

Team Captain Information For Firstgiving Fundraisers

Support Connection's 16th Annual Support-A-Walk

**Now that you've created your Firstgiving fundraising page. . . .
Here are some "How-To's" ~ Share with Team Members too!**

HOW TO REGISTER EVERYONE WHO WILL ATTEND THE WALK

EACH person attending the Walk needs to register.

Registering for the Walk is separate from donating at Firstgiving.

There are TWO different registration options for you and your Team Members:

1. Register online at www.supportconnection.org. A credit card donation will be required. If you already donated on Firstgiving, even a \$1 donation to register is fine!
2. Mail or fax a paper registration form. The form is in our Walk brochure and can be downloaded from our website: www.supportconnection.org. Be sure to include the **name of your team**. If you already donated on Firstgiving, write "Firstgiving" in the space for donation.

Need help? Call 914-962-6402.

HOW TO BUILD TEAM DONATIONS

Give these step-by-step Firstgiving instructions to anyone who'd like to raise funds for your team!

Give them the web address for YOUR Firstgiving page. (www.firstgiving.com/YourPageName) Tell them to:

- Select "**Join this team,**" then "**Join Now.**"
- Create an account, or login
- Make their own personal page. Your Team Name will automatically be on their page.

Another way someone can create a new page with Your Team Name is:

Give them the web address for Support Connection's main Firstgiving page. (www.firstgiving.com/supportconnection.) Tell them to:

- Select "**Join a Team,**" then "**16th Annual Support-A-Walk.**"
- Create an account, or login. Select "**Continue.**"
- Type in the **Team Name** *OR* select "**Show all teams**" and select the team.
- Make their own personal page. Your Team Name will automatically be on their page.

Don't forget to tell everyone your Team Name!

"OFFLINE" DONATIONS & UPDATING YOUR TOTAL ON FIRSTGIVING

- **Cash or checks:** You can use our collection form (download from www.supportconnection.org) to tally cash or checks you collect for your team. (Checks payable to Support Connection.) Send or bring form and donations to our office: Support Connection, 40 Triangle Center, Suite 100, Yorktown Heights, NY 10598.
- **Through our website:** Some people may choose to register & donate online in one step at www.supportconnection.org. Tell all donors to include your **Team Name!** If a team name is listed, we'll process these donations as quickly as possible and track them at our office as part of your total donations.

Note: These donations do not show up automatically on your Firstgiving page. **To add them yourself:**

- Log in to your account.
- Go to "edit your page." Select "add offline donations."
- Enter the amount donated offline. Firstgiving will add this to your total.

NOTE: As a Team Captain, you'll receive periodic e-mails from us, with Support-A-Walk updates and your Team's donation totals. Totals will include: Firstgiving; Internet donations from the Support Connection website; Offline donations you mail or deliver to us.

If you have any questions, you may find the answers on our website www.supportconnection.org, or please feel free to call us at 914-962-6402.