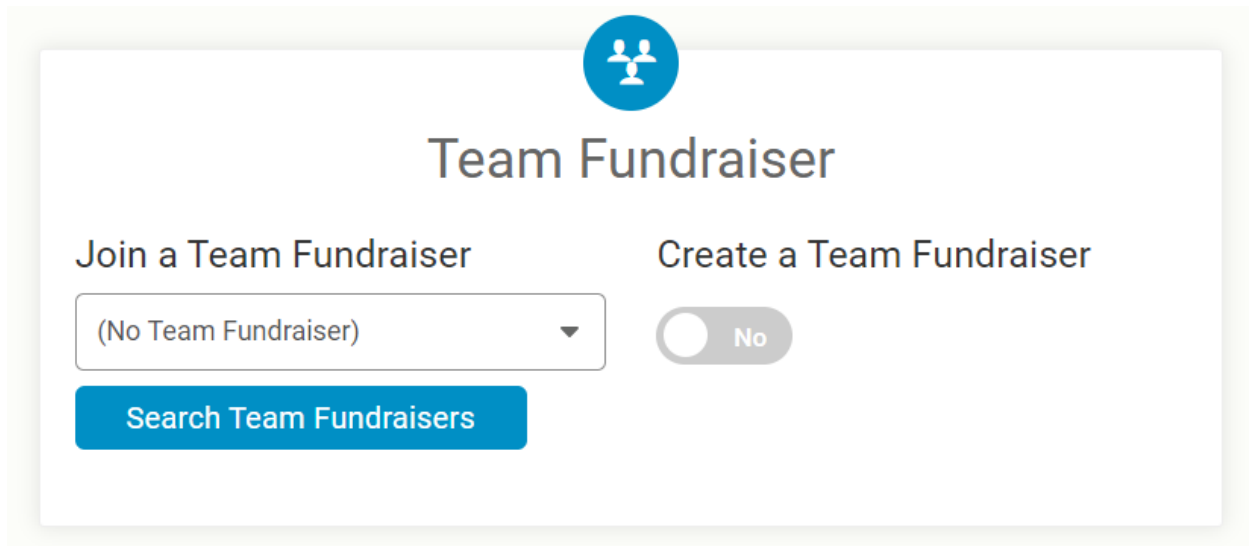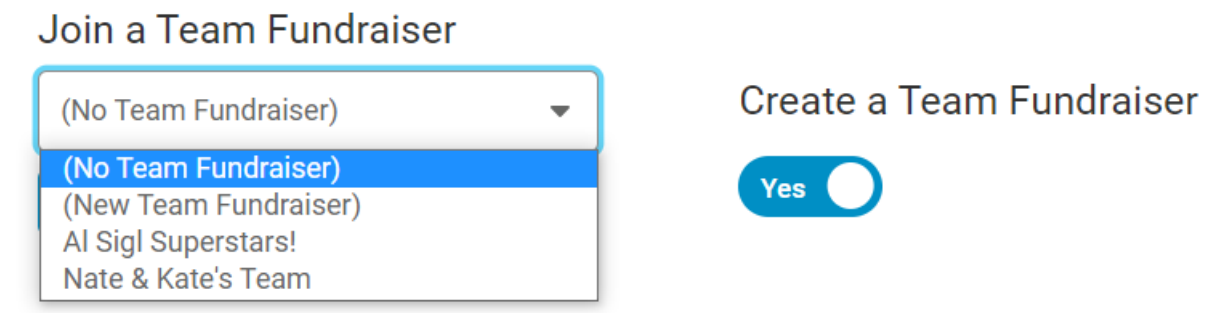# How To: Create and Manage a Fundraising Team

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 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**

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"

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

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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

A   Team Fundraiser
Al Sigl Superstars!   Manage ▾   f 🐦 ✉   Donate   Join

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

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Al Sigl Superstars! Team Members

M   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.

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.