

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 'Register Now'

Step 3: If you participated in 2008, 2009, or 2010 simply enter your username and password (if you forgot either your username or password, click 'Forgot Password'). If you didn't participate in 2008, 2009, or 2010 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.

JOINING A TEAM: If your team captain has created a team page, when you register you will have the option of selecting your team name from the list of teams. (Note: if you do not join a team during the registration process, you can also join a team by clicking on 'My Teams' once in your website view and selecting the team name from the list.)

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'. (This is also how you enter offline donations or changes the donation listing to not show names of those donating to you.)

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

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: Click 'My Team' on the right-hand menu.

Step 2: Click on the left hand tab 'Create a New Team.'

Step 3: Enter a Team Name.

Step 4: If you would like your team protected by a password (team members must then have the password to join the team) then click 'Require Password' box and enter the password.

Step 5: Click 'Create Team.'

Step 6: 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).

TELL EVERYONE – START FUNDRAISING!

Email Friends & Family

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.

Post on Social Media Sites

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

Step 2: Click on either the Facebook or Twitter links under ‘Post to Social Network’.

Step 3: Enter your username and password (if needed) and any text or comments you want to add to the link.

MORE OPTIONS

‘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.