

## For New Players:

On Tap for CASA Team Fundraising Pages with *EverydayHero*



Each team must raise at least \$1,000 to hold their bar stool spot. This amount can come from numerous individual donations, or one large corporate donation. Each team must create a team fundraising page to be used at the event. This page will track all donations coming in and allow individuals to send thank you notes to donors. See the steps below to create your team!

**FIRST:** Create your personal fundraising page:

1. Go to <https://on-tap-for-casa.everydayhero.com/us/get-started>
2. Enter your name in the Page Title section
3. Set your personal fundraising goal – this section will automatically generate \$100, but you can adjust the amount by clicking into the field! You can modify this amount at any time.
4. Customize your page by adding a photo and personalizing the page text. Personalizing will help you along on your fundraising journey!

TEAM

Create a new team +

Join an existing team

**THEN:** Create your team fundraising page (team captains only):

**From your personal fundraising page:**

1. Click “Create a new Team”
2. Enter unique team name
3. Use the invite link to invite your teammates!

**Entering offline donations:**

**Did someone hand you a check or cash to go towards your fundraising?** Please make sure to add offline donations to your page before submitting cash or checks to CASA.

OFFLINE DONATIONS

Add offline donations

1. In the right sidebar of your fundraising page, there is an option to click “Add an offline donation.”
2. Enter the dollar amount, donor information and confirm! You will see your fundraising total update automatically.

All checks can be made payable to CASA of NH and mailed to:

**PO Box 1327  
Manchester, NH 03105**

Any cash donations can be dropped off at CASA of NH reception at:

**138 Coolidge Avenue  
Manchester, NH 03102**

*Please make sure to include your team name when delivering cash or check donations to CASA of NH.*

Questions? Call Jo at 603-626-4600 or email [jlawrence@casanh.org](mailto:jlawrence@casanh.org).

