



## 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>

#### Night Out Project 2022

Spend a night out November 10 - 11, 2022, so young people don't have to.

Verified By The PLACE



\$0 0 supporters

\$45,000 goal

Fundraise



Donate

New Campaign Update



This campaign was created

September 7th, 2022

Be the first supporter

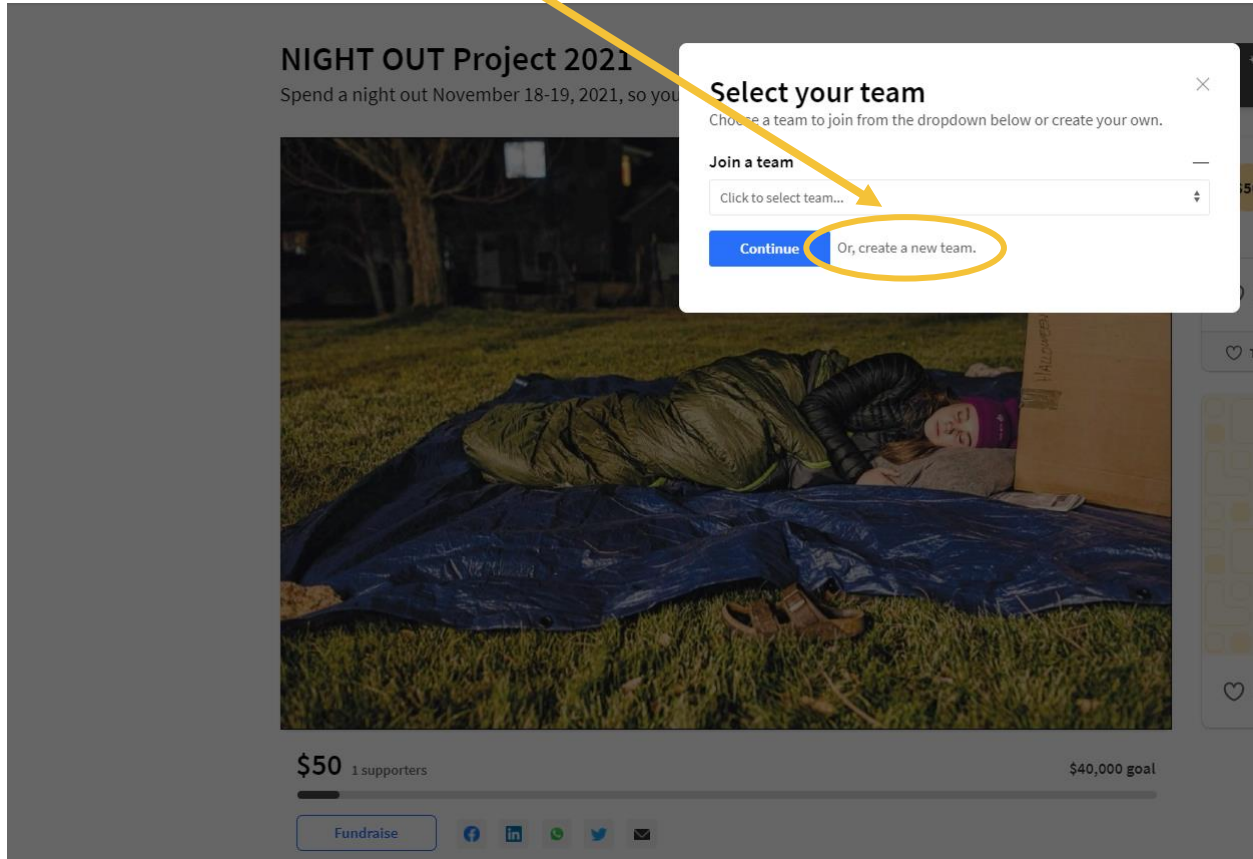
Love

Comment

Share

## Step 2:

Click on the “Or, create a new team” link.



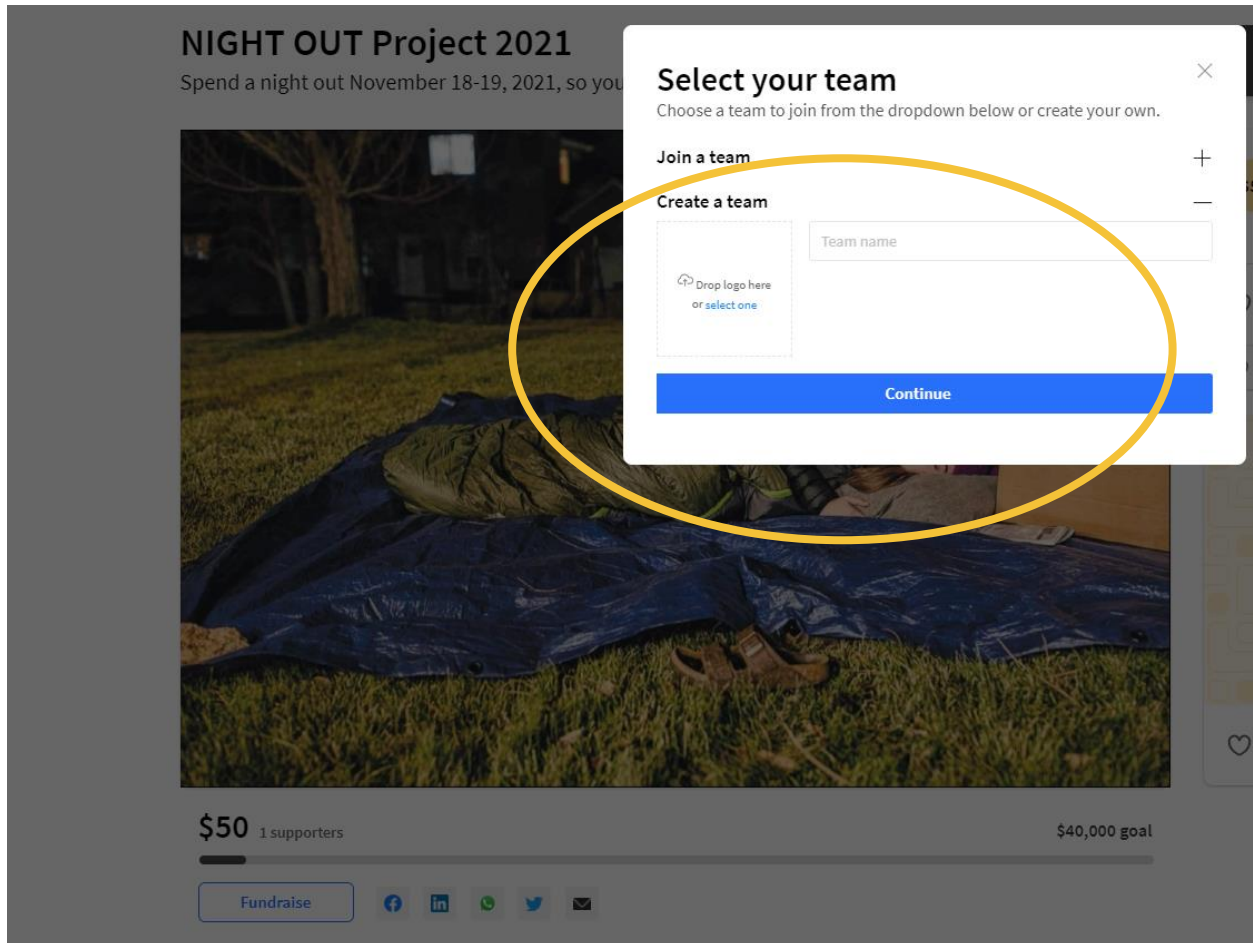
The screenshot shows a fundraising page for the "NIGHT OUT Project 2021". The page title is "NIGHT OUT Project 2021" and the subtitle is "Spend a night out November 18-19, 2021, so you". Below the text is a photograph of a person sleeping in a green sleeping bag on a blue tarp on a grassy field at night. The fundraising progress bar shows "\$50" raised from "1 supporters" out of a "\$40,000 goal". At the bottom, there is a "Fundraise" button and social media sharing icons for Facebook, LinkedIn, WhatsApp, Twitter, and Email.

Overlaid on the page is a white modal window titled "Select your team" with a close button (X) in the top right corner. Below the title, it says "Choose a team to join from the dropdown below or create your own." Under the heading "Join a team", there is a dropdown menu with the text "Click to select team..." and a downward arrow. Below the dropdown are two buttons: a blue "Continue" button and a white button with a blue border that says "Or, create a new team.". A yellow circle highlights the "Or, create a new team." button, and a yellow arrow points from the text "Click on the 'Or, create a new team' link." to this button.

### Step 3:

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

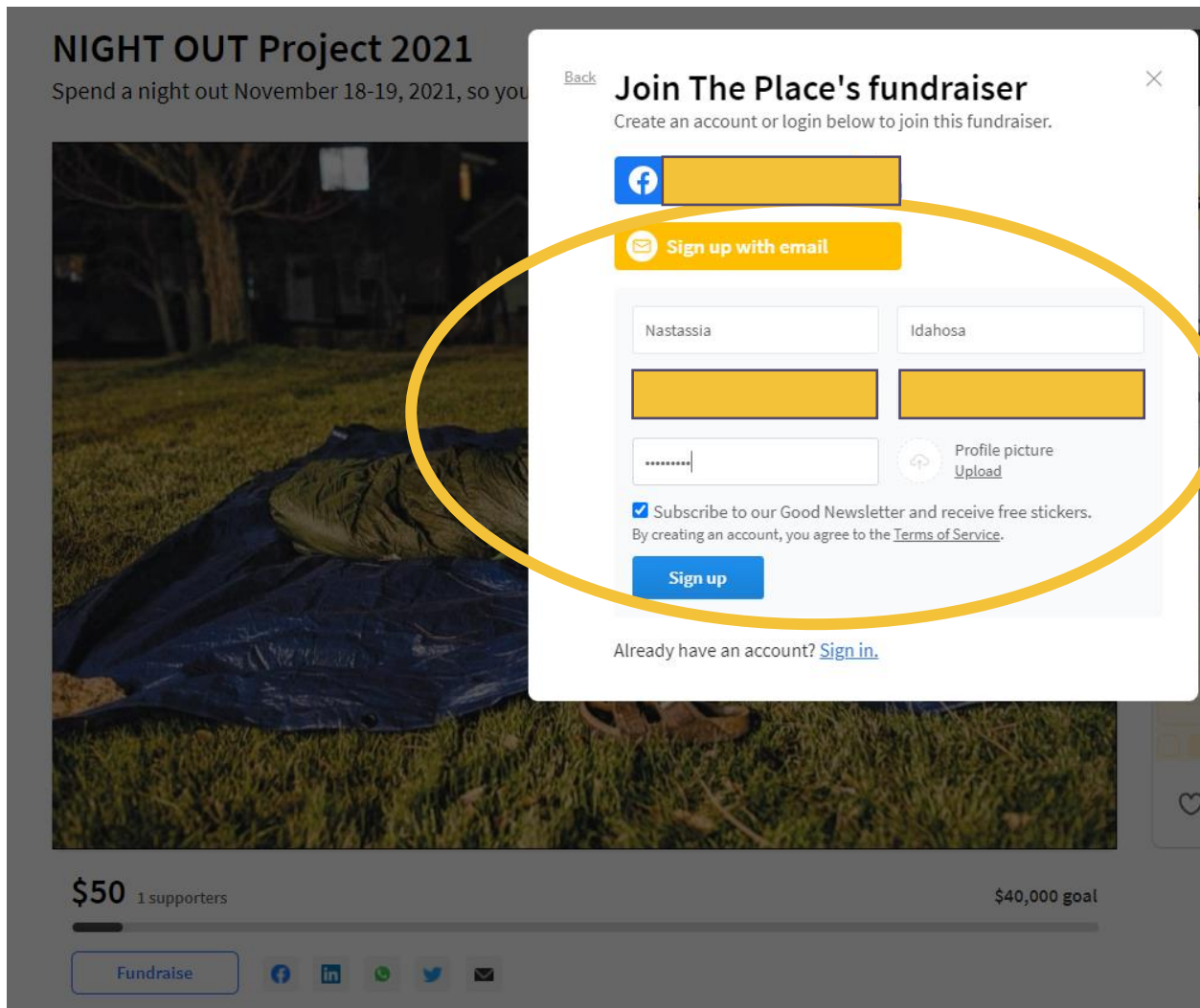
And you must upload a Team Logo. This can be of you or a picture of your favorite thing. *This is required before you can continue.* Click the blue “Continue” button.



The screenshot shows a fundraising page for "NIGHT OUT Project 2021" with the subtitle "Spend a night out November 18-19, 2021, so you". The main image is a photograph of a person sleeping on a blue tarp on a lawn at night. A modal window titled "Select your team" is overlaid on the page. The modal contains the following elements: a close button (X) in the top right; the instruction "Choose a team to join from the dropdown below or create your own."; a "Join a team" section with a plus sign (+); a "Create a team" section with a minus sign (-); a "Drop logo here or select one" area with a circular arrow icon; a "Team name" text input field; and a blue "Continue" button at the bottom. A yellow oval highlights the "Create a team" section and the "Continue" button. At the bottom of the page, it shows "\$50" raised by "1 supporters" and a "\$40,000 goal". A "Fundraise" button and social media icons (Facebook, LinkedIn, WhatsApp, Twitter, Email) are also visible.

## 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.



**NIGHT OUT Project 2021**  
Spend a night out November 18-19, 2021, so you

**Join The Place's fundraiser**  
Create an account or login below to join this fundraiser.






Sign up with Facebook

Sign up with email

Subscribe to our Good Newsletter and receive free stickers.  
By creating an account, you agree to the [Terms of Service](#).

Already have an account? [Sign in.](#)

**\$50** 1 supporters **\$40,000 goal**

## 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 direct link to Your Team page.

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!



The screenshot shows a fundraising page for "NIGHT OUT Project 2021" by The Place. The main page features a photo of a person sleeping on a blue tarp in a field, with a progress bar showing \$50 raised from 1 supporter towards a \$40,000 goal. A yellow circle highlights the "Share my page" button, and a yellow arrow points from it to a "Share your page" modal on the right. The modal includes a URL, social media sharing options, a "View main page link" dropdown, and a "Send automated invites" section with a form for email and phone numbers.

**Share your page**

<https://givebutter.com/NightOutProject2021/development-team-1/nastassiaidahosa>

View main page link

**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:

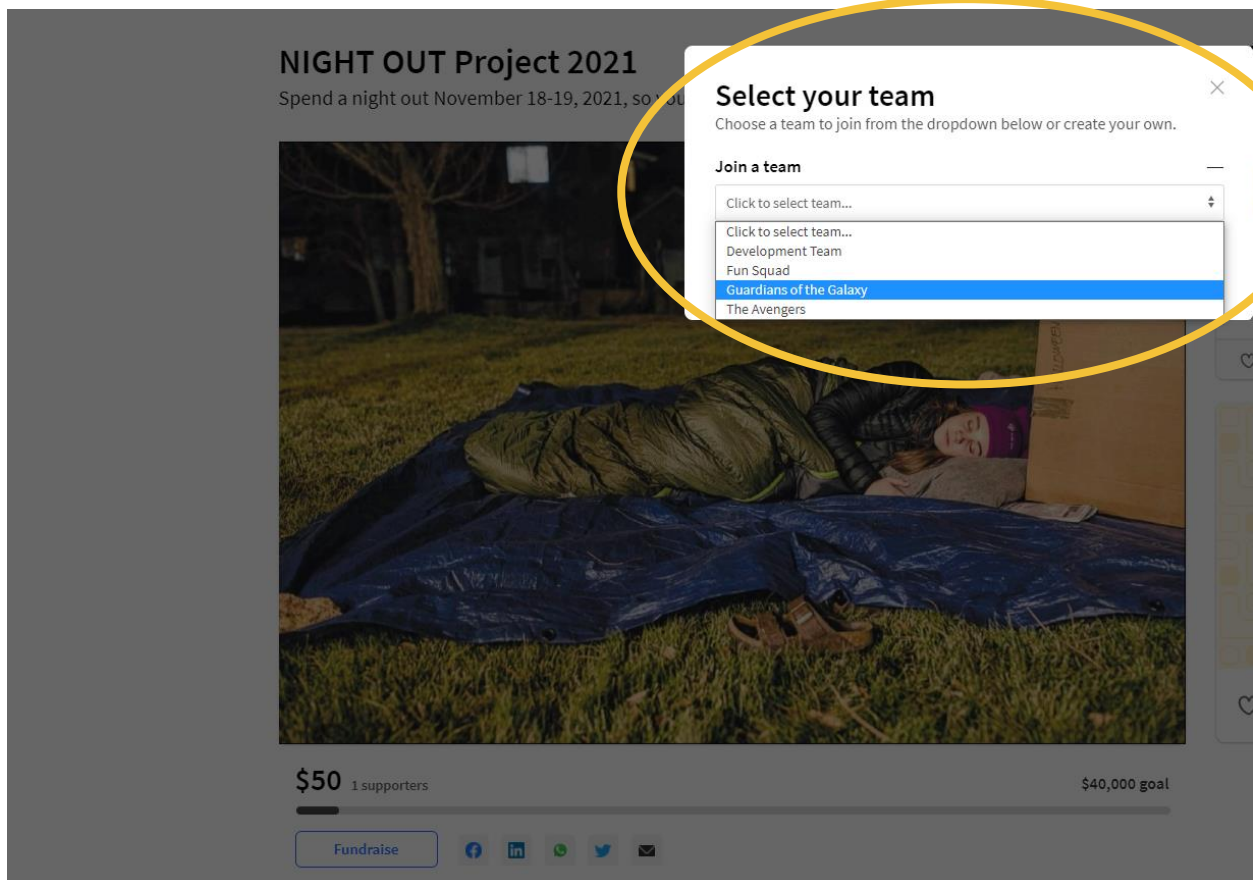
### INVITE NEW TEAM MEMBERS!

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 **“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.



The screenshot shows a fundraising page for "NIGHT OUT Project 2021" with the subtitle "Spend a night out November 18-19, 2021, so you can...". The page features a photo of a person sleeping in a green sleeping bag on a blue tarp in a grassy field at night. A modal window titled "Select your team" is overlaid on the page, containing the text "Choose a team to join from the dropdown below or create your own." and a "Join a team" section with a dropdown menu. The dropdown menu is open, showing options: "Click to select team...", "Development Team", "Fun Squad", "Guardians of the Galaxy" (highlighted in blue), and "The Avengers". Below the photo, the page shows "\$50" raised by "1 supporters" and a "\$40,000 goal". A "Fundraise" button and social media icons are at the bottom.



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!