

Each \$1 donated provides 3 essential meals in Waterloo Region. Thank you!

Team Raiser Fundraising Tool How-To Guide

If you have any questions or concerns when using the online fundraising tool or this guide please contact The Food Bank of Waterloo Region.

E-Mail: info@thefoodbank.ca

Phone: 519.743.5576

50 Alpine Court
Kitchener, ON
N2E 2M7

In this guide you will find:

- [How To Create Your Team](#)
(This is for Food Drive Coordinators to setup their company or group's food and fund drive team page.)
- [How To Join A Team](#)
(This is if you would like to have your own personal fundraising page as a member of your company or group's food and fund drive.)
- [Customizing Team & Personal Pages](#)
(This includes where to find the link to a Team Page & a Personal Page)
- [Changing Your Fundraising Goals](#)
(Getting close to your goal and still have time left in the food and fund drive? Consider upping your fundraising goal!)
- [Donating To a Team](#)
(If you would like to donate to the efforts of a company or group's food and drive.)
- [Donating To a Personal Page](#)
(If you would like to donate to the efforts of a specific team member participating in a company or group's food and fund drive.)
- [Donating to the General Fundraising Campaign](#)
(If you would like to donate to the fundraising campaign - this could be The Food Bank's seasonal campaign or a campaign connected to a large special event.)

How to Create Your Team

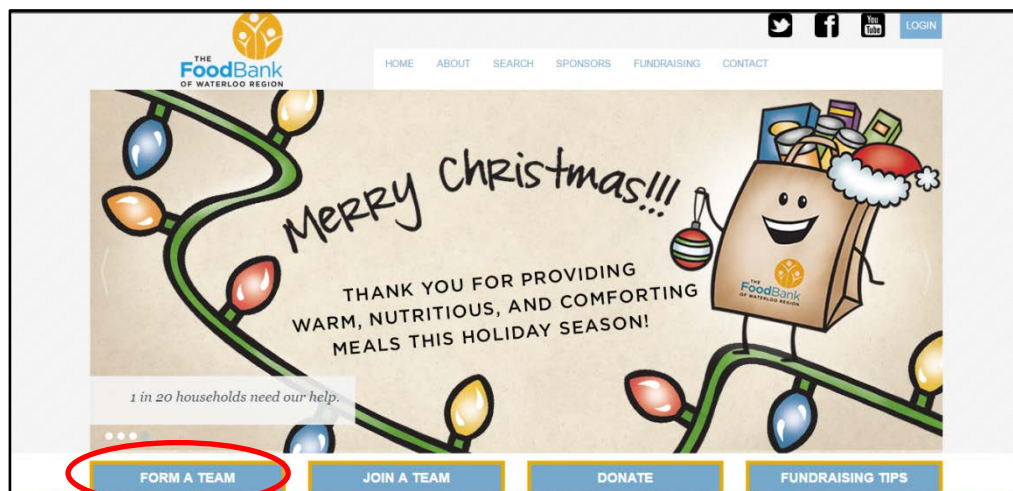
NOTE: This section is for **Food Drive Coordinators / Team Captains** in our fundraising software ONLY.

Click here to learn how to: [JOIN A TEAM](#) Click here to learn how to: [DONATE](#).

By default, all **Food Drive Coordinators / Team Captains** will create both their team's fundraising page (representing a company or group) and a personal fundraising page (representing the Food Drive Coordinator / Team Captain as a participating team member).

Go to: <http://support.thefoodbank.ca/onkelhans>. This is the **HOMEPAGE** for the online fundraising campaign you are participating in.

1. On the homepage navigate to and click the **FORM A TEAM** button.



2. Complete the **TEAM NAME** and the **TEAM FUNDRAISING GOAL** fields (your fundraising goal can always be edited later.). Then click **NEXT STEP**.

3. If you wish to have a Personal Fundraising Goal on your personal page you can enter it here or put \$0. Your fundraising goals can always be edited later. Then click **NEXT STEP** at the bottom right side of the page.

NOTE: A **Personal Fundraising Goal** is specific to your personal page, but any donation made towards it will help your team move towards your **Team Fundraising Goal**.

4. **Returning Participants:** If you or your group/company has participated in our online fundraising campaigns before and will be using the same email address you can enter your existing **USER NAME** and **PASSWORD** then click **LOG IN**. **NOTE:** Please skip to STEP 6 if you are a returning user.

New Participants: Click **JOIN AS A NEW PARTICIPANT**. Complete the **REGISTRATION FORM**, including the User Name & Password at the bottom of the page. Then click **NEXT STEP**.

NOTE: The system does not allow spaces in your User Name. Your password must be 5 to 20 characters in length.

Winter Food & Fund Drive 2016

1 Get Started 2 Select Options 3 Provide Details 4 Review

Registration

Please complete the registration form below * Indicates Required

Personal Information

* First

* Last

5. Click **COMPLETE REGISTRATION** then **ACCESS YOUR PARTICIPANT CENTER**. You will receive an email confirming your registration along with direct links to the **TEAM PAGE LISTINGS** and the **PARTICIPANT CENTER LOGIN PAGE**. If you don't, contact The Food Bank.

Winter Food & Fund Drive 2016

1 Get Started 2 Select Options 3 Provide Details 4 Review

REGISTRATION SUMMARY

You have configured 1 registration.

Sample
Sample

kellyk@thefoodbank.ca
[Edit]

Participation Type: Winter 2016 Food & Fund Drive Participant \$0.00

Participant Total \$0.00

The current total cost is \$0.00

COMPLETE REGISTRATION

THE FoodBank OF WATERLOO REGION

Welcome Sample LOG OUT PARTICIPANT CENTER

HOME ABOUT SEARCH SPONSORS FUNDRAISING CONTACT

Winter Food & Fund Drive 2016

THANKS FOR REGISTERING

Thank you for registering for Winter Food & Fund Drive 2016!
A confirmation email has been sent to kellyk@thefoodbank.ca.

Start fundraising today with your Participant Center!

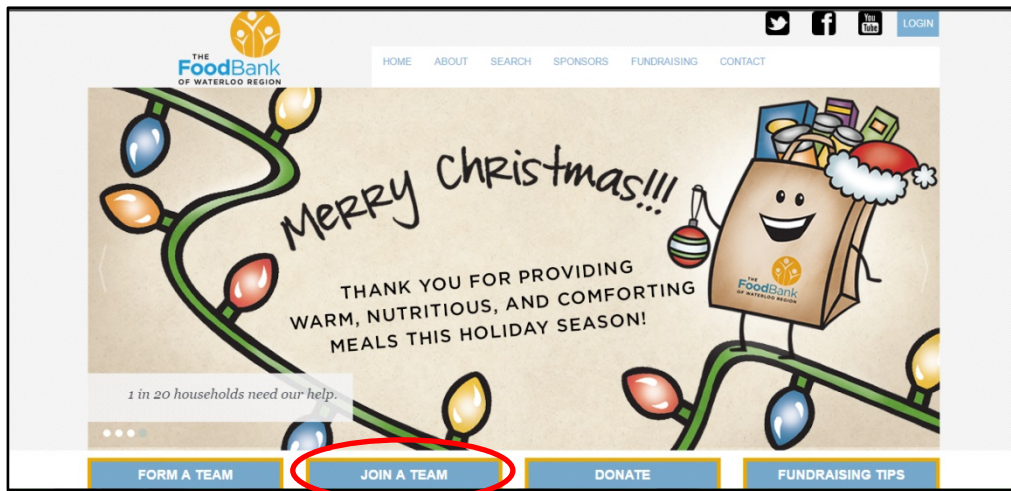
ACCESS YOUR PARTICIPANT CENTER

How to Join a Team

NOTE: If you were the one who registered your team, you do not need to complete the following steps.

Go to: <http://support.thefoodbank.ca/onkelhans>. This is the homepage for the online fundraising campaign you are participating in.

1. On the homepage navigate to and click the **JOIN A TEAM** button.



2. In the dialogue box type in the name of the team you would like to join or click **SEARCH FOR A TEAM** on the right side of the page. Once you have found the team you would like to join click **JOIN**.

3. If you wish to set a Personal Fundraising Goal you can enter it here or set the amount to \$0. Then click **NEXT STEP** at the bottom right side of the page.

NOTE: The Personal Fundraising Goal is different than the Team Fundraising Goal your Food & Fund Drive Coordinator has already set, but all donations made towards it will be attributed to the team you are joining.

4. If you have participated in one of our online fundraising campaigns in the past (and will be using the same email address) you can enter your existing User Name and Password then click **LOG IN**. If not, click **JOIN AS A NEW PARTICIPANT**. Complete the **REGISTRATION FORM** then click **NEXT STEP**.

NOTE: The system does not allow spaces in your User Name. Your password must be 5 to 20 characters in length.

5. Click **COMPLETE REGISTRATION**. You will receive an email confirming your registration along with direct links to the **TEAM PAGE LISTINGS** and the **PARTICIPANT CENTER LOGIN PAGE**. If you don't, contact The Food Bank.

Winter Food & Fund Drive 2016

1 Get Started 2 Select Options 3 Provide Details 4 Review

REGISTRATION SUMMARY

You have configured 1 registration.

Sample Sample	
kellyk@thefoodbank.ca	
[Edit]	
Participation Type: Winter 2016 Food & Fund Drive Participant	\$0.00
Participant Total: \$0.00	

The current total cost is **\$0.00**

COMPLETE REGISTRATION

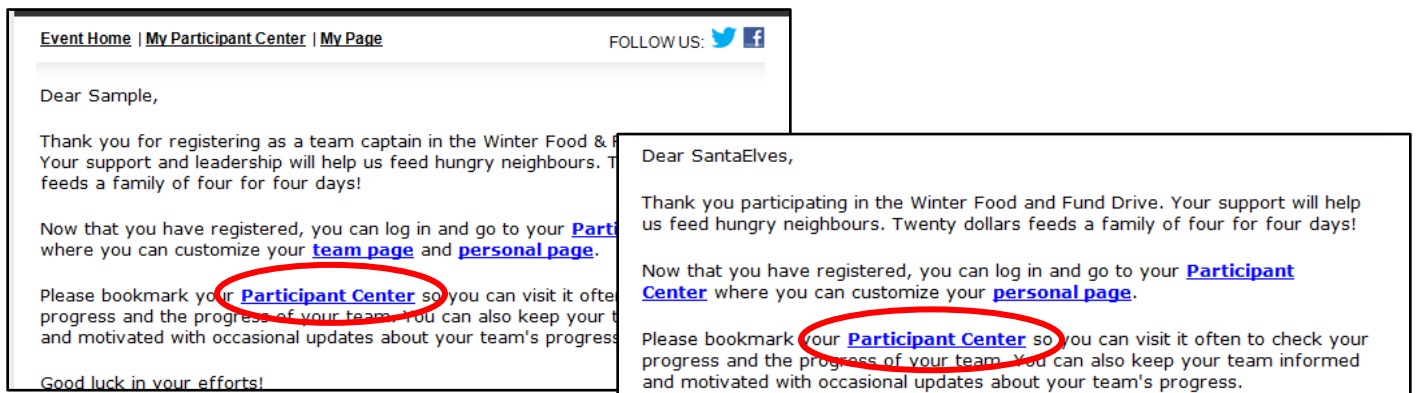
Customizing Team & Personal Pages

We encourage all **Food Drive Coordinators / Team Captains** to customize their team page. If members of your team would like to customize their personal pages they may do so by following the same steps.

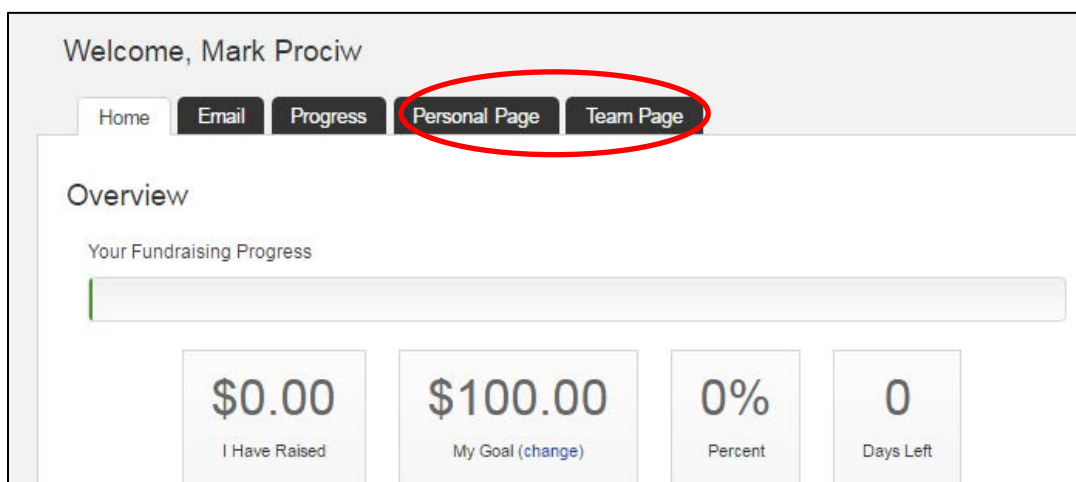
This is an opportunity for teams and participants to share with others why fundraising for The Food Bank of Waterloo Region is important to them.

NOTE: You will need the **USERNAME & PASSWORD** you created upon registration and the **PARTICIPANT CENTER LOGIN** page link you received in your registration confirmation email.

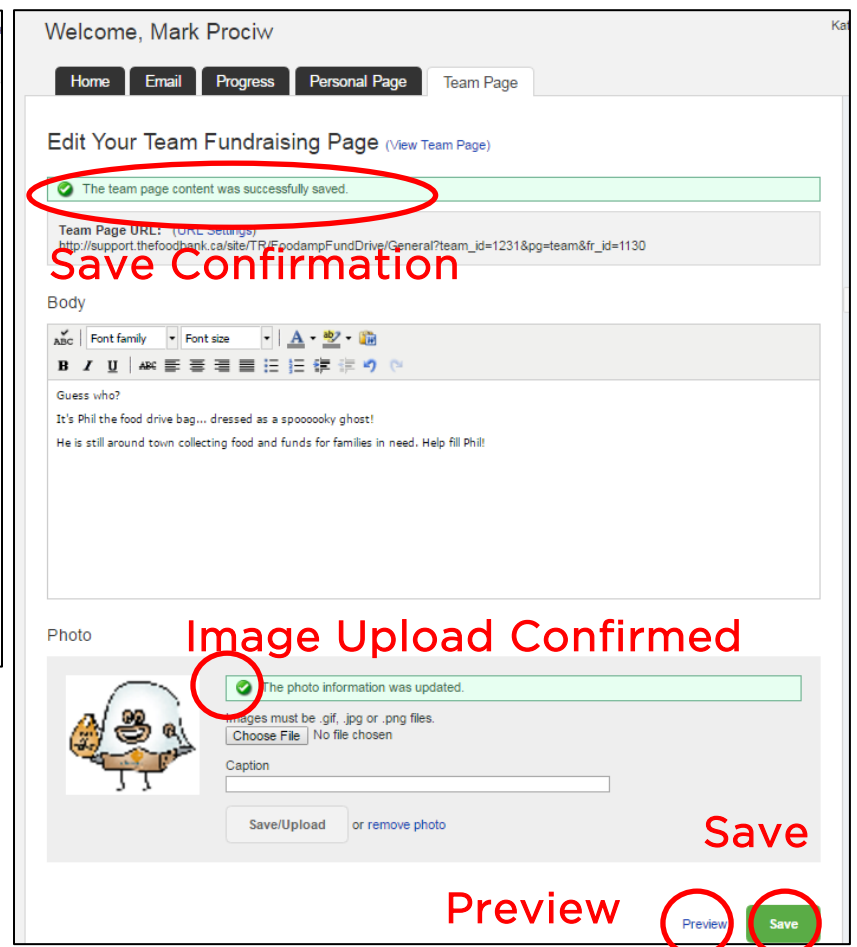
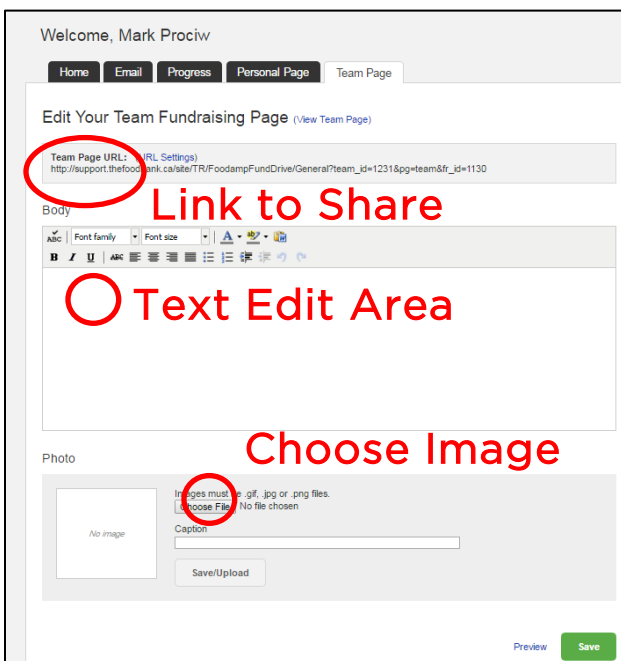
1. Go to the **PARTICIPANT CENTER LOGIN** page link in your registration confirmation email and enter your login information.



2. To edit your team's page click the **TEAM PAGE** tab, to edit your personal page click the **PERSONAL PAGE**.



- To insert a special welcome message and content, fill the **TEXT EDIT AREA**. Here you can change fonts, colours, text sizes, text alignment etc. just like in Microsoft Word.
- Below the **TEXT EDIT AREA** you can choose to upload and **INSERT IMAGES** along with a caption.
- To upload an image: click **CHOOSE FILE**, in the dialogue box. Find/select the desired image from your computer, insert your caption, and click **SAVE/UPLOAD**. Please note the image must be 600pixels or less.
- Click the green **SAVE** button in the bottom left corner to save your work (this will make your changes live).
- Ensure any pop-up blockers are turned off, then click **PREVIEW** in the bottom left corner to see your team page. You can continue to edit the page using the same steps or leave it as is.
- Sharing the links to your page(s):** When you are ready to share the link to either your **PERSONAL PAGE** or **TEAM PAGE** you can find them under their respective tabs in your **PARTICIPANT CENTER**.

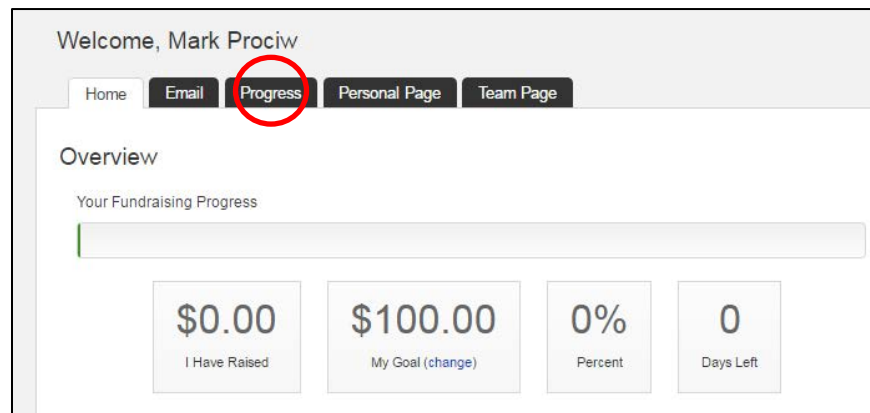


Changing Your Fundraising Goals

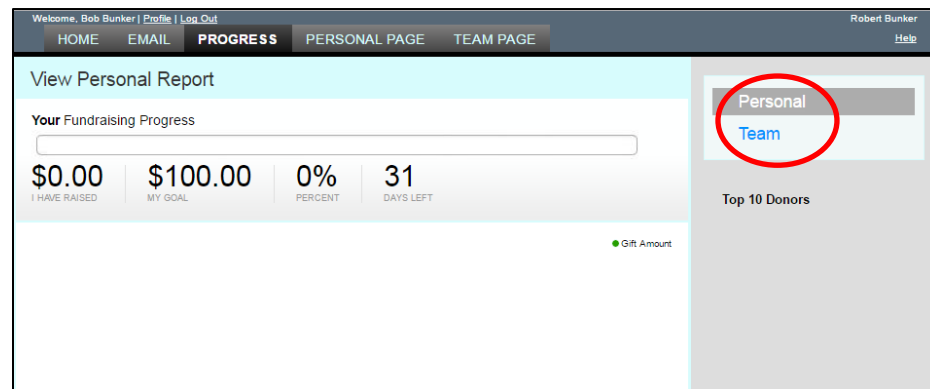
Follow [STEPS 1 AND 2](#) in the [CUSTOMIZING TEAM AND PERSONAL PAGES](#) section of this document.

NOTE: ONLY the Food Drive Coordinator / Team Captain will have access to the **TEAM PAGE** functions.

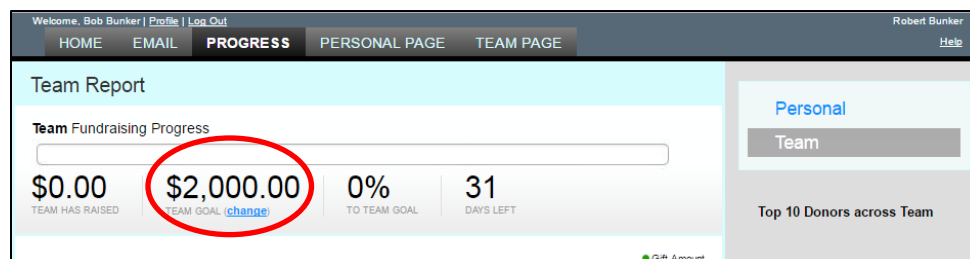
- Click the **PROGRESS** tab to edit your fundraising goal.



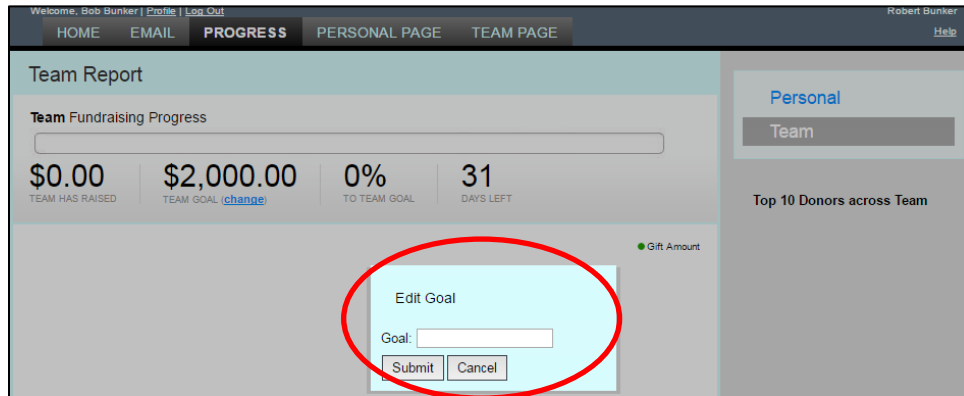
- Click the **TEAM** or **PERSONAL** tab on the right side of the page. The highlight will indicate which page you are currently in.



- Click the **CHANGE** button under the **TEAM GOAL** or the **MY GOAL** indicator.



- Enter the new goal amount then click the **SUBMIT** button. Your team goal has now changed.



Donating To a Team

1. Go to the link your **Food Drive Coordinator / Team Captain** shared
OR go to: <http://support.thefoodbank.ca/onkelhans>, click **SEARCH** in the menu at the top of the page and find your team.
2. On the right side of the page click the **DONATE NOW** button
3. **COMPLETE** the donation form entitled *Gift & Payment Information*, click **NEXT**.
4. Review and make any necessary corrections to your donation form.
5. You will receive a confirmation email and tax receipt attached as a PDF.

Donating To a Personal Page

1. Go to: <http://support.thefoodbank.ca/onkelhans>
2. On the left side of the page use the **SEARCH PARTICIPANTS** tool.
3. On the right side of the page click the **DONATE NOW** button
4. **COMPLETE** the donation form entitled *Gift & Payment Information*, click **NEXT**.
5. Review and make any necessary corrections to your donation form.
6. You will receive a confirmation email and tax receipt attached as a PDF.

Donating to the General Fundraising Campaign

Note: Donations made following these steps will not be associated with a team or personal fundraising goal just the overall fundraising goal.

1. Go to: <http://support.thefoodbank.ca/onkelhans>
2. Click **DONATE**
3. **COMPLETE** the donation form entitled *Gift & Payment Information*, click **NEXT**.
4. Review and make any necessary corrections to your donation form.
5. You will receive a confirmation email and tax receipt attached as a PDF.