

MIGHTYCAUSE.COM

TO SET UP A TEAM

1. Go to www.biglicktraintug.org
2. Click on the “Compete” tab
3. Follow the link provided
4. Click on “Fundraiser Team”
5. Start a Team
6. Answer no
7. Select “Presbyterian Community Center “ in Roanoke
8. You’re ready to build your page. I couldn’t get it to go through Facebook, so I hit “Skip for now”
9. Use the pencil icons to edit and put in what you want or click on the left side of the page and hit **Editor**. This will guide you through.
10. You create your title page
11. Team logo. You can upload a picture. I just saved the logo from the Train Tug facebook page and used that.
12. Deadline: set the date you want to stop taking contributions.
13. Put your Fundraising goal in.
14. Story Tab: I used something simple and gave them the PCC website URL. You can tell why your team is competing and raising money for the Center.
15. Complete the Team organizer page.

Under the **Member** tab, you can invite or message team members. You have to publish the page before you can do this.

Template tab: Complete the template. Members can use this to fundraise.

Team Settings: select membership permission and include offline donations

Publish: This is the rocket ship icon. If you have forgotten to do anything, it will prompt to before you can publish your team.