

# BIG BROTHERS BIG SISTERS OF PRINCE EDWARD ISLAND

## THE BIG LITTLE SCAVENGER HUNT – HOW TO RAISE MONEY ON-LINE

### HOW DO I GET STARTED?



- Go to: <https://www.canadahelps.org/en/charities/big-brothers-big-sisters-of-pe-inc/p2p/the-big-little-scamenger-hunt>
- Or click one of the **Raise Money On-Line** links on our website [www.bbbspei.ca](http://www.bbbspei.ca) (in The Big Little Scavenger Hunt Event Page or News Story)

### TEAM CAPTAINS - HOW DO I SET UP MY TEAM?

1. Click **Create a Team** and **sign in** or follow the instructions to set up your account
2. Set up your **Personal Fundraising Page first**. We have added a default goal, photo and text to make set up easy but you can personalize them 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, & text can also be personalized. 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**, **sign in** or follow the instructions to set up your account
2. Set **up your Fundraising Page**. We have added a **default goal, photo & text to make set up easy** but you can personalize them 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** and follow the instructions to set up your account. **Follow Team Members Steps 2 & 3**

**IF YOU RAISE MONEY ON-LINE,  
YOU'LL DOUBLE YOUR  
STAYCATION DRAW BALLOTS!**

### HOW DO I SIGN BACK INTO MY PAGE?

Click the link in your **CanadaHelps Welcome Email** or use the link at the top of the page. Click the **Sign In Button** (top right corner of webpage)

### 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. There is **no way to reverse this!**
- 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](mailto:info@bbbspei.ca)



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### HOW DO I FUNDRAISE?

- **Share on Social Media** – click the **Facebook, Twitter, or Pinterest** icons, add a personal message & post
- **Send an email through the system** – click the **Email icon**, add the **email address** of the person you want to email & **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** & send to your **family, friends & colleagues**
- **Team Captains** you can **ask people to support your team** – just make sure **you include the correct page link**



### HOW DO I EDIT MY PAGES?

- Click on the **Details Tab** to change your **Page Name, Fundraising Goal, Fundraising Story** & how supporters are displayed. Make sure you **save changes!**
- Click on the **Images & Videos Tab** to change your **Featured Image** and to **add photos and videos.** You need to click **Add An Image** (or Video) after you have uploaded and **Save on Details Tab**
- **Team Captains can toggle between your Team Page & Individual Page** by using the arrow next to your name (top right corner when you are logged in).

### 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.

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### HOW DO I ADD OFF-LINE DONATIONS?

In the **Donations Tab** you can add offline donations to reflect your true fundraising total. When filling out your Team Tally sheet, just be **careful not to double count** your Off-Line donations.

### HOW DO I THANK MY DONORS?

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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