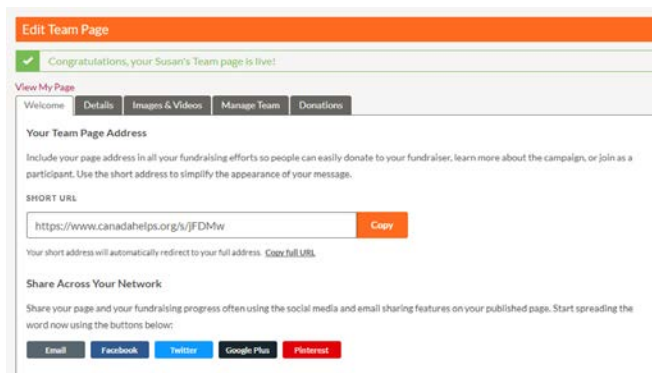


- 1) Visit hccf.org to start the registration process
- 2) Choose whether to Find a Team or Person, Create a Team or Join as an Individual
- 3) **FIND A TEAM OR PERSON** (you can use this option if you wish to join an existing team, or donate to an individual/team)
 - a. Enter the name of a team or person in the Search Window – click “Search”
 - b. Select the team or the person you wanted
 - c. If you select a Team, you can donate to the team or join the team
 - d. If you select an individual, you can donate to that person’s fundraising page
- 4) **CREATE A TEAM** (use this option if you wish to be a Team Captain & recruit others to join your team)
 - a. **Step 1** - Enter information for the Team (i.e. create a password for Canada Helps, your contact info, waiver)
 - b. **Step 2** - This is the page you’ll share with friends and family for supporting your personal participation in the campaign.
 - i. “YOUR PERSONAL FUNDRAISING PAGE NAME” – enter your first & last name
 - ii. “GOAL AMOUNT” – enter what you would like to personally raise. Suggested individual goal is \$150+
 - iii. “FEATURED IMAGE” – you can upload an image to catch people’s attention. You can modify this at a later time.
 - iv. “FUNDRAISING STORY” – enter why you are helping to raise funds for students in need. There is a default story already loaded. You can modify this at a later time.
 - c. **Step 3** - This is the page where others come to join your team. It shows your team's collective fundraising results, individual team member results and provides links to each team member page.
 - i. “YOUR TEAM'S NAME” – make sure it is easy for people to find
 - ii. “GOAL AMOUNT” – suggested Team Goal is \$1,000+
 - iii. “FEATURED IMAGE” – you can upload an image to catch people’s attention. You can modify this at a later time.
 - iv. “FUNDRAISING STORY” – enter why your team is helping to raise funds for students in need. There is a default story already loaded. You can modify this at a later time.
 - d. Explore the tabs under “View My Page” to see how you can customize your team’s page.
 - e. Invite others to join your team....the more the merrier. Copy the “Short URL” for use in emails, your website or social media.



Edit Team Page

✓ Congratulations, your Susan's Team page is live!

[View My Page](#)

Welcome | [Details](#) | [Images & Videos](#) | [Manage Team](#) | [Donations](#)

Your Team Page Address

Include your page address in all your fundraising efforts so people can easily donate to your fundraiser, learn more about the campaign, or join as a participant. Use the short address to simplify the appearance of your message.

SHORT URL

<https://www.canadahelps.org/v/jfDMw> [Copy](#)

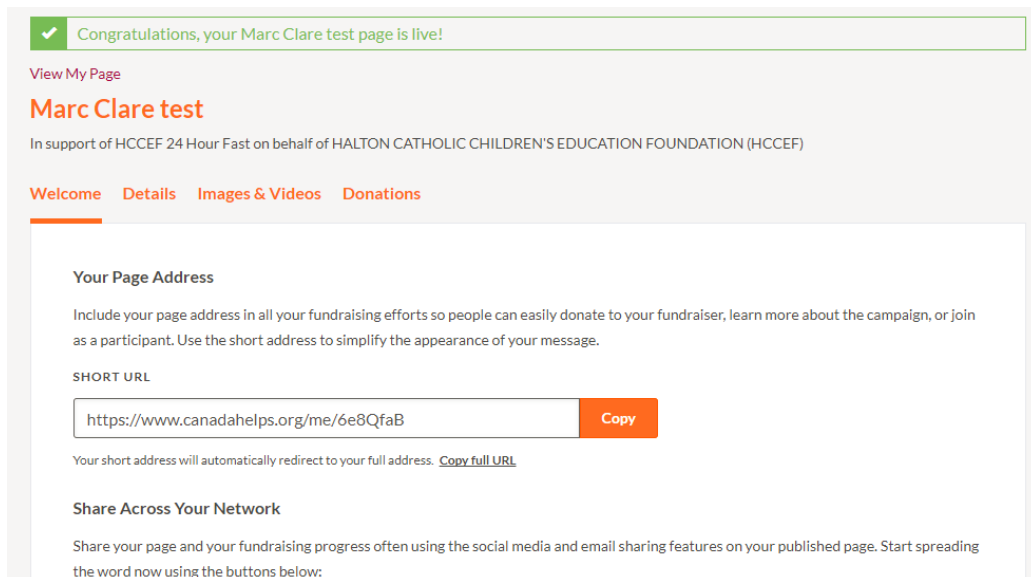
Your short address will automatically redirect to your full address. [Copy full URL](#)

Share Across Your Network

Share your page and your fundraising progress often using the social media and email sharing features on your published page. Start spreading the word now using the buttons below:

[Email](#) [Facebook](#) [Twitter](#) [Google Plus](#) [Pinterest](#)

- 5) **JOIN AS AN INDIVIDUAL** (use this option if you wish to join as an individual. If you register and then change your mind about joining a team, email clarema@hccef.org – we’ll be happy to help you with this.)
- Step 1** - Enter your information for your fundraising page (i.e. create a password for Canada Helps, your contact info, waiver)
 - Step 2** - This is the page you’ll share with friends and family for supporting your personal participation in the campaign
 - “YOUR PERSONAL FUNDRAISING PAGE NAME” – enter your first & last name
 - “GOAL AMOUNT” – enter what you would like to personally raise. Suggested individual goal is \$150+
 - “FEATURED IMAGE” – you can upload an image to catch people’s attention. You can modify this at a later time.
 - “FUNDRAISING STORY” – enter why you are helping to raise funds for students in need. There is a default story already loaded. You can modify this at a later time.
 - Step 3** – Explore the “Welcome”, “Details”, “Images & Videos” and “Donations” tabs
 - Ask others to donate to your fundraising page. Copy the “Short URL” for use in emails or social media.



QUESTIONS?

No problem...we would be happy to help you.

Contact Marc Clare (Executive Director, HCCEF) – clarema@hccef.org; 905-632-6314 x.248