

## 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!”**



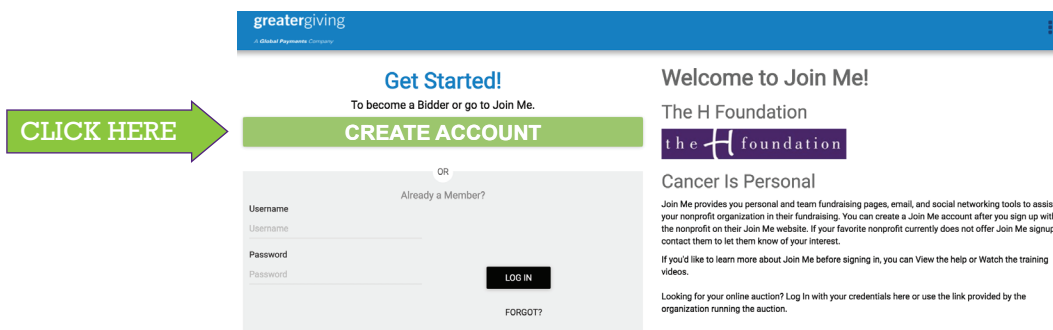
3. Click on the red text **“Click here to join!”**



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.

CLICK HERE Click here to join!

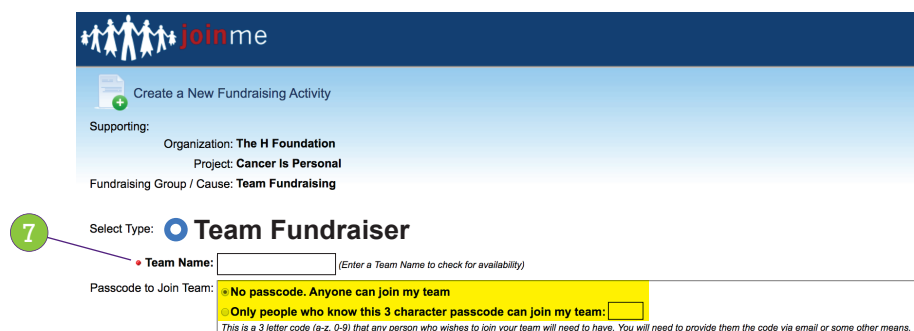
4. Click on the **“Create Account”** button. (Verification email can take up to 30 minutes to send.)



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.

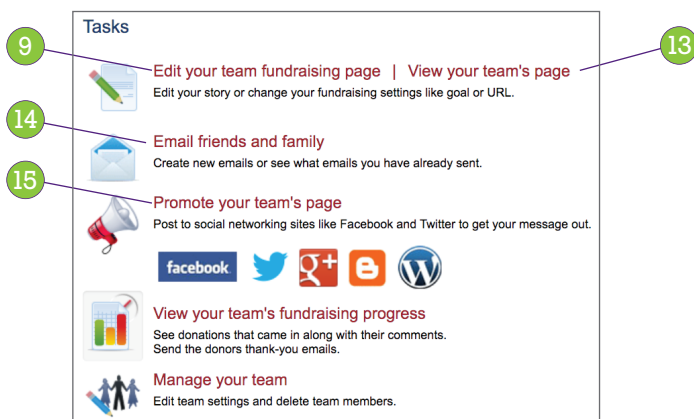


The screenshot shows the 'Join me' interface for creating a new fundraising activity. It includes fields for 'Team Name' and 'Passcode to Join Team'. The 'Passcode to Join Team' section has two options: 'No passcode. Anyone can join my team' and 'Only people who know this 3 character passcode can join 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”**