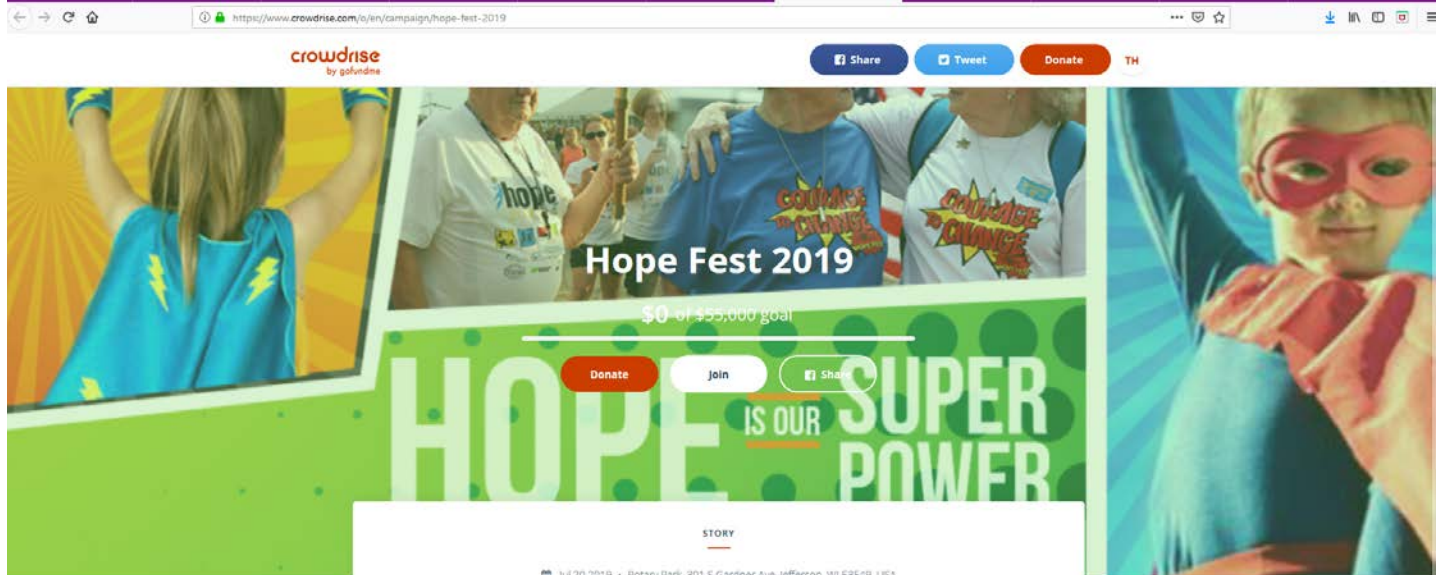
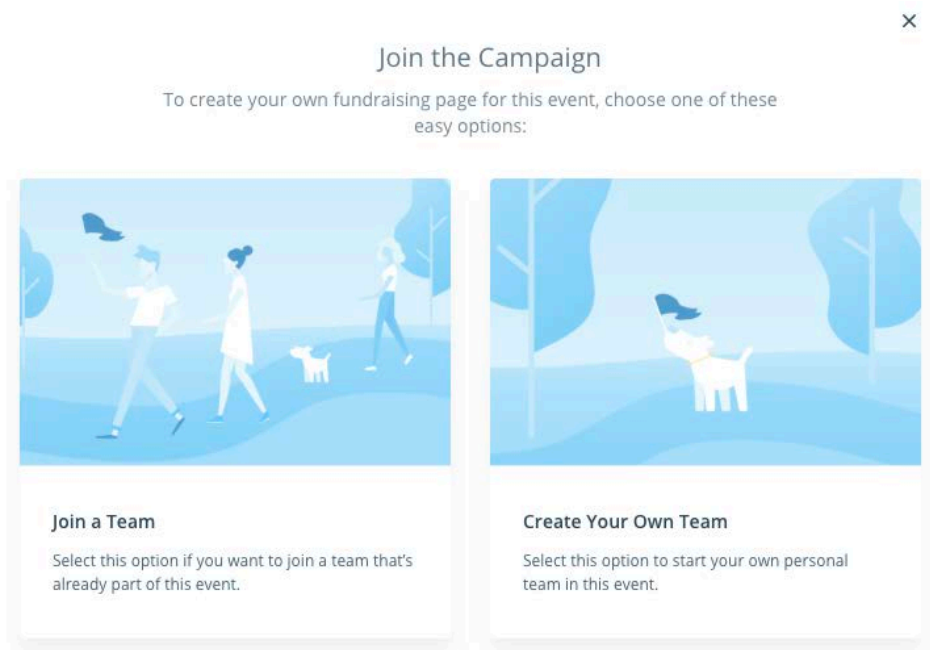


CrowdRise Instructions

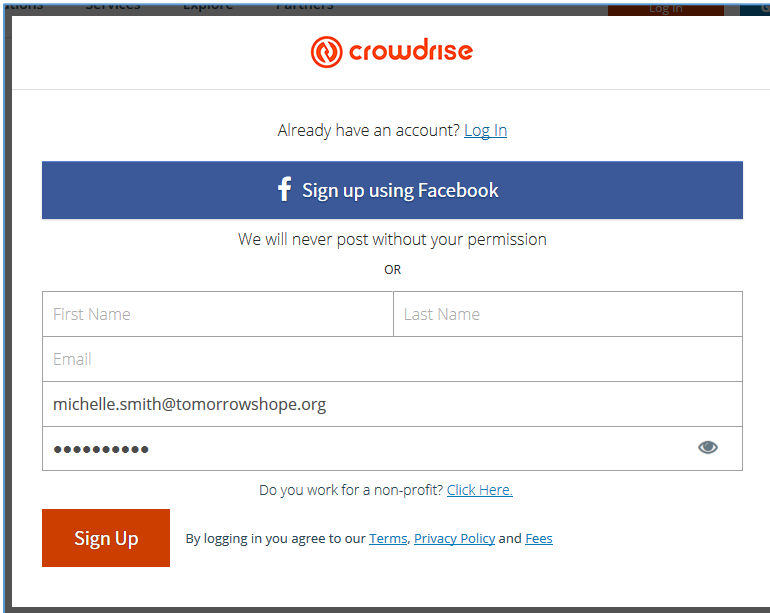
1. Visit our team fundraising campaign page at: <https://www.crowdrise.com/o/en/campaign/hope-fest-2019>
2. There you'll see three buttons under a white line. Click the button that says "JOIN".



3. Clicking the "JOIN" button will make the dialogue box below appear. Here is where you have to choose whether you would like to create your own team or join a team. To create a team, click on the right "CREATE YOUR OWN TEAM" section. To join a team click on the left "JOIN A TEAM" section. Whichever you select, CrowdRise will prompt you to sign in or create an account. Steps on how to do that are below!



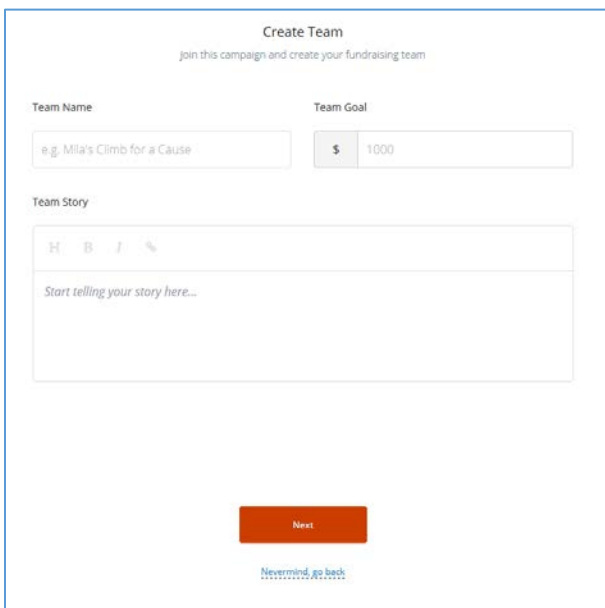
CREATING AN ACCOUNT/SIGNING INTO YOUR ACCOUNT



The screenshot shows the Crowdrise website's account creation/sign-in interface. At the top, the Crowdrise logo is displayed. Below it, there is a link for "Log In" for existing users. A prominent blue button labeled "Sign up using Facebook" is shown, with a note below it stating "We will never post without your permission". An "OR" separator is followed by a registration form with fields for "First Name", "Last Name", "Email", and "Password". The email field contains "michelle.smith@tomorrowshope.org". Below the password field is a link for "Click Here" for non-profits. At the bottom, there is an orange "Sign Up" button and a disclaimer: "By logging in you agree to our Terms, Privacy Policy and Fees".

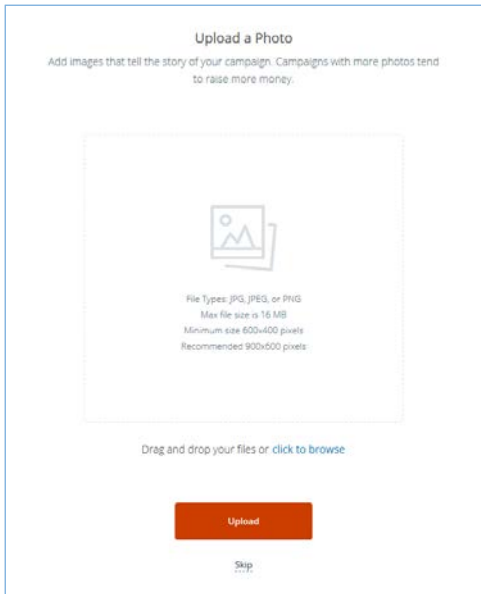
Once you have selected and clicked “CREATE YOUR OWN TEAM”, the dialogue box to the left will appear prompting you to sign into your account or create an account. If you already have an account, click the light blue ‘Log In’ button that appear above the blue Facebook button. If you do not have an account, you’ll need to create one to participate in this. You can sign up using your Facebook account (they never post without your permission) or through your email address. Be sure to note what your login email and password are so you don’t lose them!

CREATING A TEAM

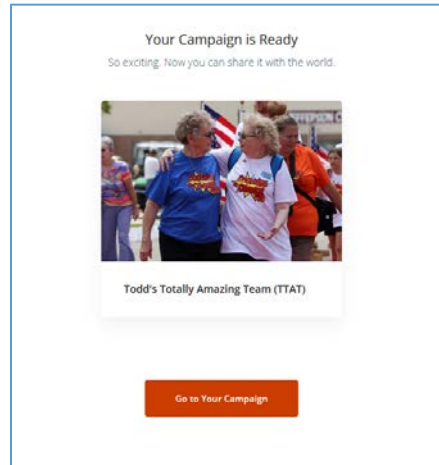


The screenshot shows the "Create Team" form on the Crowdrise website. The title is "Create Team" with the subtitle "join this campaign and create your fundraising team". The form has three main sections: "Team Name" with a text input field containing "e.g. Mia's Climb for a Cause"; "Team Goal" with a currency selector set to "\$" and a numerical input field set to "1000"; and "Team Story" with a rich text editor containing the placeholder "Start telling your story here...". At the bottom, there is an orange "Next" button and a link "Nevermind, go back".

1. Once you have created your account, you’ll see the following page appear. From here enter your Team Name, Team Goal and your Team Story. Your story is where you’ll write a description of why your team participates – what’s personal about this for you and your team members?
2. Click the orange button that says “NEXT”.

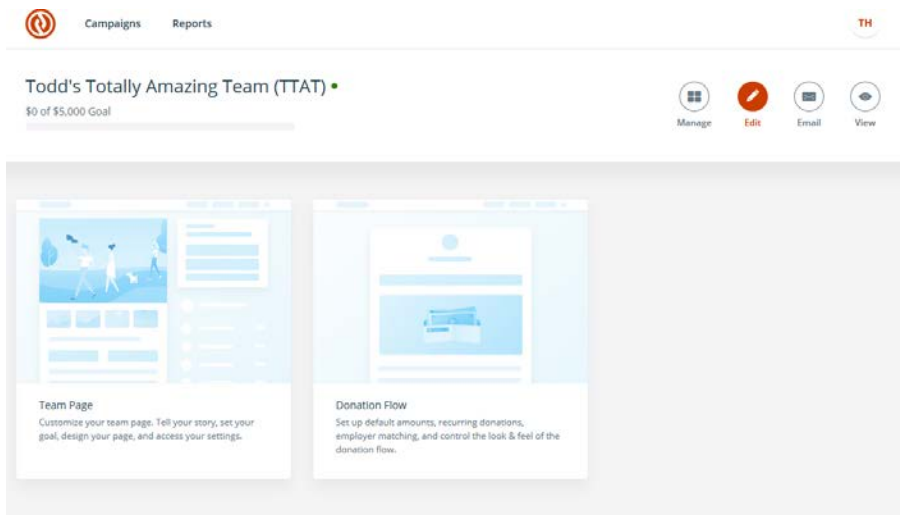


3. Once you hit “NEXT”, you’ll be taken to the screen to the left. If you have photos of your loved ones or of your team that you would like to put in, you can do so here. Photos are not required, but are encouraged. If you choose not to upload photo, simply click on the blue “SKIP” link under the big orange Upload button. You can upload images at a later time if you choose to skip it now.



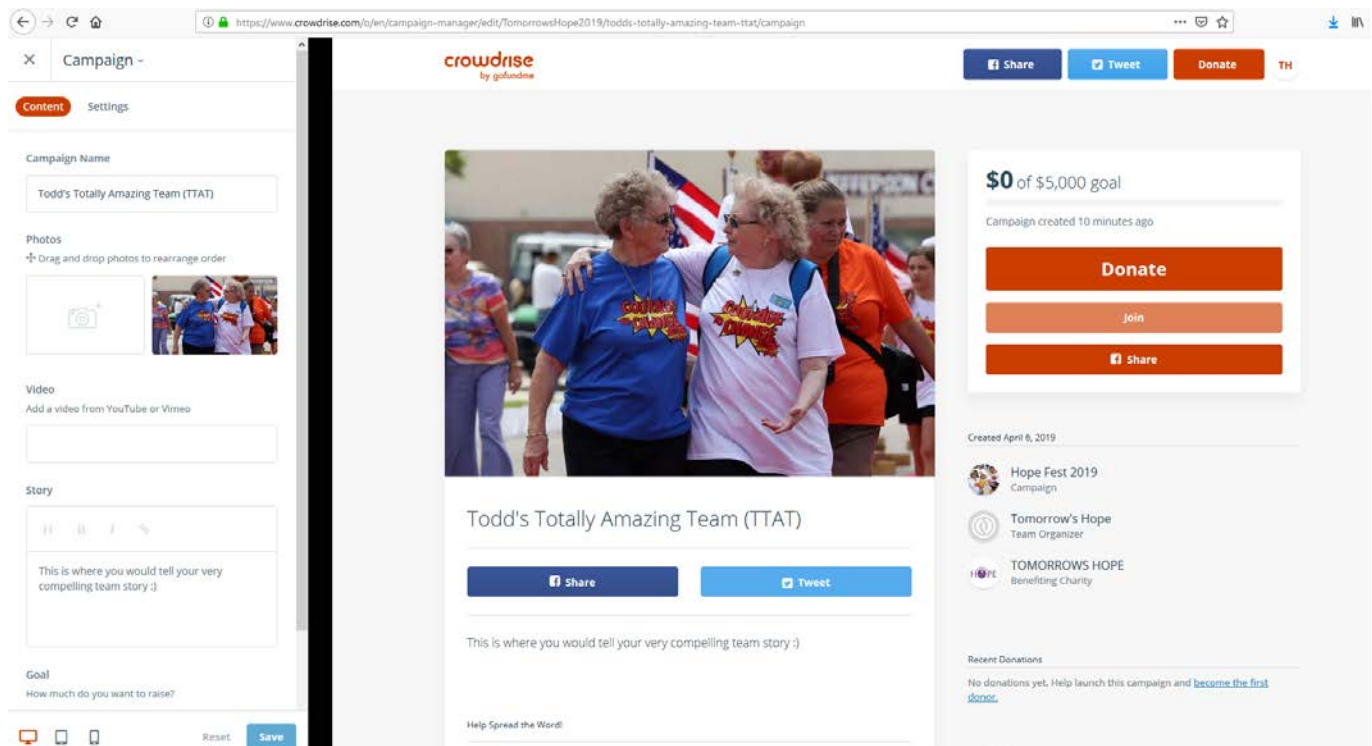
4. If you upload an image, it may ask you to crop it using the tool that is provided. You can simply click on the white box to make the picture frame larger or smaller. Once you have sized it the way you would like, click the button to proceed. You’ll see the screen below appear – noting your campaign is ready to go! Click the Orange “GO TO YOUR CAMPAIGN” button to proceed.

5. Next, you’ll see a screen that looks like this. This page is where you can access settings to put more information on your team page and the settings for donations. Let’s click on Team Page to start. When you put your mouse over the Team Page block, an “EDIT” button will appear. Click that “EDIT” Button.

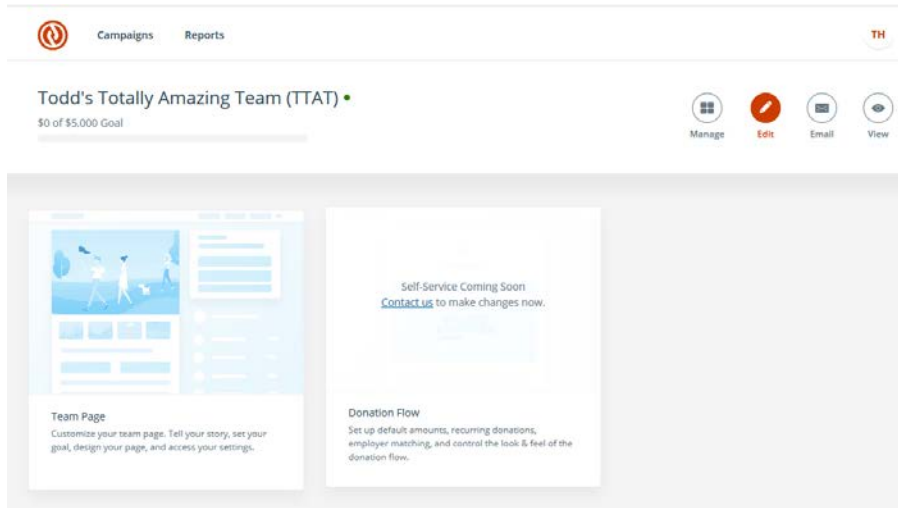


6. Once you have clicked on Team Page, the screen on the next page will appear. On the left side of the screen, you’ll see all the areas where you can edit or input additional information. On the right hand side of the screen is where you’ll see your team page – where the changes will be reflected. You can see that in the left hand side of the screen where you can make changes – there is an orange button that says “CONTENT” – that means you’re editing the content of your team page. Immediately to the right of that orange button is “SETTINGS”. You can click on the settings link to make changes to things such as the URL (the text you click to go to your team page), if you want to hide donation dollar amounts on the page, you can do so here.

6. Once you have made all changes you would like, click the light blue SAVE button at the bottom on the left side of the screen. Then click the X – located next to the word Campaign at the top left hand side of the screen.



7. You'll be taken to the screen below. Now that you've edited the content of your team page and gotten it all the way you would like it, let's look at setting the donation flow up. To do this you have to contact CrowdRise. If you choose to do this, move your mouse over the Donation Flow block, and click the link where it says "CONTACT US". For donation flow – you can set up default amounts for donations, employer matching funds, and more.



8. If you don't want to set up recurring donations (donations that happen on a regular basis – weekly, monthly, yearly, etc) or set default amounts, then you're all done – GREAT JOB!

9. The next step is to share the link to your team page with all of your friends through email and social media. You can do this by clicking the round 'View' button in the screen above on the top right hand side. That will take you to your team page – see the screenshot below.

The screenshot shows a Crowdrise team page for "Todd's Totally Amazing Team (TTAT)". At the top left is the Crowdrise logo. To the right are buttons for "Share", "Tweet", and "Donate". Below the logo is a photo of two women in blue and white shirts. To the right of the photo is a progress bar showing "\$0 of \$5,000 goal" and "Campaign created 21 minutes ago". Below the progress bar are buttons for "Donate", "Join", and "Share". Underneath is the team name "Todd's Totally Amazing Team (TTAT)" and buttons for "Share" and "Tweet". A text box prompts the user to "Tell your very compelling team story :)", and another prompts to "Help Spread the Word!". On the right side, it says "Created April 6, 2019" and lists organizers: "Hope Fest 2019 Campaign", "Tomorrow's Hope Team Organizer", and "TOMORROWS HOPE Benefiting Charity". At the bottom right, it says "Recent Donations: No donations yet. Help launch this campaign and become the first donor."

10. Under our team picture you'll see a total of 5 different colored buttons. All of these buttons allow you to share your campaign. If you're on Facebook or Twitter, you can share your team page with potential team members that way. If you're not, or you want to simply email all of your team members at once – hit the orange button that says "SHARE" in the middle of the screen at the bottom. This will pop up a block that gives you the website address of your page – or the URL/Hyperlink. See the next page for a view of what appears.

The screenshot shows a pop-up dialog box with a blue header that says "Share your unique campaign link to see how much your shares help." Below the header is the text "Campaign Link" and a text box containing the URL "https://www.crowdrise.com/o/en/c". At the bottom of the dialog box is a large orange button with a share icon and the word "Share".

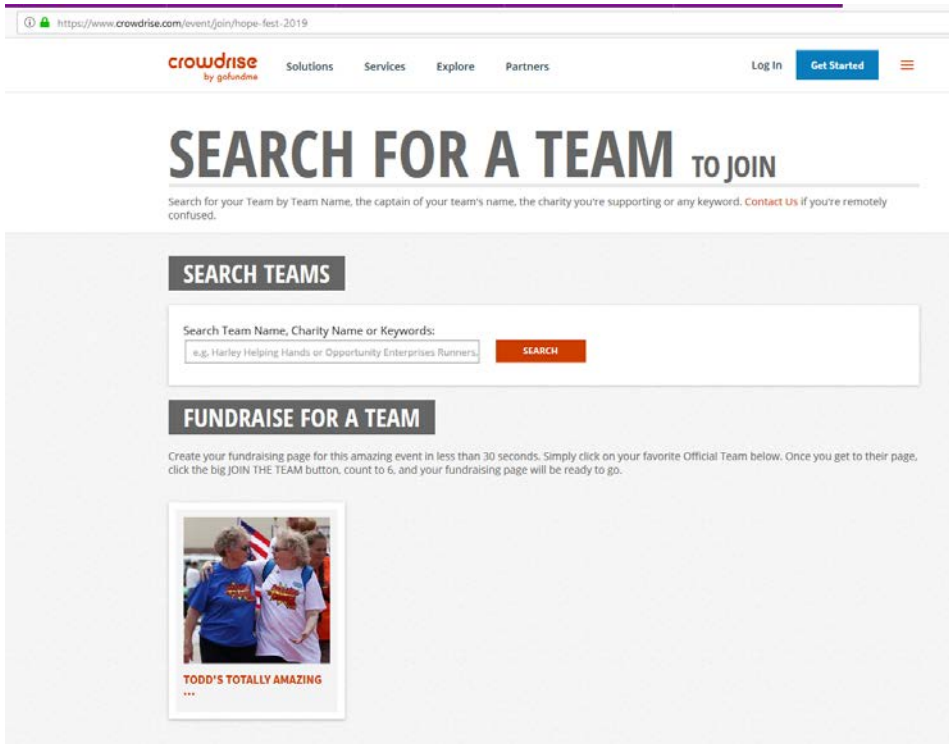
11. To share the link that is listed there, click in the area where it says <https://www.crowdrise.com>. This will allow you to highlight the entire link. To do that you can click and hold while you highlight all the text in that space or you can hit the buttons Ctrl and then 'A' on your keyboard. This will allow you to select the entire text.

12. Then you want to copy that link! To copy you can right click on your mouse and hit copy. To paste the link into an email you open your email, right click in the body and hit paste.

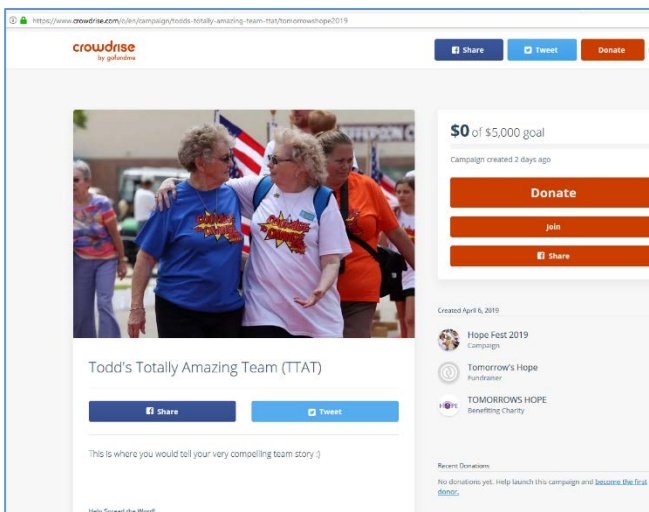
13. Share your team page link with everyone through email, social media, or even via text!

To join an existing team:

1. If you'd like to join an existing team on an event, click the "JOIN A TEAM" button. The page below is what you'll see next. You can see that you can Search for a Team to join or you can pick from the teams listed below. For training purposes, we created the "Todd's Totally Amazing Team" to walk you through the process.

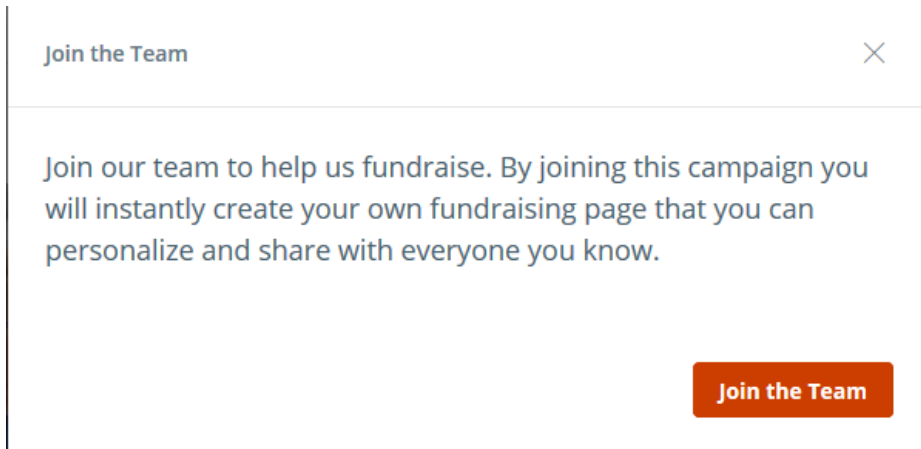


2. Once you have searched for and selected the team you want to fundraise for, it may prompt you to log into or create your own account if you have not done so already. Follow the steps on page 2 of these instructions to do so.



3. Next you'll be taken to the team page you wish to Join. On this page there are three orange buttons in a row (Donate, Join, Share) – click on the one that says "JOIN"

4. You'll see the pop up box appear that's below. Click the orange "JOIN THE TEAM" button. Once you have done that you've joined the team page! You will then appear on the team page under those three large orange buttons on the right hand side of the screen as part of the team.



Questions? Want a one-on-one session to set up your team page or to get help joining a team? Todd or Michelle via email or by phone at (920) 674-8967.