

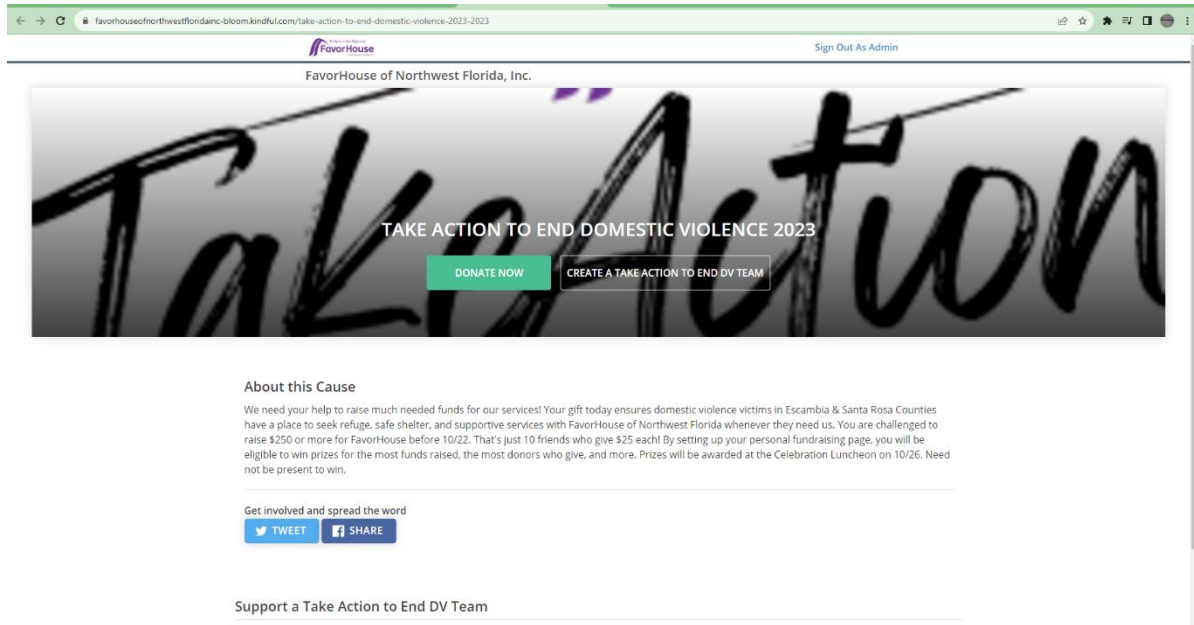
How to Create Your Fundraising Team for
Take Action to End DV Campaign 2023
09/28/2023 – 10/22/2023



1. Click on the provided campaign website link

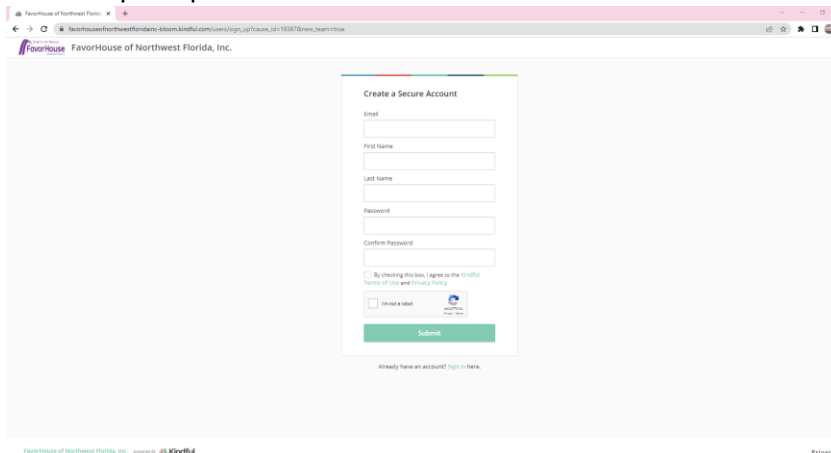
<https://favorhouseofnorthwestfloridainc-bloom.kindful.com/take-action-to-end-domestic-violence-2023-2023>

This link will take you to the main campaign page. You will see the Take Action logo with a description of the “cause”.

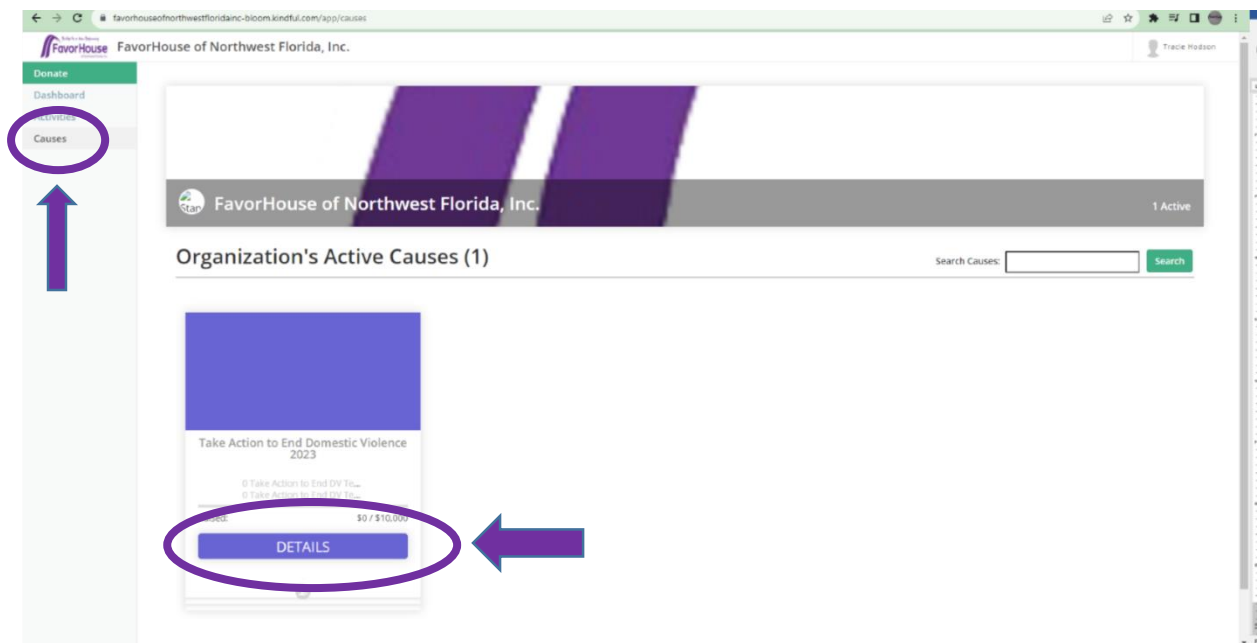


2. There are 2 buttons in the header.

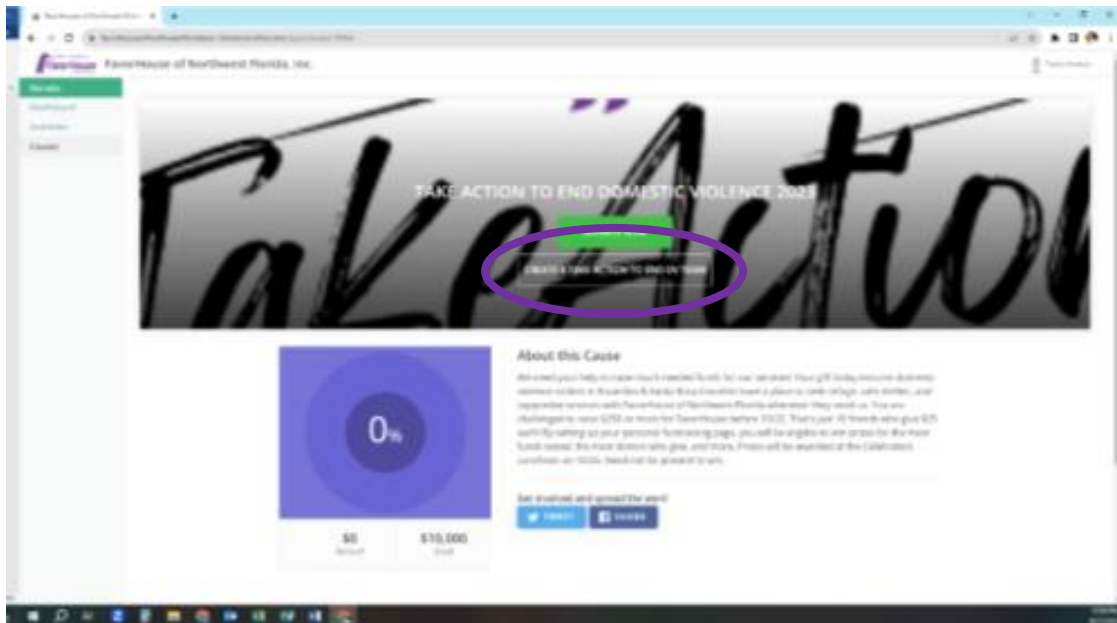
- a. The **green Donate Now button** can be used by anyone who wants to donate to the cause but doesn't need/want to assign their gift to a particular team. This button will appear every time someone access our TAEDV Campaign Page. We are disregarding this button at this time.
- b. The other button is the **“Create a Take Action to End DV Team”** button. Click on this button.
- c. You will be prompted to create a secure account.



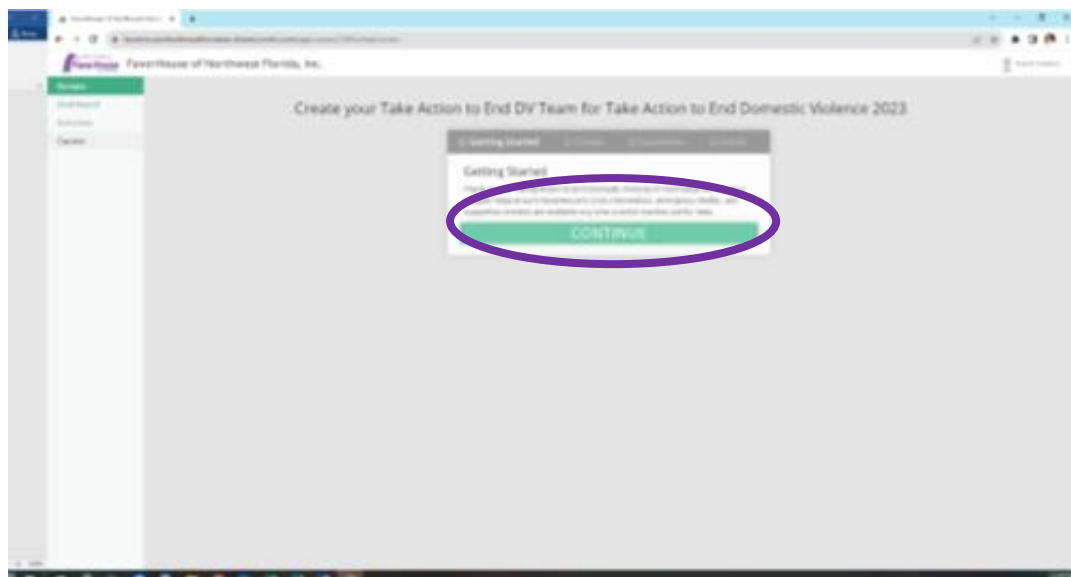
- d. Create your secure account. When you have successfully done so, you'll see the following message: "Congratulations. Your new account has been created! Check your email for a confirmation message so any history we can be linked up."
 - i. You will need to check your email for the confirmation message and click on the "Confirm my account".
- 3. Once you have confirmed your email, return to the "sign in" page. Sign into your account.
 - Note: If you already have a donor account with us, signing in to your account will allow you to see your giving history, edit your personal information, set up or edit recurring donations, and more.
 - a. In the menu on the *left side of the screen*, click on "**Causes**". You'll land on this page. Find "Take Action to End Domestic Violence 2023" and click on "**Details**".



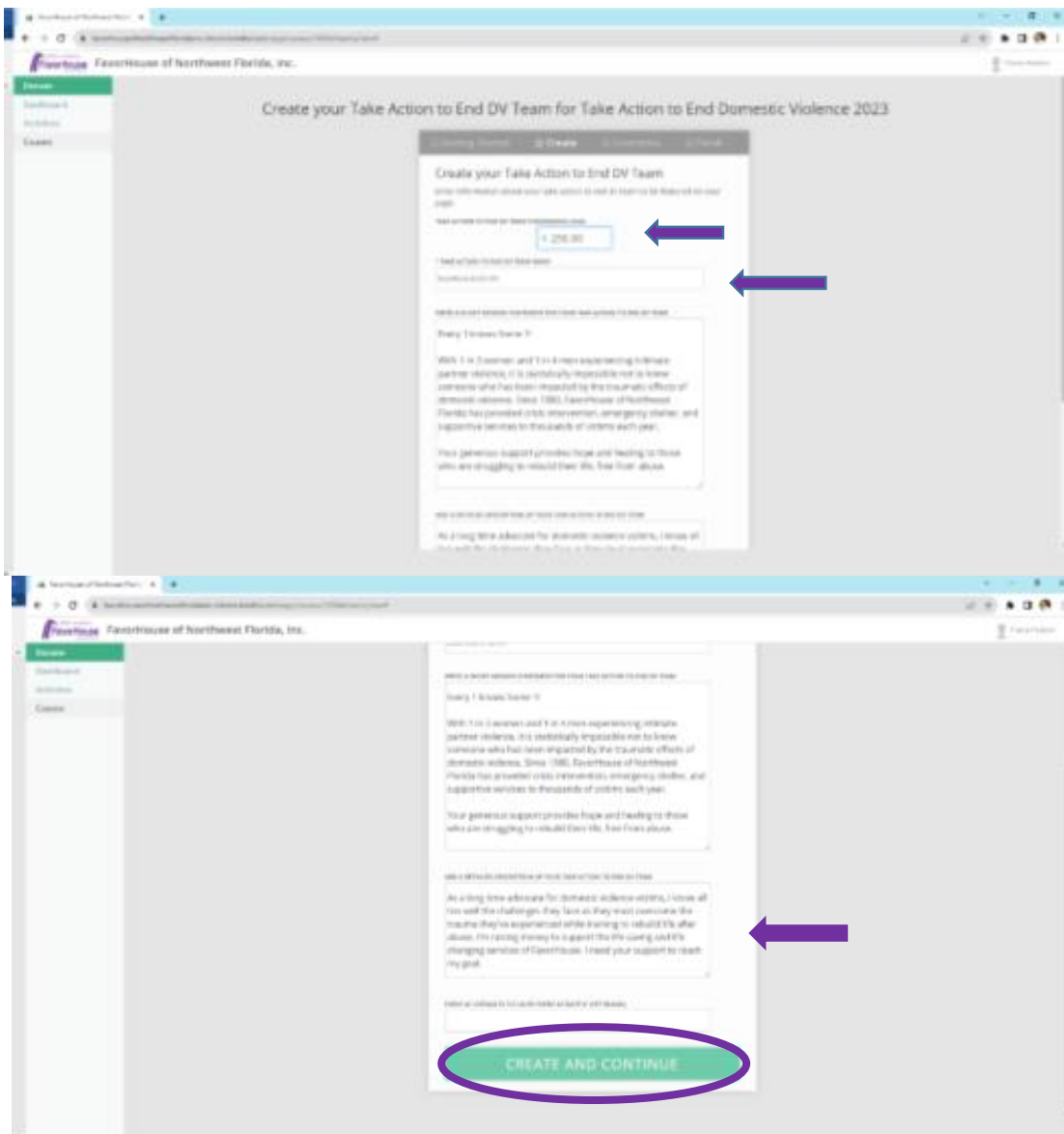
- b. Clicking on details will bring you back to the campaign's main page. Click on "Create A Take Action to End DV Team"



4. Your next screen is the "Getting Started" screen. Click on "Continue."

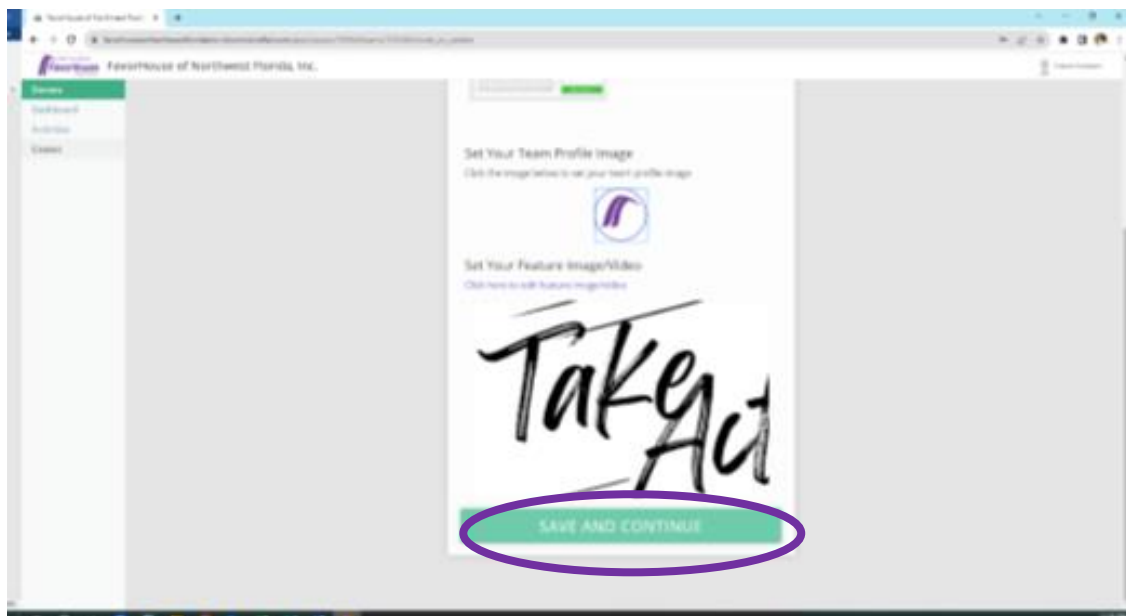


- a. You're now on the "Create your Take Action to End DV Team" screen. This screen is already pre-populated with a fundraising goal for your team and a short mission statement.



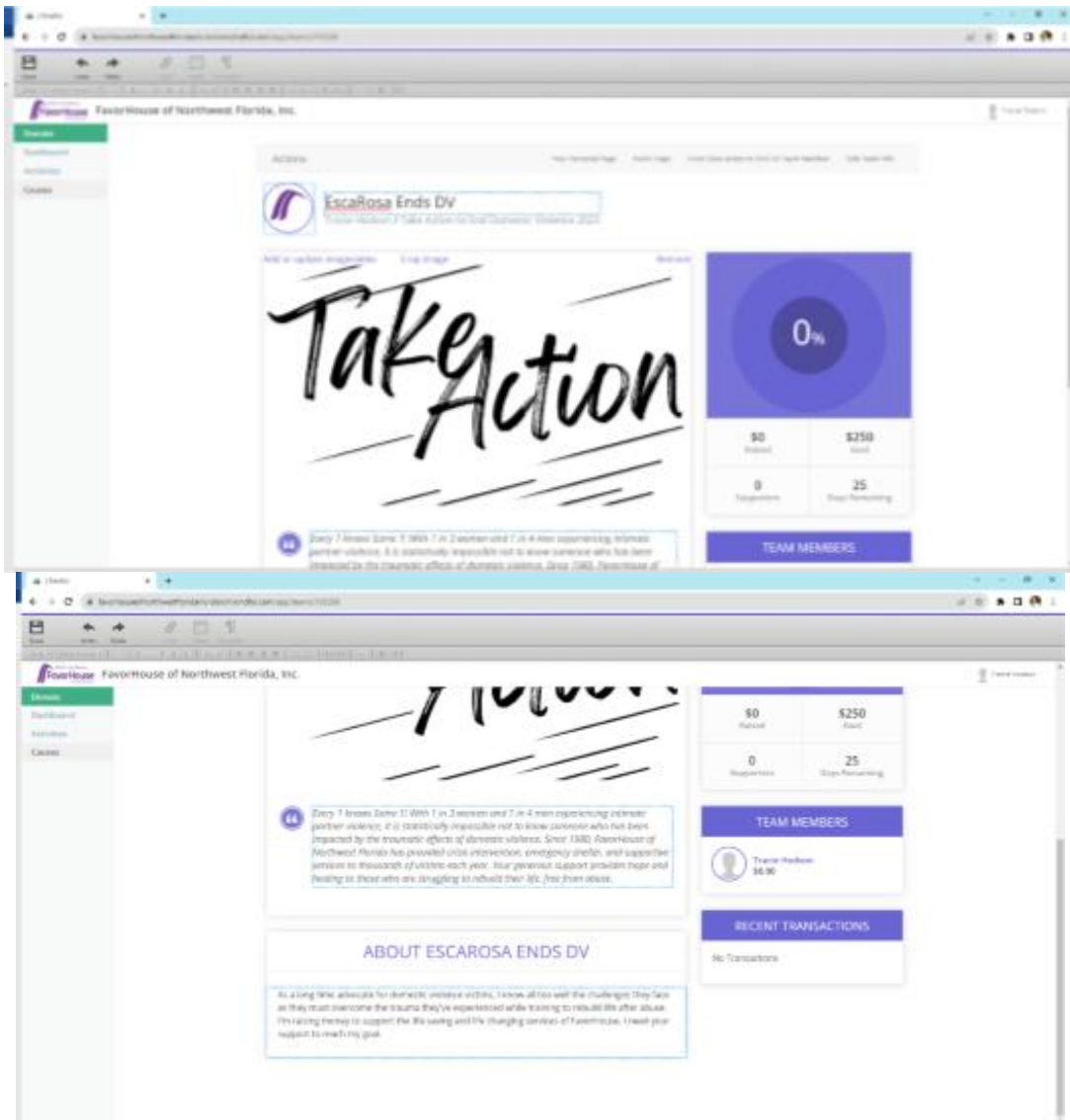
- b. The Fundraising Goal will default to \$250. (That's 10 friends who give \$25). You can edit your goal to be appropriate for the amount you challenge yourself to raise.
- c. You are *required* to give your team a name. It can be as plain or as creative as you want it to be. We only ask that you keep it clean 😊.
- d. You are encouraged to write a detailed description about your team. This will allow you to share why you are personally passionate about ending domestic violence in our community. FavorHouse is happy to supply a script, but it's much better if you use your own story and your own words.
- e. Click on "Create and Continue".

- f. The next screen allows you to customize your team’s landing page. You can choose a theme color and a team profile image. It also allows you to set a “feature image/video”. We can provide a “Take Action” logo for you to include on this page, if requested. Please send your request to info@favorhouse.org

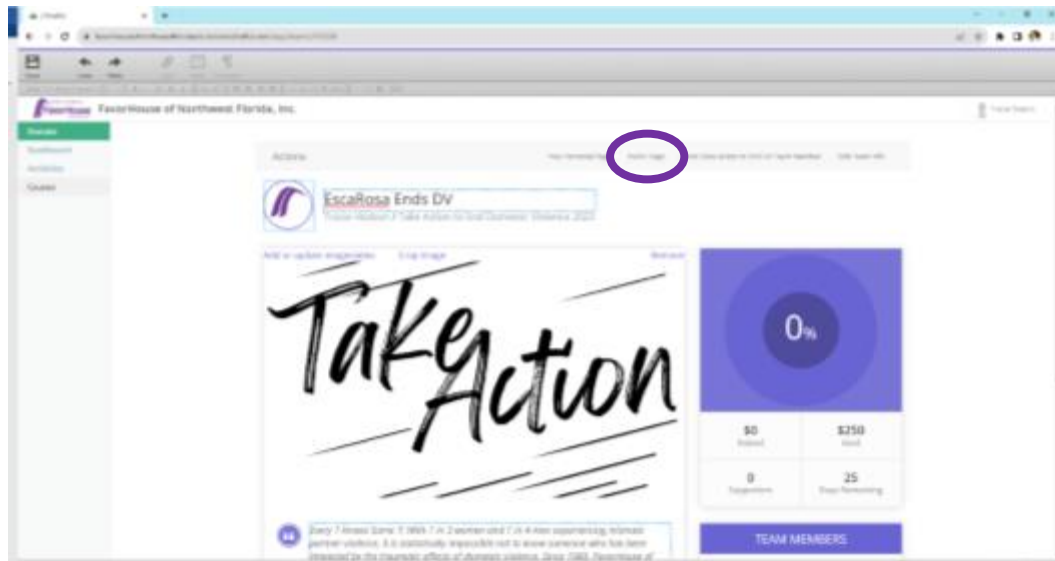


- g. Once you’ve selected your preferred color, profile image, and added the featured “Take Action” image, click “Save and Continue”.

- ii. If you click on “View Your Page”, you will be able to preview your Team Page and make edits as needed. You’ll also be able to see any progress you’ve made since the last time you viewed your page.



- iii. On your Team Page, click on the “Public Page” link at the top in the “Actions” menu.



Your **Public Page** is the one you want to use to promote your fundraising team and efforts. Highlight the URL to include the hyperlink to this page in all of your efforts to raise funds via social media and emails.

