



## Community Teams Fundraising Page Instructions

Below are instructions on how to create your **buildOn Community Team Fundraising Page**. The process is simple and straightforward. **Please note that to create an individual page, you must first create your own team page.** You will find instructions for both below. If you experience any challenges, feel free to contact your Community Engagement Manager.

### STEP 1 (Creating your Individual Page)

Go to <https://act.buildon.org/campaign/2020-2021-buildon-global-community-teams/c274935>



### STEP 2

Select the "Become A Fundraiser" button.



### STEP 3

Select "Join a team" from the "Become a Fundraiser" pop-up box

Start fundraising



Join a team

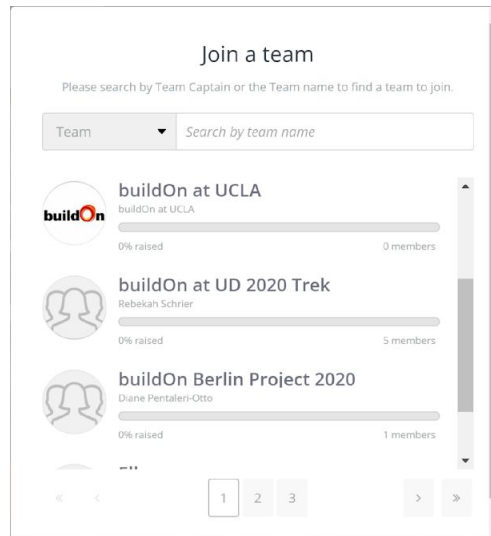


Create a team

## STEP 4

Search for your "Team Name"

\*\*If you do not have a Team Page you must create a Team first. [CLICK HERE](#) for the step-by-step for creating a Team Page



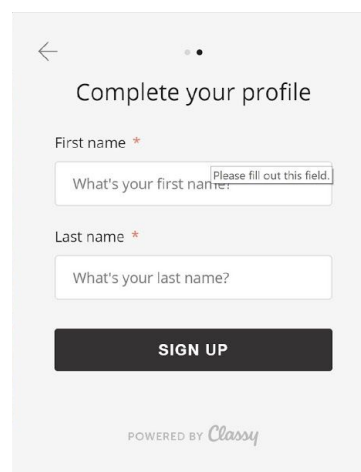
## STEP 5

You can either "Log in" or "Create an account". To "Create an account" you will either sign in with Facebook or enter your email address and create a password.



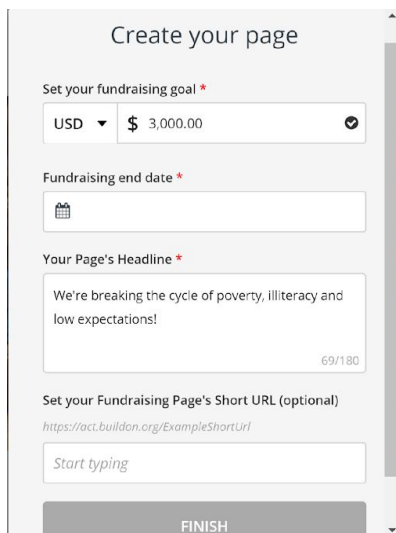
## STEP 6

Begin your profile by entering your First name and Last name then clicking the "SIGN UP" button



## STEP 7

Set your fundraising goal, the Fundraising End date, and Your Page's Headline, and Short URL.




The screenshot shows a form titled "Create your page" with the following fields:

- Set your fundraising goal \***: A dropdown menu set to "USD" and a text input field containing "\$ 3,000.00" with a checkmark icon.
- Fundraising end date \***: A date picker icon followed by an empty text input field.
- Your Page's Headline \***: A text area containing the text "We're breaking the cycle of poverty, illiteracy and low expectations!" with a character count "69/180" at the bottom right.
- Set your Fundraising Page's Short URL (optional)**: A text input field containing the URL "https://act.buildon.org/ExampleShortUrl" and a "Start typing" placeholder.

A "FINISH" button is located at the bottom of the form.

## STEP 8

Choose a profile photo from your computer. If you have a photo in a buildOn T-shirt, use it! You can always change the photo later.

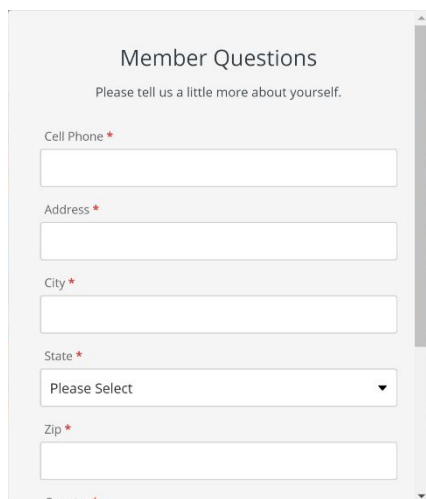


The screenshot shows a form titled "Choose your photo" with the following elements:

- A central image placeholder showing a photo icon with a plus sign and a checkmark.
- Text below the placeholder: "Click to Upload" and "300 x 300".
- At the bottom, there are two buttons: "CHANGE" and "CONTINUE".

## STEP 9

Answer the "Member Questions" using your personal information.



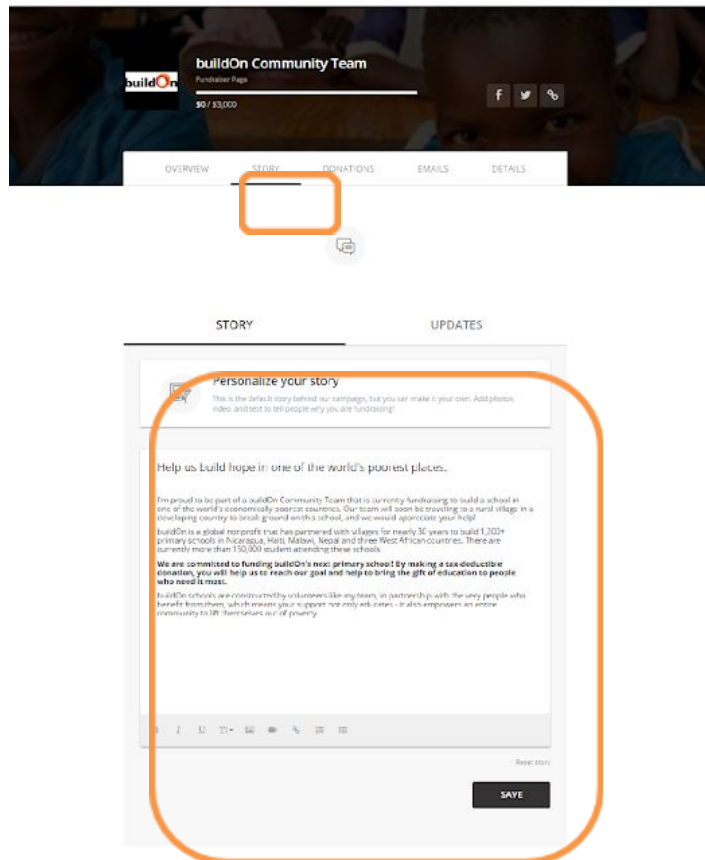
The screenshot shows a form titled "Member Questions" with the instruction "Please tell us a little more about yourself." and the following fields:

- Cell Phone \***: An empty text input field.
- Address \***: An empty text input field.
- City \***: An empty text input field.
- State \***: A dropdown menu with "Please Select" as the selected option.
- Zip \***: An empty text input field.
- Country \***: A dropdown menu (partially visible at the bottom).

## STEP 10

Personalize your story! Why have you committed to buildOn's mission? Why is education important to you? What impact will the buildOn school have on the community? What impact do you expect it to have on you? Remember, to leave an impression on your donors!

- i. To personalize your story, click the "Manage" button on the top right corner of your profile.
- ii. After clicking the "Manage" button, you will be given a few options. Choose the "Story" tab.
- iii. From there, you can personalize your story!! Be sure to save it!



## STEP 11

**FUNDRAISE!!!!** Schedule personal meetings, write hand-written letters, send emails and post on social media. Go for it!!! Your efforts will help to break the cycle of poverty, illiteracy and low expectations!!

**THANK YOU! GOOD LUCK!!**

# CREATING YOUR TEAM PAGE

## STEP 1 (Creating your Team Page)

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## STEP 2

Select the "Become A Fundraiser" button.



## STEP 3

Select "Create a team" from the "Become a Fundraiser" pop-up box

