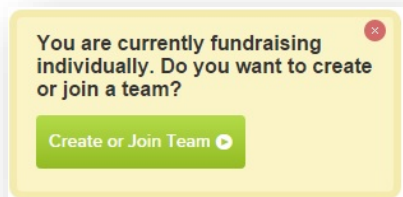


How to Create or Join a Team Fundraising Page for The Trevor Project

Step #1: Visit www.thetrevorproject.org/fundraise and complete steps 1-9 on “How to create your Personal Fundraising Page PDF”.

Step #2: Click the “Create or Join Team” button on the right-hand side of the page.



Step #3: After selecting “Create or Join Team”, you’ll end up on a screen that looks something like this:

Choose from an existing team, or
create your own team.

Step #4: If creating a team, you’ll be asked to fill out just a few more details in order to complete your team set-up:

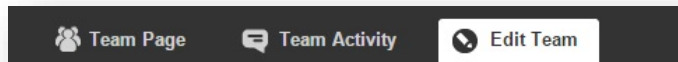
Upload a team photo
Give your team a name
Choose a fundraising goal

Step# 5: After following Steps #2-4, you'll end up on your very own Team Fundraising Page for The Trevor Project, which will look like this:

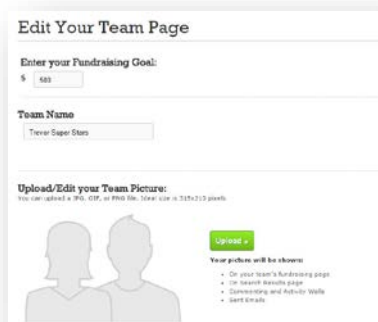


Step #6: It's time to add some customization and make it your own:

First hit the “Edit Team” tab located just beneath the “Donate Now” button

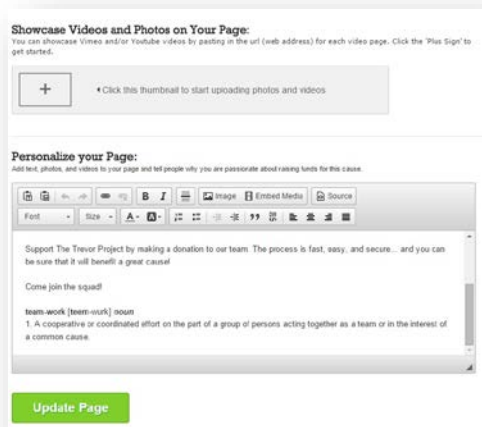


Here on the “Edit Team” tab, you can edit your team’s Fundraising Goal, Name, and Upload or Edit your Team Photo



You can also add videos and photos to your page and modify the text people will see when they visit your team page

*Note**- You can only add videos from YouTube or Vimeo only

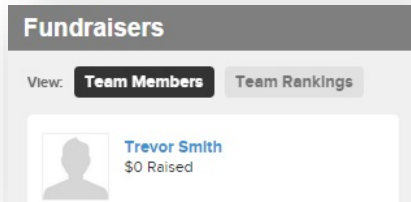


Use this portion to tell friends and family why your team is raising money for The Trevor Project

Don't forget to hit the “Update Page” button

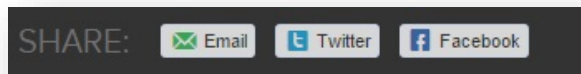
Step #7: See your team members and team ranking:

When on the “Team Page” tab you can view your team members and team ranking by clicking on the corresponding tab beneath the Fundraisers heading.

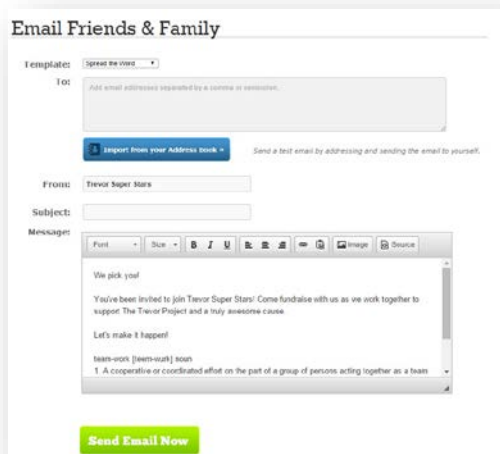


Step #8: Remember to SHARE your page!

Your team fundraising page comes equipped with a few different ways to share, including Email, Twitter and Facebook.



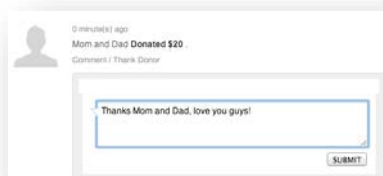
A few tips for sharing by email...



- Be yourself. If something feels forced or inauthentic, scrap it.
- Send emails to your 5 closest friends first, getting your “inner circle” to join will help build momentum.
- Next, send to 10-50 of your close contacts (your entire circle of good friends)
- Then send to as many other people as you feel comfortable.

Step #8: Thank your donors and team members!

Each time a friend or family member donates or joins your fundraising team, you will receive an email notifying you, so make sure to go back and thank them!



Use the “All” tab to send messages directly to your donors and members; it’s a great way to say thank you!

Step #9: You did it!

Thank YOU for raising money for The Trevor Project. If you have any questions please contact [Brent Webster \(Brent.Webster@thetrevorproject.org / 310-271-8845 x260\)](mailto:Brent.Webster@thetrevorproject.org)