1. Make your pics, video, and text personal so that everyone knows why the cause is important to you.

2. The moment you're ready to start raising money, email a link to your fundraising page to all your friends, family, classmates, colleagues and everyone else you know.

3. Use the "Manage Campaign" tab to share your fundraiser on Facebook, Twitter, etc.
   - **KEY:** Ask people at least three times to support you!
     People will want to support your endeavor and tend to forget but intend to give later, so remind them!

4. Add small updates to let your supporters know how your team is doing!

5. Under the "Edit Fundraiser" Tab, you can:
   - Update the "Mini Summary" – this will show up if somebody is accessing the page via mobile device
   - Upload photos and videos here
   - Under the "Advanced Settings" at the bottom of the page, click "Setup Custom Thank You Email" to setup a custom email that will be sent to people that donate to your team – **Strongly encouraged!!**

6. Under the "Manage Team" Tab, you can:
   - Invite Team Members to join your team
   - Under "Toolkit"
     - Send the whole team a message
     - Add offline donations received to your total (by default setting any team member can add offline donations to their total)
     - Confirm "official" and "unofficial" team members – this allows you to confirm members of your team as legitimate members aka people you know

7. Actively encourage your team members and check in on them regarding their fundraising!

8. Read the "Creative Fundraising Ideas" worksheet and plan a group fundraiser for your team.

9. Questions or ideas? Don't hesitate to ask Kate! Email: kpipa@actspooner.org
   Office Phone: 203-225-0453 x 102 // Cell Phone (if it's reallllly important): 203-258-1298