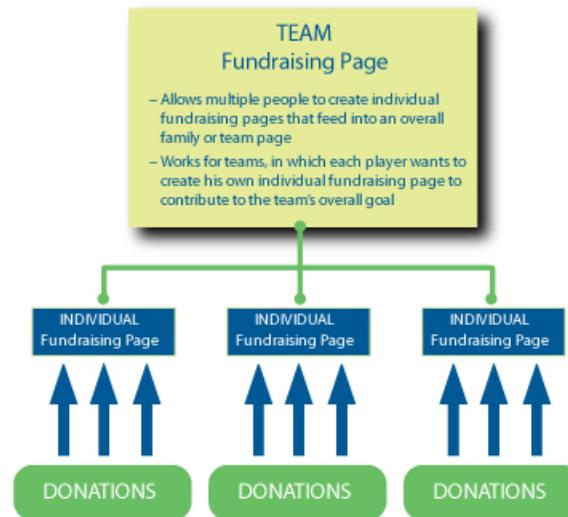


Click for Kids: How to Create a Team Fundraising Page



Creating your page:

- Visit www.choa.org/clickforkids
- Click on the **Start a Team** blue button on the toolbar in the middle of the page
- Step 1: Get Started
 - Enter Team Name
 - Enter Fundraising Goal for overall Team page
 - Enter password you will use to log onto the backend to manage your Team page
- Step 2: Select Options
 - Enter Fundraising Goal for your Individual fundraising page (that will live under the overall Team page)
 - If you would like to make an Additional Gift to appear on your Individual Page, enter the amount here
 - Check the boxes if you'd like this gift to be anonymous or to display the gift publicly on your page
- Step 3: Provide Details
 - If you are registering as a first-time user, click the Join As a New Participant green button
 - If you would like to use your Facebook or Twitter login information to register for your Click for Kids page, click on either the Facebook or Twitter icons
 - As a new user clicking on the Join As a New Participant green button, you will be taken to an online Registration form
 - Fill out this registration form with your personal information
 - You will create your User Name and Password on this form
 - You will select which area at Children's you would like to support (**please select Aflac Cancer and Blood Disorder Center**) via your Click for Kids page on this form
- Step 4: Review
 - Review your Registration Summary and Click the Complete Registration green button
- On the next page, you will see a large green button where you can Access Your Participant Center where you can personalize your personal page, communicate with donors, manage your goal and view your progress
- After you have created your user name, password and personal fundraising page, you will see a Participant Center button at the top of the website where you can easily manage your page moving forward

Laura Brogan is here to assist you in setting up your page. Please don't hesitate to contact her at 404-785-7619 or laura.brogan@choa.org.