



Step-By-Step Guide

CREATE OR JOIN A VIRTUAL FUND DRIVE

Start a fundraiser today and help end hunger with the support of your community.



San Antonio

**FOOD
BANK**

SERVING SOUTHWEST TEXAS

Fighting Hunger... Feeding Hope

www.saf

HOW TO CREATE AN INDIVIDUAL FUNDRAISER PAGE

San Antonio

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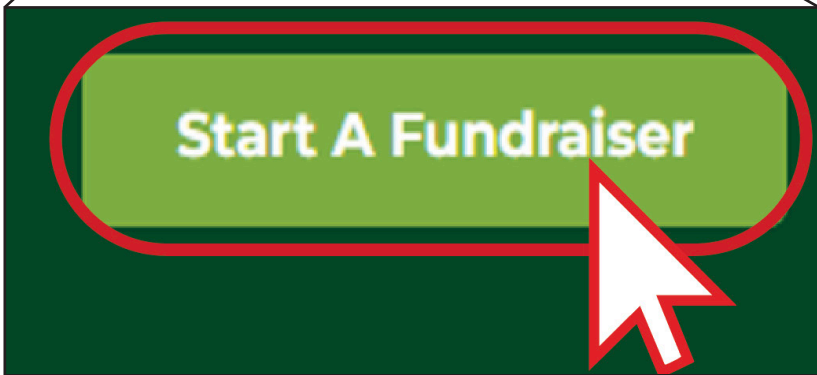
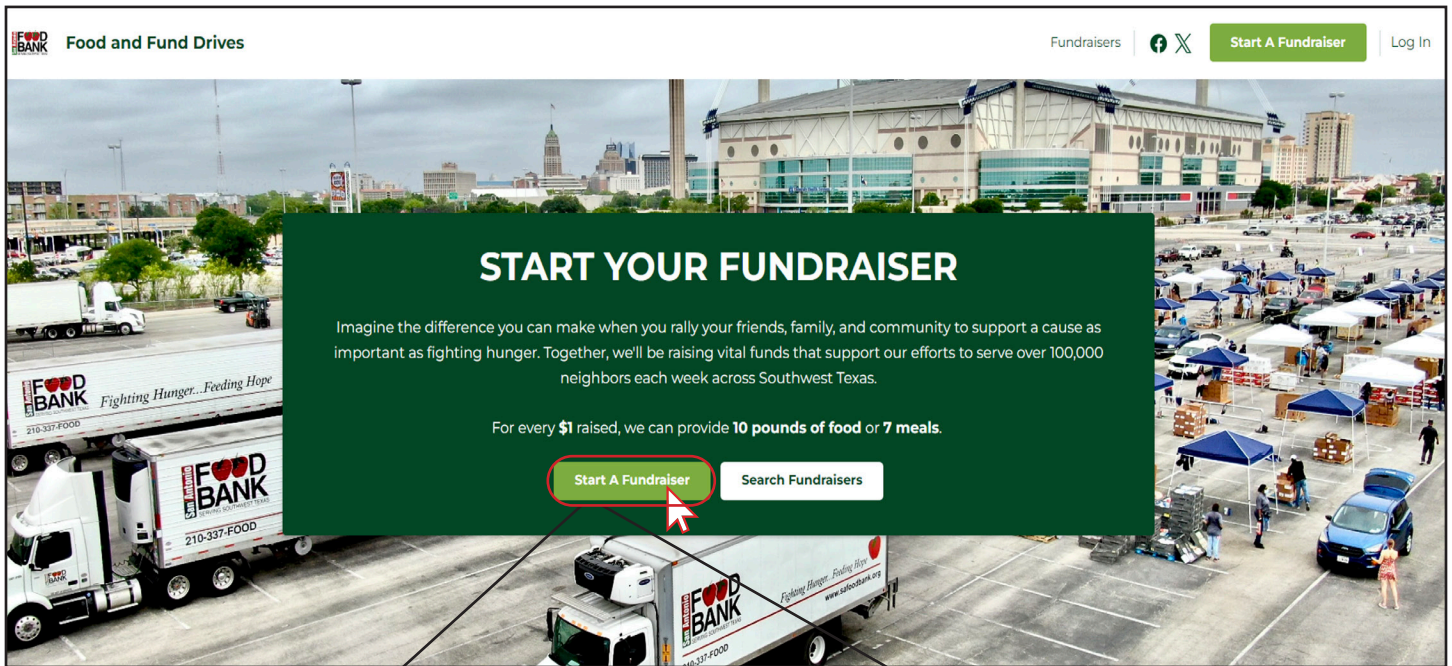
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Questions? Please contact your Food & Fund Drive
Coordinator at fooddrives@safoodbank.org

STEP 1

Click start a fundraiser

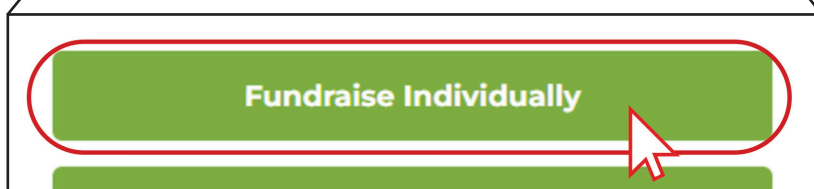
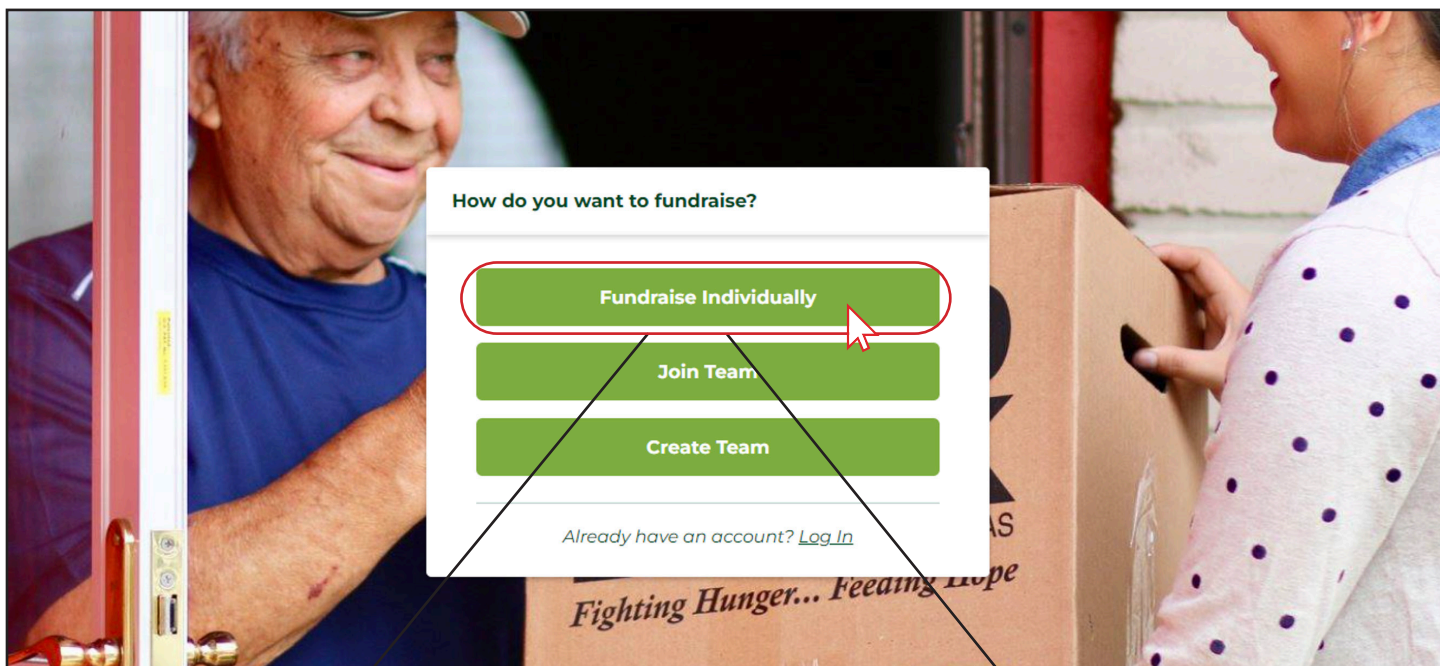


STEP 2

Select Fundraise Individually:

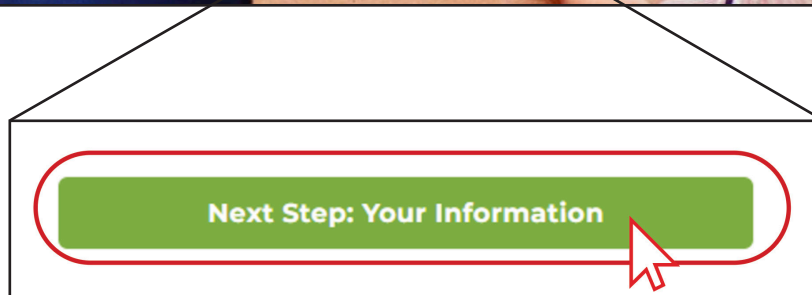
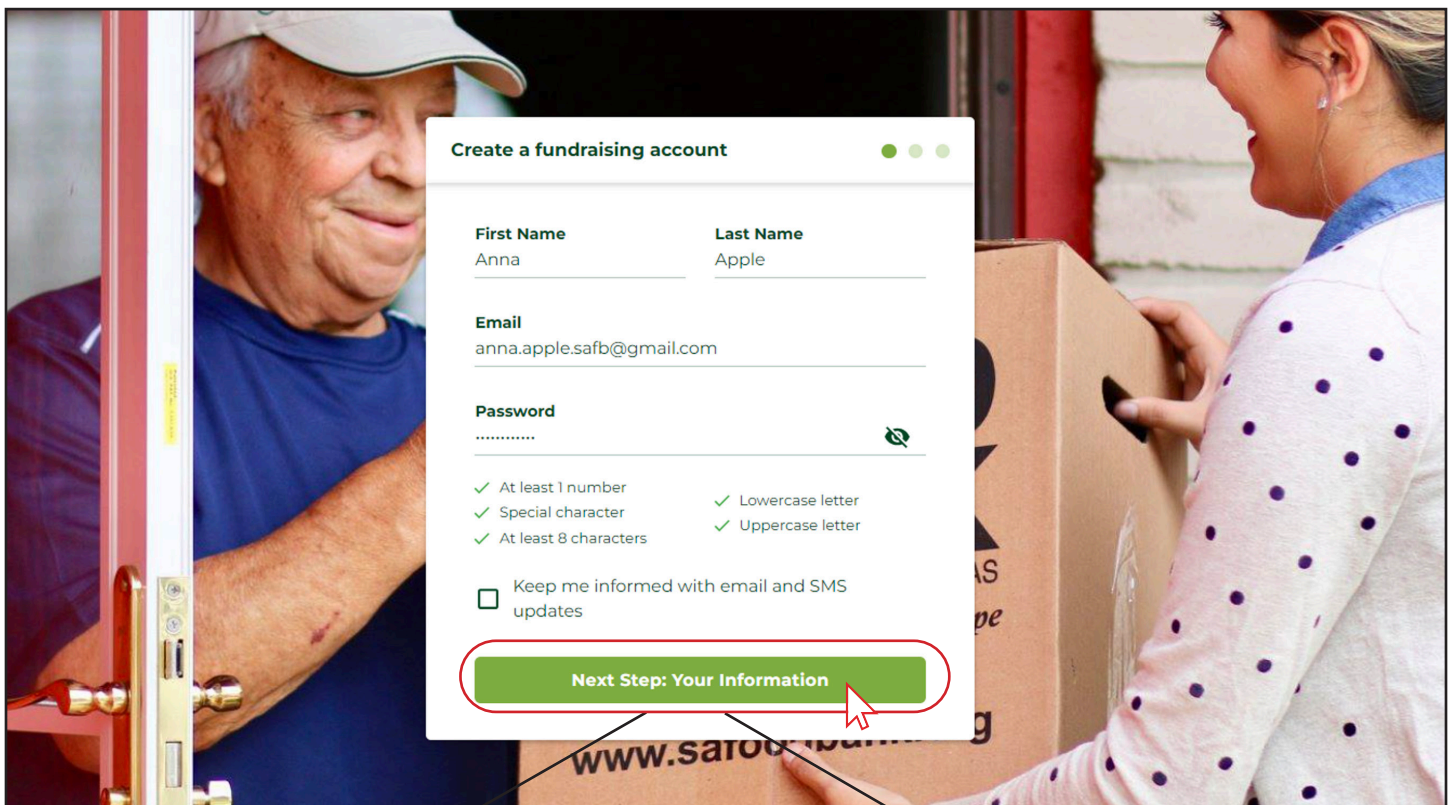
Opt for this if you are organizing the Fundraiser for yourself or if you prefer a single Fundraiser Page for your group or organization.

If you wish to change your fundraising method, don't worry—you can change it after your account is set up.



STEP 3

Input your information to set up an account on the Funraise platform. Please be sure to document your email and password associated with your account somewhere safely. Please select Next Step to continue building your Fundraiser Page.



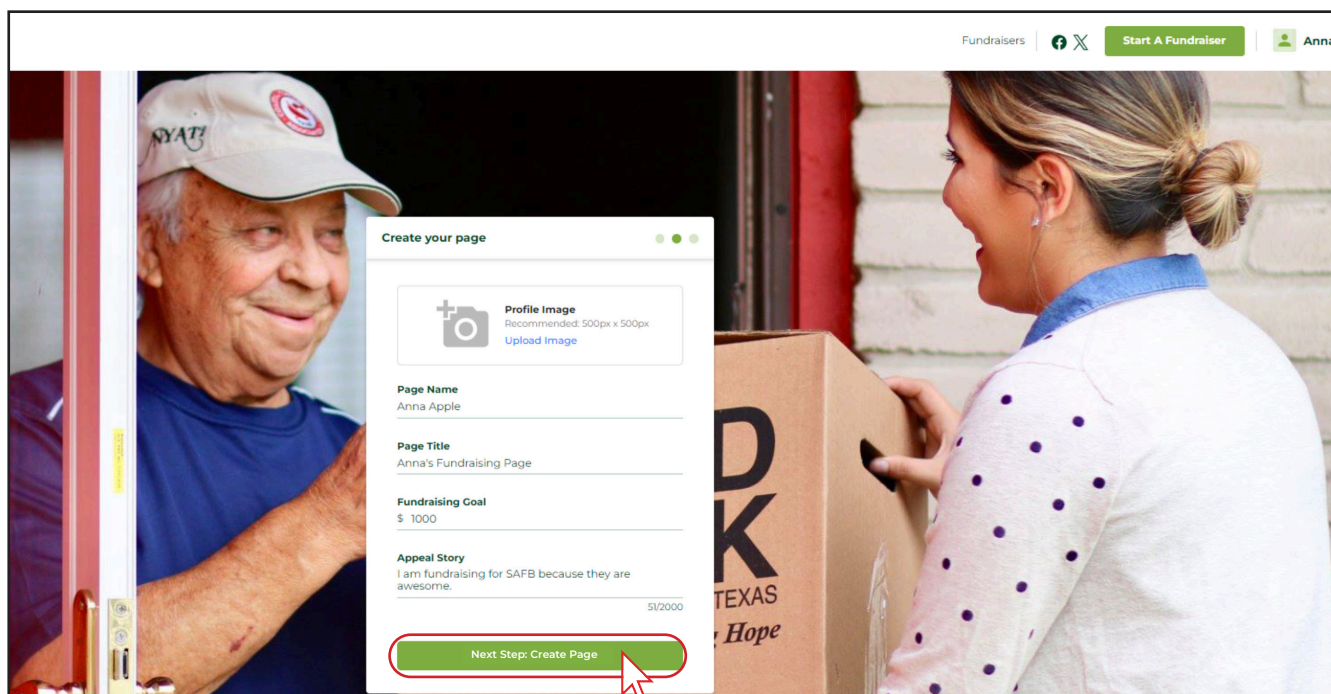
STEP 4

Setting up your personal public Fundraiser Page:

On the top right corner, you'll see the account you're currently logged into.

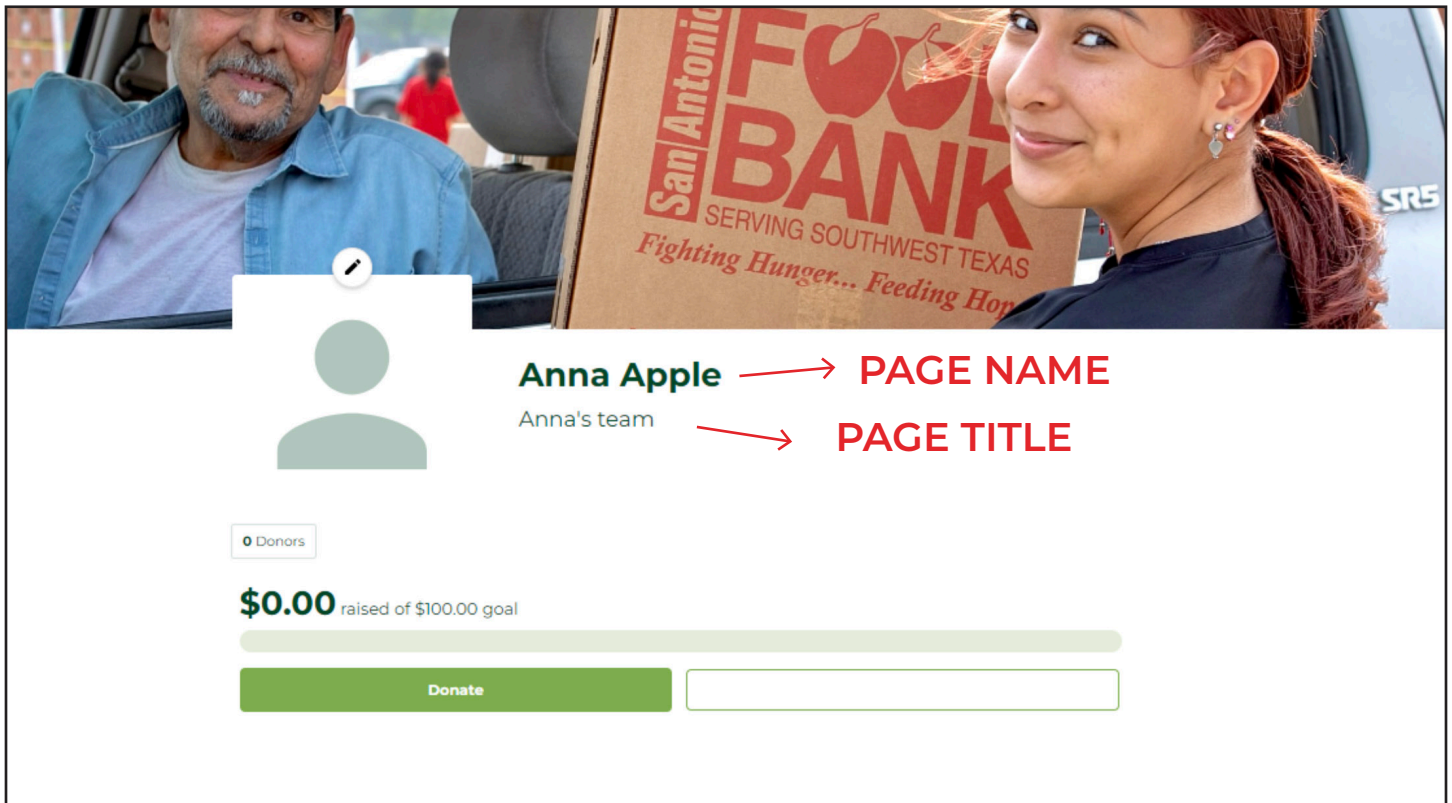
1. You have the option to upload a profile image for your page
2. Choose a page name, which will serve as the general identifier for your Fundraiser page—use your first and last name for this
3. Create a page title that is more descriptive and creative, aimed at engaging your fundraising supporters
4. Enter a fundraising goal
5. Finally, share your story about why you want to raise funds for the San Antonio Food Bank!

Unsure on what to include? Don't worry, this information can be edited once your Fundraiser Page is created.



STEP 5

Congratulations! Your Fundraiser Page is set up and it is ready for additional customization and can be shared with your supporters and community!



The image shows a screenshot of a fundraiser page for the San Antonio Food Bank. At the top, there is a banner photo of a man and a woman in a car, with a cardboard box in the foreground that reads "San Antonio FOOD BANK SERVING SOUTHWEST TEXAS Fighting Hunger... Feeding Hope". Below the photo is a profile card for "Anna Apple" with a green profile picture icon and a pencil icon for editing. The name "Anna Apple" is highlighted in green, and "Anna's team" is below it. Red arrows point from "Anna Apple" to the text "PAGE NAME" and from "Anna's team" to "PAGE TITLE". Below the profile card, it says "0 Donors" and "\$0.00 raised of \$100.00 goal". At the bottom, there is a green "Donate" button and an empty input field.

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HOW TO CREATE A TEAM FUNDRAISER PAGE

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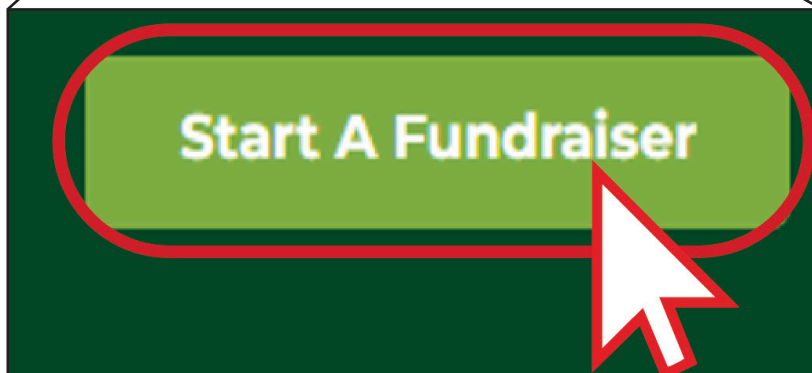
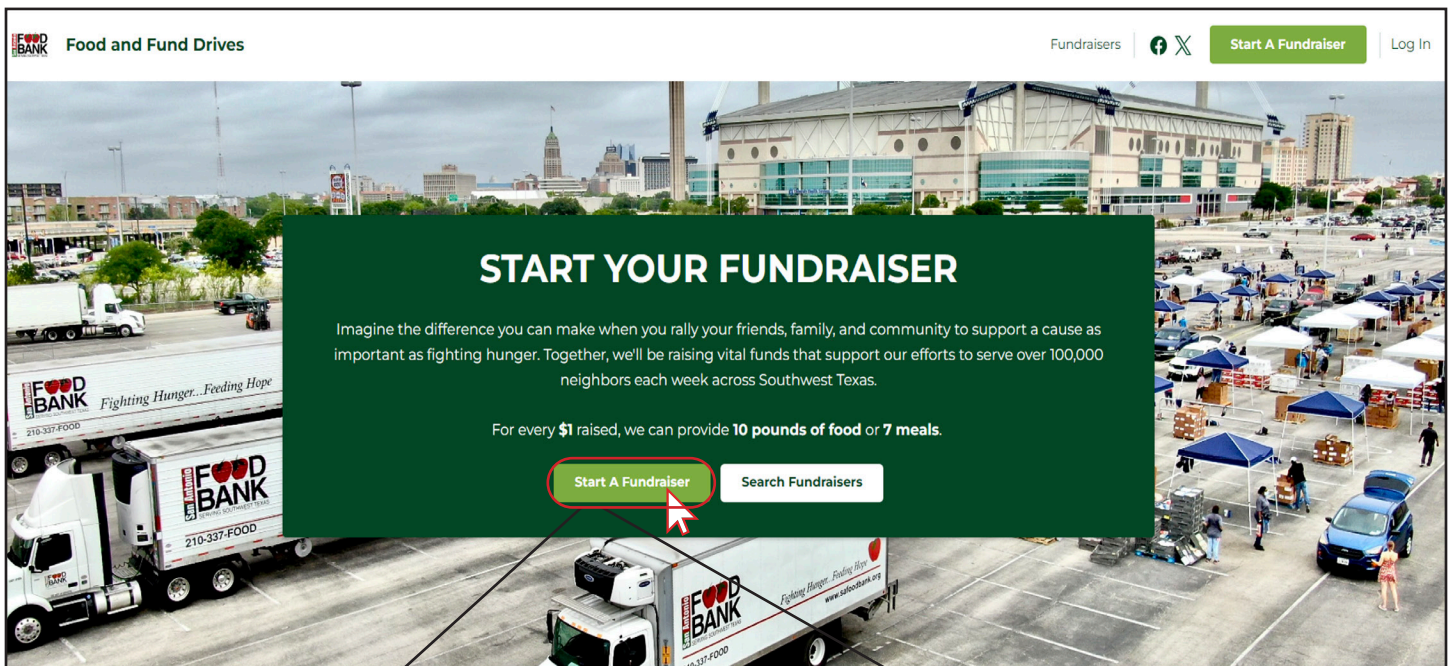
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STEP 1

Click start a fundraiser



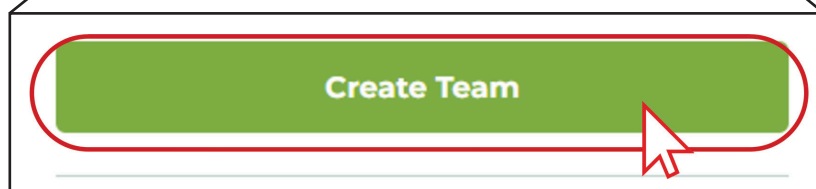
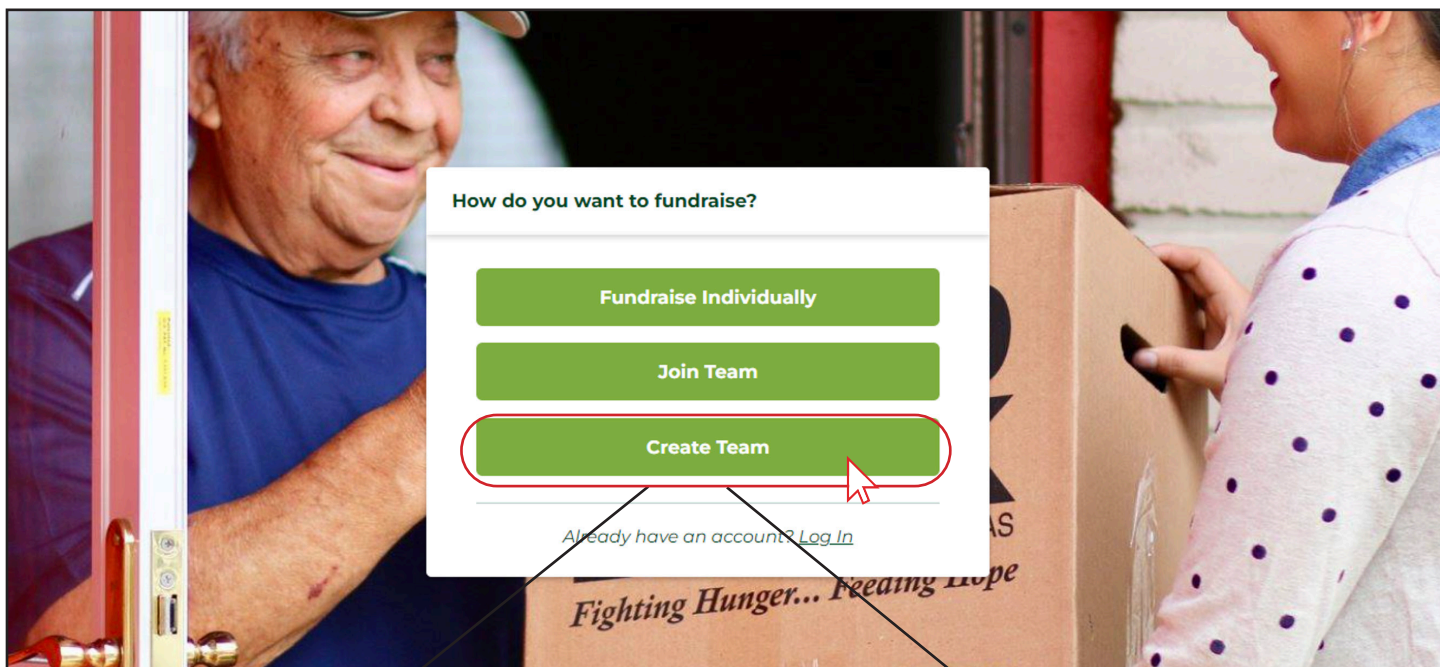
STEP 2

Select Create Team:

Opt for this if you are a group wishing to form Team Fundraiser Pages, such as different departments within a company or different grade levels at a school.

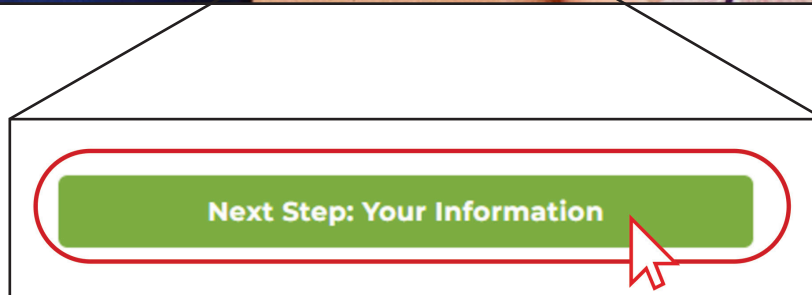
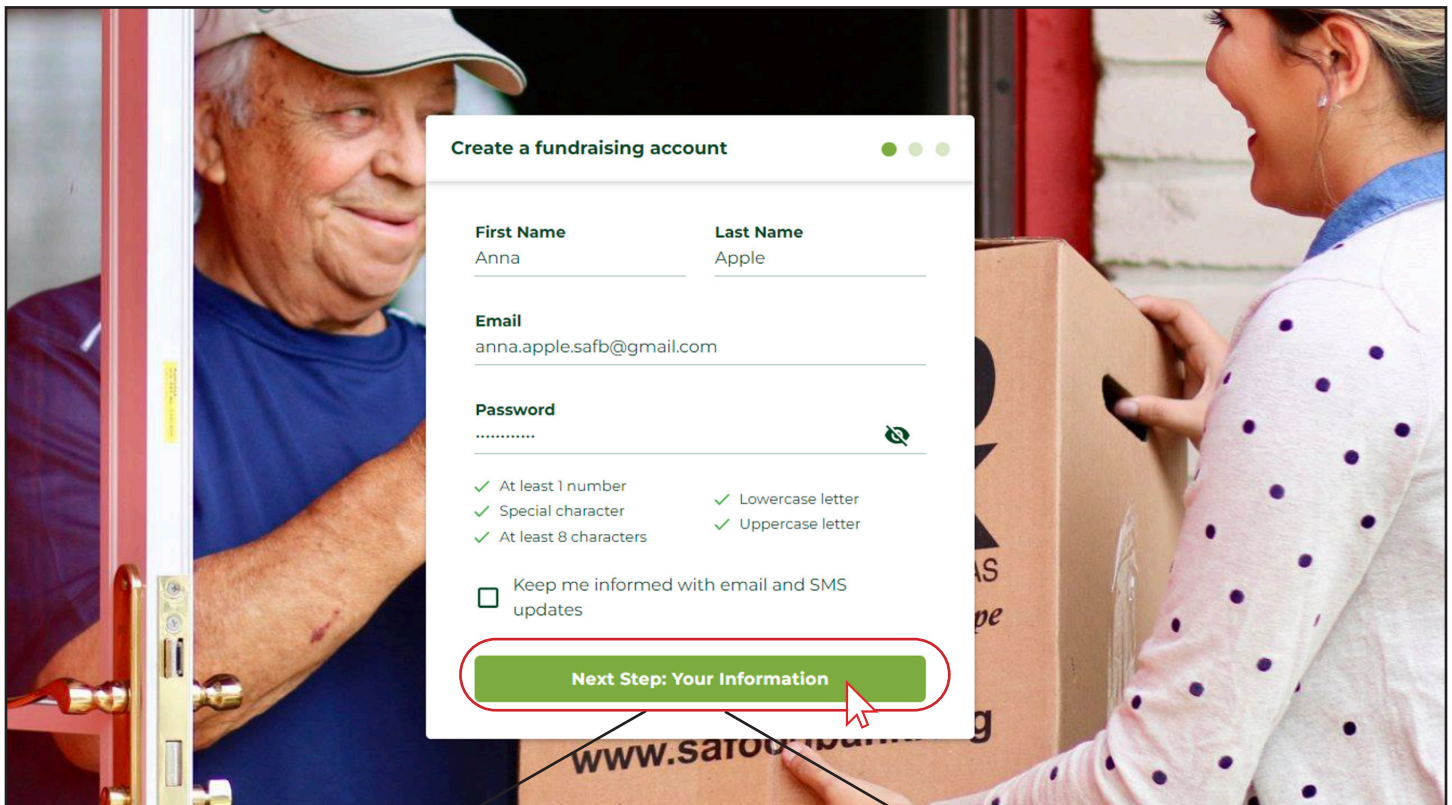
If you wish to change your fundraising method, don't worry—you can change it after your account is set up.

Let's get started on creating a team!



STEP 3

Input your information to set up an account on the Funraise platform. Please be sure to document your email and password associated with your account somewhere safely. Please select Next Step to continue building your Fundraiser Page.



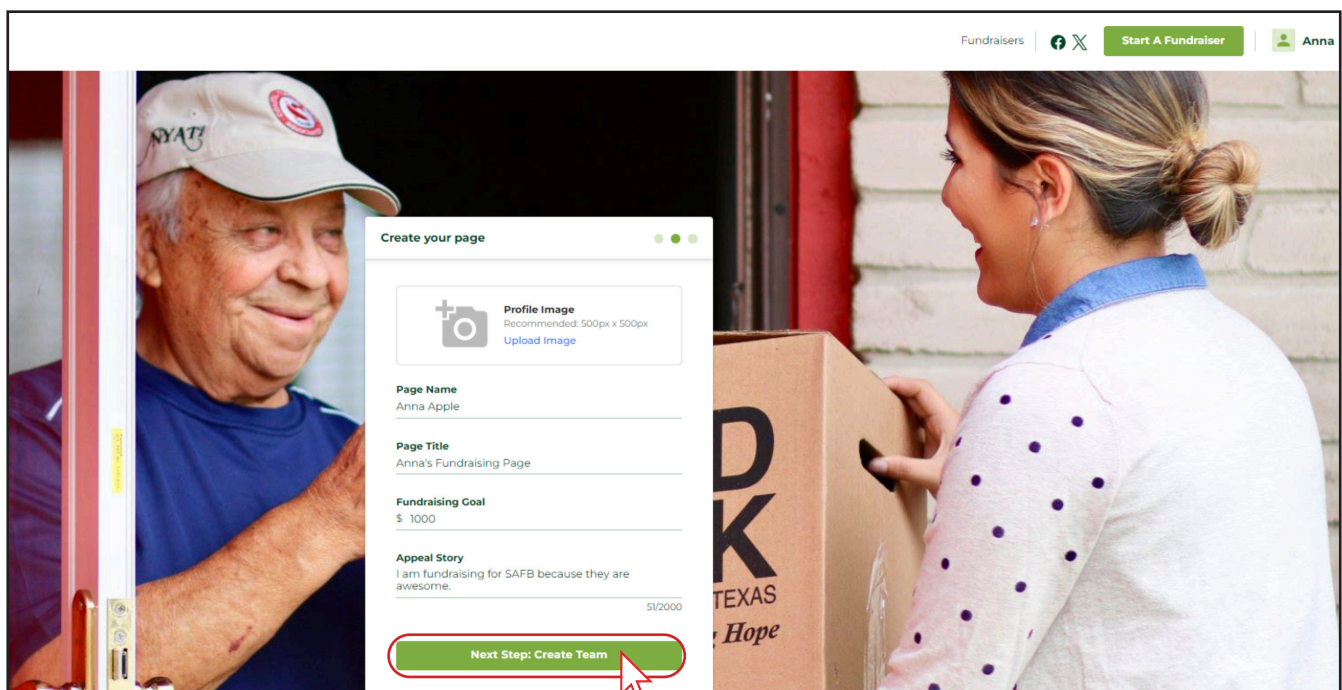
STEP 4

Setting up your personal public Fundraiser Page:

Please note this is separate from and prior to building out the Team Fundraiser Page content.

1. You have the option to upload a profile image for your page
2. Choose a page name, which will serve as the general identifier for your Fundraiser page—use your first and last name for this
3. Create a page title that is more descriptive and creative, aimed at engaging your fundraising supporters
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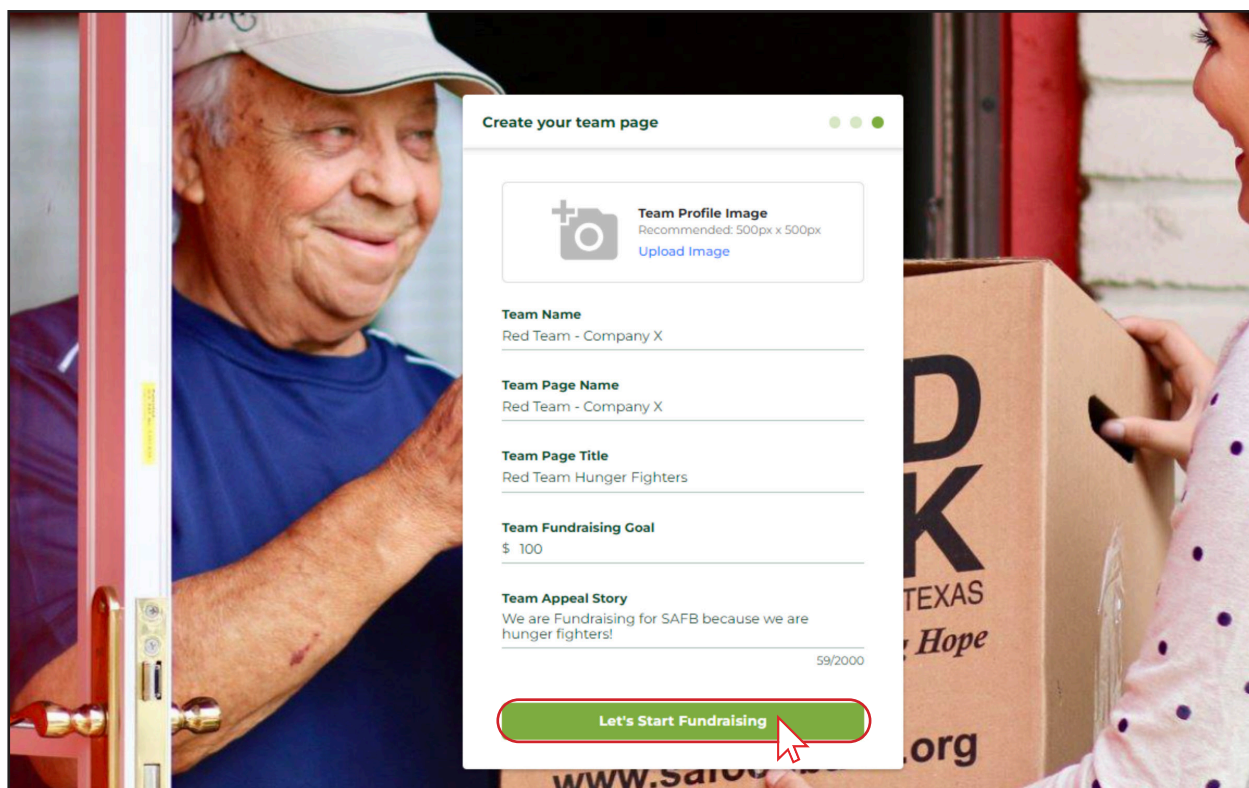
STEP 5

Setting up your Team Fundraiser Page:

By doing so, you will become Admin of the Team Fundraiser Page.

1. You have the option to upload a Team Profile Image.
2. Create your Team Name: This will be used by the San Antonio Food Bank to identify your fundraiser. Include your groups name in this field.
3. For the Team Page Name, please use the same name as your Team Name.
4. For the Team Page Title, feel free to be creative!
5. Set a fundraising goal.
6. Share an appeal story for why your team wants to fundraise for the San Antonio Food Bank.

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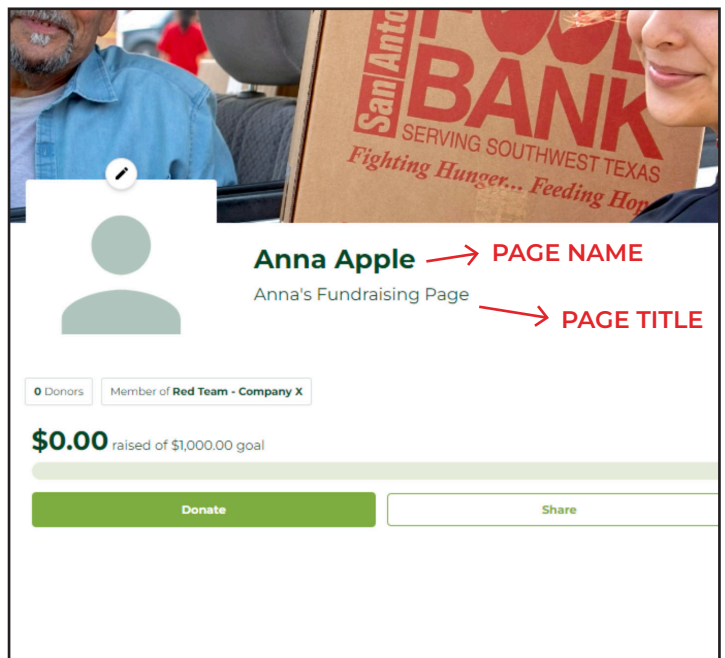
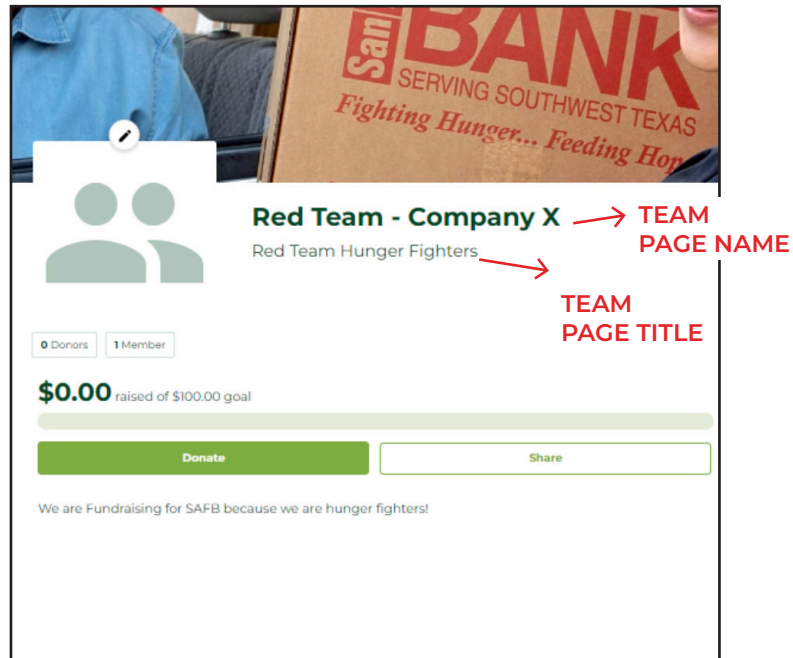
TIP!

Your Team Fundraiser Page and your personal Fundraiser Page are separate.

Your personal Fundraiser Page is linked to your Team Fundraiser Page.

In the settings, you can modify the team admin, team name, page title, fundraising goal, appeal story, team profile photo, and the URL path.

You also have the option to delete team pages in the settings.



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**HOW TO JOIN A
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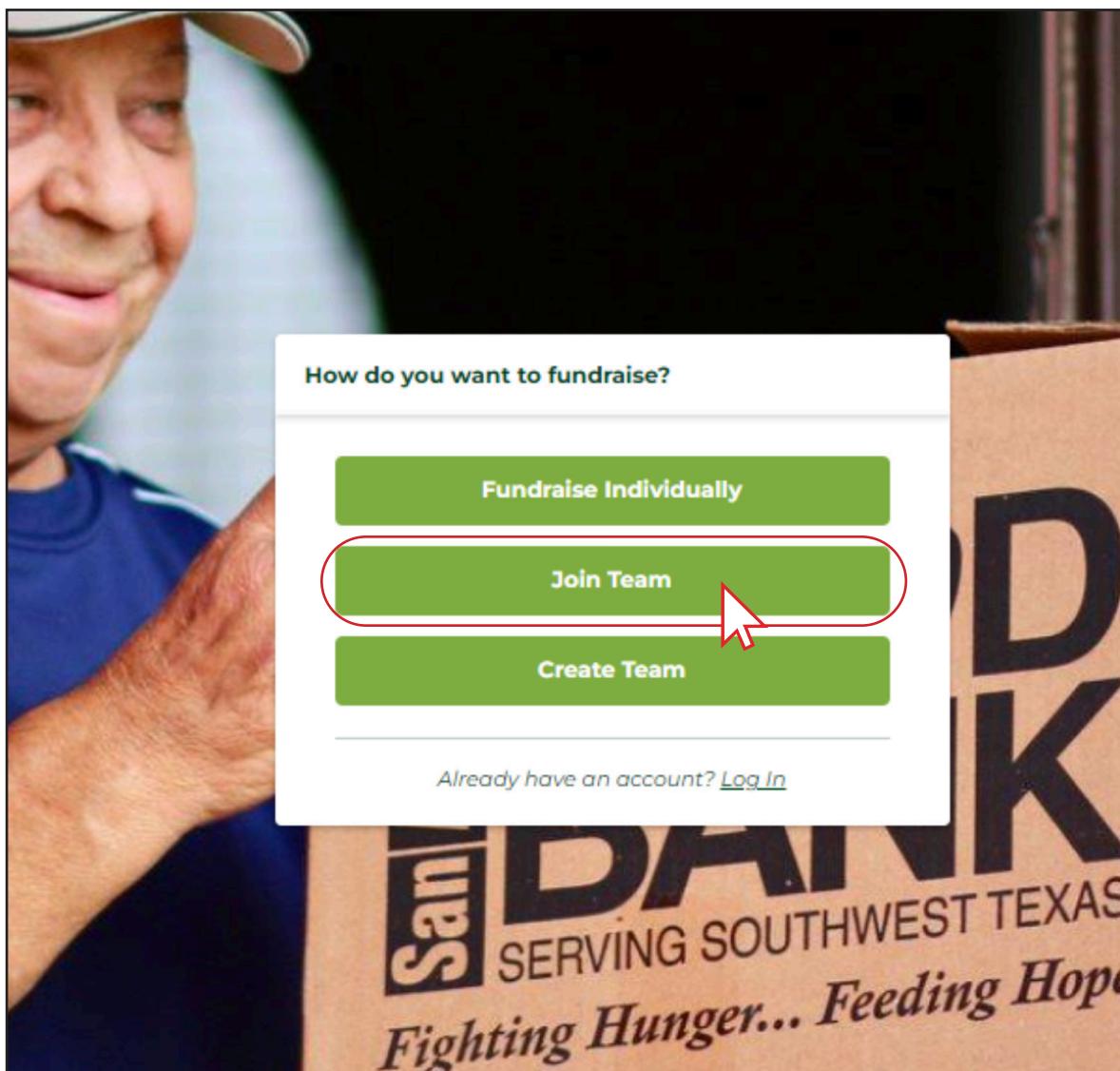
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STEP 1

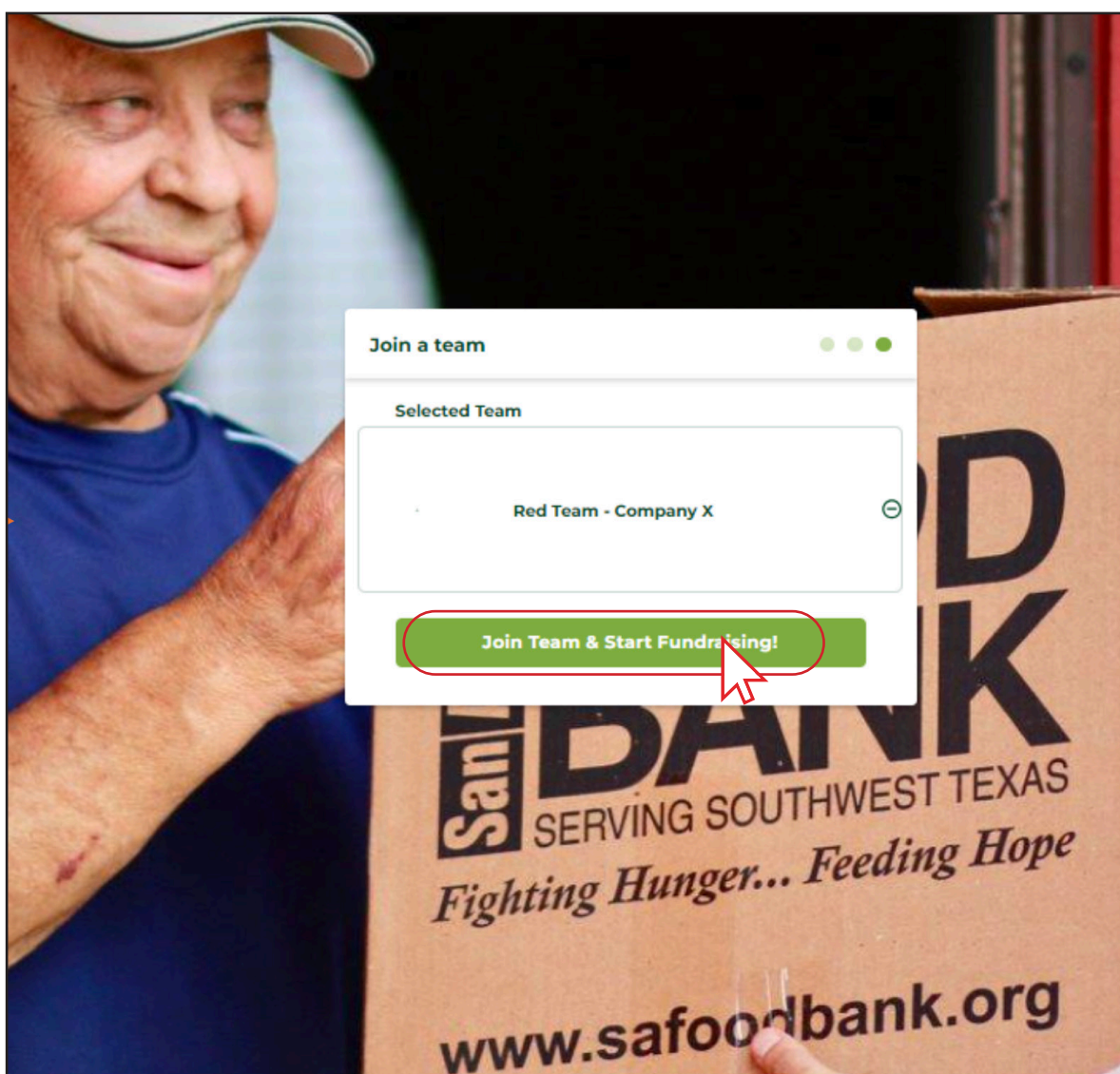
In the Search Teams field, please enter in an existing Team Fundraiser Page name.

Once the correct Team Fundraiser Page is selected, click Join Team & Start Fundraising!



STEP 2

Enter an existing team name from a current fundraiser.



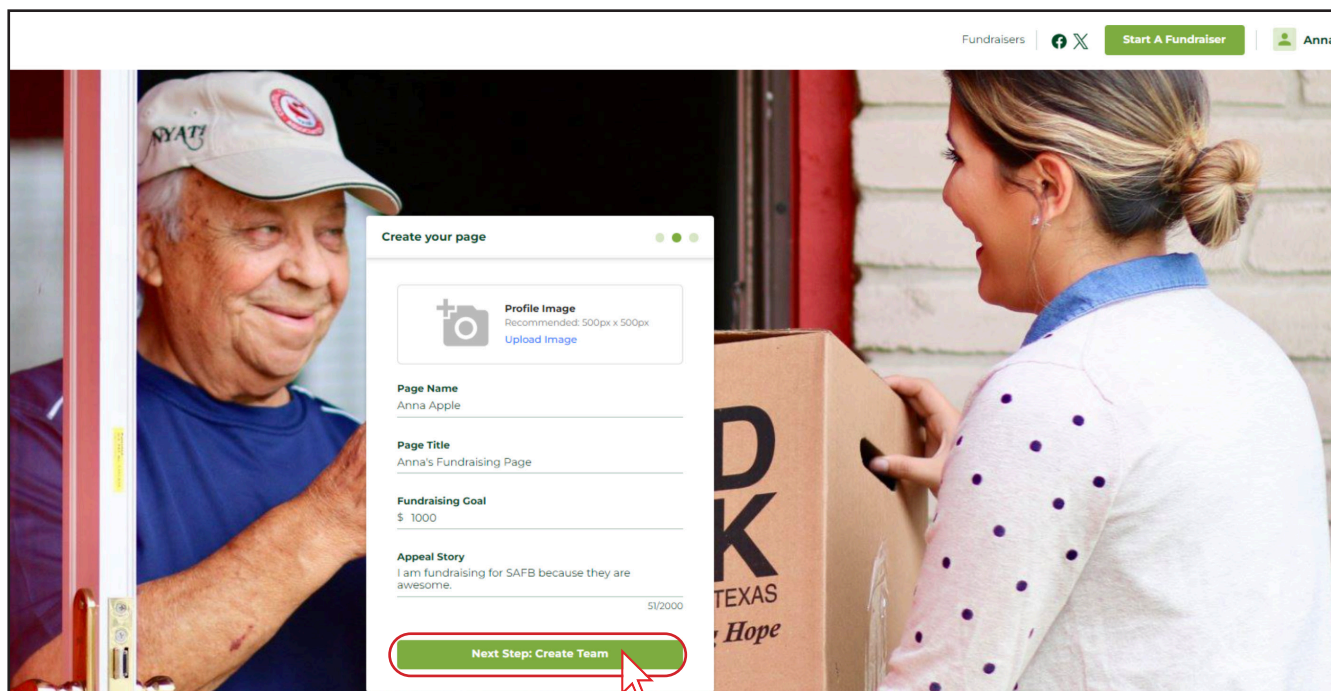
STEP 3

Setting up your personal public Fundraiser Page (If you haven't set one up already):

Please note this is separate from the Team Fundraiser Page.

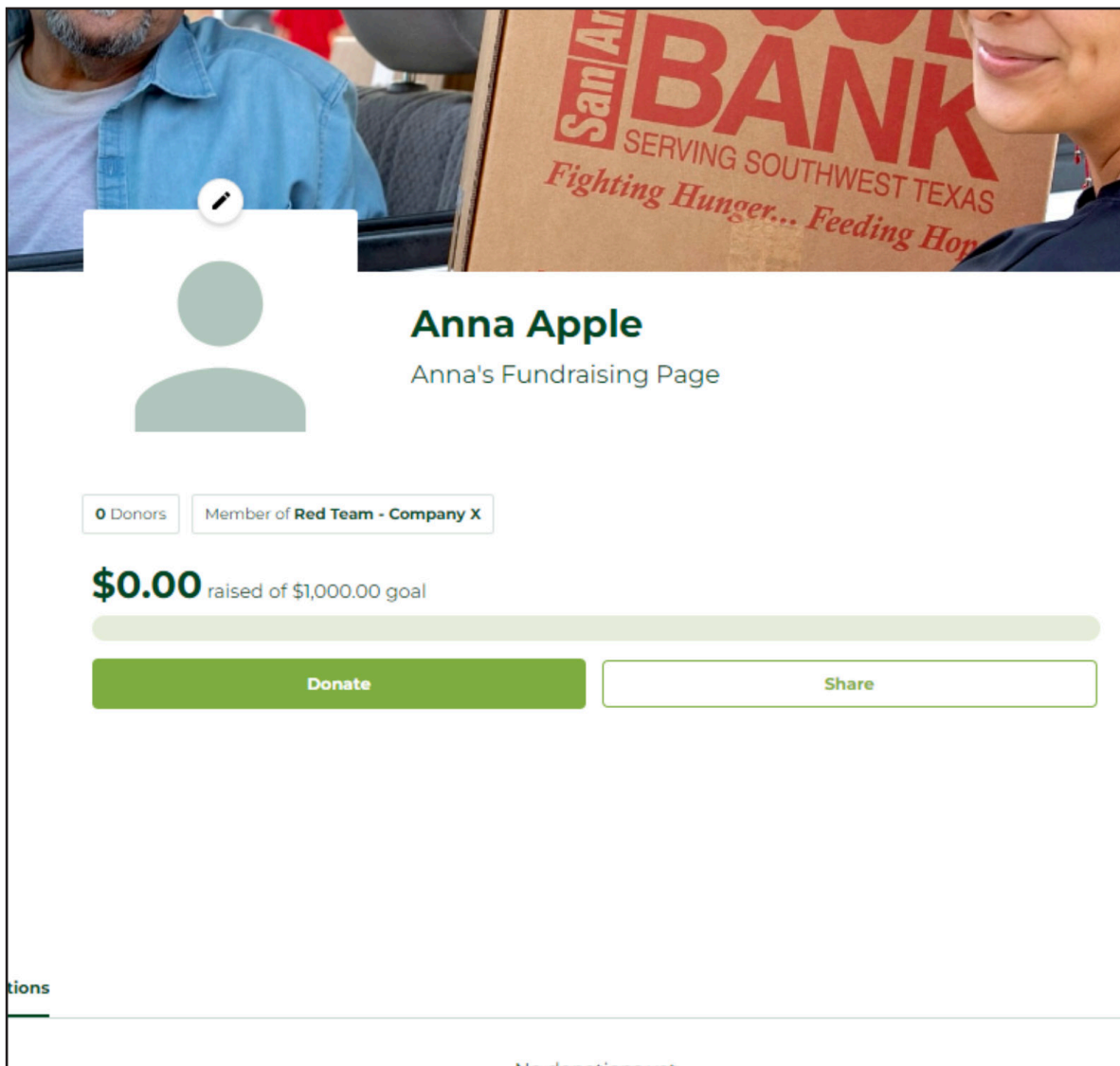
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STEP 4

Congrats! You are now part of a fundraising team!



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Anna Apple
Anna's Fundraising Page

0 Donors Member of **Red Team - Company X**

\$0.00 raised of \$1,000.00 goal

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tions

No donations yet