



Instructions for **Creating Your Team** or **Fundraising on your own**

You must first have an account in our system in order to create a team or become a fundraiser. Before you start, find a photograph for yourself and/or your team that you will put on your fundraiser page. These steps will take you through setting up your page whether or not you already have an account.

Step 1: Click on this link to create an account in our system and setup your fundraising page.

<https://valleyviewhospital.z2systems.com/np/clients/valleyviewhospital/createFundraiser.jsp?campaignId=161&&test=true>

Step 2: You will end up on a login screen. You have 3 options: create a new account, sign in to an existing account, reset your password.

- If you are new to our organization or not sure whether you have an account go ahead and click on the **Create New Account** button.
- If you already have your username and password, go ahead and login with it.
- If you know you have an account use the forget your password **get help** link.

Step 3: After you have created your account or logged into your existing account, you will see in a drop down menu asking "What would you like to do?" Select "My Fundraising Page" and click on "Create Page."

(This is also where you will edit your existing pages in the future)

Step 4: Now for the fun part, setting up your page! Make sure you:

- Decide whether you want to give your fundraising page a name other than your name that is selected by default.
- Set up your personal goal
- Upload a picture
- Put in between 2 and 3 sentences about why you Rally and what Valley View Calaway • Young Cancer Center and the care provided has meant to you.
- Hit **Save!**

Step 5: Go to the Team tab and decide whether you want to:

- Fundraise on your own
- Start a team and become a captain
- Join somebody else's team

Note: If you choose to start your own individual page in addition to a team page you will be able to upload photos and include a personal description just like on the team page. Make sure to give your page a name as well- unique to the team page!

Step 6: Go to the Share My Page option and copy the email to send out to your friends and family. If you would like to post on social media please use the social media links at the bottom!



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Remember you still need to **register** for Rally the Valley if you plan to join us in the park on September 23rd! Now that you have an account this will be much faster as your basic information will be pre-populated.

You can register while already logged in by selecting “Visit Rally the Valley” from the drop down menu then select “Register” under the Rally the Valley 2017 information.

If you are not already logged in simply click the “Register” button on www.rallythevalley.org and you will be prompted to log in.

When your friends and family are registering or donating they will see a drop down menu on their form asking them to credit the registration or donation to a team or individual. This is where they will be able to link their transaction to your fundraising efforts.

If you have any questions throughout this process please feel free to call the Foundation offices at 384.6620 and one of our staff will be happy to assist you.