Steps to Setting up your Fundraiser for Night Out 2022

The following are steps to setting up your Night Out 2022 Fundraising page and for adding team members to your page. If at any point during these processes you need assistance, please contact our team at 719-338-9257. We appreciate your support of The PLACE!

Setting Up Your Fundraising Page

Step 1:

Go to the following link and click on the blue **"FUNDRAISE"** button.
   https://givebutter.com/NightOutProject2022
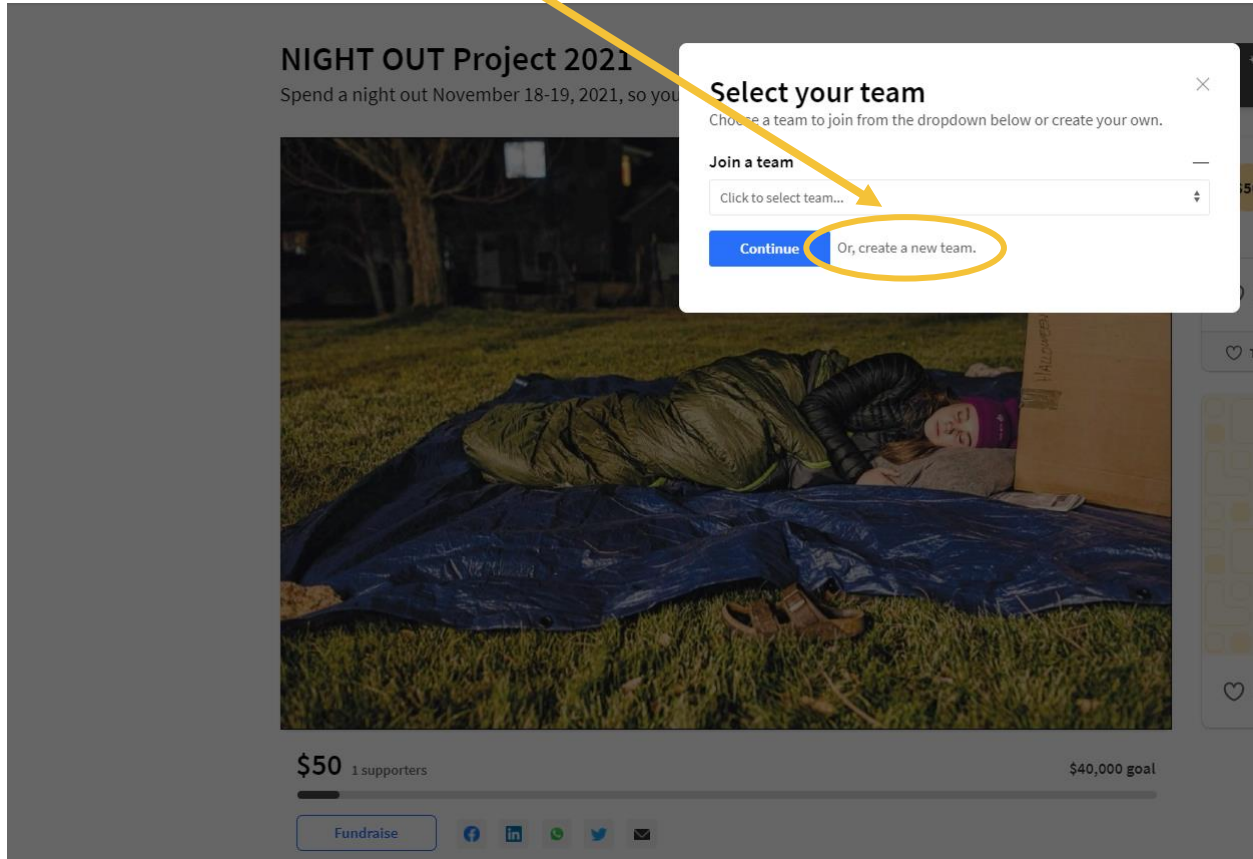
Step 2:

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

Step 3:

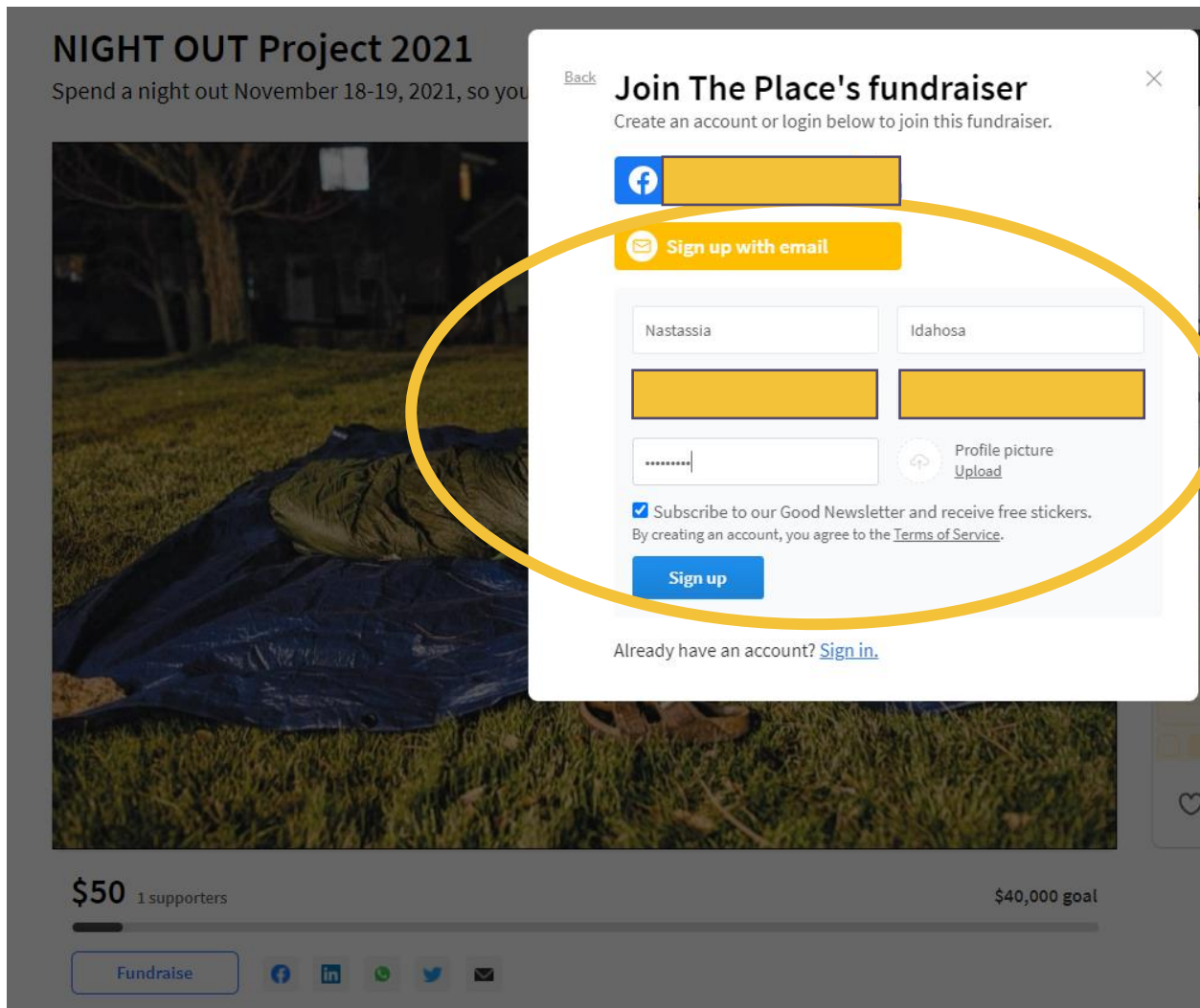Type in the Name of Your Team or page. This can be your personal name or nickname.

And you must upload a Team Logo. This can be of you or a picture of your favorite thing. _This is required before you can continue_. Click the blue "**Continue**" button.

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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.

Step 5

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

Now, click on the "Share my page" button under the donation goal and let your family and friends know what you are doing so that they can support your Night Out!

Step 6:

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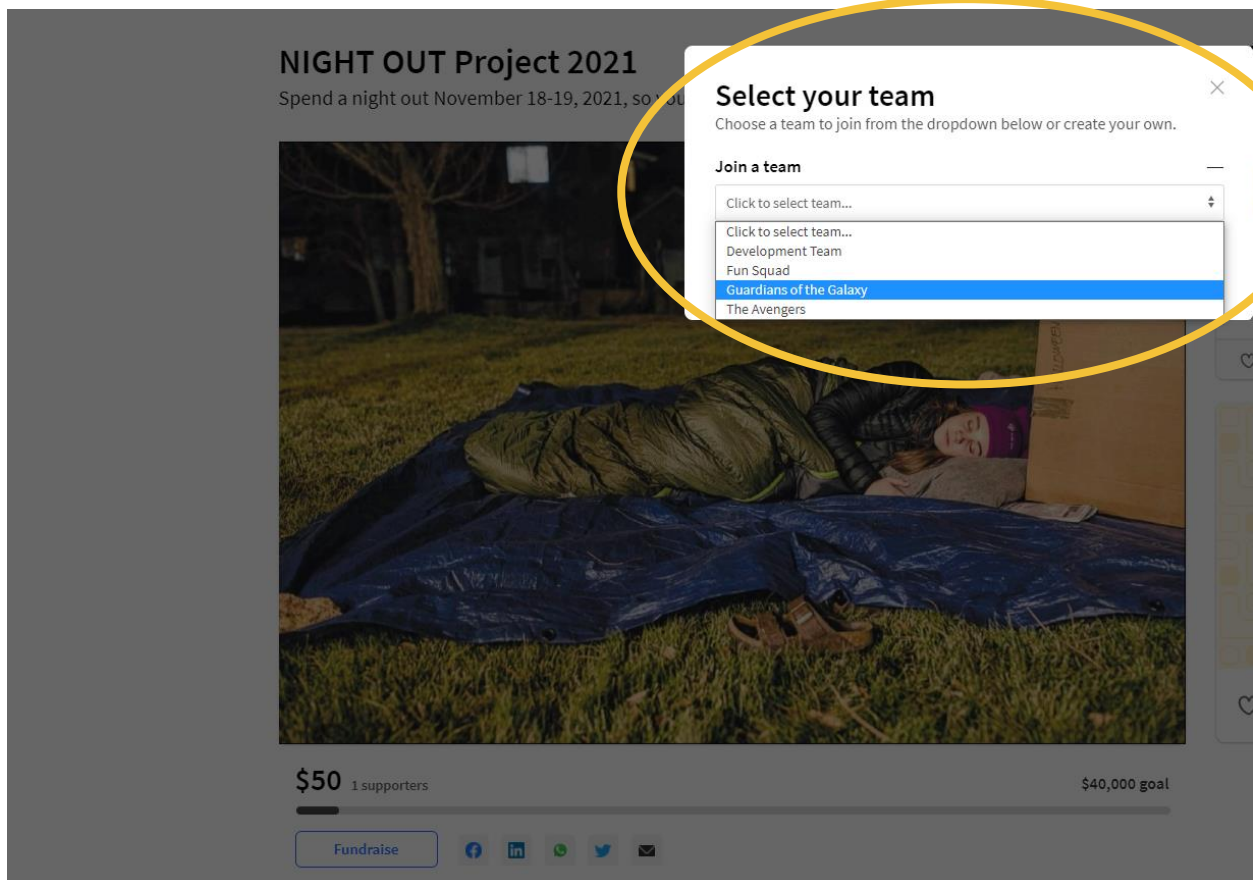
Team Leaders, when you set up your Team, you will receive an email containing a direct link to your team page. Send this link to your potential team member. Send the instructions below at the same time you send the Team link. Inform them to follow the step-by-step instructions to join your team.

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 **"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 **"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!