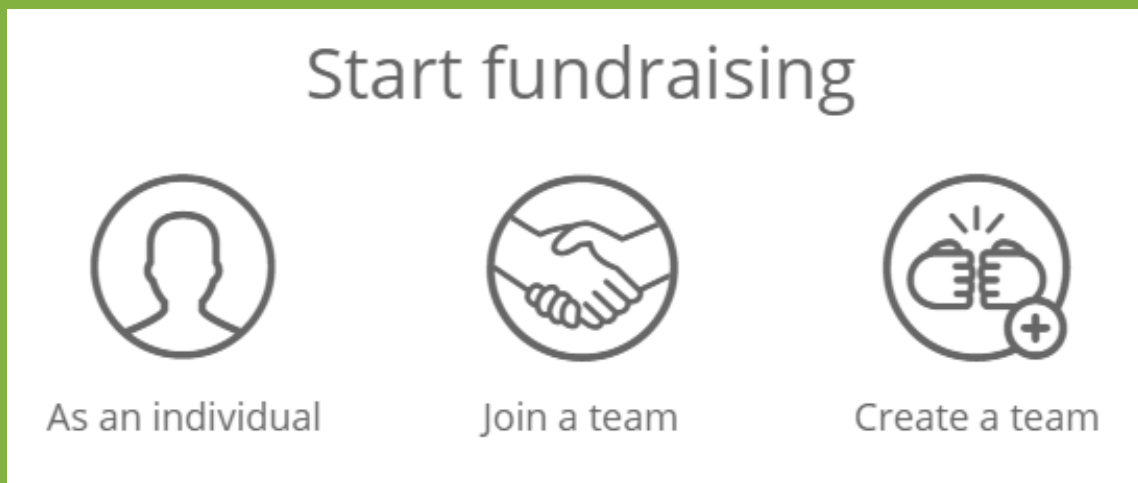






HOW TO CREATE YOUR ONLINE FUNDRAISER

1. Go to: cfbnj.org/fundraise
2. Click on Online Fundraiser
3. Click on **START YOUR FUNDRAISER** and choose one from below



- a. If you choose **create a team*** or **as an individual****
 - i. Log in to your account or follow the steps to create an account
 - ii. Proceed with page setup
- b. If you choose **join a team**
 - i. Search to find the team or team captain name
 - ii. Log in to your account or follow steps to create an account
 - iii. Proceed with page setup

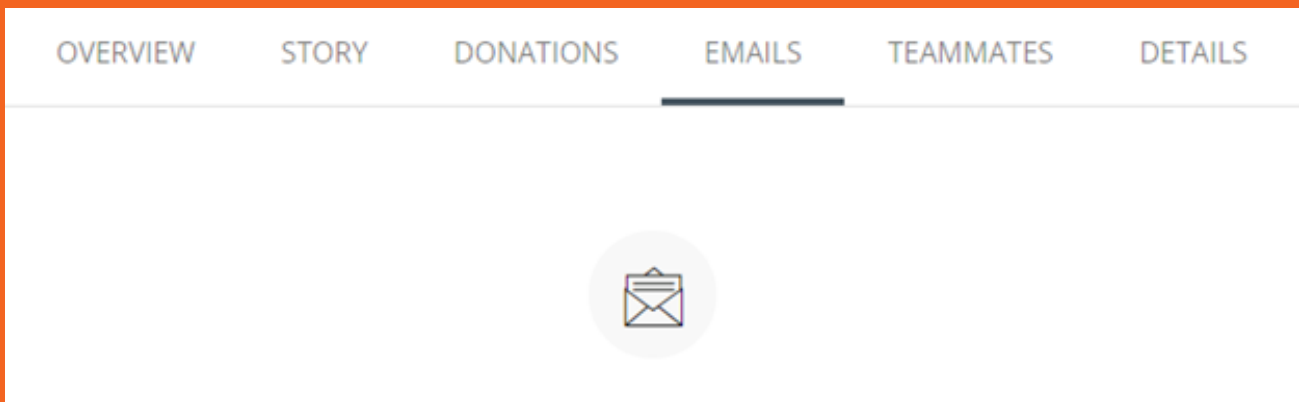
**Create a team: for those who want to start a team and invite other fundraisers to join. The individual who created a team page becomes a team captain, who is responsible for recruiting team members, encouraging those team members throughout the process, and making sure that the overall fundraising goal is achieved.*

***As an individual: for those who want to fundraise on their own and not join a team.*



HOW TO INVITE OTHERS TO JOIN YOUR TEAM

1. Log in to your team page
2. Tap on the **MANAGE** button at the top-right corner of the screen on a desktop (or at the bottom-right of the banner image on mobile devices)
3. Select **Emails > Recruit new teammates**



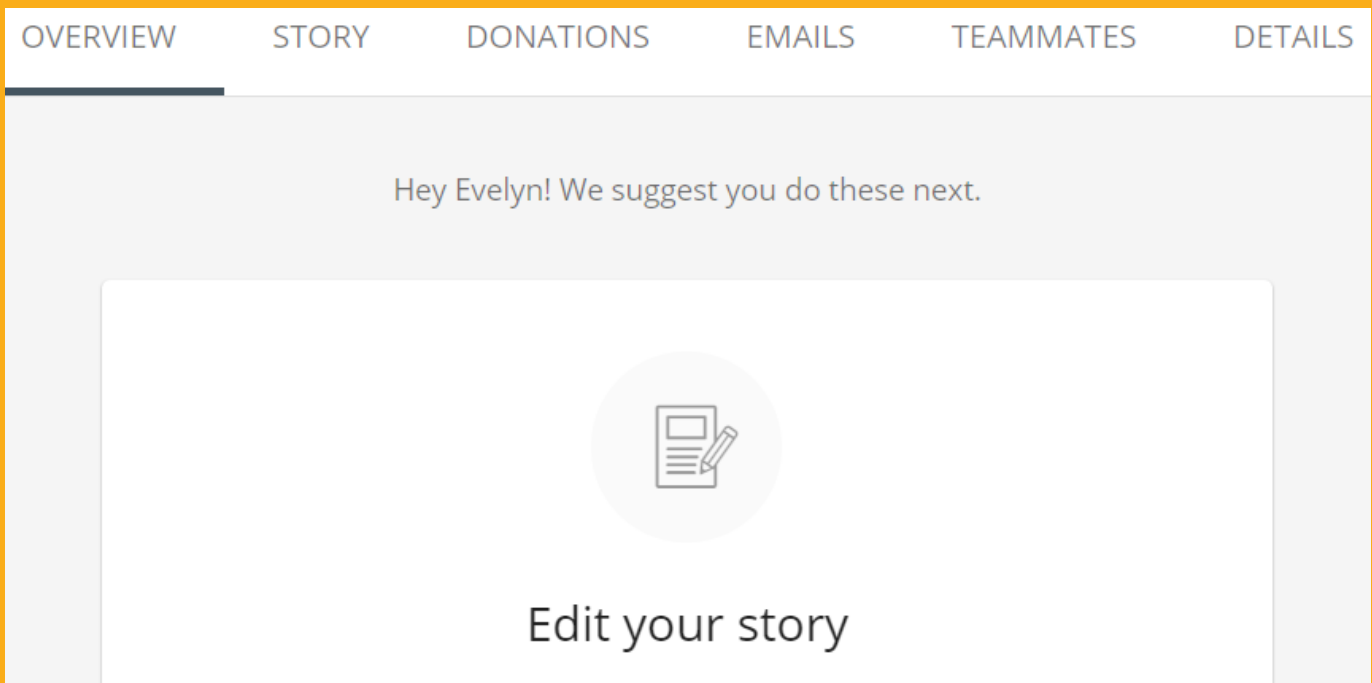
4. Click **COPY MESSAGE** to copy the invite message
5. Paste the message into your email and send it to the person you want to invite
6. Once an individual accepts your invitation and sets up a fundraising page, they'll appear in your **Teammates** list. This list contains all your current team members. To view your list: Click **Teammates** in your team page editor.





HOW TO EDIT YOUR TEAM PAGE

1. Log in to your page
2. Tap on the **MANAGE** button at the top-right of the screen on a desktop (or at the bottom-right of the banner image on mobile devices)
 - a. **Overview**
 - i. From here, view sample cards beginning with **Edit your story**. Continue to next steps for additional content tabs.

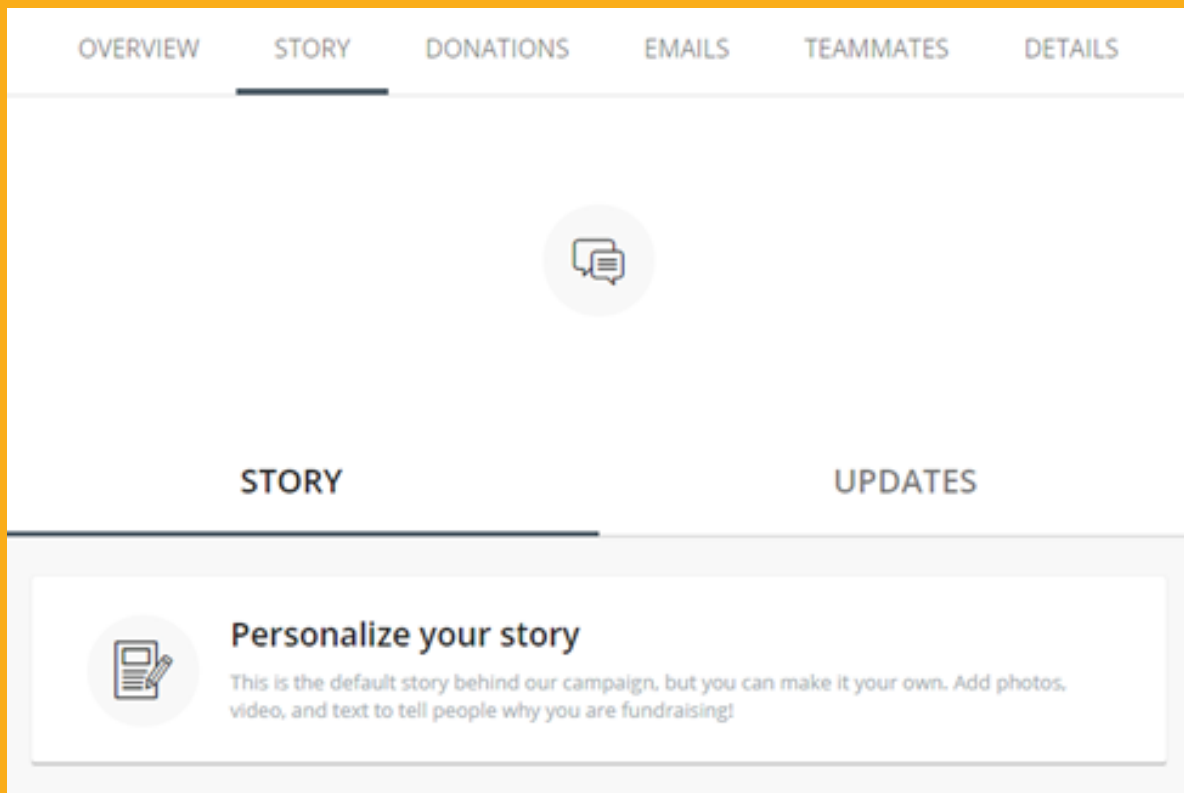




HOW TO EDIT YOUR TEAM PAGE

b. Story

- i. Your story is the main content that appears on your fundraising page. To edit the content, tap on the **Story** tab and make your changes in the text block. Click **Save** to save your edits.



ii. Post updates:

- Use updates to keep friends and family engaged with your fundraising progress.
- Share a picture about your goal, share why you're proud to support CFBNJ, or create a donation challenge (ex. pushups, running a mile).
- To post updates, open the **Story** tab and select **Updates**. Select **Create New** button to post a new update or click the three dots on an existing post to edit it.



HOW TO EDIT YOUR TEAM PAGE

c. Details

- i. The **Details** tab is where you can edit the key details of your fundraising page such as your profile picture and fundraising goal. Simply make the edits you need and click the **Save Changes** button when you're finished.

OVERVIEW STORY DONATIONS EMAILS TEAMMATES **DETAILS**

Edit team details

Team Picture
For best quality, use a 300 x 300 px image

UPLOAD

Team Name *

CFBNJ Virtual Fundraiser User Guide 35/1

Page Headline *

Type something 0/255

Reset team headline

Goal

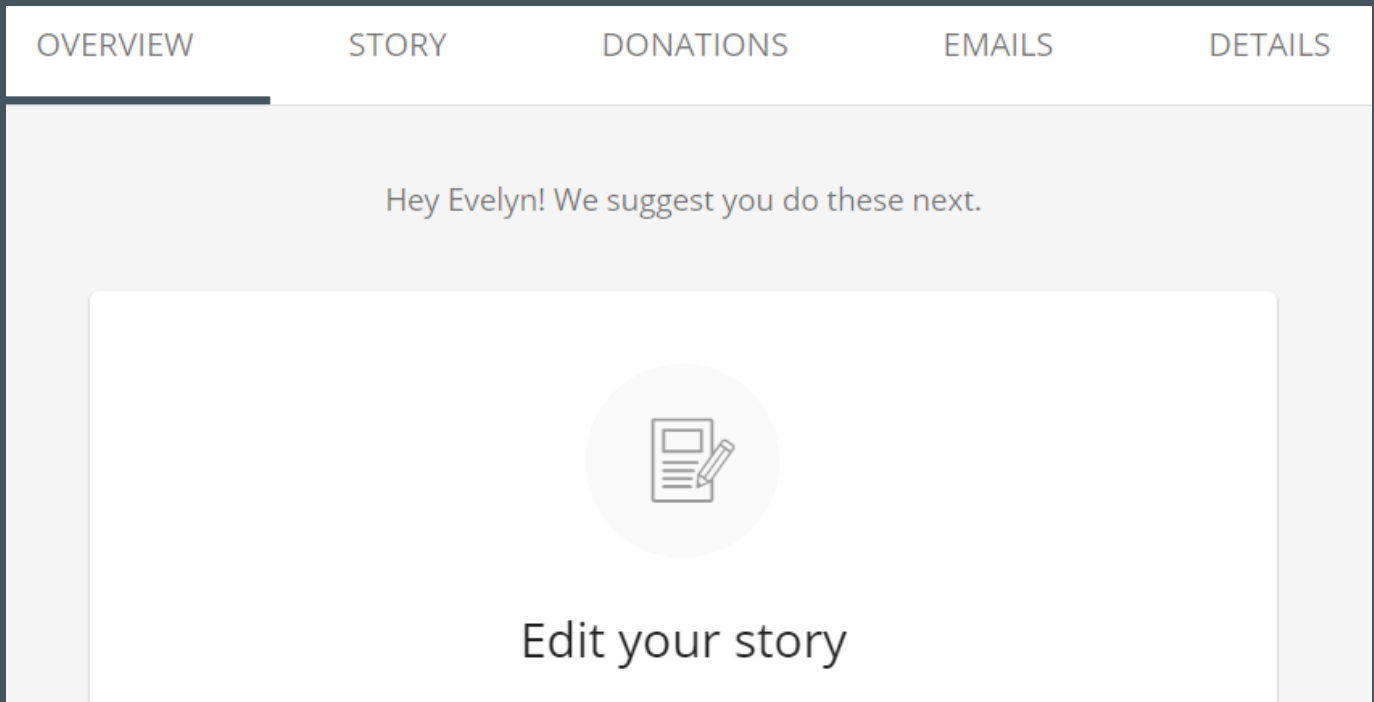
USD \$

- ii. Notifications: Team notifications are sent to the team captain's email. The notifications are designed to keep team captains up-to-date on your team's fundraising activity. Toggle them on or off to control your preferences.



HOW TO EDIT YOUR FUNDRAISER PAGE

1. Log in to your page
2. Tap on the **MANAGE** button at the top-right of the screen on a desktop (or at the bottom-right of the banner image on mobile devices)
 - a. **Overview**
 - i. From here, view sample cards beginning with **Edit your story**. Continue to next steps for additional content tabs.

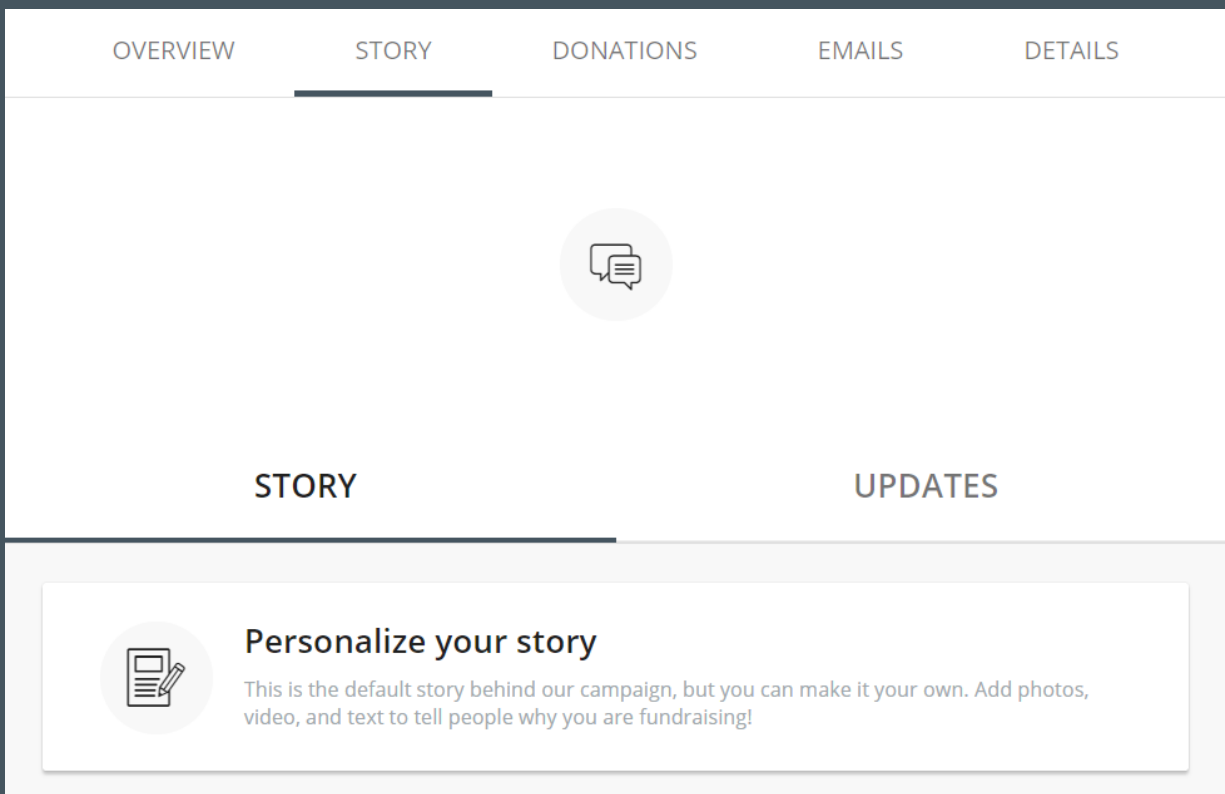




HOW TO EDIT YOUR FUNDRAISER PAGE

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HOW TO EDIT YOUR FUNDRAISER PAGE

c. Details

- i. The **Details** tab is where you can edit the key details of your fundraising page such as your profile picture and fundraising goal. Simply make the edits you need and click the **Save Changes** button when you're finished.

OVERVIEW STORY DONATIONS EMAILS DETAILS

Edit your details

Your Picture
For best quality, use a 300 x 300 px image

REMOVE UPLOAD

Fundraiser Nickname *

CFBNJ Virtual Fundraising User Guide 36/100

Page Headline *

Type something 0/255

Reset campaign headline

Goal

USD \$

- ii. Notifications: Fundraising notifications are sent to the email provided when creating your account. The notifications are designed to keep you up-to-date on your fundraising activity. Toggle them on or off to control your preferences.