

## HOW DO I ADD OFF-LINE DONATIONS

In the **Donations Tab** you can add offline donations to reflect your true fundraising total. If you do this, please be very careful to separate on-line and off-line on your pledge sheet!

## HOW DO I PRINT MY DONATION REPORT .

Sign in, click the **Donations Tab** & print. If you have added Off-Line fundraising, please click the On-Line Tab & print. Only the Team Captain should claim donations made to the team page. Team Captains, choose Edit My Team & follow the previous instructions. **Please do not put other people's fundraising totals on your pledge sheet unless you are sharing a sheet.**

If you have any questions or need assistance, Joline would be happy to help.  
Contact her at 502-4613 or [reception.moncton@bigbrothersbigsisters.ca](mailto:reception.moncton@bigbrothersbigsisters.ca)