

HOW TO CREATE OR JOIN TEAM



In this document we have included instructions on how to **create or join a team** in two different scenarios.

The first scenario is if you have registered for Melanoma March, but have not yet set up a fundraising page. To check if a fundraising page has been set up for you, please visit melanomamarch.org.au and type your name into the search bar on the homepage.

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Melanoma Institute Australia
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2257.01KM

MOVER OF THE WEEK
Nat Quirk

REGISTER TODAY

FIND A PAGE: All

The second scenario is if you have registered and have a fundraising page already set up.

You may have created your fundraising page yourself, but not joined or created a team when doing so, or a fundraising page may have been set up for you by GoFundraise**

*** Fundraising pages are set up automatically for people who do not set a page up for themselves. Fundraising is not mandatory but it is encouraged. Every dollar raised helps MIA move closer to a cure for melanoma.*

SCENARIO ONE: Setting up a fundraising page

Use this link to start setting up your fundraising page:

<https://melanomamarch2017.gofundraise.com.au/cms/start-fundraising>

Once you've clicked on the START FUNDRAISING link, fill out the form. Please use the exact same details you used when you registered. It is particularly important you use the same first name, last name and email address.

START FUNDRAISING

Please fill out the form below to set up your online fundraising page

The funds you raise through Melanoma March will go towards vital research that will change the lives of thousands of people diagnosed with melanoma. The more funds we raise, the closer we can move to finding a cure.

Name *

First

Last

Email *

Phone *

Fundraising Page *

Create an Individual Page

Create an Individual Page

Join a Team

Create a Team

Display Donations

Display Donation Amount

Publish donations to my facebook wall

(only occurs if your GoFundraise account is connected to Facebook)

Under FUNDRAISING PAGE, you have a drop down bar with a choice to:

1. Create an Individual Page
2. Join a Team – see steps for JOINING A TEAM on **Page 4**
3. Create a Team – see steps for CREATING A TEAM on page **Page 5**

SCENARIO ONE: Setting up a fundraising page

JOIN A TEAM

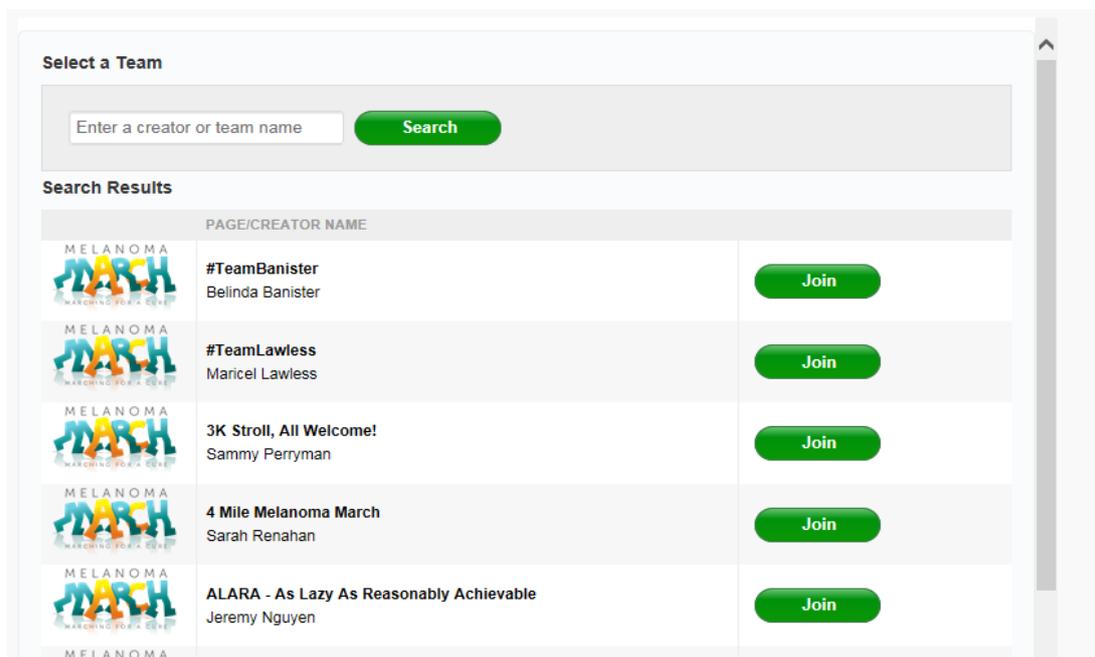
To join an existing team select JOIN A TEAM under 'Fundraising Page' in the dropdown menu.



Select the 'JOIN A TEAM' button.

This will bring up a dialog box with a search bar and list of team names.

Type in the name of the team you wish to join and select the green JOIN button next to team name.



If you can't see the team name you're looking for, check the spelling. Otherwise, the team may not exist, in which case, you may wish to CREATE A TEAM.

Finish setting up your fundraising page by selecting your **Fundraising Target**, accept the terms and conditions and submit.

SCENARIO ONE: Setting up a fundraising page

CREATE A TEAM

To create a new team, select CREATE A TEAM under 'Fundraising Page' in the drop down menu.

Fundraising Page *

Create a Team



Type of Fundraising Page

Fundraising Page Title

- Display Donations
- Display Donation Amount
- Publish donations to my facebook wall
(only occurs if your GoFundraise account is connected to Facebook)

Fundraising Target

\$500



Enter your team name in the **Fundraising Page Title** field.

Finish setting up your team fundraising page by selecting your **Team Fundraising Target**, accept the terms and conditions and submit.

SCENARIO TWO: Joining or Creating a Team if you have an existing Fundraising Page

JOIN A TEAM

Visit www.melanomamarch.org.au and in the search bar on the homepage, enter the name of the team you wish to join.

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FIND A PAGE: Enter a friend or a team All All Beneficiaries SEARCH

When you find the team you want to join, select the JOIN TEAM button

ABOUT REGISTER DONATE FIND A MARCH HOST YOUR OWN EVENT CORPORATE PARTNERS SHOP EVENT FAQ CONTACT US

FIND A PAGE Dear Melanoma All All Events SEARCH

Name	Event	Page Type	
 DEAR MELANOMA - TNG FRIENDS Kathy Gardiner	MELANOMA MARCH 2017	INDIVIDUAL \$0.00	VIEW DONATE
 TEAM DEAR MELANOMA Serge Simic	MELANOMA MARCH 2017	TEAM \$296.20	JOIN TEAM VIEW DONATE

Displaying items 1 - 2 of 2

This will bring up a dialog box asking you to JOIN THIS TEAM. From here, you can choose to join or leave teams. Select the orange JOIN US NOW button on the fundraising page that you want to add to that team.

JOIN THIS TEAM

Below you can choose to 'leave' or 'join' this Team Leader page. You can only join a Team Leader page if you have an Individual page created. If you do, it will be displayed below. If you don't, please return to the ['home page'](#) and follow instructions on how to create your Individual page.

Pages currently joined to this team:

◀ ◁ 0 ▷ ▶ No items to display

Pages eligible to join to this team:

 \$0	 \$0
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Press the small x at the top right hand corner of the dialog box to close.

To check you are now added to the team, you can choose to VIEW the team page, and your profile should appear under TEAM MEMBERS.

ABOUT REGISTER DONATE FIND A MARCH HOST YOUR OWN EVENT CORPORATE PARTNERS SHOP EVENT FAQ CONTACT US

FIND A PAGE Dear Melanoma All All Events SEARCH

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Displaying items 1 - 2 of 2

TEAM MEMBERS MY TOTAL: \$106 TEAM TOTAL: \$296.20

JOIN TEAM

\$137.20  Sarah-Jane Doig Sarah-Jane Doig	\$106.00  Serge Simic Team Dear Melanoma	\$53.00  Emily Wood Emily Wood	\$0.00  Merrin Lavender Merrin Lavender
\$0.00  Ruth Armes Ruth Armes	\$0.00  Anne White Anne White	\$0.00  Kathy Gardiner Dear Melanoma - TNG ...	

NOTE: You must make sure you are logged in to GoFundraise to JOIN A TEAM. If you are unsure of your username or password, please email support@gofundraise.com

SCENARIO TWO: Joining or Creating a Team if you have an existing Fundraising Page

CREATE A TEAM

If you have already set an individual page, and wish to create a team, you will need to email support@gofundraise.com and ask them to change the type of your fundraising page to a TEAM PAGE.