

Tex Mex 5k Race for Open Space | Wednesday, June 22, 2016

Green Ribbon Team Online Fundraising Instructions



Create your own individual webpage that you can email to friends and family and link to Facebook or Twitter. Supporters can donate directly to your page. Link your page to your TEAM PAGE and watch both barometers go up as your donations come in.

Open DonorPages: www.donorpages.com/TexMex2016

Select **USER LOGIN** on the navigation bar to register with DonorPages & create your personal page:

USER LOGIN:

- Click on Register to create a new login. **-For previous users - It is recommended to create a new login for this year's race - eg, LisaHansell2016**
- Your Page Address is for your personal fundraising page and will pre-fill with firstnamelastname.
- Your Username will pre-fill with firstnamelastname2016.
- **Team Captains:** Select **CREATE A TEAM** and enter team name (it is NOT recommended to Require a team password)
- **Team Members:** Select **JOIN A TEAM** to link to your team – **the TEAM must be set-up first!**
- After registration is complete, log in to DonorPages.

DESIGN YOUR PAGE

- Once logged in to DonorPages, your personal fundraising page will open.
- Click on the sections you want to edit: photo, story, graphic and fundraising goal. Edit your story and declare your passion for WVVA and the environment!
- Team Captains can click on My Team to customize the team page
- All Team Members should have their own page. Any donations made on the team page will be credited to the team captain.

PROMOTE YOUR PAGE

- Email the link for your personal fundraising page to your friends - Edit the default message you see OR create your own personal message.
- Add this link to your Facebook account and Twitter page.

CASH, CHECKS AND COMPANY MATCHING FUNDS

- **Cash, checks and company matching** funds must be submitted to WVVA. Mail these funds to: **WVVA, 12 Morris Rd., Ambler, PA 19002 Attn: Tex Mex 5K**
- Include: Team Name, Solicitor's (Team Member's) name, all donor information: donor's name, mailing address, city, state and zip (and email).
- WVVA will send an acknowledgement to every donor that provides an address.
- Cash, check and company match donations received after Monday, June 20 will be counted BUT may not appear on your barometer!

WVVA | 12 Morris Road Ambler, PA 19002 | 215-646-8866 | www.wvva.org

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