



## Create Your Team Fundraising Page

Presented By:  
**Anthem**

Start at the general donation page for the Butterfly Walk:

<http://www.active.com/donate/2010butterflywalk>

On the menu bar at the top of the webpage, click on [Become A Fundraiser](#)  
click on [Create a Fundraising Team](#)

*If you had an account last year – enter in your username & password..* Otherwise, click on [No. I do not have a username and password](#) and hit [Continue](#). Fill in all the required information to create a Username and Password and hit [Continue](#)

**Title:** You should only type in your team name here.  
This is what is going to be listed on the drop down menu on the Butterfly Walk fundraising page.

**Web address:** You should type 2010 & your team name in the space provided

Are you Creating a Team Fundraiser, click [Yes](#) and hit [Continue](#)

**Tagline:** Our examples are: “Helping Children, one step at a time.”  
“Help All Children Heal”  
This message can be as simple as:  
“Walking in memory of .....

“Walking in honor of .....

**Welcome Message:**

This is where you want to share your inspirational story about your loved one. You can type it in Microsoft word or other word processing program and then copy and paste it in here.

**Select an Image:**

This is where you can add a picture of your loved one

Click [Upload Image](#), Click [Browse](#)

Find the file you want to add, highlight it and click [Open](#), Click [Upload](#)

**Set a Goal:** Enter in your team goal amount. This should be consistent with what you entered when you created a team.

**Standard Display Formats:**

Show total Donations Collected: Click [Yes](#)

Show Top 5 Contributors: Click [No](#)

Show link to Member Fundraisers Click [Yes](#)

Show top 5 Member Fundraisers Click [No](#)

Enhanced Display Formats:

Display All Contributors as a scrolling list:	Click <a href="#">Yes</a>
Order by:	Click <a href="#">Name</a>
Display all Member Fundraisers as a scrolling list:	Click <a href="#">Yes</a>
Order by:	Click <a href="#">Name</a>

Click: [Save and Exit](#)

## **How to log back in to your account**

Go to the following website:

<http://www.active.com/activegiving/>

On the top right enter Member login info & hit [GO](#)

Click [Campaign Center](#)

If you had a website last year, you will need to look in the top right corner of the page. You will be able to toggle between the fundraising pages by using the drop down menu: [change campaign here](#) →

To edit your website, Click on [Customize my website](#)

To edit your profile, Click on [edit profile](#) (this is on the top right hand side of the title bar)