

Fundraising Page Set-up Instructions

Thank you for joining The H Foundation in the fight against all cancers. Every dollar you raise goes directly to basic science cancer research at Robert H. Lurie Comprehensive Cancer Center of Northwestern University. **Now it's time to start working toward your team fundraising goal!**

1. Go to <https://hfoundation.ejoinme.org/Impact> to start building your Join Me **team fundraising** page.
2. Click button **"Create Your Team Page!"**



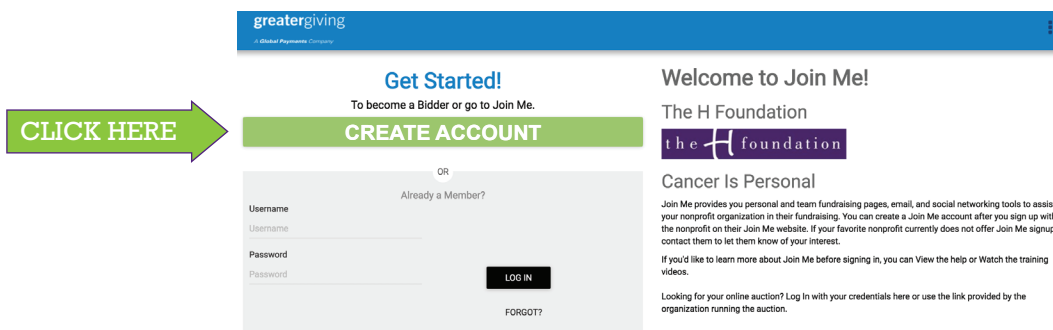
3. Click on the red text **"Click here to join!"**



THANK YOU for choosing to make a difference in the fight against cancer! In honor of our 20th Anniversary, we want to share our stories to inspire others to get involved.



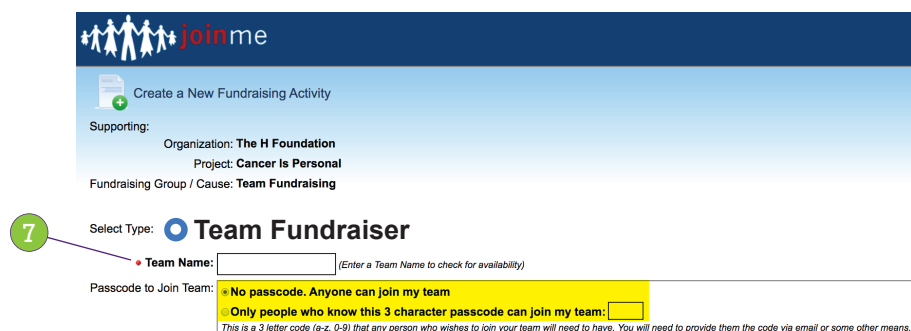
4. Click on the **"Create Account"** button. (Verification email can take up to 30 minutes to send.)



5. To finish registration, open your verification email and click **"Greater Giving Link"** to activate your account.

6. Create a unique **password** and fill in **your information**.

7. Enter **“Team Name”** and Choose **“Passcode to Join Team”** highlighted in yellow below.

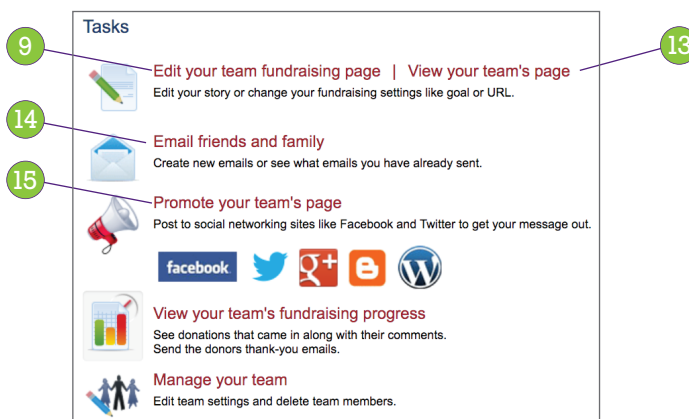


The screenshot shows the 'Join me' interface for creating a new fundraising activity. It includes fields for 'Team Name' and 'Passcode to Join Team'. The 'Passcode to Join Team' section has two options: 'No passcode. Anyone can join my team' and 'Only people who know this 3 character passcode can join my team:'. The second option is highlighted in yellow. A note below the passcode field states: 'This is a 3 letter code (a-z, 0-9) that any person who wishes to join your team will need to have. You will need to provide them the code via email or some other means.'

8. Click the **“Create”** button.



9. Use this area to update or promote your fundraising page. Click **“Edit your team fundraising page”** to add your team’s story and why people should donate to your page.



10. Be sure to click **“Edit”** before trying to make changes. After your changes are made click **“Save”**. Refresh the page after clicking save to see the update appear. **Repeat this step for each section.** Please note: some foundation information areas do not allow edits.

11. **Upload** your team photo and/or videos (hand campaign, image of your inspiration, etc.).

12. After editing all your team information scroll down and click **“Done”**.

13. To view your page, click **“View your team’s page”**.

14. Click **“Email friends and family”** to contact your list of friends and family the link to your page for donations.

15. Click **“Promote your team’s page”** to share the link to your page on social media to reach friends and family for donations.

16. You are now ready to start fundraising! You can find additional materials at **“Marketing Toolkit”**