

Team Captains:

How to Create a Personal and Team (P2P) Page on the Canada Helps Link

2017 Wild Winter Canoe Race entry requirements (see Race Rules, website Teams page) stipulate that once team captains have purchased ONE team registration they are required to create and manage two pages: a personal/individual page and a team page. The purpose of these pages is to: 1) start team fundraising; 2) provide team information for the event organizers. The link to create these pages is contained in the **purchaser confirmation email** that team captains receive immediately after purchasing one \$300 team registration.

CREATE AN INDIVIDUAL/PERSONAL AND TEAM PAGE

1. Click on 'click here' on the purchaser confirmation email. This takes you to the main P2P Landing Page.
 - Enter your email address and click continue. If you **HAVE** a *CanadaHelps* donor account you will be asked for your password. If you **DO NOT** have an account you will be asked to create a free account and create password. Click sign in. You will need to supply your activation code from your confirmation email.
2. **Step 1 of 2 screen: Personal or Individual Page:**
 - Insure that you enter your OWN name in the sections Name of Page Owner and Your Page Title, then enter your Goal Amount and some text in your Fundraising Story. These are **required** fields.
3. Next page:
 - fill in your mailing address details. If you have an existing donor account this will be populated already. After filling in these fields, click Continue.
4. **Step 2 of 2 screen: Team Page:**
 - Place cursor over Campaign URL. A highlighted box will appear at the end of the URL that you **must** complete. This will be your team's URL so for example, you could enter your Team Name.
 - Continue to add your team name (**required**) in the appropriate field, text about your team, logo and goal amount for your whole team (these fields are required except team logo).
 - Team Access Status: Click on 'open to everyone' (this is the default).
 - Click on Create Team at the bottom of the page to create your team. Team page will be generated.

INVITE PEOPLE TO JOIN YOUR TEAM

1. Click **top right** hand of screen where your email appears. Select **edit my team**.
2. Click on tab – **manage teams**.
3. Select **invite new members**.
4. Enter first name, last name and email address.
5. Click **add**.
6. Repeat for more invitations and then click send invites.

SHARE YOUR PERSONAL PAGE (to receive donations to you)

1. After inviting people to join your team, click on your email (top right corner). Click **edit my page**.
2. Click on tab **sharing**. Social media options will appear that you can select and login.
3. You can share the URL that you created or take the URL address at top of screen and send it to friends by email.

SHARE THE TEAM PAGE (to receive donations to the team)

1. Click on **email** (top right corner). Click on **edit my team**.
2. Scroll to bottom of page – select **save and view**.
3. Social media icons will appear. Select and login.

MANAGING YOUR TEAM PAGE

To remove and replace a team member:

1. Go to your email – select **edit my team**.
2. Click on the **manage my team** tab– select team member to be removed, choose an **action, delete**. The personal page team member should be deleted.
3. To replace a team member – you have to repeat invite steps.

SEE HOW YOUR FUNDRAISING IS GOING:

Just click on the Donations tab on the Team Page to see how well you and your team are doing!!

Team members

HOW TO JOIN A TEAM

You will be invited to join a team by email from the team captain.

HOW TO CREATE A PERSONAL FUNDRAISING PAGE

The email inviting you to join a team includes link to create a personal fundraising page. Click on the link. Provide your email to create a free account and create a password.

Then follow these steps:

1. Insure that you enter your OWN name in the sections Name of Page Owner and Your Page Title, then enter your Goal Amount and some text in your Fundraising Story. These are **required** fields. Your personal fundraising page will be generated.

QUESTIONS OR PROBLEMS?

CONTACT: Canada Helps at: info@canadahelps.org

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