

WELCOME TEAM CAPTAINS!

Thank you for joining the online fundraiser for the PuppyUp Foundation!

This kit is designed to provide you with the tools you will need to make your team's experience fun, successful and rewarding. Whether you are joining us as a Captain, or team member you will be playing an important role in helping to make this year's event exceed all expectations!

Team Captains:

As a Team Captain, your main responsibility is to motivate and encourage others to join your team. There are no limitations regarding who can join your team, so be sure to invite friends, family, neighbors, co-workers. Once your team is in place, you will then act as the key liaison between your team members and the event organizers.

Step 1: Register

Register online and create your team.

For questions about registration or team creation, contact peggy@puppyup.org.

Step 2: Set Goals and Fundraise

During the registration process, you will be asked to set your team goal. Share your enthusiasm and excitement with your team as you work together to reach your fundraising goal.

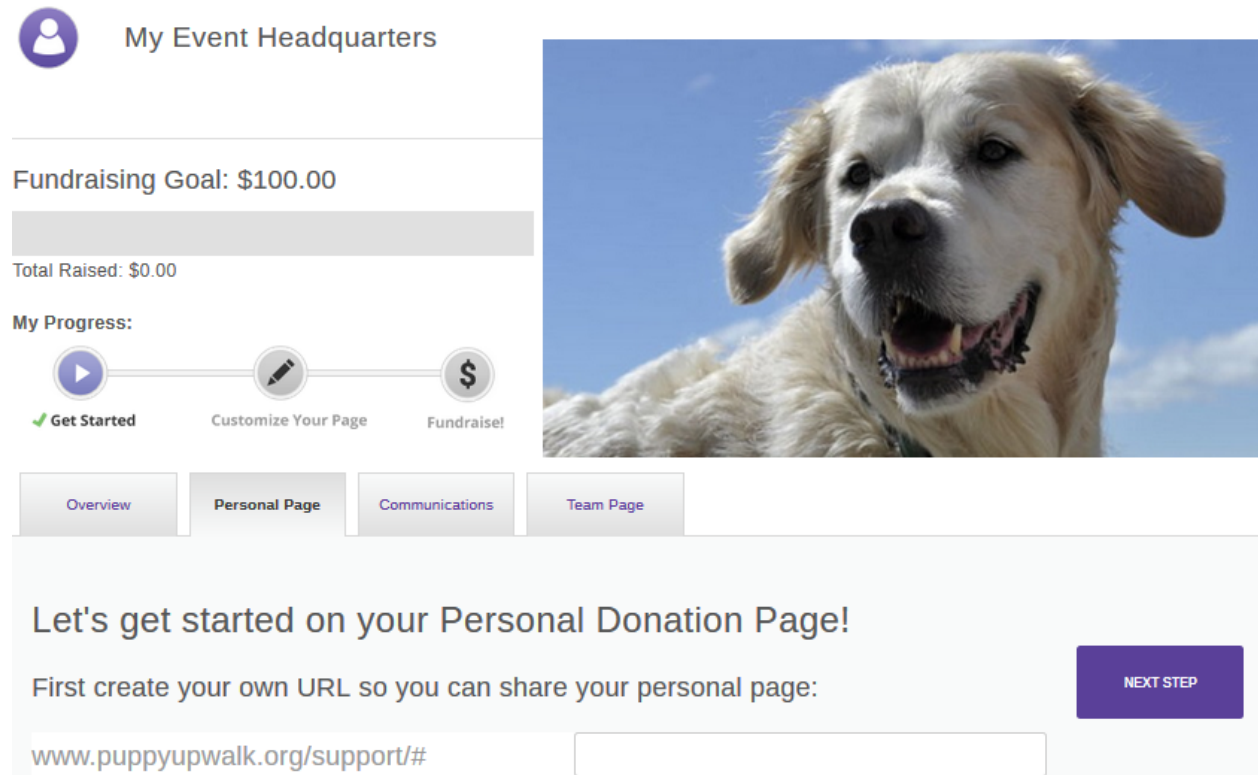
Step 3: Recruit Team Members

Once you have registered, use My HQ to recruit team members. One important thing to remember, whether you are recruiting team members or fundraising, is to JUST ASK! Recruit your family, friends, co-workers and neighbors to join your team. When you find new team members, encourage them to invite their own family, friends, co-workers and neighbors. There is no limit as to how many people can join your team, and you will be surprised at how quickly your team can grow!

My HQ – Personal Link

My HQ provides all of the tools necessary to recruit and fundraise.

The first time you visit My HQ, you will be prompted to create a custom link for your page. Fill in the box with your name and click “Next Step” to save your personal URL and continue on to your Personal Page.



The screenshot displays the 'My Event Headquarters' interface. At the top left, there is a profile icon and the text 'My Event Headquarters'. Below this, a 'Fundraising Goal: \$100.00' is shown with a progress bar. The 'Total Raised: \$0.00' is indicated below the bar. A 'My Progress' section features three steps: 'Get Started' (completed with a play button icon), 'Customize Your Page' (with a pencil icon), and 'Fundraise!' (with a dollar sign icon). A navigation menu at the bottom includes 'Overview', 'Personal Page', 'Communications', and 'Team Page'. A large image of a golden retriever puppy is on the right. Below the navigation, a call to action reads 'Let's get started on your Personal Donation Page!' followed by the instruction 'First create your own URL so you can share your personal page:'. A purple 'NEXT STEP' button is positioned to the right. Below this, the URL 'www.puppyupwalk.org/support/#' is shown next to an empty text input field.

My HQ – Personal Page

Your Personal Page allows you to add a photo, headline and personal story. These will be visible to friends and family when they visit your page to make a donation.

You also have the ability to update your fundraising goal by clicking on the pencil icon.

NOTE: If you're a team captain, you also have access to edit the Team page by clicking on the Team Tab.

Overview Personal Page Communications Team Page


Preview your page:

You can click on the icon to edit each area of the page.


Remember you can always upload additional images and videos later.

Personal page URL:
www.puppyupwalk.org/support/#bwinters

Welcome to the Fundraising Page of **Brian Winters**



Add Default Header
Add Default Body

Fundraising Goal:
\$100.00 

Total Raised: \$0.00

DONATE NOW

Team Adcieo
View Team Page >

My HQ – Team Link

Team Captains: You will have access to the team tab.

The first time you visit the Team tab you will be prompted to create a custom link for your team page. Fill in the box with your team name and click “Next Step” to save your team URL and continue on to your Team Page.

Overview Personal Page Communications **Team Page**

Adcieo Change Team

Let's get started on your Team Donation Page!

First create your team URL so you can share your team page:

NEXT STEP

My HQ – Team Page

Your Team Page allows you to add a photo, headline and personal story. These will be visible to friends and family when they visit your team page to make a donation.

You also have the ability to update your team fundraising goal by clicking on the pencil icon.

NOTE: In the list of team members, the captain is signified by a star icon.

Overview Personal Page Communications **Team Page**

Preview your page:

You can click on the icon to edit each area of the page.

Remember you can always upload additional images and videos later.

Personal page URL:
www.puppyupwalk.org/support/#adcieo

Welcome to the Fundraising Page of Adcieo

ADD MEDIA

Add Default Header

Add Default Body

Fundraising Goal:
\$0.00

Total Raised: \$0.00
General Team Funds: \$0.00

DONATE NOW JOIN TEAM

Team Members: 1

Brian Winters \$0.00

My HQ – Communications

The Communications tab allows you to send emails or post a message to Facebook.

- View the number and amount of gifts you have raised to date
- View latest donors
- Run a donation report
- Enter pledge gifts

If you are a team captain, you can also:

- View team fundraising totals
- View number of team members
- Run a team member report

The screenshot shows a dashboard with four tabs: Overview, Personal Page, Communications, and Team Page. Below the tabs are two main sections: Personal Fundraising and Team Fundraising, each with a dollar sign icon. The Personal Fundraising section has a 'Highlights' column with 'Total Raised: \$0.00', 'Number of Donations: 0', and 'Fundraising Credits: \$0.00', and an 'ENTER GIFTS' button. It also has a 'Latest Donors' column with a 'Donation Report' link. The Team Fundraising section has a 'Highlights' column with 'Total Raised: \$0.00', 'Team Member Donations: \$0.00', and 'General Team Donations: \$0.00'. It also has an 'Adcio' column with 'Team Members: 1' and a 'Team Member Report' link. A 'General Team Donation Report' link is also present at the bottom of the Team Fundraising section.

My HQ – Communications

The Communications tab allows you to send emails or post a message to Facebook.

NOTE: By clicking on Email History, you can view a report of emails sent.

Which of the following do you use to communicate with your friends and family?



My HQ – Communications: Email

The Email icon will take you into the email. Here you can import your email contacts from Gmail, Yahoo! or CVS as well as write, edit and save emails.

You may also add one email at a time with the first name, last name and email fields.

NOTE: Importing your Gmail contacts will also activate the single sign on option for Google. This will allow you to login with the Google button.

Overview Personal Page **Communications** Team Page

Address Book / Recipient List

Import from:

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
ADD TO ADDRESS BOOK	

Select a Template

Ask for donations ▼

Subject:

I'm walking and fundraising to support the 2 Million Dogs Foundation's Puppy Up! Walk. The funds I raise are needed for critical comparative oncology research and education.

Will you support me and my efforts to fight this deadly disease?

My HQ – Communications: Facebook

The Facebook icon will allow you to sign into Facebook. Once signed in you can post messages from My HQ directly to your Facebook page.

NOTE: Signing into Facebook will also activate the single sign on option for Facebook. This will allow you to login with the Facebook button.

