

## Steps to Setting up your Fundraiser for Night Out 2020

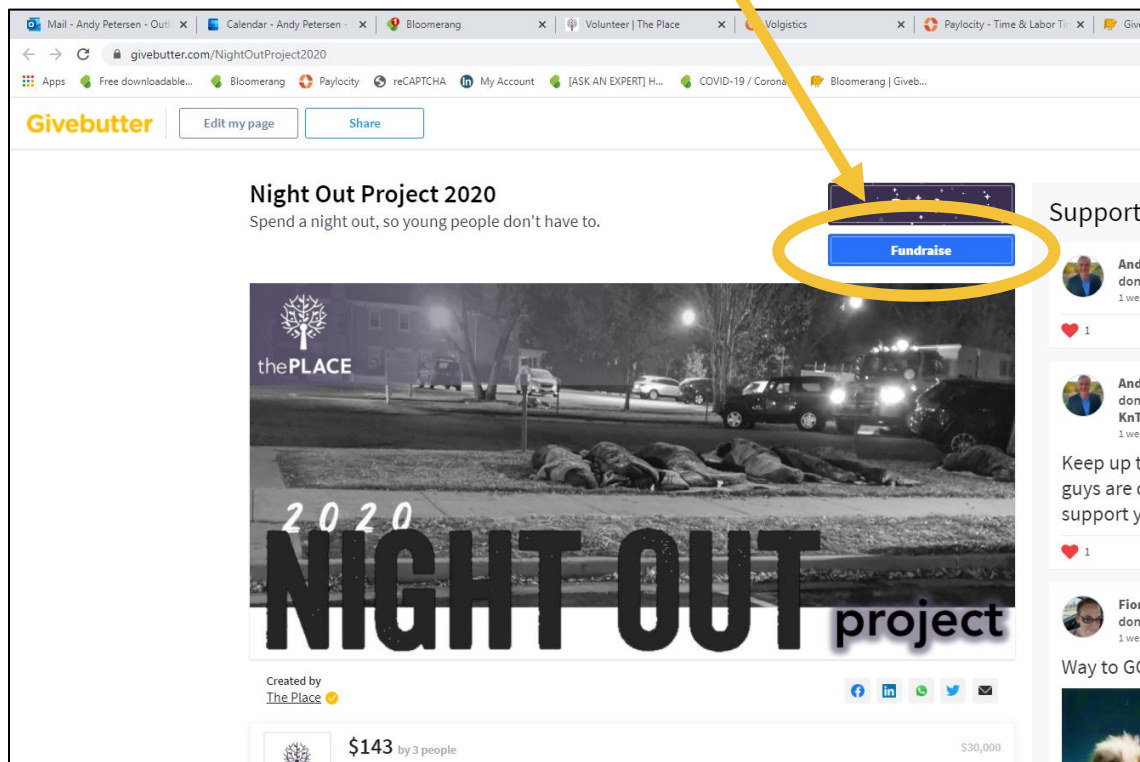
The following are steps to setting up your Team's Night Out 2020 Fundraising page. Remember you can be a team of 1-10 people. If at any point during these processes you need assistance, please contact our Development Coordinator, Fiona Bachoroski, at (719) 229-3641 or our Development Officer, Kasi Dwyer at (719) 238-9637. We appreciate your kindness, cooperation, and understanding throughout this virtual Night Out process.

## Setting Up Your Fundraising Page

### STEP 1

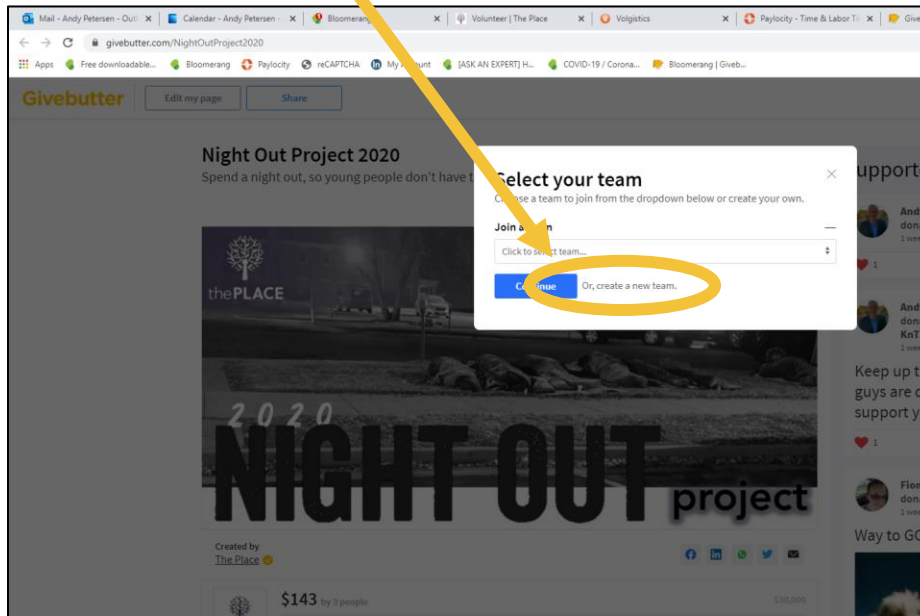
Go to the following link and click on the blue "FUNDRAISE" button.

<https://givebutter.com/NightOutProject2020>



## STEP 2

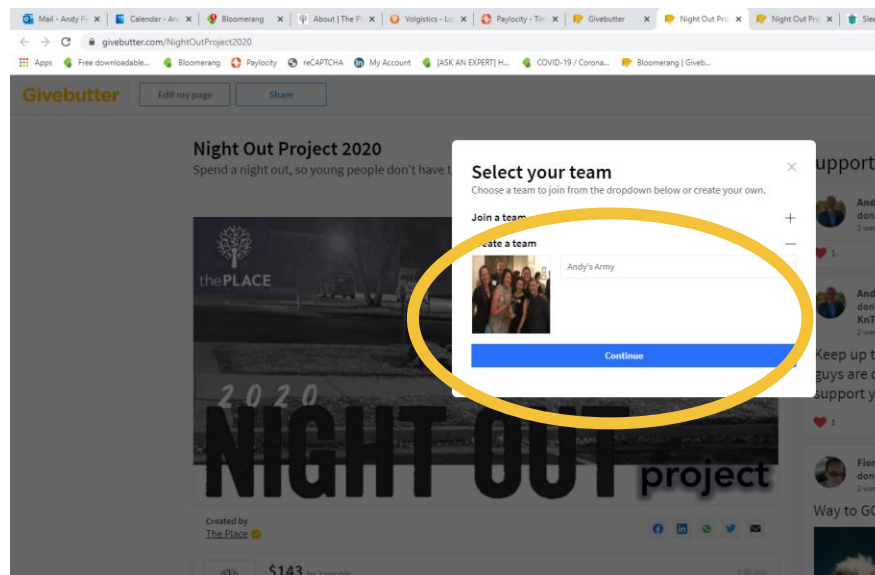
Click on the "Or, create a new team" link.



## STEP 3

Type in the **Name** of Your Team or page. This can be your personal name or nickname. Feel free to be creative!

And you must upload a **Team Logo**. This can be your individual picture or favorite group picture. *This is required before you can continue.* Click the blue "Continue" button.



## STEP 4

Choose whether to join the team via your Facebook login or through your Email only. If the Email option is chosen, the team member will fill in their name and email and create a password. At the end of all the sign-up prompts, click on the blue "Sign Up" button.

The screenshot shows a web browser window with the URL `givebuttr.com/NightOutProject2020`. The main page features a fundraiser for "Night Out Project 2020" by "The Place". A modal window titled "Join The Place's fundraiser" is overlaid on the page. The modal contains the following elements:

- A "Sign up with email" button, which is circled in yellow.
- Input fields for "Name" (filled with "Andy Petersen") and "Email" (filled with "petersenandy@email.com").
- A "Create a password" field (filled with "1234567890").
- A "Profile picture" upload button.
- A checkbox for "Subscribe to our Good Newsletter and receive free stickers." (checked).
- A "Sign up" button.
- A link for "Terms of Service".
- A "Sign in" link for existing users.

The background page shows the fundraiser details, including a photo of "the PLACE" and the text "2020 NIGHT". The fundraiser has raised "\$143" by 3 people.

## STEP 5

Congrats! You've created your Team's fundraising page. You will then receive an email congratulating you on "joining a team." There will be a direct link to Your Team page.

Now, click on the blue "Share" button in the upper left and let your family and friends know what you are doing so that they can support your Night Out!

The image displays two screenshots of a Givebutler fundraising page for "Night Out Project 2020" by Andy Petersen. The page features a banner for "thePLACE 2020 NIGHT OUT project" and a "Donate" button. The first screenshot highlights the "Share" button in the top left corner. The second screenshot highlights the "Share your page" button in the top right corner, which is circled in yellow. A yellow arrow points from the "Share" button in the first screenshot to the "Share your page" button in the second screenshot. The page also shows a "Supporters" list, a "Team Leaderboard", and a "Send automated invites" form.

**Share your page**

<https://givebutler.com/NightOutProject2020/andys-army/andypetersen2>

**Send automated invites**

Send and track donation requests via email or text. Read the guide to learn more.

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Send

## STEP 6

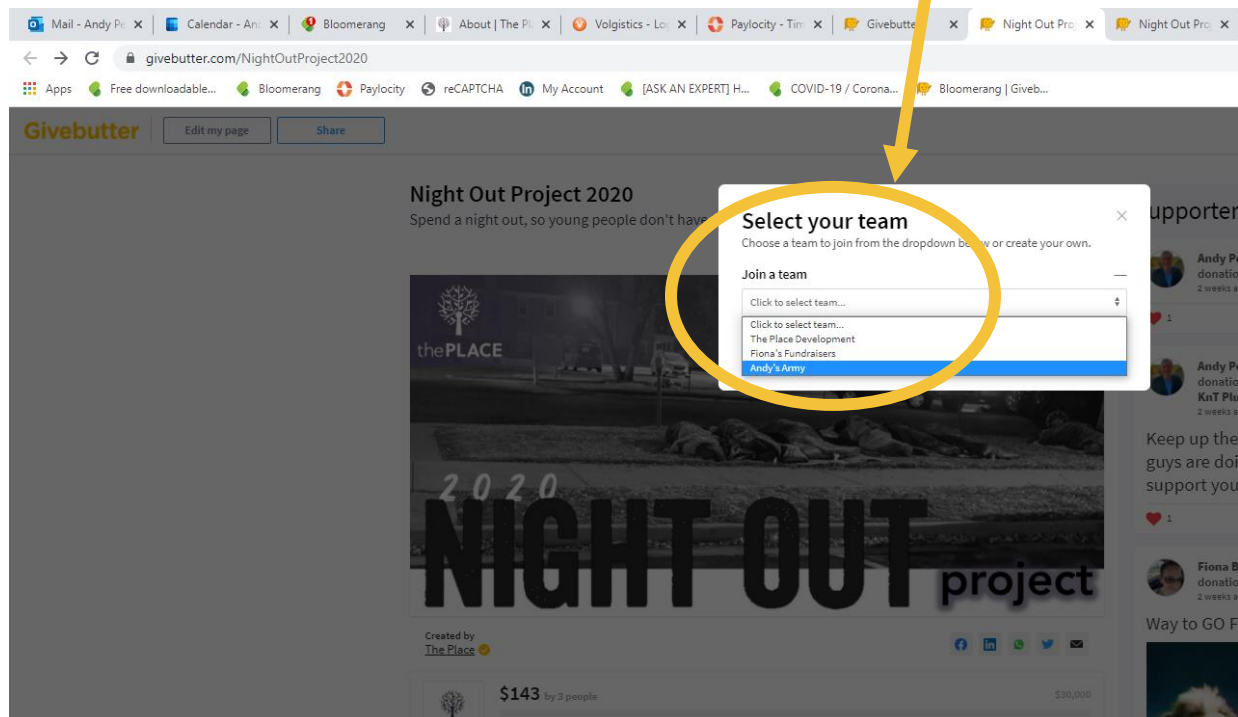
### INVITE NEW TEAM MEMBERS!

Team Leaders, when you set up your Team, you will receive an email containing a direct link to your TEAM PAGE. Send this link to your potential team member. SEND the instructions below at the same time you send the Team link. Inform them to follow the step-by-step instructions to join your team.

When your future team member clicks on your link, it will bring them to your Team Page.

### Team Members - follow these steps for joining a Team:

1. Click on the blue "FUNDRAISE" button. Where it says: "Join a Team" in black lettering, click the dropdown box containing the Team name selections. Select the name of the Team you wish to join; click the blue "Continue" box.



2. Choose whether to join the team via your Facebook login or through your Email only. If the Email option is chosen, the team member will fill in their name and email, and create a password. At the end of all the sign-up prompts, click on the blue "Sign Up" button.
3. The new team member will receive a confirmation email containing the Team Page link after they successfully join your Team.
4. Congrats, you now have new team members!