

EveryDay Hero Fundraising Page and Team Set Up Instructions

You can find links to each EveryDay Hero campaign on HabiatNewburgh.org here: http://bit.ly/HFHGNwalk

Click on the appropriate Get Started! Button (this year there is a general Get Started! Button and EpiscoBuild, Methodist & Friends & PresbyBuild buttons.

Please note you must create a personal page before you can create a team.

- Enter your Page's title in the box
- Select your fundraising goal
- Click on the green Create Fundraising Page Button

An upload picture window will pop up.

- Click Upload Image
- You can either drag a file or click choose file and select a file from your computer to upload.
- If you do not want to upload a photo simply click skip (if you are logged in with Facebook your profile picture will load automatically
- Click Save

An edit your story window will pop up.

- Edit the text if you would like to.
- Click Save

A share your page window will pop up.

- If you are on Facebook, please share your page!
- If you are not on Facebook click on skip

A Donate to your page window will pop up.

• Either make a donation or click skip.

After following all of the steps you will be on your Fundraising Page.

- If you would like to create a team click create team
 - Type the name the team in the box & Click Create Team
 - Edit the Our Story Text (if you'd like)
 - o Invite team members by adding their Emails
- If you would like to join a team click join an existing team and search for the name of the team.

Please note if joining a church group you must be in the correct campaign. EpiscoBuild, PresbyBuild, & Methodist & Friends all have their own campaign pages this year.







