

BIG BROTHERS BIG SISTERS OF PRINCE EDWARD ISLAND

BOWL FOR KIDS SAKE 2023 – HOW TO SET UP ON-LINE FUNDRAISING



HOW DO I GET STARTED?

- Go to: <https://www.canadahelps.org/en/charities/big-brothers-big-sisters-of-pe-inc/p2p/bowl-for-kids-sake-2023/>
- Or click one of the **Raise Money On-Line** links on our website www.bbbspei.ca (in the Bowl For Kids Sake 2023 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 it is **better if you personalize it!** 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 should 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 it is **better if you personalize it!** 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** or follow the instructions to set up your account. **Follow Team Members Steps 2 & 3**



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

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BOWL FOR KIDS SAKE 2023 – ON-LINE FUNDRAISING TIPS & TRICKS

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 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.



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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