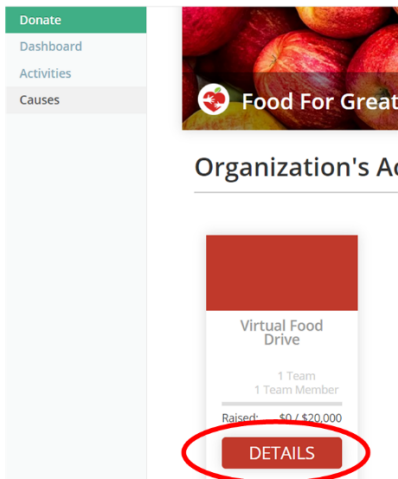


## Virtual Food Drive Team Captain Information

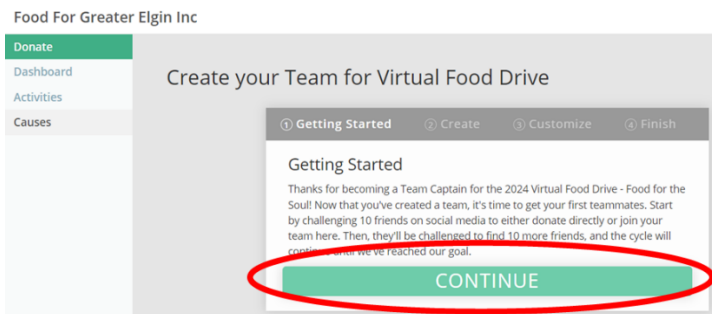
1. Go to the Virtual Food Driving Giving Page and click “Create a Team”
2. “Create an account” if you do not already have one (all fields are required).
3. Once you create an account, it will take you to your Dashboard. Click “Causes” from the menu on the left.



4. Scroll down and click “DETAILS” on the Virtual Food Drive



5. Click on the “CREATE A TEAM” button
6. Select continue.



7. Next, set your fundraising goal, mission statement, and team description. Your team fundraising goal will automatically be set at \$4,000 unless you type a different amount.

Please select a goal you are comfortable with leading and achieving. This goal can be changed if achieved by you and your team.

Messaging: You may use this text in your team descriptions of mission and the hashtag when sharing on social media.

Food insecurity puts life out of tune. We don't think anyone should go to bed hungry. Parents shouldn't have to choose between feeding their kids and keeping the lights on. No one should go hungry so they can afford to pay rent, buy life-saving medicine, or put gas in the car to get to work in the morning. A full cupboard? That's music to our ears. Join the movement and help me fight food insecurity. YOU MAKE A DIFFERENCE to the 200,000 individuals Food For Greater Elgin serves each year!

8. Pick a team name – This is the fun part and what can compel your friends and peers to help by joining your team or giving.
9. Write a mission statement for your team. Why is this effort important to you and what will make it inspiring to share? You can describe your team too! MAIN GOAL – HAVE FUN WITH YOUR TEAM! This is about winning with small amounts that anyone can give. How do you take this goal and make it your own? What is “Food for your soul?” Help your friends *Nourish Hearts and Bodies*.

Getting Started Create Customize Finish

Create your Team

Enter information about your team to be featured on your page.

TEAM FUNDRAISING GOAL

\$ 4000.00

\* TEAM NAME

Choose a Name

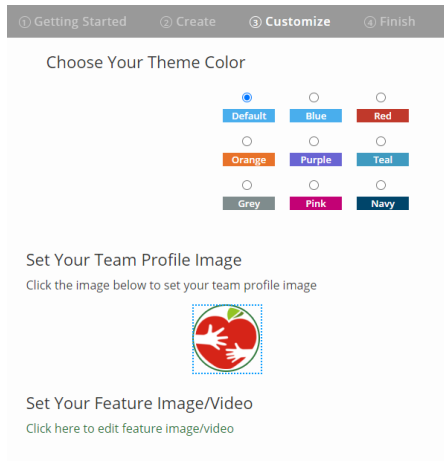
WRITE A SHORT MISSION STATEMENT FOR YOUR TEAM

Mission statement goes here.

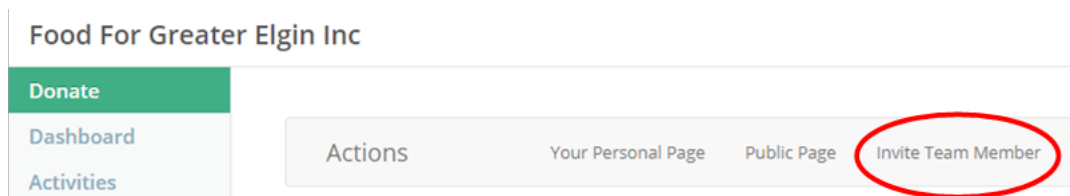
ADD A DETAILED DESCRIPTION OF YOUR TEAM

Description goes here.

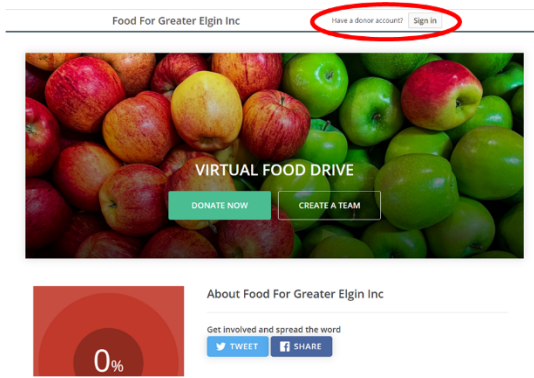
10. After that, select your team color and image. The color will default to blue if nothing is chosen.



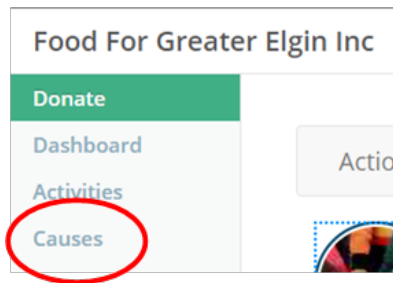
11. In this screen you can also add a photo and/or a video to your team page. Photos can be added from links or uploaded from a file. Videos must be added from either a YouTube or a Vimeo link.
12. To upload photos, simply select “Upload image” and then drag and drop the file in this box. (Note: photos must be in jpeg, png, or gif format and be less than 500 kb in size).
13. To quickly invite friends to join you, you can invite team members using their phone number or email and send a custom greeting. Once you go to your team page, you can invite friends by clicking “Invite Team Member” from the top menu.



14. Lastly, prepare to share your team on social media beginning February 1 or later. Each team has a distinct URL that can be shared and each team member has a distinct URL that can be shared in emails or posts or even good old fashioned email. For example our Director of Development’s team is <https://foodforgreaterelgininc-bloom.kindful.com/virtual-food-drive-2024/t3-tylers-triumphant-team1>. You can see what a team looks like on her team page if you like.
15. Your team is now complete! You can log in to your Kindful account at any time to make changes to your team page. To get back to your Kindful account, go to the FFGE website ([www.foodforgreaterelgin.org](http://www.foodforgreaterelgin.org)), go to the Virtual Food Drive landing page and select “Find a team.” Once there, you can sign into your account in the top right corner.



16. To make changes to your team page, invite friends to join you, or enter pledges, select “Causes” from the toolbar on the left side of the page. Then click the “DETAILS” on your team.



17. To invite people to donate directly to the team, share the URL by posting to social media, sending in emails, or via text. Checks are also welcome. Just let your team members know to specify that it should go to your team!