



**SUNDAY
JUNE 24**

Tour de Guelph Five

How to Manage Your Team Using the Fundraising Portal

As part of the registration process, you will create your own personal fundraising page as well as a team page that you can manage through the portal.

Personalize your Team Fundraising Page:

Be sure to personalize your Team Fundraising page with a personal text message and also upload a photo that represents you and your team.

To do this, click on Team from the main menu once you are logged into the portal. Scroll down the page to where you can add photos and update your team message.

You can also deactivate the default photos by clicking on each of them, deselecting 'display image' and saving your changes.

Manage Team Members

Once logged into the portal, you will see a left navigation menu. Click on Team to expand all the options you have for managing your team.

Team Results – shows a summary of your team's fundraising efforts

Recruit Team Members – gives you email and social media tools that direct people to your team page to join your team.

Click on the address book icon to easily upload all your email contacts from any of your email accounts.

Email Team – allows you to easily send emails to all team members who have already joined your team.

Edit Team Info – allows you to edit your team name and add a summary description for your team.

Manage Team Sponsors – allows you to send email messages to anyone who has followed through with a donation to your team or anyone on your team.

Manage Team Cash & Cheques – allows you to enter donations that you have received offline. Please note that all offline donations can be dropped off at The Foundation of Guelph General Hospital prior to the event, or hand them in on the day of the event.

Tips for Team Success

We suggest sending out a series of at least three emails to invite people to your team.

Once your team is established, we suggest sending regular fundraising encouragement emails to your team members to remind them to fundraise, at least three is recommended.

Thank you for joining The Bike Shed Community Team Challenge! You're going to make a difference in the lives of others in our community.

Thank you to The Bike Shed – this year's official sponsor of the Community Team Challenge!