

Tex Mex 5k Race for Open Space | Wednesday, June 20, 2018

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/TexMex2018

Select **New User Login** on the left navigation bar to begin registration.

USER LOGIN: Enter your name and email address.

- Your Page Address is for your personal fundraising page and will pre-fill with firstnamelastname (ex. www.donorpages.com/TexMex2018/LisaHansell).
- Your Username will pre-fill with firstnamelastname2018 (ex. LisaHansell2018).
- **Team Captains:** Select **CREATE A TEAM** and enter team name (no need to require a team password)
- **Team Members:** Select **JOIN A TEAM** to link to your team – **the TEAM must be set-up first!**
- You will be prompted to the full registration page to enter your name, address and contact information.
- 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 WVWA and the environment!
- **Team captains** can click on **My Team** to customize the team page
- All individual 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.
- Add this link to your Facebook account and Twitter page.

CASH, CHECKS AND COMPANY MATCHING FUNDS

- **Cash and checks** must be submitted to WVWA.
Mail to: **WVWA, 12 Morris Rd., Ambler, PA 19002 Attn: Tex Mex 5K**
- Include: Team Name, Team Member's name and all donor information so WVWA can send thank you and tax donation receipt.
- Matching Gift requests should be directed to Lisa Hansell at WVWA, lisa@wwva.org. All matching gift pledges will be added to your fundraising page.
- Cash, check and company match donations received after Monday, June 18, 2018 will be counted BUT may not appear on your barometer!

WVWA | 12 Morris Road Ambler, PA 19002 | 215-646-8866 | www.wwva.org
Green Ribbon Team contact: Lisa Hansell | lisa@wwva.org
Race Director: Gina Craigo | gina@wwva.org