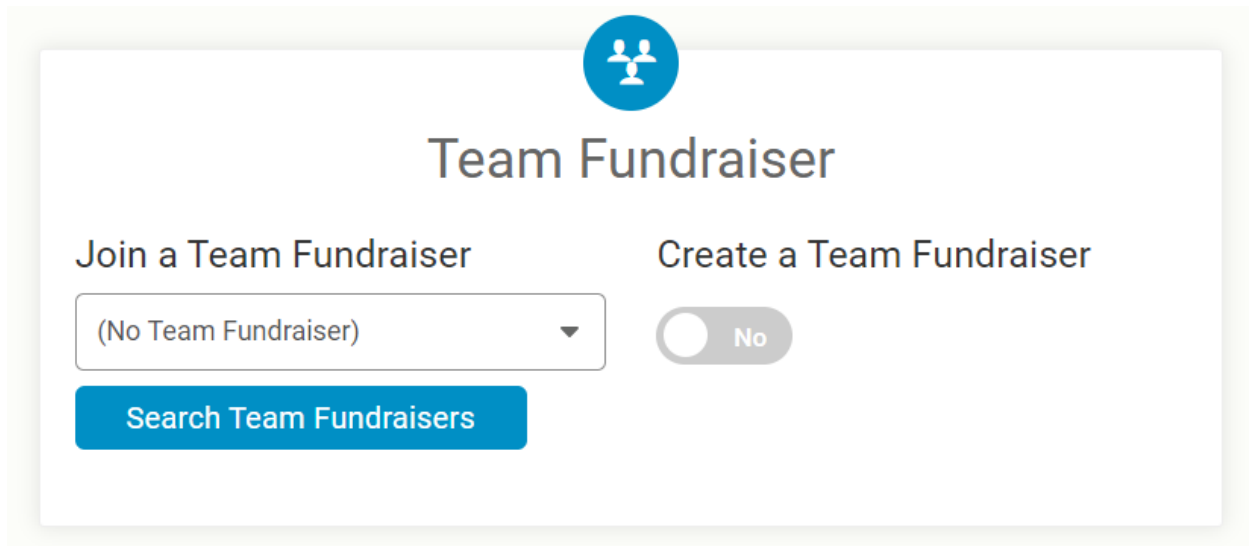


## How To: Create and Manage a Fundraising Team

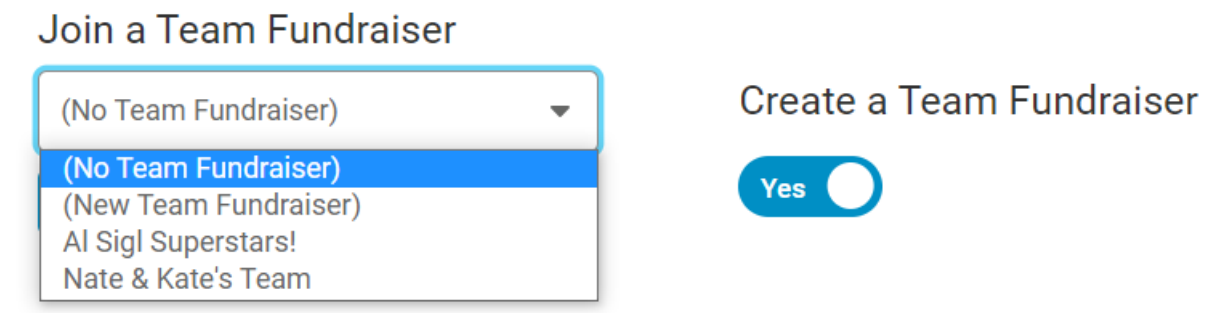
Thank you for becoming a fundraiser for Al Sigl's event *A Lift for Abilities Ski Benefit!* Here are steps to follow to create and manage a fundraising team. If you have any further questions, please contact Laura Merkel at [lmerkel@alsigl.org](mailto:lmerkel@alsigl.org) or (585) 442-4102 x8929.

- 1) While creating or editing your personal fundraiser page, you'll see the "Team Fundraiser" section.
  - a. **You must have a personal fundraising page in order to join a team fundraiser**



The screenshot shows a section titled "Team Fundraiser" with a blue icon of two people. Below the title, there are two main options: "Join a Team Fundraiser" and "Create a Team Fundraiser". Under "Join a Team Fundraiser", there is a dropdown menu currently showing "(No Team Fundraiser)" and a blue button labeled "Search Team Fundraisers". Under "Create a Team Fundraiser", there is a toggle switch currently set to "No".

- 2) If you are joining a team, search for the team name in the drop-down menu. If you are creating a team, either select (New Team Fundraiser) in the drop-down menu or toggle the "Yes/No" button to "Yes"



This close-up shows the "Join a Team Fundraiser" dropdown menu expanded, displaying the following options: "(No Team Fundraiser)", "(No Team Fundraiser)", "(New Team Fundraiser)", "Al Sigl Superstars!", and "Nate & Kate's Team". The "(No Team Fundraiser)" option is highlighted in blue. To the right, the "Create a Team Fundraiser" toggle switch is shown in the "Yes" position.

- 3) Name your team, set a team fundraiser goal, and write a personal message for your team. Be sure to name your team something unique so people can find it easily. Setting a goal can help potential friends see how their donation is making a difference to your team. It can also keep your team motivated and engaged.

New Team Fundraiser Name

New Team Fundraiser Goal

Personal Message to Display on New Team Fundraiser Page

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- 4) Your Fundraiser Team is ready to go! To further personalize your page, you can add a photo slideshow or edit the main components of your team's page. **Clicking the "Join" button will bring people to the event registration, NOT to the fundraiser creation page.**

+ Tell your story, add a slideshow

Team Fundraiser  
AI Sigl Superstars! [Manage](#)

[Donate](#) [Join](#)

- 5) You will see the names and personal fundraiser pages of your teammates at the bottom of the team fundraising page.

AI Sigl Superstars! Team Members

Megan Sassenhausen

- 6) If there are other people you would like to have manage the fundraising team, you can set up additional fundraising captains. They need to have a RunSignUp account to become a captain. Captains can add photos, change the message on the fundraising page, see the list of donors and more.

### Fundraiser Captains

You can allow other people to manage this fundraiser. They must set up a RunSignUp account first. If they do not have an account, they can create one by visiting our [Create Account](#) page. Once they have an account, you can enter the email address they used to set up their account.

- 7) To access your fundraising page from the main RunSignUp site, click on the circle in the upper right-hand corner and select "Profile." Here, you can see the upcoming events, past events, and results from past races associated with your account. You will also see your fundraising pages and the teams that you're on. Here, you can edit your fundraiser, view your donations, send emails to people who made donations to your page, and view the team roster if you're a team captain.

The screenshot shows the RunSignUp website interface. At the top, there are navigation buttons: "Find a Race" and "Create a Race" (highlighted in pink). Below these are links for "Pricing", "Knowledge Base", and "About Us". A user profile icon in the top right corner has a dropdown menu open, listing "Profile", "My Races", "Help", and "Sign Out".

The main content area displays two fundraiser cards:

- Megan Sassenhausen**  
Race: Heritage Hero Run + Stroll + Roll  
Runner: Megan Sassenhausen  
Donation Period: December 12, 2022 - November 29, 2023  
Link: <https://runsignup.com/Race/41876/Donate/Xxeqq4abYEndKz03>  
Actions: Edit Fundraiser, View Donations, Send Emails
- Team Jimmy**  
Fundraising Team  
Race: Heritage Hero Run + Stroll + Roll  
Runner: Megan Sassenhausen  
Donation Period: December 12, 2022 - November 29, 2023  
Link: <https://runsignup.com/Race/41876/Donate/oqMjxWKucdFjMD5d>  
\$1,180 Raised of \$750  
Progress bar: \$0 to \$750  
Actions: Edit Fundraiser, View Donations, Send Emails, View Roster