

## **12th Annual Brooklyn T.E.A.L. ® Walk/Run Fundraising Guide**

Welcome to our guide on how to virtually fundraise for our 2020 Brooklyn T.E.A.L.® Walk/Run. This guide will include instructions and tutorials to help you successfully create a team or individual fundraising page, join a team fundraising page, and edit your page.

### **Team Fundraising**

**We recommend that a team captain start the fundraising page.**

#### **Start a Team Fundraising Page:**

After you [register](#) your team for the Walk/Run, you can create a team fundraising page by following these simple steps:

1. Follow this [link](#) to our campaign page
2. Click “Join”
3. Create a profile
  - a. “First Name” should be your team name in all capital letters
  - b. “Last Name” should be “Captain- [Captains Name]”

Watch this [tutorial](#) on how to set up and edit your team page!

#### **Edit your Team Page:**

You will be able to edit many features of your fundraising page. You can add pictures, videos, share your story, and set a team fundraising goal. To edit your page, follow these steps:

1. Click the circular icon in the top right corner
2. Select “Campaigns”
3. Find “12th Annual Brooklyn T.E.A.L. ® Walk/Run - Virtual”
4. Click the “Edit” button below the campaign title
5. Hover over the “Fundraiser Page” and click “Edit”

#### **Encourage People to Join your Team Fundraiser:**

People can join your team fundraising page by clicking the “Join” button on your page. You can share your pages link or have people find your team under “The Team” tab on the 12th Annual Brooklyn T.E.A.L. ® Walk/Run - Virtual [Campaign Page](#). Make sure team members [register](#) for the walk before joining your team fundraiser page!

#### **Join a Team:**

By joining a team fundraising page, all money you raise will count towards your team's goal. Make sure you [register](#) with your team for the walk before joining their fundraising page. Joining a team is very simple and can be done by following these simple steps:

1. Follow the link to your team page provided by your team captain OR find your team page under “The Team” tab on our [Campaign Page](#)
2. Click “Join”
3. Create a profile
4. Edit your profile by following the steps from “Edit your Team Page” (see above)

Watch this [tutorial](#) on how to join a team page!

## **Individual Fundraising**

### **Start a Fundraising Page:**

After you [register](#) for the Walk/Run, you can create a fundraising page by following these simple steps:

1. Follow this [link](#) to our campaign page
2. Click “Join”
3. Create a profile

### **Edit your Page:**

You will be able to edit many features of your page. You can add pictures, videos, share your story, and set a fundraising goal. To edit your page, follow these steps:

1. Click the circular icon in the top right corner
2. Select “Campaigns”
3. Find “12th Annual Brooklyn T.E.A.L. ® Walk/Run - Virtual”
4. Click the “Edit” button below the campaign title
5. Hover over the “Fundraiser Page” and click “Edit”

## **Donations**

**Share the link to your page on social media and email to friends and family so they can show their support.**

**Contact [info@tealwalk.org](mailto:info@tealwalk.org) or 917-310-4835 if you have any questions.**