



REGISTER & SET-UP AN ONLINE FUNDRAISING PAGE!

REGISTER

Step 1: Go to www.bbbsnw.org/ and click on the green Bowl for Kids' Sake tab. Click the 'Register' link.

Step 2: Click the 'Register Now' button.

Step 3: If you participated in 2008 or 2009, simply enter your username and password (if you forgot either your username or password, click 'Forgot Password'). If you didn't participate in 2008 or 2009 click the 'Register' button and create a user name and password.

Step 4: Follow the steps to enter your contact information and fill out the Bowl for Kids' Sake information.

TEAM CAPTAINS: Be sure that you enter your team name, which team challenge you want to participate in, and first and second choice bowling shifts!

Once your registration is complete, you will see a screen that indicates the steps in setting up your online fundraising page.

DESIGN YOUR ONLINE FUNDRAISING PAGE

After you are registered you will see the design view of your fundraising page. You can make any changes you would like. Here are a couple of basic ones:

Edit Your Goal: Move your mouse over the *My goal is to raise \$100* text and click 'Edit Fundraising Goal'. Enter your new goal and save.

Edit Your Photo: Move your mouse over the photo and click 'Edit Photo'. Then browse to the photo you want and upload it.

Edit the Text on the Page: Move your mouse over the text and click 'Edit Fundraiser Story'. Then edit whatever text you would like and save it.

Edit Your Donation Summary: You can control how donations to you show up on your page. Move your mouse over *Donations Summary* and click 'Edit Donation Summary'.

You can also activate the message board or blog. This would allow other people to write on your fundraising page.

Step 1: Make any changes to your online page that you wish. Simply move your mouse over each section and click 'edit to make any changes.

Step 2: Click 'Publish' on the right-hand menu. This publishes your webpage online!

Note: *If you don't publish your page, you will not find your website and will not be able to collect online donations!*

JOIN OR CREATE A TEAM

To join or create a team click the 'My Team' link on the right-hand menu.

Team Captains (Create a Team): Use this option if you would like to set up an online team page. This is NOT required for registration.

Step 1: Enter a Team Name.

Step 2: If you would like your team protected by a password (team members must have password to join the team) then click 'Require Password' box and enter the password.

Step 3: Click 'Manage Team Members' and send an email to your team members inviting them to register and giving them the team name and password (if needed).

Bowlers (Join a Team):

Step 1: Find your team name in the drop down menu.

Step 2: If a password is required, enter the password.

TELL EVERYONE – START FUNDRAISING!

Step 1: Click the ‘Promote Page’ button on the right-hand menu.

Step 2: Click ‘Invite Friends & Family to Donate’.

Step 3: Copy the email and send it through your own email to all of your friends, family, and co-workers to pledge your participation in Bowl for Kids’ Sake.

MORE OPTIONS

Social Networking – Ask your friends and family to support you through Twitter or Facebook. Simply click on the logo on your donor page, type in what you would like to say, and post to your page.

‘Thank Donors’ – Will provide you with your donor’s email addresses and an email to send to them thanking them for their donation.

‘View Statistics’ – Will provide you with information on your donors, how much they gave, and how your team is doing.

‘Your Account Status’ – Will show you all of the Bowl for Kids’ Sake events you have participated in since 2008 with a link to your old site (you can see who donated to you in the past). You can also change your password and email address here.

‘Help’ – Links to the online help options with DonorPages.