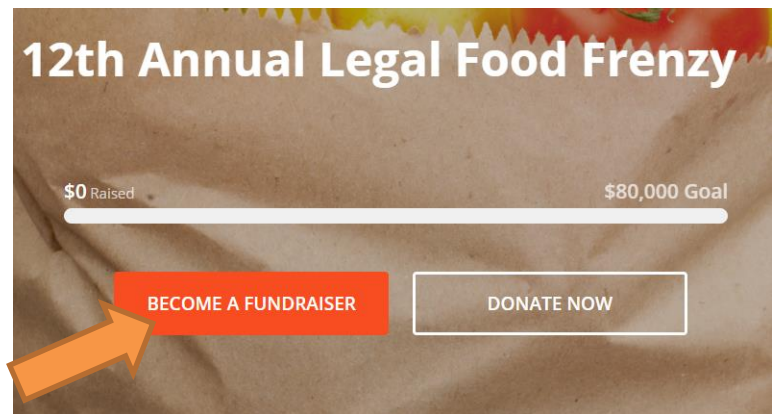


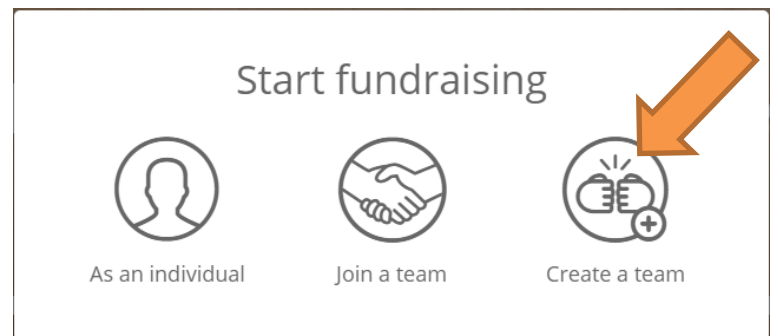
Create an Online Team Fundraising Page

1. Go to <https://fundraise.foodbankonline.org/campaign/legal-food-frenzy/c173466> and click **become a fundraiser.**

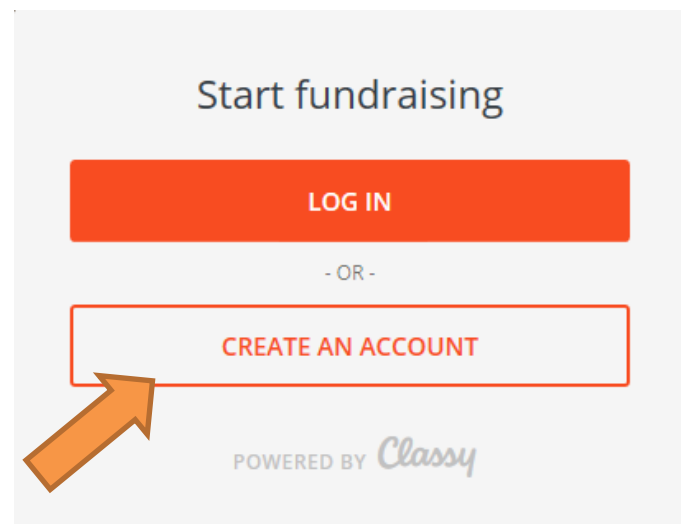
*If this link takes you to the donation form, try to copy the link and paste directly in browser.



2. Click **Create a team.**

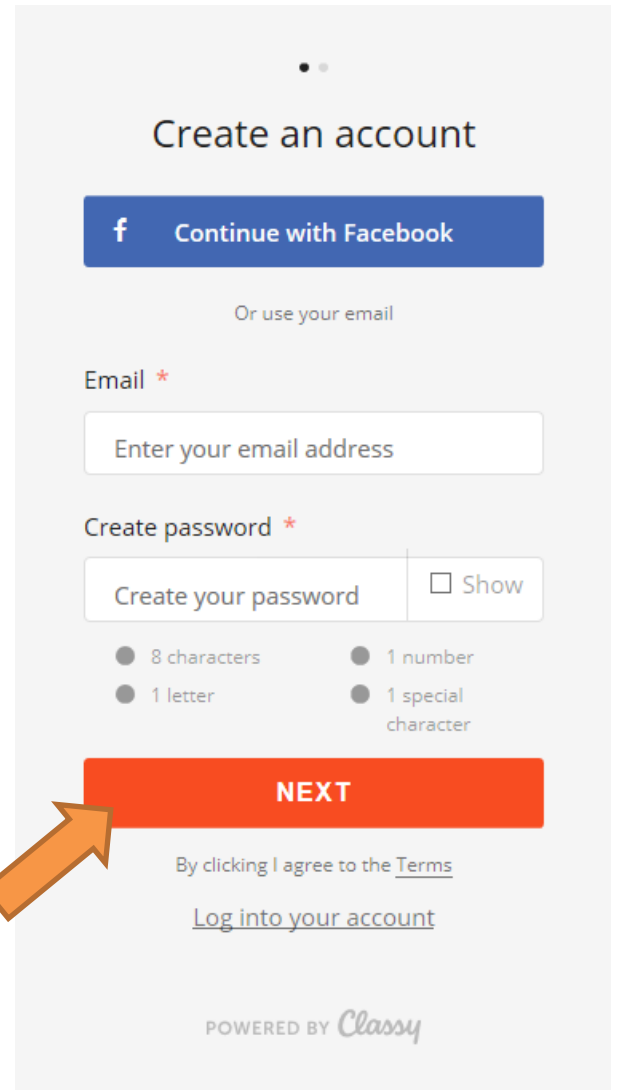


3. Select **Create Account**



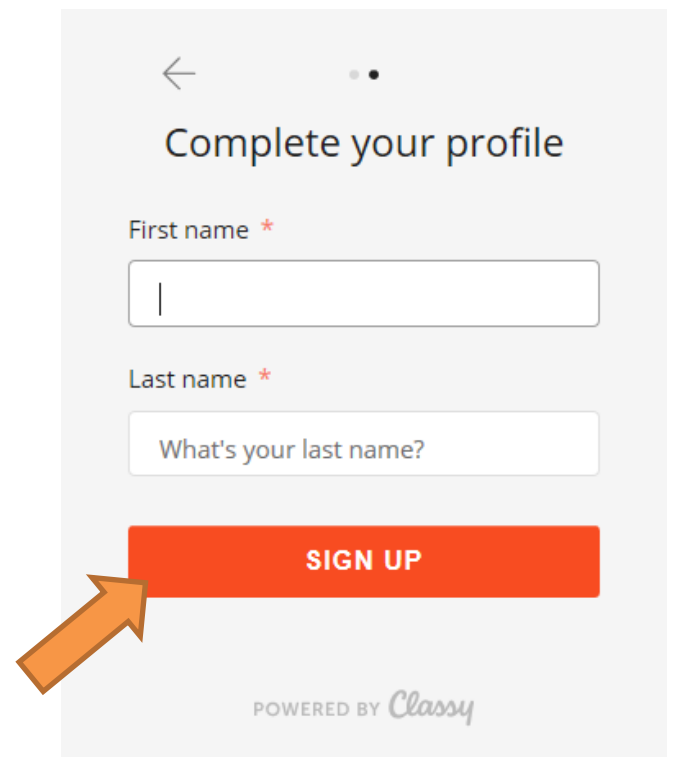
4. Complete the information to create an account and click **Next**.

*If it comes back that you already have an account, you can go back to step three and attempt to log in. If you are having trouble, click the **forgot password?** link to reset your password.



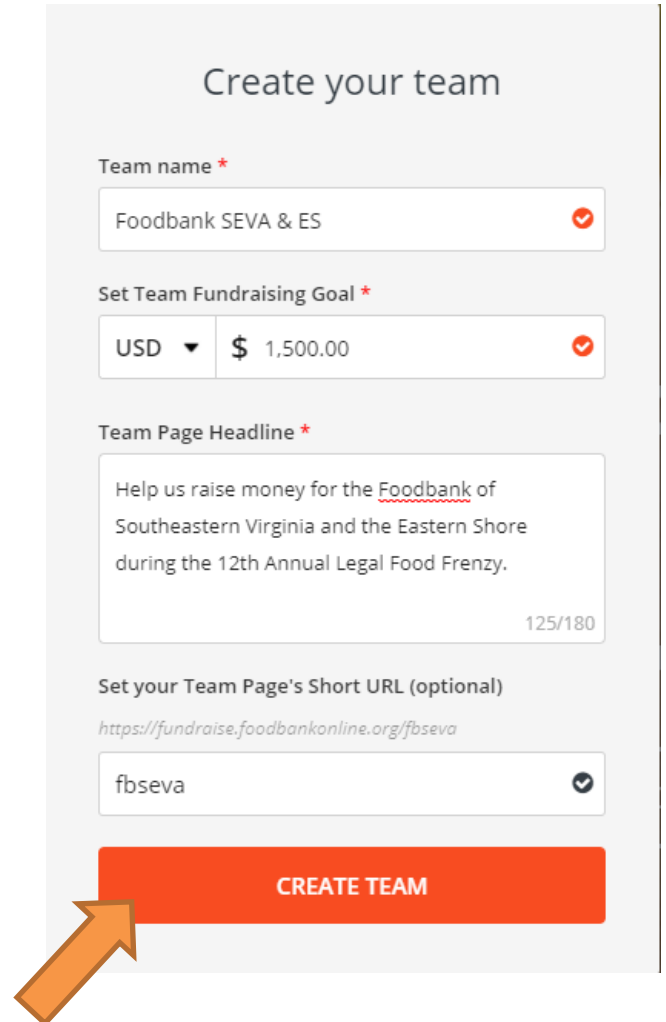
The screenshot shows a mobile app interface for creating an account. At the top, there's a title "Create an account" and a blue button with a Facebook logo and the text "Continue with Facebook". Below that, it says "Or use your email". There are two input fields: "Email *" with a placeholder "Enter your email address" and "Create password *" with a placeholder "Create your password" and a "Show" checkbox. Below the password field, there are four requirements: "8 characters", "1 number", "1 letter", and "1 special character". At the bottom, there's a large orange button labeled "NEXT". Below the button, there's a line of text: "By clicking I agree to the [Terms](#)" and another link: "[Log into your account](#)". At the very bottom, it says "POWERED BY *Classy*". An orange arrow points to the "NEXT" button.

5. Complete profile information and click **Sign Up**.



The screenshot shows a mobile app interface for completing a profile. At the top, there's a back arrow, a title "Complete your profile", and a progress indicator. There are two input fields: "First name *" with a placeholder "|" and "Last name *" with a placeholder "What's your last name?". At the bottom, there's a large orange button labeled "SIGN UP". At the very bottom, it says "POWERED BY *Classy*". An orange arrow points to the "SIGN UP" button.

6. Complete the **Create your team** information with your firm name, fundraising goal, headline, and personal URL for sharing with your team. When finished, click **Create Team**.

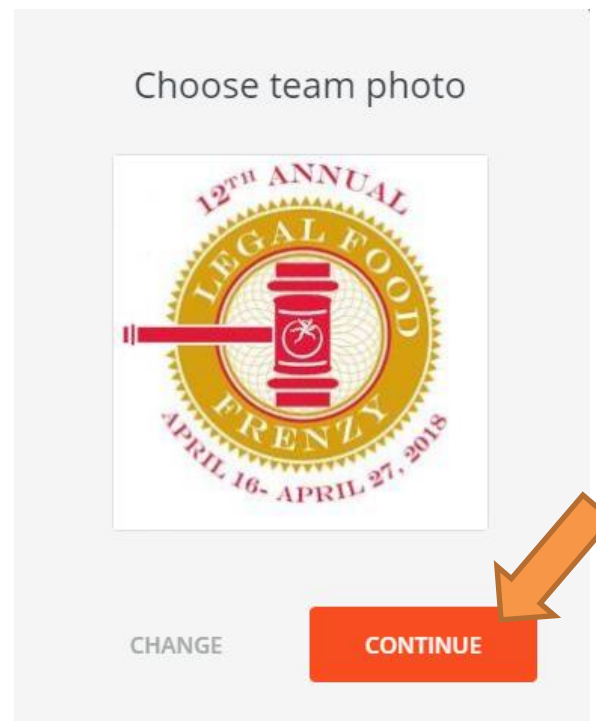


The screenshot shows a form titled "Create your team" with the following fields:

- Team name ***: A text input field containing "Foodbank SEVA & ES" with a red checkmark icon on the right.
- Set Team Fundraising Goal ***: A field with a currency dropdown set to "USD" and a value of "\$ 1,500.00" with a red checkmark icon on the right.
- Team Page Headline ***: A text area containing the text "Help us raise money for the Foodbank of Southeastern Virginia and the Eastern Shore during the 12th Annual Legal Food Frenzy." with a character count "125/180" at the bottom right.
- Set your Team Page's Short URL (optional)**: A text input field containing "fbseva" with a checkmark icon on the right.

At the bottom of the form is a large orange button labeled "CREATE TEAM". An orange arrow points from the bottom left towards this button.

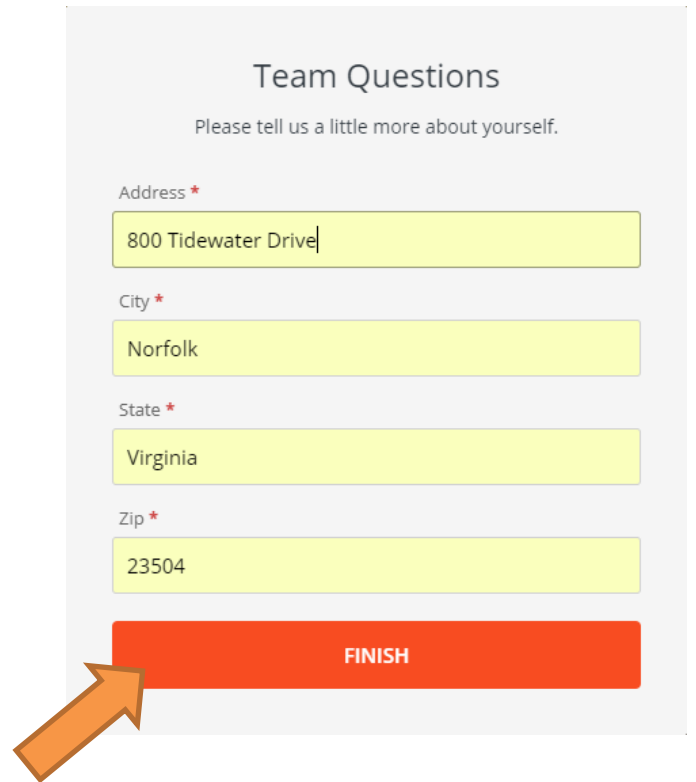
7. Upload your firm's logo as your team photo or use the Legal Food Frenzy logo that is automatically selected as your team photo. When finished, click **Continue**.



The screenshot shows a screen titled "Choose team photo" with a central image of a circular logo. The logo features a gavel in the center, surrounded by the text "12TH ANNUAL LEGAL FOOD FRENZY" and "APRIL 16- APRIL 27, 2018".

At the bottom of the screen are two buttons: a grey "CHANGE" button on the left and an orange "CONTINUE" button on the right. An orange arrow points from the bottom right towards the "CONTINUE" button.

8. Complete the Team Questions with your firm's address and click **Finish**.



The image shows a screenshot of a web form titled "Team Questions". Below the title is the instruction "Please tell us a little more about yourself." The form contains four text input fields, each with a red asterisk indicating it is required. The first field is labeled "Address *" and contains the text "800 Tidewater Drive". The second field is labeled "City *" and contains "Norfolk". The third field is labeled "State *" and contains "Virginia". The fourth field is labeled "Zip *" and contains "23504". At the bottom of the form is a large orange button with the word "FINISH" in white capital letters. An orange arrow with a black outline points from the bottom left towards the "FINISH" button.

Manage your team page anytime by logging in at <https://fundraise.foodbankonline.org/login> and selecting the option to manage your page.

Questions? Email Debbie Hansley at dhansley@foodbankonline.org.