

Creating or Joining Team Pages

Creating or joining a team page on Everydayhero is easy! It's a great way to show the collective impact you and your friends are having on your chosen cause. Simply follow these steps:

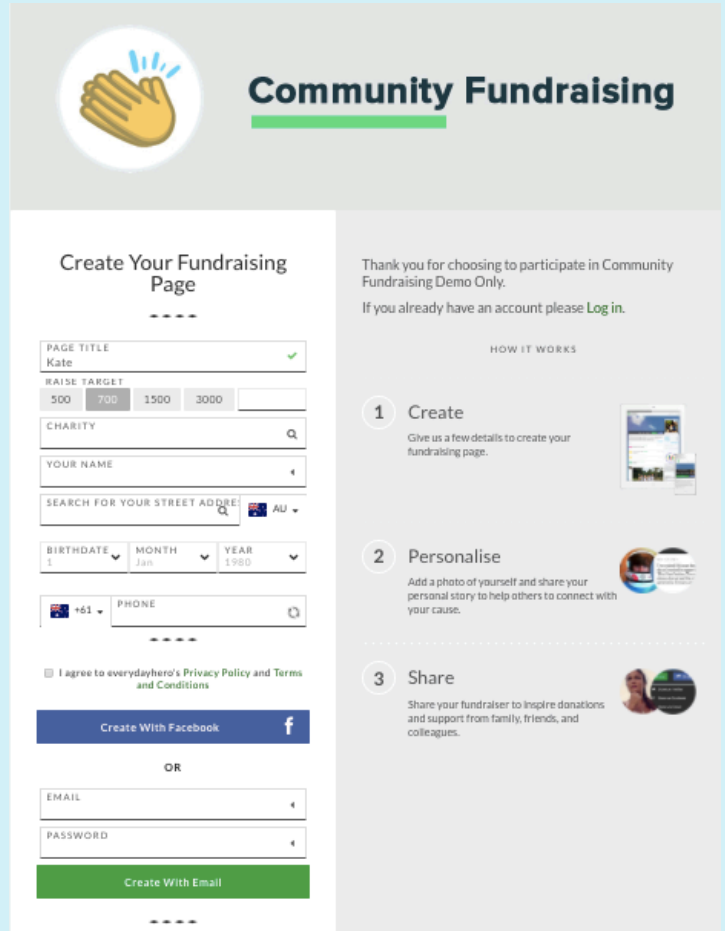
1. Create an Everydayhero account and a fundraising page

- Visit the fundraising website of the event you wish to join
- Click the 'Start Fundraising' button
- Sign up to create an Everydayhero Account using your email address, Facebook, Strava or MapMyFitness
- Type in your details, create a password and choose how you wish to create your account

Handy hint: If you already have an Everydayhero Account please click 'Log in'. If you can't remember your password, simply press 'Reset My Password'.

- Next, add a profile photo, some words about why you are fundraising and think about making a donation to kickstart fundraising!

If you are not participating in the event yourself but wish to manage a team page, you will still need to create your own fundraising page – you may like to name your page 'Event Donations'

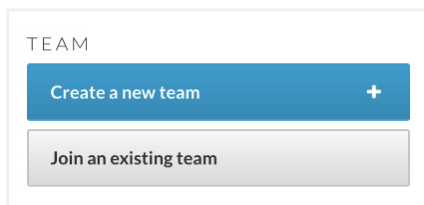


The screenshot shows the 'Community Fundraising' header with a clapping hands icon. Below is the 'Create Your Fundraising Page' form with fields for: PAGE TITLE (Kate), RAISE TARGET (500, 700, 1500, 3000), CHARITY, YOUR NAME, SEARCH FOR YOUR STREET ADDRESS, BIRTHDATE, MONTH, YEAR, PHONE, and a checkbox for 'I agree to everydayhero's Privacy Policy and Terms and Conditions'. There are buttons for 'Create With Facebook' and 'Create With Email'. To the right, the 'HOW IT WORKS' section lists three steps: 1. Create (Give us a few details to create your fundraising page.), 2. Personalise (Add a photo of yourself and share your personal story to help others to connect with your cause.), and 3. Share (Share your fundraiser to inspire donations and supports from family, friends, and colleagues.).

2a. Create your team page

As the team leader, once you have set up your fundraising page as above, you can now create a team!

- On the right hand side of your fundraising page, select 'Create a new team' and give your team a name
- Click 'Create Team' to go through to your new team page!



The screenshot shows a 'TEAM' section with two buttons: a blue 'Create a new team +' button and a grey 'Join an existing team' button.

2b. Join an existing team

If you want to Join an Existing Team:

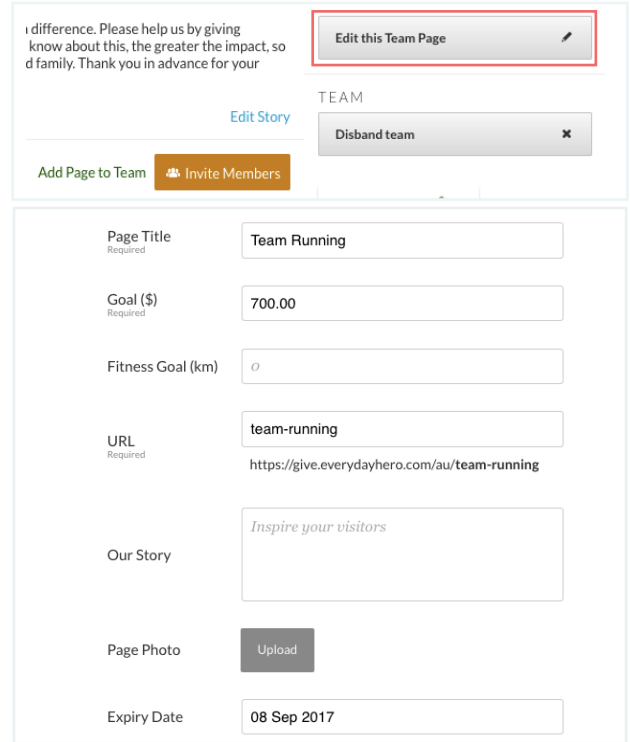
- Click 'Join an existing team'
- Search for the Team that you wish to join
- Click the 'Join this team' button

Handy Hint: If you can't find your team, reach out to your team leader to ensure they have created the team page!

3. Personalise your team page

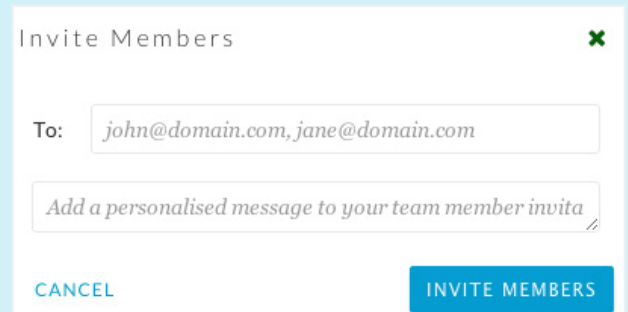
Once on your team page, you will need to ensure that everything is completed before you start sharing it. To do this, click 'Edit this Team Page' and make sure you:

- Set a team page donation goal**
 What is the donation target you would like to raise as a team? Funds raised as a team are the sum of all the individual pages.
- Edit your team story**
 Make sure to mention why you are supporting your chosen cause
- Set the team page profile photo**
 This photo appears in the top right of your team page



4. Inviting team members

Next, invite members by clicking the 'Invite Members' button. A pop-up window will appear allowing you to enter the email addresses and to personalise the message in the invite. Each invitee will then receive an email with a link to complete their registration and join your team. Alternatively, you can simply send your friends an email with the link to the Team Page and they can click the 'Join Team' button.



5. Promoting your team page

Make sure you promote your team page, and request support by sharing your page URL through emails (personal emails are generally much more effective than groups emails) and on social media. Make sure to let everyone know why you're fundraising and how each donation will help your cause.

To access more resources and fundraising tips, visit <http://help-au.everydayhero.com> or contact us at help@everydayhero.com.au or on chat