



Bowl for Kids Sake/Play for Kids Sake

This document is assistance for setting up a fundraising team for bowling or paintball at :
<https://www.canadahelps.org/en/charities/big-brothers-big-sisters-of-leeds-and-grenville/p2p/bowlforkids2019/>

Instructions for setting up your team

1. Click Create a team
2. Set up your account with email, password and contact details
3. Set up your personal fundraising page first (your fundraising story, your fundraising goal)
4. Set up your team fundraising page (about your team, team goal, your logo)
5. Add photos and videos
6. Start fundraising

Instructions for joining a team

1. Click Find a Team or Person
2. Type in your team name and click on the link
3. On your Team's Page, click Join Team
4. Set up your account with email, password and contact details
5. Set up your personal fundraising page
6. Add photos and videos
7. Start fundraising

Instructions for joining as an individual

1. Click Join as an Individual
2. Set up your account with email, password and contact details
3. Set up your personal fundraising page
4. Add photos and videos
5. Start fundraising

How do I fundraise?

1. Click Facebook icon on right side of top banner, add personal message, and post
2. Click Twitter icon, add message and post
3. Click Pinterest icon, choose photo, personalize text, and post
4. Click Email icon and fill in form with the sender's email, and a personal note. Please ask your donors to click on the button below to make a donation. Please note that emails will come from email@addthis.com, so you might want to send an email from your personal email to let your friends and family know that you are fundraising and to watch for the email, which might go to their junk folder



How people/businesses sponsor/pledge me online?

IF your friends, family, co-workers, or local businesses choose to pledge/donate to you online, all they have to do is go to the link <https://www.canadahelps.org/en/charities/big-brothers-big-sisters-of-leeds-and-grenville/p2p/bowlforkids2019/> and click on "Find a Team or Person" purple button and enter my name or team name and click search and click on "Donate to Me" purple button, fill out your contact info and pledge amount.

How do I edit my pages?

1. Click your name button at top right and choose between Edit My Page and Edit My Team
2. Click on the General Tab (Edit Fundraising Page) to change your personal page details like your fundraising goal or story
3. Click on Images & Videos Tab (Edit Fundraising Page) to add a Featured Image (shows top left), photos and videos. If photos don't load, there is a problem with the size
4. Click General Tab (Edit Team Page) to change the team details like your fundraising story, goal, or logo
5. Click Page Visuals (Edit Team Page) to add photos and videos
6. Make sure you save changes
7. When you are viewing your page, to get back into edit mode click the pencil icon next to your page name or click your name button at top right

To edit or change the name of your individual page:

1. Go to the fundraising sign in page <https://www.canadahelps.org/en/charities/big-brothers-big-sisters-of-leeds-and-grenville/p2p/bowlforkids2019/>
2. Sign in by clicking on the top right corner that says Sign In
3. Enter your login info
4. At the top right side of the page now click on your name
5. Click edit my page (to make changes to your personal page)
6. Manage my page will appear. Click on "Details" tab (2nd tab on top)
7. See Page Name section. This is where you will enter your name. As this is your individual fundraising page.
8. Enter your name under the "Name of Page Owner"
9. Click save.

If you wanted to make changes to your team page than you would do the same as above except choose "Edit my team" for Step#5.



Big Brothers Big Sisters
of Leeds and Grenville



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New Team Features and Offline Pledges

1. In the Manage Team Tab you can invite people to join your team (send email) and manage your join team requests (click Join Requests tab, click person's name and accept or deny)
2. In the Donations Tab (Edit My Team) you can add offline donations to reflect your true fundraising total. This can be done under the Donations tab by selecting the Add Offline donation button at bottom right side. HOWEVER, this can only be done for the Team, not available for personal page. If you use this, please be very careful to fill out your pledge sheet properly!

Please Note:

Everyone should claim their personal on-line, team donations and off-line fundraising donations on their pledge sheets. Be sure to make the donations accordingly as either off-line or on-line.

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