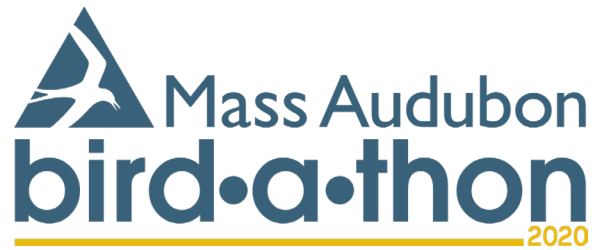




TeamRaiser for Team Members *Creating and personalizing a fundraising page*

Step 1 - Creating a Fundraising Page

1. Visit massaudubon.org/birdathon
2. Click Join a Team on the top menu
3. Find the team you want to join and click Join
4. **Registration – Part 1**
 - a. Enter your fundraising goal. (You can also edit this later.)
 - b. If you would like to make a donation at this time, enter a donation amount. If you would like for this gift to be anonymous, click the check box next to "Yes, make this an anonymous gift."
 - c. Click the orange Next Step button.
5. **Creating or logging into your Mass Audubon account.**
 - a. Enter the email you would like to use to create your fundraising page and click the orange Submit button.
 - b. If you do not already have a Mass Audubon account, text will say: "We didn't find an account for you. Create an account with this email address or try another email address." Click the "create an account with this email address" link.
 - c. If you already have a Mass Audubon account, text will say: "Great, we found your account. Log in, or set or reset your password."
 - i. If you know your password, click the Login link, enter your password, and click the yellow Login button.
 - ii. If you do not know your password, click the "set or reset your password" link. Submit your email address to receive an email with instructions on setting/resetting a password. Check your email and follow the instructions to reset your password. You may need to repeat the first few steps of registration.
6. **Registration – Part 2**
 - a. If you already had a Mass Audubon account, the biographical information will auto populate. If you did not already have a Mass Audubon account, you will need to enter the biographical information requested and create a username and password. We recommend using your email address as your username.
 - b. Answer the additional information questions and click the Next Step button.
 - c. You will be brought to a Registration Summary page. If all of the information listed is correct, click the Complete Registration button.
 - d. If you chose to make a donation, you will be brought to a payment page where you will enter your credit card information. Enter your information and click Process Payment.
 - e. Your registration is complete! To edit your personal fundraising page, track offline donations, see and send sample emails, or edit your fundraising goal, click Participant Center.



Step 2 - Personalizing Your Page

1. After your initial registration, you can log into your Participant Center by navigating to massaudubon.org/birdathon. Enter your username and password in the orange boxes at the top right of the screen and click the Login button. After logging in, the top right will now say Welcome [Your Name]. You will also see a Log Out button and a Participant Center button. Click Participant Center.
2. Click the orange Personal Page tab in your Participant Center.
3. You can edit the URL for your personal fundraising page by clicking the Customize URL link. When you click this link, a text box will appear allowing you to change the last section of your personal page's URL. When finished, click Save.
4. Edit the title of your personal fundraising page by clicking in the text box under Title. We highly recommend that you use your name in the page title.
5. Under Body, you can edit the existing text or write something entirely new. If you participated last year and customized your page, your text from last year will show in the box. If you did not participate last year, you will see default text. Use the toolbox directly above the body text box to change font, font size, font color, add bullet points, etc. We suggest that you use this space to communicate why supporting your team is important to YOU. **Be sure to SAVE your changes!** (Green button at the bottom of the page.)
6. On the right-hand side of the Edit Your Personal Fundraising Page screen, toggle from Content to Photos/Video to change the default picture or to imbed a Youtube video.
7. View your page by toggling back to Content and clicking the View Personal Page link, just above the box to customize your page URL. You are now viewing your live fundraising page.

If you have any questions, please reach out to your Team Captain or email the Bird-a-thon inbox at birdathon@massaudubon.org