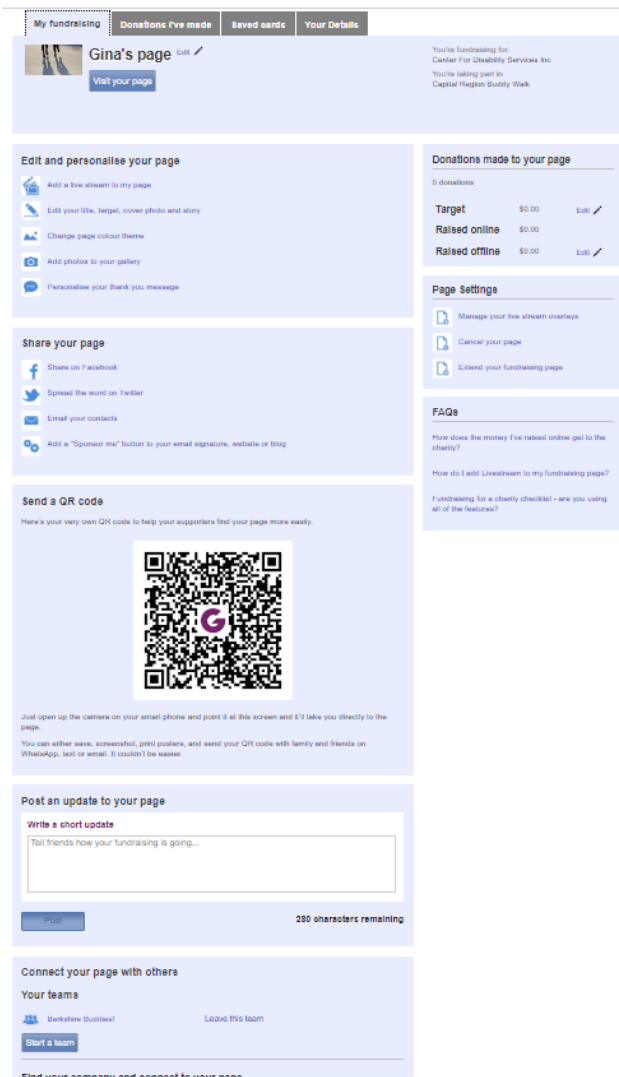
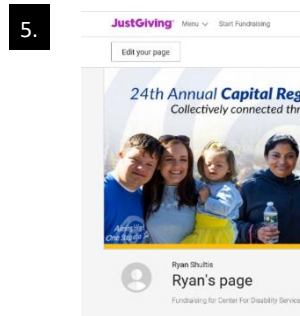
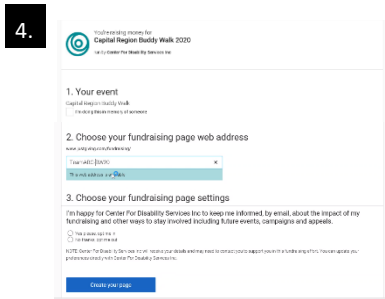
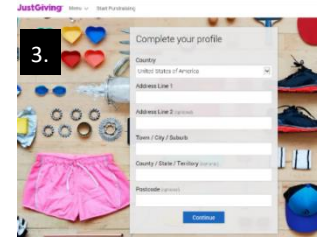
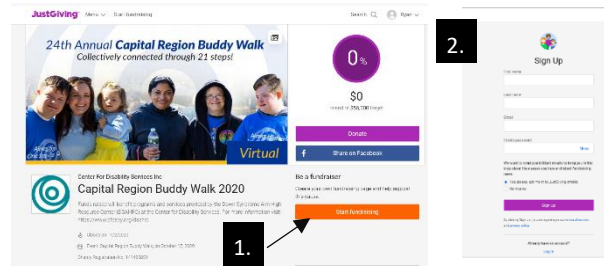


Create a fundraising page:

1. From the Center's Buddy Walk Campaign page <https://www.justgiving.com/campaign/capitalregionbw> Select **"Start Fundraising"**
2. A new page will open. Fill in the information requested and select **"sign up"**
3. A new page will open. Fill in the information requested on **"Create your Profile Page"** and click **"Continue"**
4. Check box if you are raising funds in memory of someone. Choose your unique fundraising web address (no spaces). Dashes can be used if preferred (i.e. "TeamABC-BW20"). Do not include spaces. Check box if you wish to stay informed via email.
5. Once your page is created, click **"Edit"** to personalize your page (add photos/videos, edit your story, add team members, create thank-you message, share your page, etc.)



Create a team:

1. Login in to your fundraising page and click **"Edit"**
2. Click **"Start Team"**

Complete the information requested:

- Enter the name of the team and then select **"Lets go"**
- Verify the correct fundraiser is listed. Select **"Continue"**
- On the **"what's your story window"** edit the information as desired and select continue or select Skip this step to leave page as is or to update later.
- Enter your team's **"fundraising goal"**
- Select set **"target for team members"** if you want to suggest a goal for team members
- Enter a name to complete the URL specific for your team i.e. TeamRoshni or TeamLauren (no spaces).
- Select **"Create a team"**

Your team is now created. Select **"personalize team"** to make any desired edits.

Select **"invite team members"** or select "go to my team page." If you selected "go to team page," On the top of the page you can choose the option to upload a picture. Select "edit profile picture" follow steps as requested. There will also be two windows on the page. One for the team page and one for your personal page. To edit either page, select the **"edit"** tab on the top right of the page you want to edit.

If you selected "invite Team members" select **"copy link"**

Select the method (Messenger or email) of how you would like to invite others to your team. The Team page Link will populate the message box automatically. Write an additional message as desired.

To join a team

1. Locate the team you want to join on the Center's main page <https://www.justgiving.com/campaign/capitalregionbw>
2. If new to the JustGiving, you will need to select "sign up"
3. A new page will open-Fill in the information requested
4. Select "sign up" at bottom of the page
5. A new page will open-Select "Create your Fundraising page"
 - Enter your fundraising target amount
 - Enter a name to complete your URL for your fundraising page
 - Select whether you want to opt in to stay in touch
 - Select "continue"