

# Big Brothers Big Sisters of Eastern Newfoundland Bowl for Kids Sake 2018 – May 3<sup>rd</sup>, 4<sup>th</sup> and 6<sup>th</sup> How to Raise Money On-Line

If you raise any money on-line, you'll qualify for the \$500 Gift Card to your store of choice!  
You will receive **one ballot for every \$50** you raise using online fundraising

## Team Captains - How do I set up my Team Page?

1. Go to our website [www.helpingkids.ca](http://www.helpingkids.ca) & click **Ways to Give**, click **Events**, choose **Bowl for Kids Sake**, then click **Start Raising Money On-Line**
2. If you used Canada Helps last year, sign in and then click **Create a Team**. If you are new, click **Create a Team** and follow the instructions
3. You will be prompted to **set up your Personal Fundraising Page first**.
4. **Fill in information for your Team's Fundraising Page**
5. **Adjust the settings on your Personal Page** – Click the **Details Tab** and add your name to the Page owner (**very important!**) and choose how supporters show up on your page
6. **Adjust the settings on your Team Page** – Click the **Details Tab** and set your Access Status (who can join)
7. To see your Team or Personal Fundraising Page, click the **Details Tab**, scroll to bottom and click **View**

## Team Members – How do I join my team & set up my Page?

1. Go to our website [www.helpingkids.ca](http://www.helpingkids.ca) & click **Ways to Give**, click **Events**, choose **Bowl for Kids Sake**, then click **Start Raising Money On-Line**
2. If you used Canada Helps last year, sign in and then click **Find a Team or Person**, then click **Join Team**. If you are new, click **Find a Team or Person**, then click **Join Team** and follow the instructions
3. **Set up your Personal Fundraising Page**.
4. **Adjust the settings on your Page** – Click the **Details Tab** and add your name to the Page owner (**very important!**) and choose how supporters show up on your page
5. To see your Fundraising Page, click the **Details Tab**, scroll to bottom and click **View**

## Individuals – How do I join as an Individual & set up my Page?

1. Go to our website [www.helpingkids.ca](http://www.helpingkids.ca) & click **Ways to Give**, click **Events**, choose **Bowl for Kids Sake**, then choose **Start Raising Money On-Line**
2. If you used Canada Helps last year, sign in and then click **Join as an Individual**. If you are new to Canada Helps, click **Join as an Individual** and follow the instructions.
3. Follow Instructions 4 through 5 directly above

## Important Things You Need to Know

- It might take **24 hours** before your pages show up in the Find a Person or Team search
- **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 and your donor will start receiving all of your emails. There is **no way to reverse this** once it happens.
- We can **move you into your team** if you set up your page before your Team Captain sets up your team
- If you find yourself in **Your Donor Account** instead of your **Bowl for Kids Sake Page** when you sign in, click the **Fundraising Page** Tab (top right corner) and click edit on this year's page
- You can **send messages to your team** through the Manage Team Tab (Choose Action button)
- **Any donations made after Bowl for Kids Sake** to your personal & team fundraising totals will still be added to your team total to help qualify for the challenge prizes.

If you have any questions or need help, please don't hesitate to call Kelly or Melissa at 368-5437 or e-mail [info@helpingkids.ca](mailto:info@helpingkids.ca)

**Keep reading for  
Fundraising Tips**

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## How do I fundraise?

- **Log in** and go to the **Welcome Tab** (for Personal Page or Team Page)
- **Share on Social Media** - click **Facebook, Twitter, Google+ or Pinterest** icon, add a message and post
- **Send an email through the system to yourself first** – click Email icon, add your own email to send it to yourself first. This allows for easy sending to your contact list.
- **Send emails from your own email** – Once you receive the generated email, create a new email to send to friends, family and colleagues. To do this, add an email subject (ex. Sponsor me in Bowl for Kids Sake) cut and paste the **URL from the email (red box)** into the body of your email about your Bowl for Kids Sake fundraising. You can create your own message or email us to provide you one. **One word of caution, make sure you are sending the right link** – if you want donations to your personal page, make sure you use the URL to your page and not your team page. A good thing is to test the URL to make sure it is right.

## How do I edit my pages?

- **Click your name button** (top right) and choose between **Edit My Page** and **Edit My Team** or click the little pencil icon next to your page name
- Click on the **Details Tab** to change details like the Page Name, your fundraising total, fundraising story and featured image
- Click on **Images & Videos Tab** to add photos and videos. If photos don't load, there is a problem with their size
- Make sure you **save changes!**
- When you are viewing your page, to **get back into edit mode** click the pencil icon next to your page name or click your name button (top right)



## How do I invite People to Join My Team?

In the **Manage Team Tab** you can invite people to join your team by clicking Invite New Members (sends email) and manage your join team requests (click Join Requests tab, click person's name and accept or deny)

## How do I add Offline Donations

In the **Donations Tab** the team captain can add offline donations to reflect in the team fundraising total. **Tax receipts will not be generated** so if the offline donation requires a tax receipt, you must add it to a pledge sheet as well. Things you can add... amounts from team fundraising, raffle ticket sales, donations by cash or cheque, etc.

## How do I Print a Report to Attach to My Pledge Sheet?

- You have two options. Sign into your account and go to your Fundraising Page (click Details tab, scroll to bottom and click view) and print or you can sign in and click the donations tab and print that page.
- **Only the Team Captain should claim any donations made to the team page** . Choose Edit My Team & follow above instructions

**If you have any questions or need help**, please don't hesitate to call Kelly or Melissa at 368-5437 or e-mail [info@helpingkids.ca](mailto:info@helpingkids.ca)

