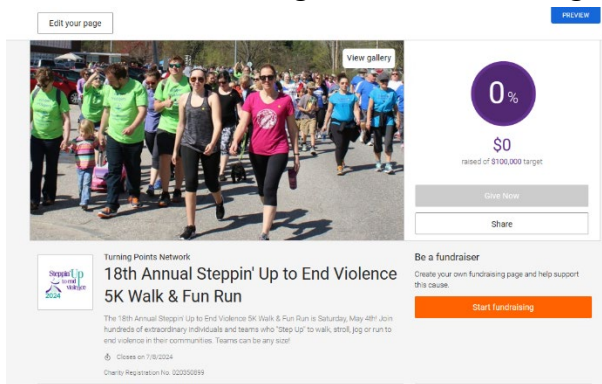# JustGiving Instructions for Team Leaders

Setting up a free JustGiving page can be as easy as a few clicks of the button!
Below are step-by-step instructions.

1. Go directly to
   https://www.justgiving.com/campaign/steppinup2024

   Click on the orange "Start Fundraising Button"

   If you don't have a JustGiving account you will need to click "Sign Up" (see blue arrow) to create one.

2. Here's what the Create a JustGiving Account page looks like. The password must be 12 characters, with an upper and lowercase letters, a number, and a special

character.

3. After you hit sign up: It will ask you how much you want to raise. NOTE 1: this is for your personal page. <mark>You must create a personal page BEFORE a team page.</mark>

4. You can then personalize your page. You can add your own story or personal appeal, talk about why you're supporting Turning Points Network, and upload an image for the top of your page. The fundraising goal will be set to $1000 as default. If you would like to change it, click "Personalize" at the top of the page.

5. You may choose to donate to your own page, after which you will enter in your card information; otherwise, simply skip this step.
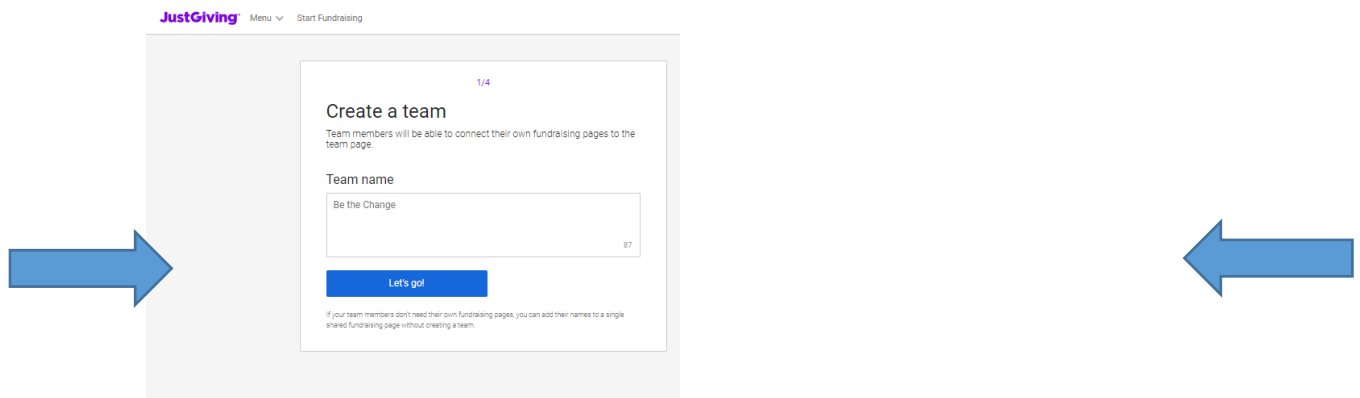
Create a Team Page

On your fundraising page scroll down past the photo at the top of your page and click on "Create a team." (See highlighted link below).
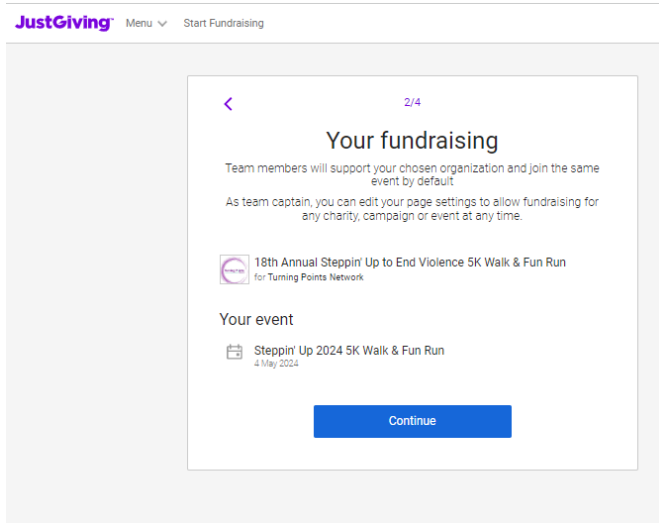

6. You will be asked to enter in a team name and event details.

7. Choose the event


8. You will also be given the option to customize your team page with who you are, your story, and your fundraising goals.
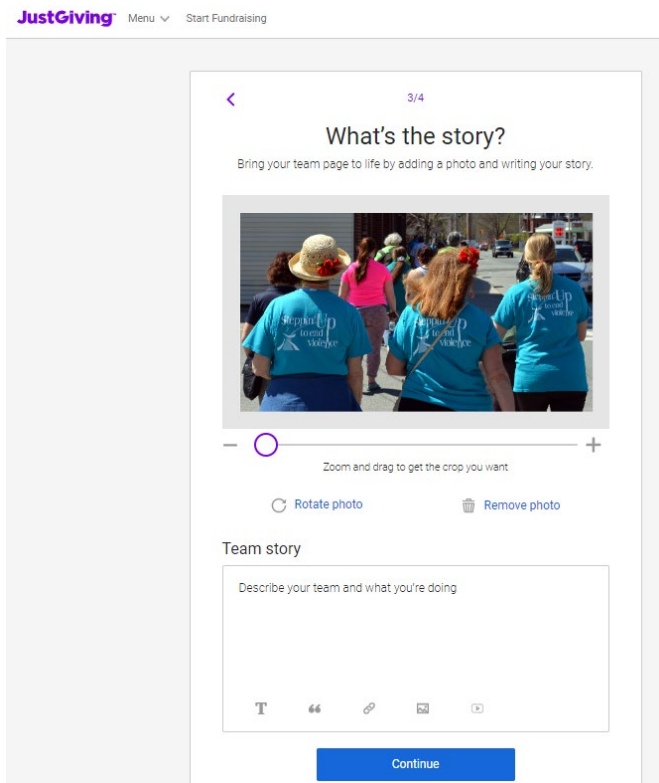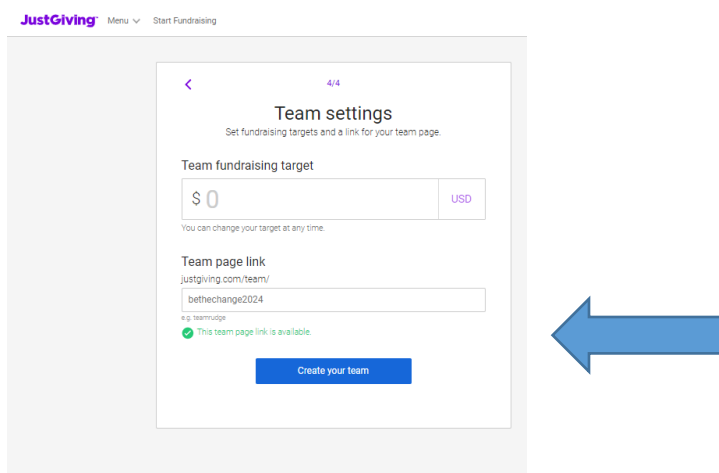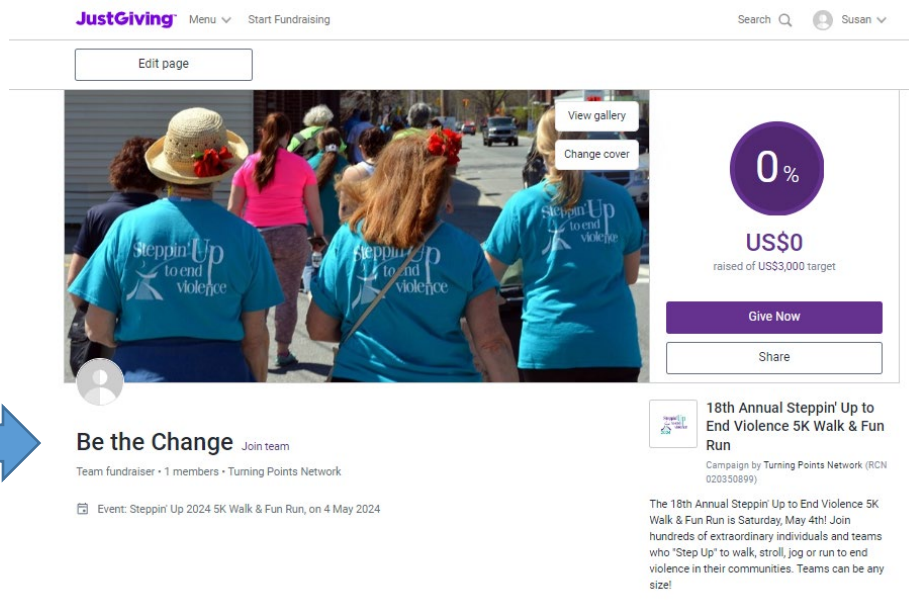
NOTE: you must create a new team link from last year. I used ==bethechange2024.== Do not add any additional punctuation or spaces—it will reject them.

9. And then you'll see a confirmation of your Team Page which you can share with team members! You can invite them through this screen or go to your main page to invite them from there.
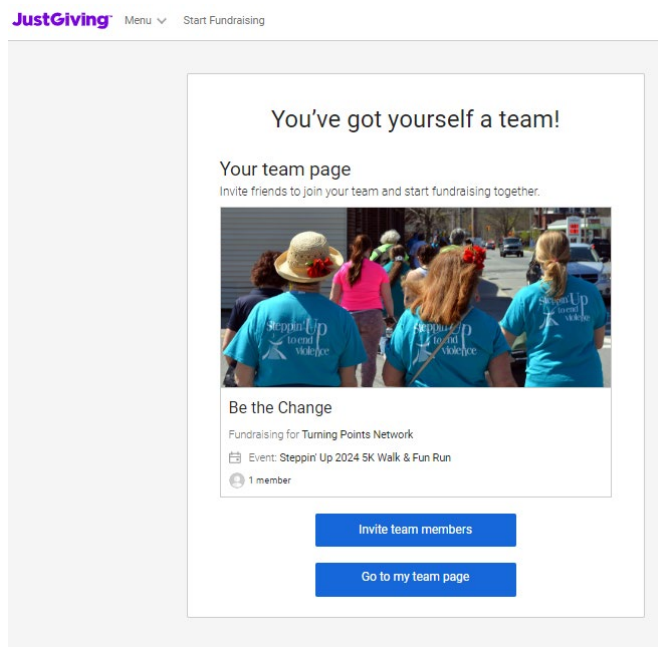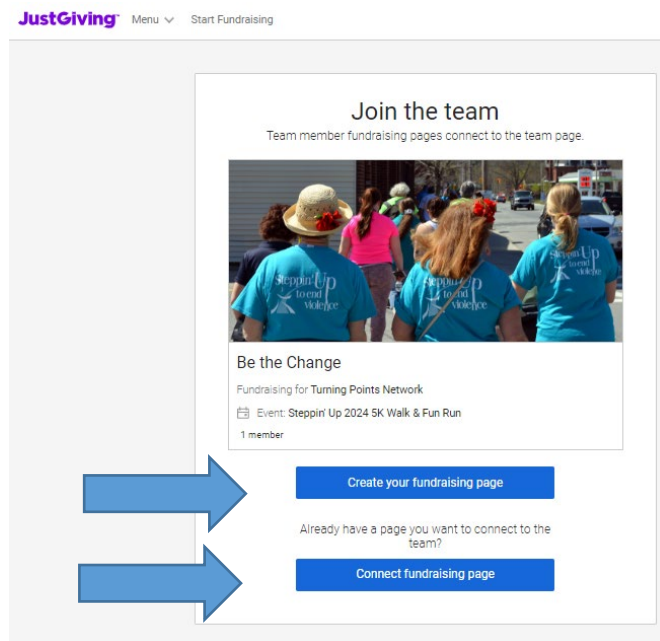
Inviting Team Members

If someone comes to your page and wants to join the team. They can by clicking the link right by your team name.

First blue button: They will need to create their own page if they plan to raise funds. Otherwise they can simply join your team at the pre-register form. If they click the second blue button, they will be able to connect their page to your team.

Help!!

For further assistance or to have us build you a page, you can contact Turning Points Network by phone at 603-543-0155, or email susan@turningpointsnetwork.org