

## HOW TO SET UP YOUR OWN SOCIAL FUNDRAISING PAGE AND CREATE A TEAM

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**Introduction** → 1:13 mark: Important reasons to create social fundraising pages

**Let's Get Started** → 1:14 mark: from CARES homepage

**Step 1: Create an Account** → 2:26 mark: Details on creating an account in the CARES Community Portal

**Join Our Community** → 2:50 mark: Info on 3 options for joining

**Login** → 3:27 mark: for new CARES Community accounts

**After Login** → 3:58 mark: What would you like to do? Drop-down menu forward

**Choosing walk/run** → 4:17 mark

**Social Fundraising Management Page** → 5:06 mark:

**'Page Contents' Tab** → 5:22 mark

**'View My Fundraising Page'** → 7:27 mark

**Back to SF Management Page**

**'Donations' Tab** → 9:00 mark

**'Event Registrations' Tab** → 9:43 mark

**'Comments' Tab** → 10:00 mark

**'Share My Page' Tab** → 10:47 mark

**'Team' Tab** → 11:50 mark – How to either join or create your own Team for the walk/run

**View My Team Page** → 13:55 mark – what your team page looks like

**Edit my Team** → 15:54 mark – Team vs. Social Fundraising Tabs explained

**Event Registrations** → 16:53 mark: Difference between creating a SF page and Registering for an event/registering from your SF page

**Back to Social Fundraising Management Page** → 19:05 mark: Back to Team page for info on how to share Team page

**CONGRATULATIONS! YOU DID IT!**