

To Create a Social Fundraising Page

1. Log on to your existing account. The TAASC logon portal is:
<https://taasc.z2systems.com/login.jsp> Create a new account *only* if you don't already have one.

If you are already logged in, you can access the “Social Fundraising” option from the drop down menu in the upper right quadrant.



2. On the Social Fundraising Overview page, select Winter Sports Challenge 2017. Then select the “Create Page” button.



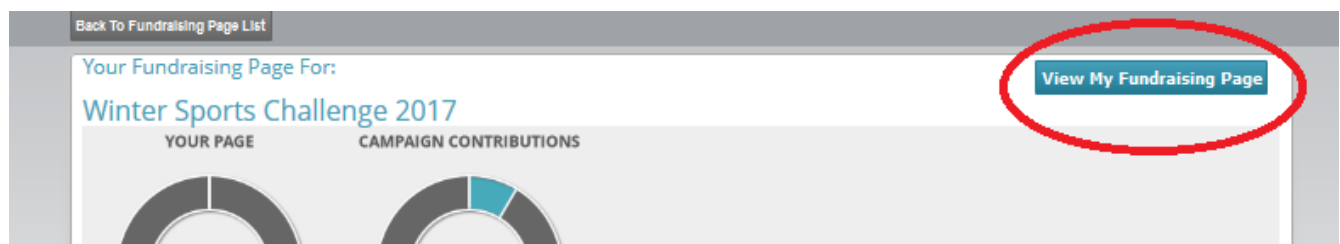
3. On the Fundraising Summary page:
 1. Create a title, or use the default title.
 2. Set your fundraising goal (required field)
 3. Upload a photo. (optional)
 4. Create some page content. We suggest using a personal appeal.

The screenshot shows the 'Page Content' tab of a fundraising page. The page has a navigation bar with tabs: 'Page Content', 'Share My Page', 'Donations', 'Event Registrations', 'Comments', and 'Team'. The 'Page Content' section is titled 'Page Content' and 'Manage your personal fundraising page.' It contains the following fields:

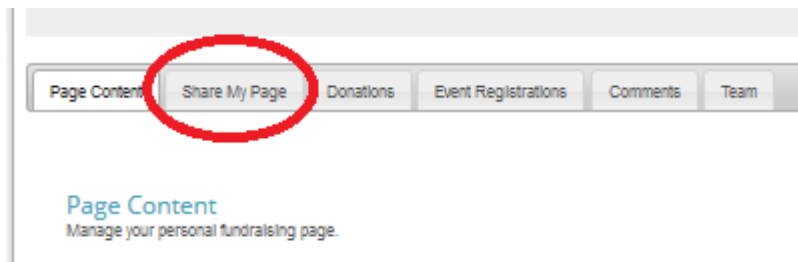
- Fundraising Page Title:** A radio button is selected for 'Jimmy Testing's Fundraising Page'. This field is circled in red with a red '1' next to it.
- Fundraising Page Url:** A radio button is selected for 'https://taasc.z2e/systems.com/jimmyspage'. This field is circled in red with a red '2' next to it.
- Your Fundraising Goal \$:** The value '\$500' is entered. This field is circled in red with a red '2' next to it.
- Current Photo:** A button labeled 'Select File' is visible, with 'No file chosen' below it. This field is circled in red with a red '3' next to it.
- My Page Content:** A rich text editor with a toolbar containing various icons (Source, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Format, Font, Size, Text Color, Background Color, Help). The editor area is circled in red with a red '4' next to it.

Save the page at the bottom, by selecting the “Save” button. You can edit this page at any time.

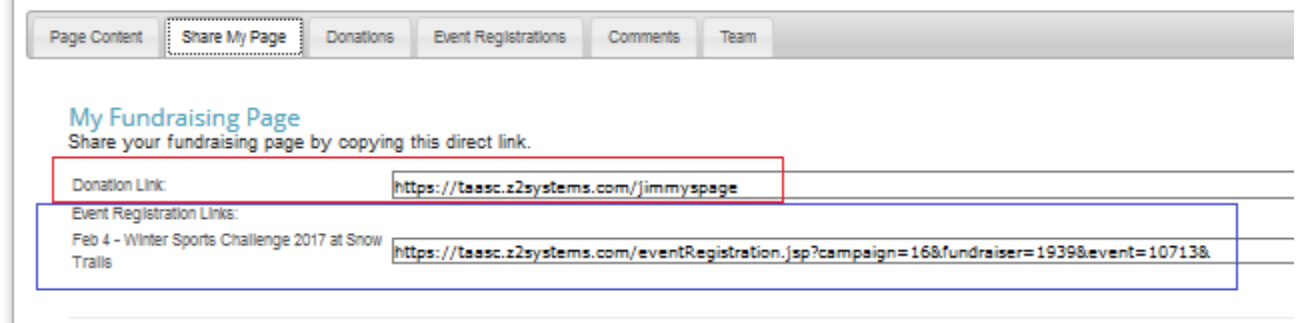
You can view your page at any time by selecting “View My Fundraising Page” in upper right corner.



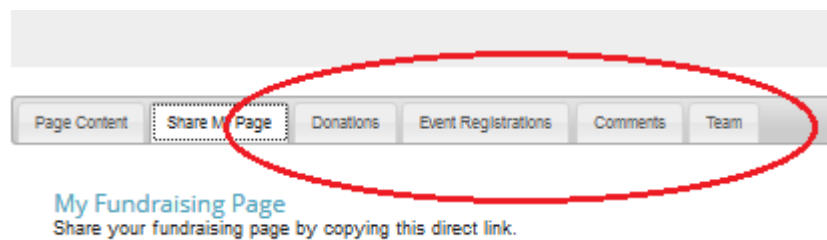
4. Now that your page is created, the next step is to share your page by selecting the “Share My Page” tab located under the round goal targets.



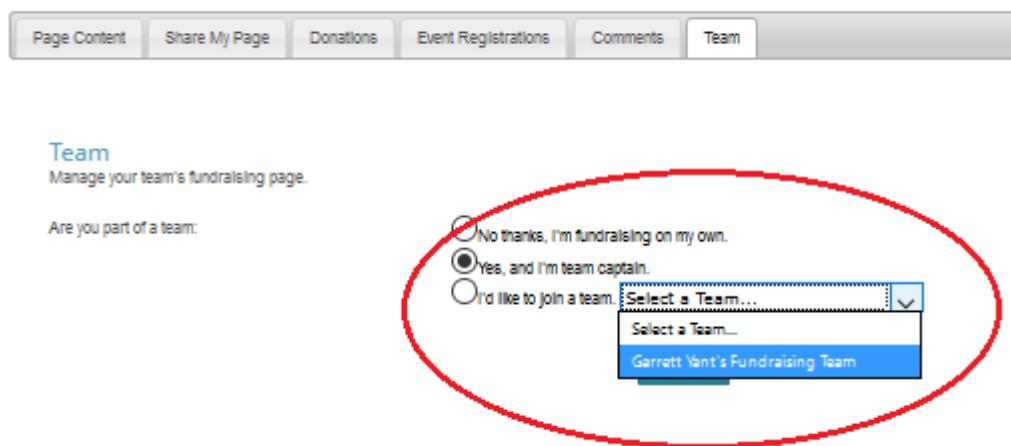
5. Copy the donation link and/or the Event link to share these links on your social media pages -



6. You can view Donations, Event Registrations, and Comments from the tabs.



7. You can also create or join a team from the tabs.



Fill in the team fields and use those urls on your social fundraising pages:

Team
Manage your team's fundraising page.

Are you part of a team:

☐ No thanks, I'm fundraising on my own.
☒ Yes, and I'm team captain.
☐ I'd like to join a team.

Team Page Title:

☒ Jimmy Testing's Fundraising Team
☐

Team Page Url:

☐ <https://taasc.z2systems.com/campaignTeam.jsp?campaignid=16&teamid=4&>
☒ <https://taasc.z2systems.com/jimmyteampage>

Your Team Goal *:

Current Photo:

Upload a personal photo to your Team page.

(No Photo) No file chosen

Team Page Content:

B **I** **U** **Text Color**

Have Fun! Thank you again for supporting TAASC!!