



How to Join or Form a Team & Edit Personal Page

Step 1: Register- Get yourself registered by clicking on the “Register Now!” link on the left hand side or the “register/login” link on the right hand side of the Event Details page.

Step 2: Edit Your Personal Page - Once you are registered, the next page you see says “Your DonorPage is now Active!” with 3 sections; Personalize your page, Join or create a team, Invite & Thank Donors. Click the big “ready to start” button at the bottom of the page. Up pops “Design my Donor Page”. This is your personal page. You may edit page title, add a photo, change text to add a personal message, and other options. Make changes you would like by scrolling your mouse over the page and selecting an option once it appears. You may change your personal page at anytime once you login with your user name and password (accessed through Event Details page).

Step 3: Form or Join a Team- If you want to participate as part of a team, click on the “My Team” icon on the right hand side of the page. You will be directed to either choose a team to join or create a new team. Select the option you are looking for. If you choose to join an existing team, click on the “design/edit my page” link on the right to return to your personal page. If you choose to form a team, proceed to step 4.

Step 4: Edit your Team Page- Once you form a new team you automatically become the Team Captain. Click on the “design/edit my page” link on the right to design your team page.

Step 5: Fundraise and Invite Others to Join Your Team- Once you have created or joined a team, and you are on your personal page, you can copy the link to that page into emails or social media pages and invite others to donate to you or join your team. **Your friends that want to join your team will need to follow this same process.**