

Big Brothers Big Sisters of Prince Edward Island Bowl for Kids Sake 2019 – How to Raise Money On-Line

If you raise any money on-line, you'll double your Air Canada ballots.

There are also **great prizes** for people who raise money on-line – **check the Prize Sheet for more information!**

How Do I Get Started?

Go to: <https://www.canadahelps.org/en/charities/big-brothers-big-sisters-of-pei-inc/p2p/BFKS2019/> or go to our website www.bbbspei.ca & click on the **On-Line Fundraising Story** in the **Latest News Roll**, then click the big **Sign Up for On-Line Fundraising** button.

Team Captains - How do I set up my Team?

1. Click **Create a Team** and **sign in** (if you used CanadaHelps last year) **If you are new**, set up a CanadaHelps Account. Fill in or update your Address information
2. Set up your **Personal Fundraising Page**. We have added a **default goal, photo and text to make set up easy** - you can personalize them at any time. Make sure **your name** is part of your **Fundraising Page name** (so donors can find you)
3. **Set up your Team's Fundraising Page**. The default goal, photo, and text can also be personalized at any time. Make sure your **business name** is part of your **Team Name** (for search function)
4. **Make sure you Save** after each step.



Team Members – How do I join my team?

1. Click **Teams Tab**, **select your team**, click **Join This Team** and **sign in** (if used CanadaHelps last year). **If you are new**, set up a CanadaHelps Account. Fill in or update your Address Information
2. **Set up your Fundraising Page**. We have added a **default goal, photo and text to make set up easy** - you can personalize them at any time. Make sure **your name is part of your Fundraising Page name** (so donors can find you)
3. **Make sure you Save** after each step.

Individuals – How do I set up my Page?

Click **Join as an Individual** and **sign in** (if used CanadaHelps last year). **If you are new**, set up a CanadaHelps Account. **Follow Team Members Steps 2 & 3**



How do I sign back into my page?

- Click the link in your **CanadaHelps Welcome Email** or follow the instructions at the top of this page to find the link. Click the **Sign In Button** at the top right corner of page
- If you find yourself in **Your Donor Account**, click **Fundraising Pages** and **choose this year's fundraiser**.

Important Things You Need to Know

- **You cannot make a donation for someone else on your credit card.** It is against CRA rules! You will overwrite your CanadaHelps account which will lock you out and your donor will start receiving all of your emails. There is **no way to reverse this** once it happens
- You can change your **Account Settings** and **Print Your Tax Receipts** in Your **Donor Account**

If you have any questions or need assistance, Heather would be happy to help. Contact her at 902-368-7759 or info@bbbspei.ca

**Turn Over for
Tips & Tricks**

Big Brothers Big Sisters of Prince Edward Island Bowl for Kids Sake 2019 – On-Line Fundraising Tips & Tricks

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How do I fundraise?

- **Log in** and use the **Share Buttons** at the bottom of the **Welcome Tab** or if you are **viewing your page**, use the **orange Share Buttons** (under **Donate to Me**)
- **Share on Social Media** - click **Facebook, Twitter, or Pinterest** icon, add a personal message and post
- **Send an email through the system** – click **Email icon**, add the **email address** of the person you want to email and **add a message above the CanadaHelps link** (otherwise all that will be in the email is the link)
- **Send an email from your own email** – Cut and paste the **Short URL** in the **Welcome Tab** into the **body of your email** and send to your **family, friends & colleagues**
- **Team Captains** you can ask people to support you or your team, you just need to make sure you **include the correct page link**

How do I edit my pages?

- **Click your Name Button** (top right) and choose between **Edit My Page** and **Edit My Team** or click the **little Pencil Icon** next to your page name
- Click on the **Details Tab** to change your **Page Name, Fundraising Goal, Fundraising Story** and how supporters are displayed
- Click on the **Images & Videos Tab** to change your **Featured Image** and to **add photos and videos**
- **Team Captains** can toggle between your **Team Page and Individual Page** by using the arrow next to your name (top right corner when you are logged in)
- Make sure you **save changes!**



How do I invite People to Join My Team?

In the **Manage Team Tab** you can **Email, Facebook or Tweet** your team members. Depending on your Access Setting (Details Tab), you can **manage your join team requests** here too.

How do I add Off-Line Donations

In the **Donations Tab** you can add offline donations to reflect your true fundraising total. If you do this, **please be very careful to fill out your pledge sheet properly!**



How do I Print a Report to Attach to My Pledge Sheet?

Sign into your account, go to **Edit My Page**, click the **Donations Tab**, click the **On-Line Tab** and **print**. **Only the Team Captain should claim donations made to the team page.** Choose **Edit My Team** & follow the previous instructions

How do I Thank My Donors?

Sign into your account, go to **Edit My Page**, click the **Donations Tab** and click **Send a Message**. Thank your **friends, family & colleagues for their support** and keep them up-to-date with your **fundraising achievements!**

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