

## For Returning Players:

On Tap for CASA Team Fundraising Pages with *EverydayHero*:



Each team must raise at least \$1,000 to hold their barstool 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!

**If you created a fundraising page last year, you already have an account.** Follow the steps below. If you participated last year but didn't create a page, you will need to this year. Please reference the instructions for new players if you need to.

### Creating your personal fundraising page:

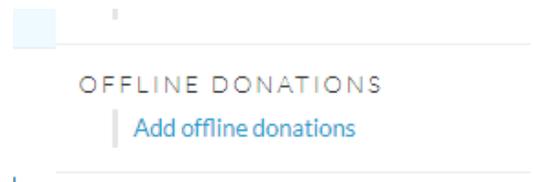
1. Go to <https://on-tap-for-casa.everydayhero.com/us/sign-in>
2. Log in using your previous credentials and your new team page will be created!
3. Personalize your page – add a photo, update your text and give your page a title with your name in it so people can find your page. Personalizing will help you along on your fundraising journey!

**Your personal fundraising page should automatically connect to your former team page. Invite new members to your team by sending the link via the team portal. If you'd like to change your team name this year, you can edit your team page information to do so.**

### 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.

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).

