

# Team Hope Walk is now a Scavenger Hunt!

OCTOBER 17, 2020

# CREATE A TEAM

To create your team, follow the steps below:

- Click on "Become a Participant"
- Select the number of tickets for each person on your team. Be sure to select at least 1 ticket for the team leader
- Click on "Start a Team" and enter your team name and goals
- Enter the details of the team leader and participants on your team (this will be based on how many tickets you selected)
- Enter your registration details and click submit

#### Congratulations! Your team has been setup.

Once submitted, you will be prompted to create a Donor View Portal account or login to your existing account.

#### Don't forget to customize your page!

The Donor View Portal allows you to manage your team and fundraising pages. You have the ability to add your personal story and upload photos to a gallery. A drop down menu on the top right allows you to switch between your personal and team pages. Each page has a unique link that you can share with friends and family.

#### Good luck with your fundraising goals! The more you raise, the more points you'll get!

### JOIN AN EXISTING TEAM

To join an existing team, follow the steps below:

- Click on "Become a Participant"
- Select the number of tickets for each person in your group or for yourself.
- Select the team you want to join
- Enter the details of the team leader and participants in your group (this will be based on how many tickets you selected). You can choose to be a participant or fundraiser. As a fundraiser you will be able to fundraise for the team.
- Enter your registration details and click submit

# DONATE TOWARDS A PARTICIPANT

To make a donation to an existing participant's fundraising team, follow the steps below:

- Click on "Support a Participant"
- Select the participant from the drop down list
- Click on "Donate Now"
- Enter your details, donation amount, and click submit

# DONATE TOWARDS A TEAM

To make a donation to an existing team, follow the steps below:

- Click on "Support a Team"
- Select the team from the drop down list
- Click on "Donate Now"
- Enter your details, donation amount, and click submit