

ONLINE FUNDRAISING FOR YOUR SCHOOL IN CITY TO SURF SERIES



It's really easy to setup your school with everydayhero to encourage students to raise much needed funds online for your school as part of their participation in the City to Surf this year. Each participant in the event has the opportunity to receive their very own online 'Supporter Page' where they can share their training, tell their story and show their friends and family why raising money for their chosen charity (or school) is so important. Best of all, all of the receipting and administration is taken care of by everydayhero's online platform.

As a school you also enjoy zero membership fees! Please visit <https://www.everydayhero.com/au/schools> to find everything you need, including registration forms.

Once you are set up with an everydayhero school account, we recommend you set up a School Team Page. It's the quickest and easiest way of showing a collective of your students all raising funds for a common goal.

A Team Page gives your students the opportunity to engage with each other, to showcase what each individual is doing, and what the team is doing together. It motivates them, and makes the experience fun, memorable and something they'll want to do again.

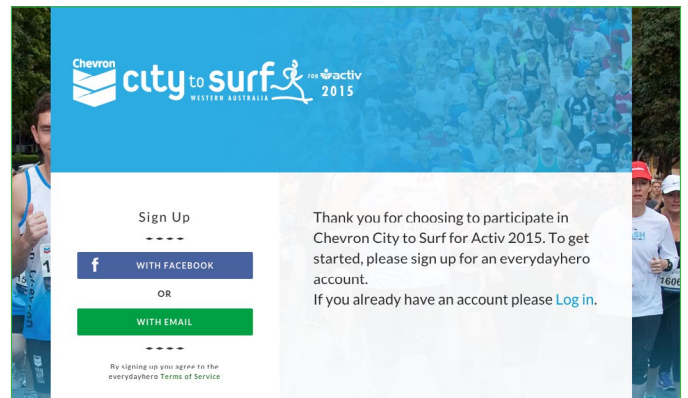
TO GET YOUR SCHOOL TEAM SET UP, JUST FOLLOW THESE SIMPLE STEPS....

1. Create a leader account for your School Team Page

Visit <https://chevroncitytosurf2017.everydayhero.com/au/get-started>

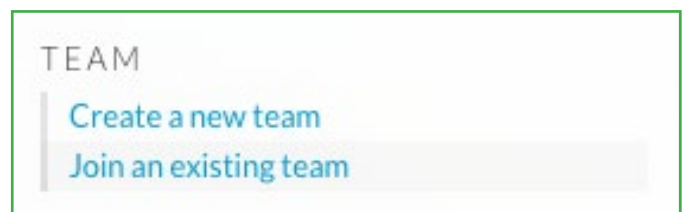
This will create a Supporter Page that the school team page will sit under.

Enter your details to create an everydayhero supporter account (different to your school account login for reporting). When prompted to chose a charity, select your school.



2. Create your team page

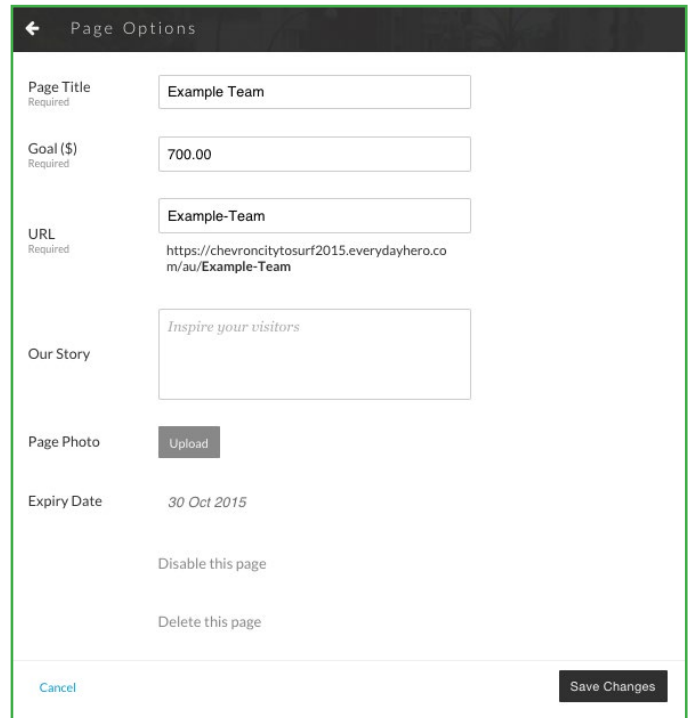
The Team options are visible on the right hand side of your Supporter Page. Select 'Create a new team' to begin. Choose a name for your Team Page and continue to create your School Team Page. Whoever sets up the team page will automatically be assigned the role of team captain. This can be transferred to another person if necessary. This can be transferred to another person if necessary.



3. Personalise your Team Page

Once on your Team Page you will need to ensure that you have set up your team page ready for sharing. To do this, click 'Edit this Team Page'. Make sure you:

- **Set Team Page Goal (\$)** - What is the donation target you would like to raise?
- **Edit your Team Story** - Tell your story and mention how your team target will help your school.
- **Set the Team Page Photo** - This photo appears in the top right of your team page.

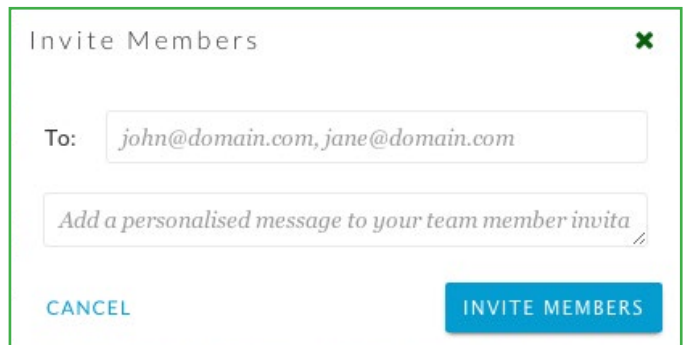


The screenshot shows a 'Page Options' form with the following fields and options:

- Page Title** (Required): Example Team
- Goal (\$)** (Required): 700.00
- URL** (Required): Example-Team
https://chevroncitytosurf2015.everydayhero.com/au/Example-Team
- Our Story**: Inspire your visitors
- Page Photo**: Upload
- Expiry Date**: 30 Oct 2015
- Disable this page
- Delete this page
- Buttons: Cancel, Save Changes

4. Inviting Team Members

From your School Team Page click on 'Invite Members' to invite additional supporters to your Team. A pop up window will appear allowing you to enter the email addresses and personalise a message to your team member invitees. Each invitee will then receive an email with a link to complete their registration, and be 'Auto-joined' to the team.



The screenshot shows an 'Invite Members' pop-up window with the following elements:

- To:** john@domain.com, jane@domain.com
- Message:** Add a personalised message to your team member invitee
- Buttons:** CANCEL, INVITE MEMBERS

5. Promoting your Team Page

Ask your existing supporters to join your Team Page by sharing sharing the URL in an e-newsletter, or on your school website or intranet.

TO ACCESS ALL THE INFORMATION, TOOLS AND RESOURCES YOU'LL NEED TO KICKSTART YOUR SCHOOL'S ONLINE FUNDRAISING, VISIT CHARITY.EVERYDAYHERO.COM.AU OR CONTACT EVERYDAYHERO ON 1300 798 768