START YOUR OWN FUNDRAISING PAGE WITH BLACKBAUD PEER-TO-PEER FUNDRAISING™ POWERED BY JUSTGIVING™

1. Click on the orange ‘Start Fundraising’ button on the Chancellor’s Challenge JustGiving website: https://www.justgiving.com/campaign/ChancellorsChallenge

2. Sign-Up for a JustGiving Fundraiser account and add your:
   a. First name
   b. Last name
   c. Email
   d. Create a password

3. Check your details
4. Choose your Fundraising URL
   (ie: Justgiving.com/fundraising/Jennifer-Loverock)
5. Click ‘Create your page’

CREATE A TEAM OFF OF YOUR FUNDRAISING PAGE

Team Pages allow you and your friends to join your individual fundraising pages together to contribute to an overall total.
Congratulations! You created your fundraising page and team on Blackbaud Peer-to-Peer Fundraising, powered by JustGiving.

The page will list everyone’s individual page, as well as the charity you’re raising money for and the collective total you’ve raised together. **Create a Team page:**

1. While logged into your fundraising page, click the blue link called ‘create a team’

   Reminder: (process to create your fundraising page is mentioned above)

2. Next up, you can give your team a name

3. You’ll be asked to confirm the charity you’re raising money for and the event you’re participating in.

4. Default story and cover photo should be generated and can be edited.

5. Set the team’s fundraising target.
   - You can set targets for individual team member's by using the drop down
   - Choose your team’s web address (ie: teamadvancement) and hit ‘create a team’
   - **TIP -** Click here to learn how to edit your team

Congratulations! You created your fundraising page and team on Blackbaud Peer-to-Peer Fundraising, powered by JustGiving.
INVITE YOUR FRIENDS TO JOIN YOUR TEAM

Once you’ve set up a Team Page, you can update it by clicking 'edit' at the top of the page. You can update:

1. The title of your Team Page
2. Your target
3. Your cover photo
4. Your team story

HOW CAN I MANAGE WHO’S IN MY TEAM?

Click on the member’s tab at the top of your team page.

- From here you can make your team page open for anyone to join
- You can make your team accessible by invitation only
- You can invite new members
- You can remove team members

TIP - Prefer to fundraise as a group on the same page?

If you and your team mates would prefer to use the same page, create a regular fundraising page and list all of your names in the story section. Choose a web address that reflects your team name, you could also update the name in the account to reflect your team name.

EMAIL TEMPLATES – FOLLOW UP EMAIL TO TEAM MEMBERS

Here is an email template you can send to your team members who have not created their fundraising page yet. Insert your team and personal information where applicable.

Subject: We’re fundraising to support students in need at Ontario Tech!

Dear [Name],

Thank you for joining our fundraising team, [Team Name]. Together, we are going to raise $[Fundraising Goal], as a team. To meet our goal, each person will need to raise approximately $[Your fundraising goal/# of team members].

I can’t wait to get started. By now you should have received an invitation to claim our fundraising team and create your personal fundraising page.
If you didn’t get that invitation, you can also simply click here [insert team page link] and click “Join Team.”

THEN...

1. Update your page with your photo and personal story.
2. Share your link with friends and family.
3. Be awesome. And remember to say thanks to your donors.

Let’s do this! Here we come!

Kind regards,

[Your Name]

SUPPORT

We hope this guide has provided you with good information you need to create excitement, increase donations, and ultimately make your team super successful. Together, we will raise $50,000 for student bursaries and scholarships at Ontario Tech University. We’re here to help. Please feel free to reach out to us.

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