

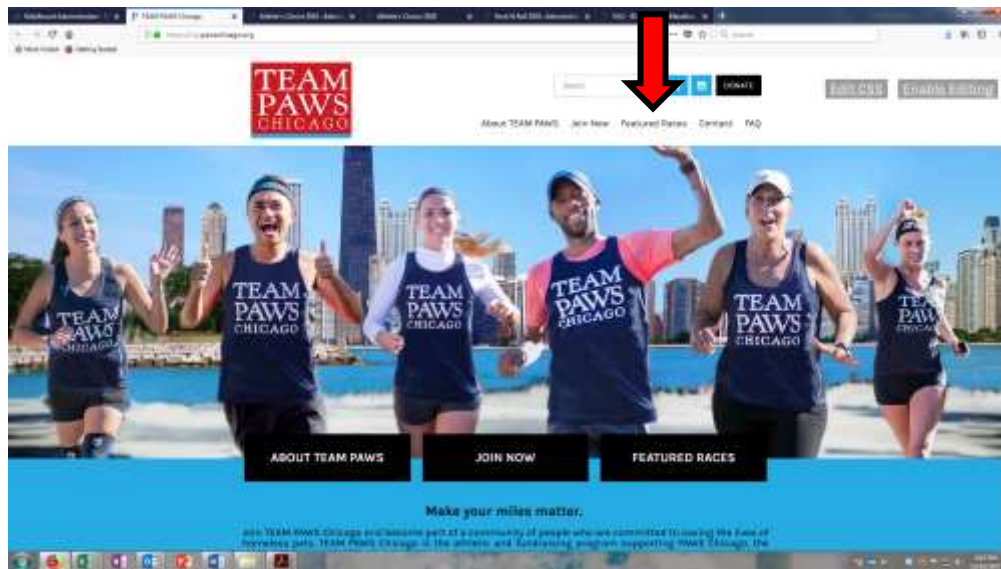
TEAM PAWS CHICAGO WEBSITE GUIDE

Follow these steps to learn how to log onto your personal fundraising page, customize and how to navigate your headquarters ("My HQ") page!

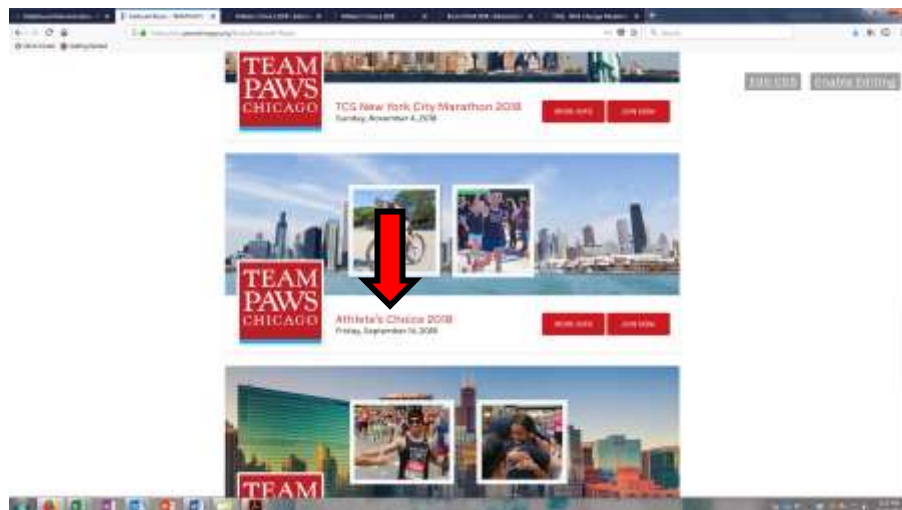
HOW TO LOG INTO YOUR PERSONAL FUNDRAISING PAGE

Click on our main page: [TEAM PAWS Chicago](#)

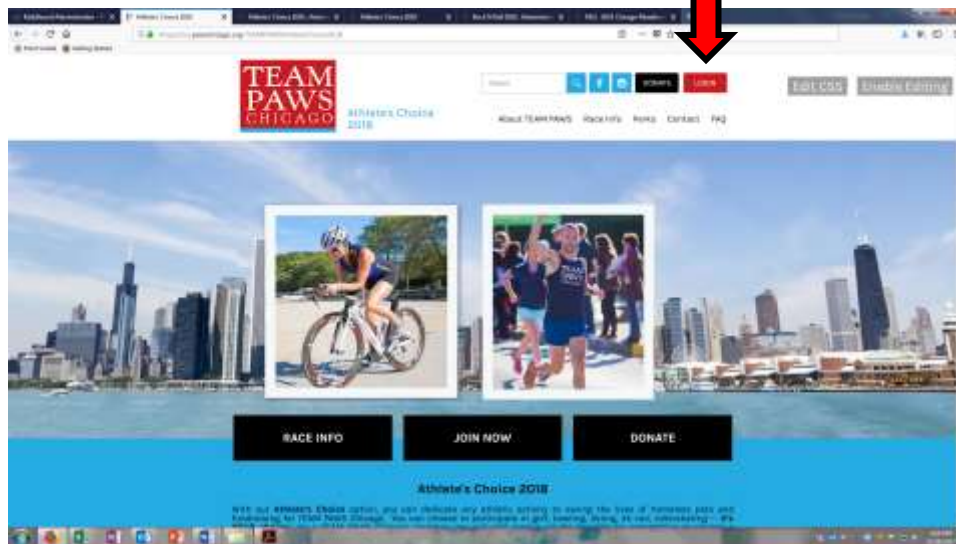
On the top right, click on the [Featured Races](#) tab. **NOTE:** You MUST be on your race page to log into your account! You will not be able to log in from anywhere else on the website!



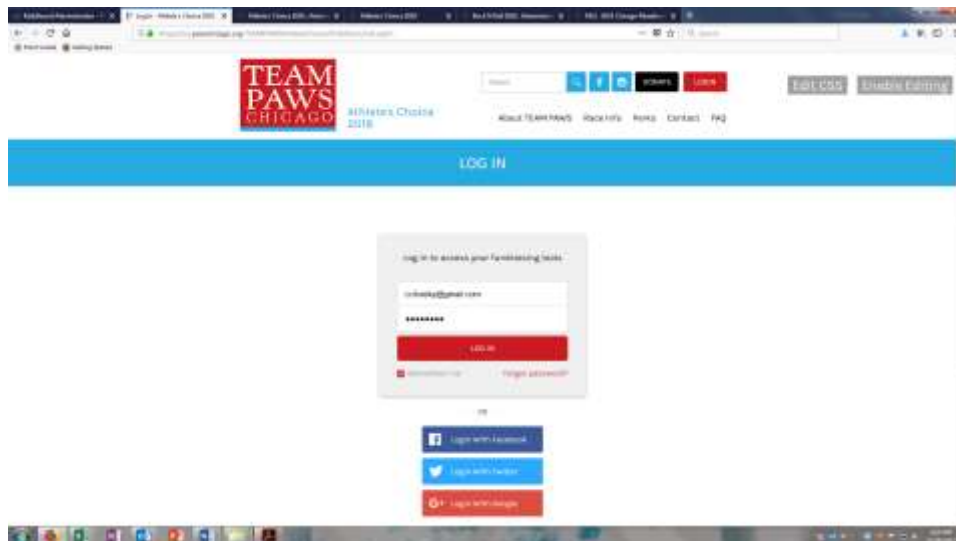
Scroll down to find your race (in this example, we are looking for Athletes Choice 2018) and click on the **event name in red**



On the top right corner, click on the **red LOGIN button**

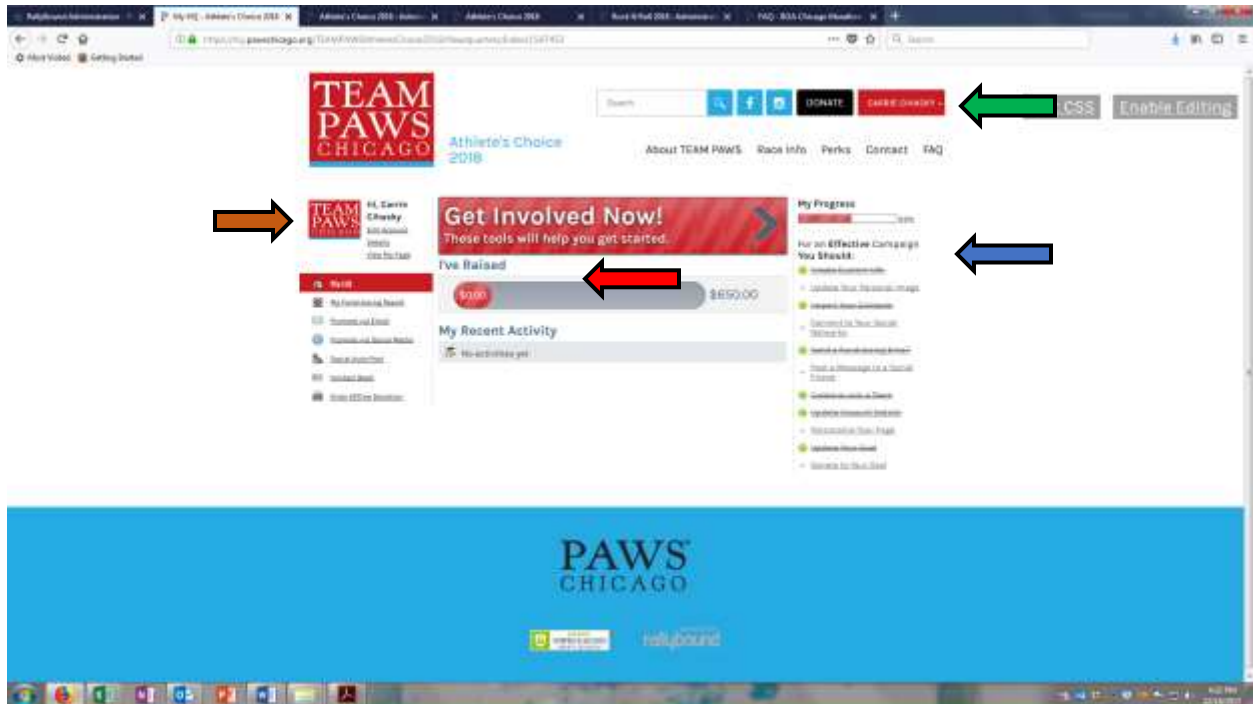


Log in with the username and password you created when registering. If you forgot your password, click on the "Forgot Password?" to have a link emailed to you to create a new one.



Once logged in, you are ready to start navigating your page!

NAVIGATING YOUR "MY HQ" PAGE



Once logged into your Headquarters page (herein called HQ) the list on the RIGHT (**BLUE arrow**) provides a check list of items you should do for an effective campaign. At ANY time, if you need to get back to this page, click on your name in the red box in the top right corner, and a drop down will appear asking if you would like to go back to "My HQ" or Log Out (**GREEN arrow**).

On the Effective Campaign List, you will find:

1. **Create Custom URL** -- to make it easier for your donors to find you.
2. **Update Your Personal Image** – Note, that once this is completed and crossed off, you may still click on it to change your image at ANY time!
3. **Import Your Contacts** – import your contact list to make it easier to send communications!
4. **Connect to Your Social Networks** – when doing this option please be careful to NOT create a Facebook Fundraiser! If you are asked on Facebook if you want to add a donate button, click "No". Please see our Dec. 18 email outlining the Facebook process and let us know if you have any questions!
5. **Send a Fundraising Email** – send emails to your contacts from your fundraising page!
6. **Post a Message to a Social Friend** – this is only for those in Athletes Choice and Couch to 5K who created teams and need to email their team members.

7. **Create or Join a Team** – only applicable to those creating teams with Athletes Choice and/or Couch to 5K.
8. **Update Account Details** – if you ever change your contact information (Profile), switch over to a different campaign that you are registered for (My Campaigns) or communications (Notifications) you may do so here (more on that later!). Please do NOT turn off emails from TEAM PAWS Chicago as we will be sending important information throughout the year regarding your fundraising and race(s). You can also do this by clicking “Edit Account Details” under your name on the left hand side **(ORANGE arrow)**.
9. **Personalize Your Page** – click here to change your photo, share your story about why you are fundraising and more! You can see what your page looks like to the public by clicking on “View My Page” **(ORANGE arrow)**.
10. **Update Your Goal** – Your goal is automatically set to your minimum fundraising requirement, but if you wish to increase it at any time, you may do so here.
11. **Donate to Your Goal** – If you want to make a personal donation.

NOTE: Even if the item is crossed off as “completed”, at ANY time you can click on it to change/update as you see fit!

My Progress: The bar above the list shows you have many of the items on this checklist you’ve completed

I’ve Raised: The bar in the middle **(RED arrow)** shows your progress towards your fundraising goal.

On the next page, we will go into more detail for the items in the list to the left (where My HQ is highlighted in red).

ADDITIONAL ITEMS

To the left you'll see a list of items that allow you to do many of the same things that were found in your "Effective Campaign" checklist, however, we want to highlight a couple here.

MY FUNDRAISING REPORT – This will show you the list of everyone who donated to you, their email, address, when the donation was made, amount, and type. You can also download as CSV (and switch to Excel) to save this list for future use (**PINK arrow**). This is a great way to keep track of your donors to send your thank you's to!

For donations we receive in the office (for example, checks) when we post them to your page, you will see that information listed here as well. If you do NOT see a donor / matching gift name, that means we have not received those funds. We ONLY post donations we have received and processed.

The screenshot shows the TEAM PAWS CHICAGO website interface. At the top, there is a navigation bar with 'DONATE' and 'GIVE OFFLINE' buttons. Below this, the 'My Fundraising Report' section is visible, featuring a summary of 'Processed Donations' and 'Money Raised'. A table below the summary lists individual donations with columns for Name, Email, Date, Amount, Status, Type, Reporting, and Action. A yellow arrow points to the 'Enter Offline Donation' button, and a pink arrow points to the 'Download as CSV' button. A purple arrow points to the 'FAQ' link in the navigation menu.

Enter Offline Donation – this button (**YELLOW** arrow) is if you would like to record a pledged gift. Once we receive the donation, we will then confirm this (you will then see this reflected in the status). For example, if your mother gives you a check for \$50, you can enter this as a "pledged" gift and mail the check to us. Once we receive it, we mark this as "confirmed". For more information on checks, please refer to the FAQ tab.

NOTE: If a donor has requested to be anonymous, we must respect their wishes and cannot give you their name or contact information, unless written permission is granted from the donor.

If a donor accidentally donated to the event page instead of your direct page, donated the wrong amount, etc. we need written permission FROM THE DONOR to make any corrections to their donation. They should send this to teampaws@pawschicago.org and need to include:

1. Their name
2. How much the donation was
3. Detailed information on what they are granting permission to do (e.g. move it and the name of the participant they wish to have the donation credit, change the donation amount, etc.).

Once we receive this, we will move the donation (it will take a few hours to reflect on the front end of the website). *We cannot and will not make any changes to a donor's contribution without written consent from the donor!*

IMPORTANT TABS

Along the top of every page you'll find our tabbed items (PURPLE arrow) with important information:

- **About TEAM PAWS** – click here to learn more about TEAM PAWS Chicago and PAWS Chicago.
- **Race Info** – we will update here with important race information as we receive it.
- **Perks** – listed here you will find all the perks you are entitled to as being a member of TEAM PAWS Chicago. Please note that perks vary across races and fundraising minimums.
- **Contact** – click here to submit a question to us, or you can always email us at teampaws@pawschicago.org
- **FAQ** – we have MANY commonly asked questions and their answers here. Please familiarize yourself with the information listed here, which also includes important information about fundraising deadlines and requirements. If you are looking for an answer not listed here, please let us know so we can add it!