

Creating and using Team Pages



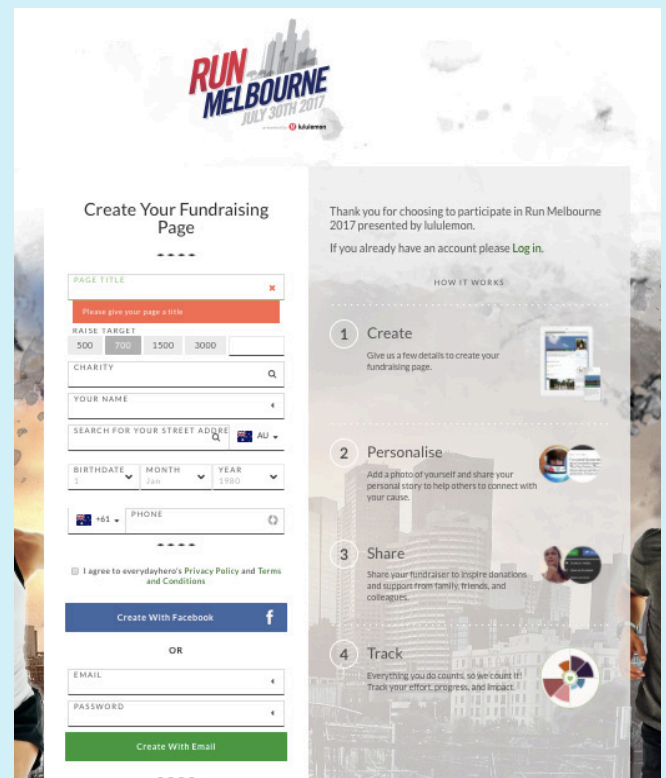
The great thing about team fundraising for your supporters is that they don't feel alone, but connected and involved in a vibrant community. A Charity Team Page gives your supporters the opportunity to engage with each other, to showcase what they are doing, as well as what the team is achieving together. It gives your team a collective voice, motivating them, making them accountable, and most importantly making the experience fun, memorable, and something they'll want to do again.

1. Create a supporter account and a supporter page

- Choose the event you want to recruit fundraisers for.
- Visit the event sign-up screen and create an Everydayhero supporter account.
- Fill in your information to create a new online fundraising page using your charity name as the page name and selecting your organisation when prompted.

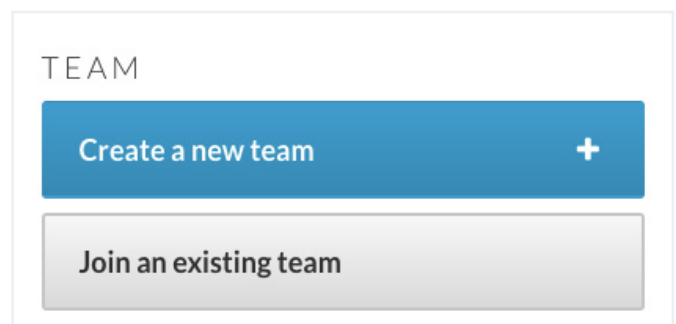
This will create a new supporter page for your organisation that the team page will sit under.

Please note that this is a supporter account, different to your charity admin account.



2. Create your team page

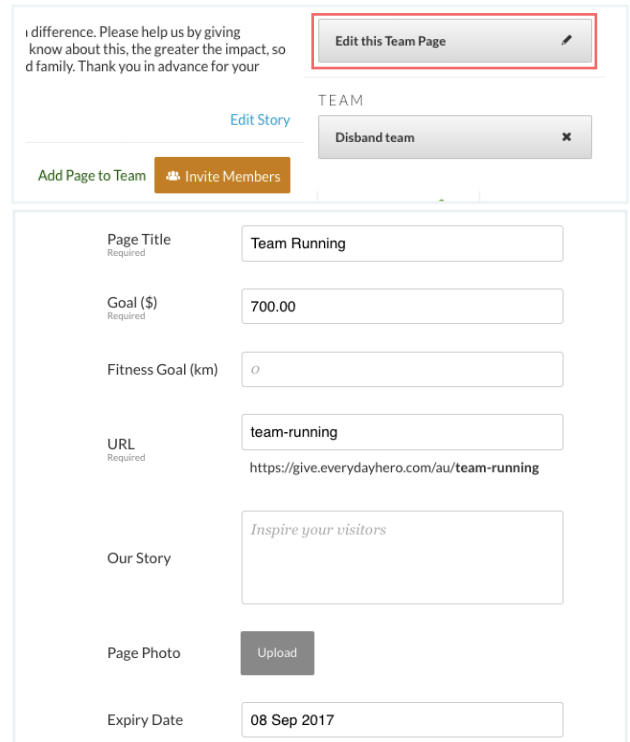
Once you have selected your charity and set the page name, you will then be taken to your new supporter page. The team options are visible on the right hand side of this page. Select 'Create a new team', choose a name for your team and continue to create your charity team page.



3. Personalise your team page

Once on your team page, you will need to ensure that everything is completed before you start sharing it. To do this, click 'Edit this Team Page' and make sure you:

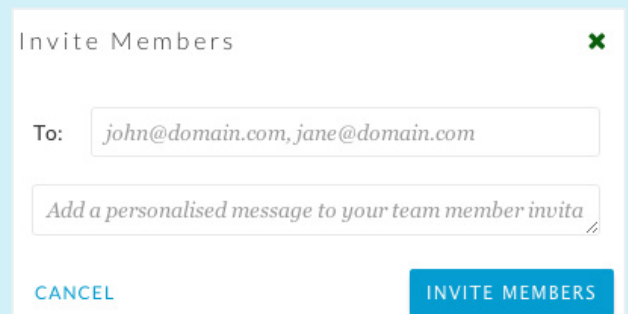
- **Set a team page donation goal**
What is the donation target you would like to raise as a team? Funds raised as a team are the sum of all the individual pages.
- **Edit your team story**
Make sure to mention how the funds raised will help your organisation.
- **Set the team page photo**
This photo appears in the top right of your team page, it will help your supporters identify your page.



The screenshot shows the 'Edit this Team Page' interface. At the top, there is a text area with a placeholder: 'difference. Please help us by giving know about this, the greater the impact, so d family. Thank you in advance for your'. To the right of this text is a red-bordered button labeled 'Edit this Team Page'. Below the text area are two buttons: 'Add Page to Team' and 'Invite Members'. To the right of these buttons is a 'TEAM' section with a 'Disband team' button. The main form contains several fields: 'Page Title' (Required) with the value 'Team Running'; 'Goal (\$)' (Required) with the value '700.00'; 'Fitness Goal (km)' with the value '0'; 'URL' (Required) with the value 'team-running' and a sub-url 'https://give.everydayhero.com/au/team-running'; 'Our Story' with the placeholder text 'Inspire your visitors'; 'Page Photo' with an 'Upload' button; and 'Expiry Date' with the value '08 Sep 2017'.

4. Inviting team members

From your charity team page, click on 'Invite Members' to invite additional supporters to your team. A pop-up window will appear allowing you to enter the email addresses and to personalise the message in the invite. Each invitee will then receive an email with a link to complete their registration and join your team.



The screenshot shows the 'Invite Members' pop-up window. It has a title bar 'Invite Members' with a close button (X). The 'To:' field contains the email addresses 'john@domain.com, jane@domain.com'. Below this is a text area with the placeholder 'Add a personalised message to your team member invita'. At the bottom, there are two buttons: 'CANCEL' and 'INVITE MEMBERS'.

5. Promoting your team page

Share your team page URL through emails and on social media. Thanks to our auto-join team feature, your supporters will be able to join without the need for you to approve them manually.

To access more resources and fundraising tips, visit <http://charity.everydayhero.com.au>
If you need help, visit <http://help-au.everydayhero.com>