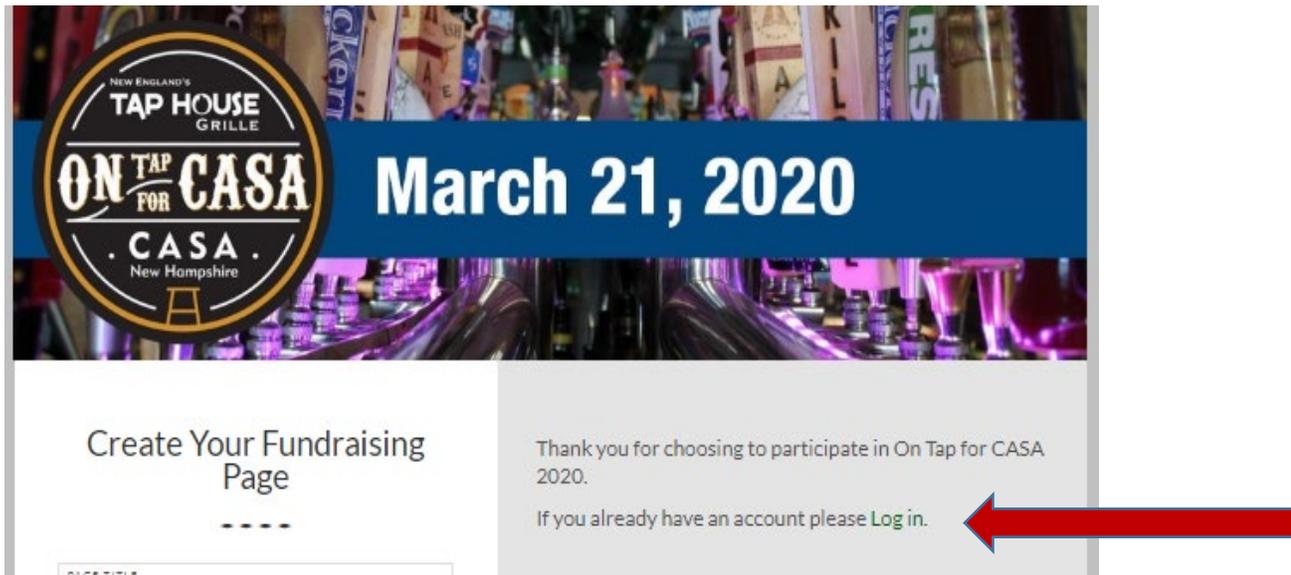


FOR PAST PARTICIPANTS

**If you've participated in On Tap, but haven't previously created a fundraising page – see our [new participants instructions](#).*

Start here: <https://on-tap-for-casa-2020.everydayhero.com/us/get-started>

- Click the Log In link noted by the arrow below and sign in to your account.
- If you have forgotten your password you can reset it by clicking the link below your login info.



Step 1: Create your Team page

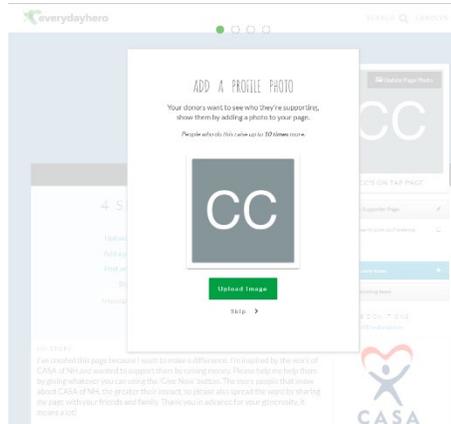
- Return to <https://on-tap-for-casa-2020.everydayhero.com/us/get-started>
- **Add a Page Title (this MUST BE your team name – we are not creating individual fundraising pages this year, this is the only page your team will use to raise money.) Please make your team name something unique so your friends/family/donors can find you easily and know they are giving to the right team, this also helps us keep track of everyone.**
- **Establish your Team's fundraising goal** (this must be at least \$1,000 but can be changed to a loftier goal if you wish – just enter the amount in the green box.)

Your page is now created.

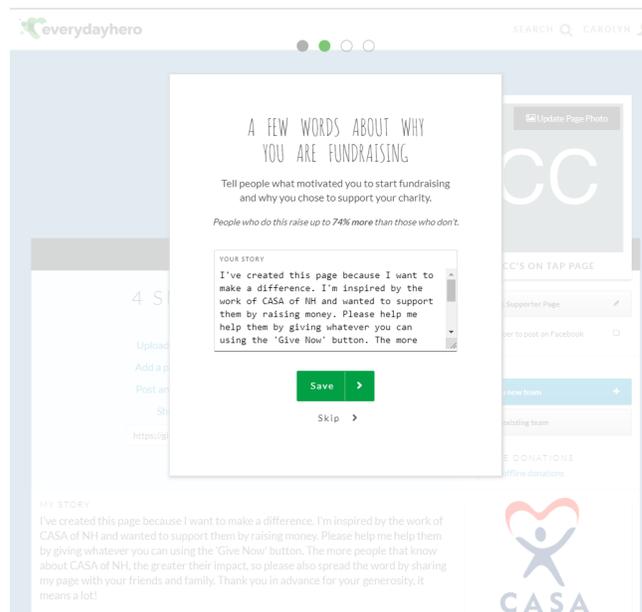
We recommend personalizing your page now, but you can come back to do it later by clicking skip on these next steps.

Step 2 – Personalize your Team page

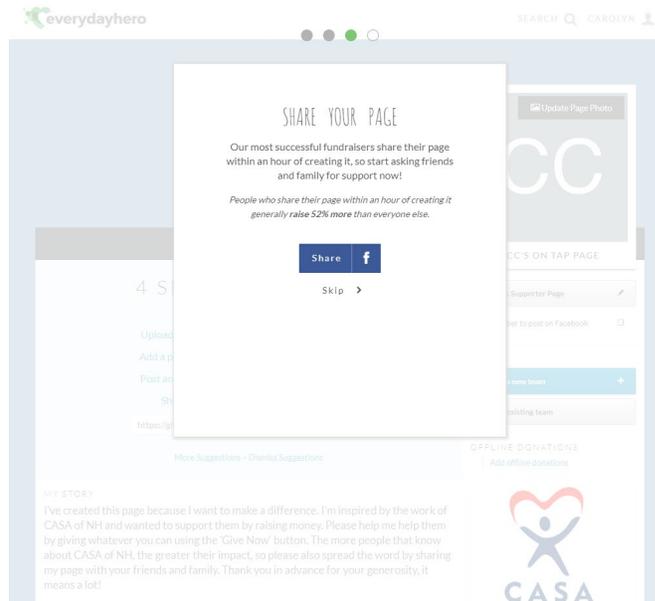
- A. First, add a profile photo by clicking upload image and navigating to a stored photo on your computer. This could be a team photo, a logo for your team, the logo for the company sponsoring your team, etc.



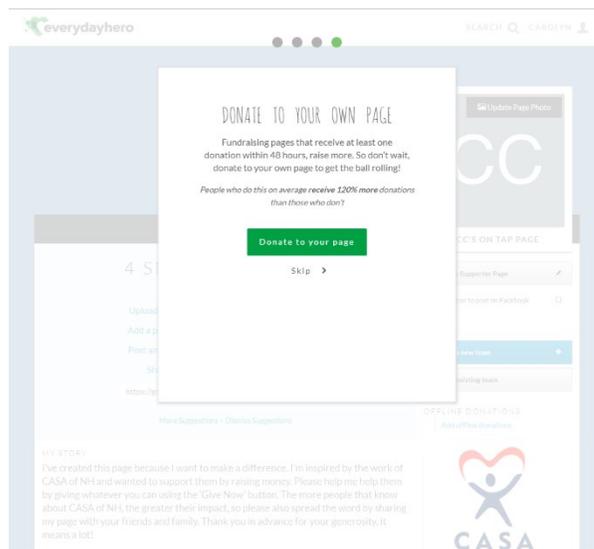
- B. Next say a little something about why you are participating in On Tap for CASA – there is a sample paragraph there that talks about CASA that you can use, but your donors are more likely to connect to your own personal reason for getting involved. Keep it as short or long as you'd like to.



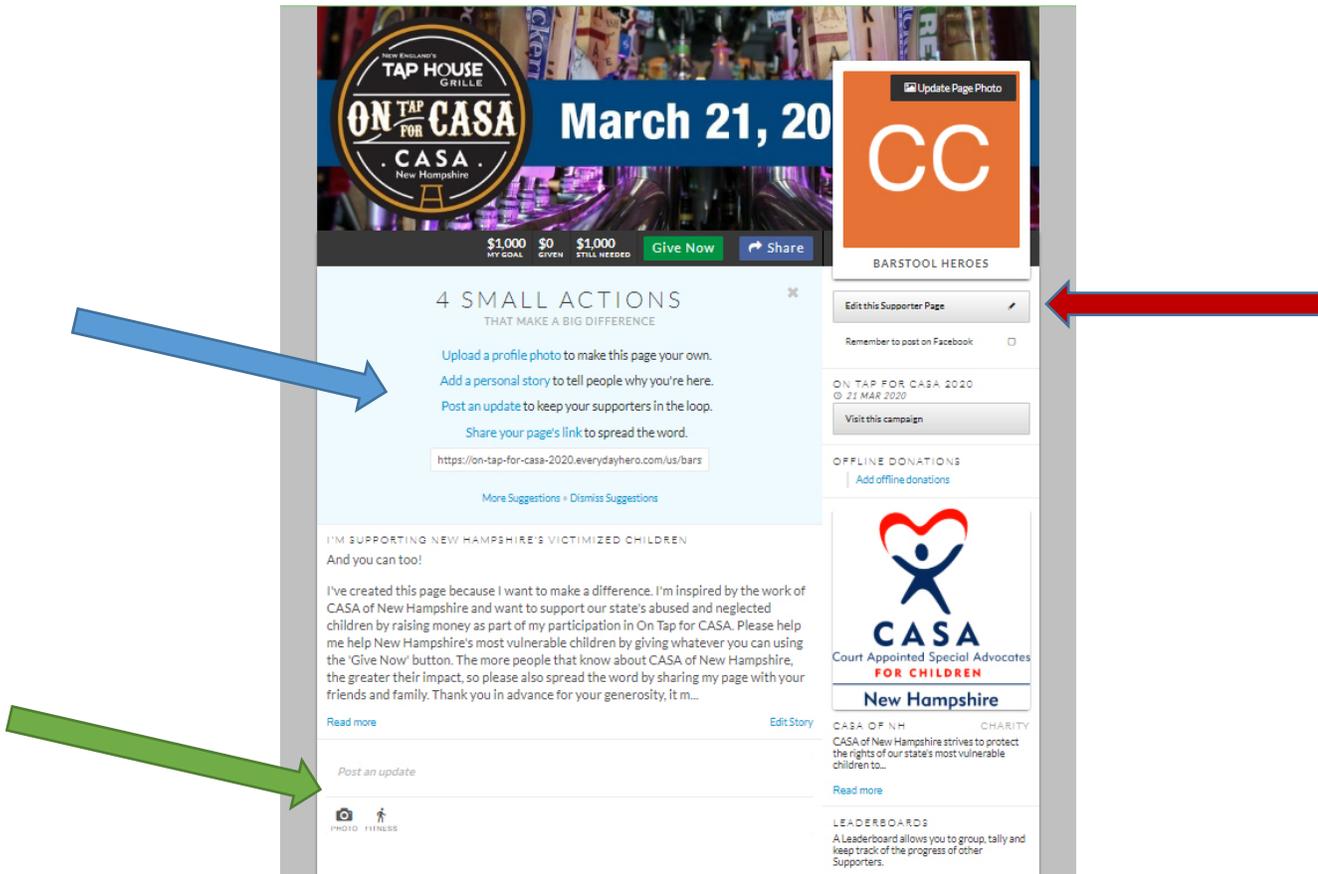
- C. Share your page to social media – you never know which of your friends may see it, feel connected to the cause and make a donation.



- D. Make a donation to your own Team page – this can be any amount you'd like it to be. Studies show that fundraising pages that have at least one donation (regardless of where it comes from) in the first 48 hours do better overall than pages that sit at \$0. Whether you self-donate \$5 or \$50, it will help spur others to take action.



If you chose to skip through the above steps, you can complete them later. There are prompts under the “4 Small Actions” section (blue arrow) that will walk you through those steps. If at any point you wish to update your fundraising goal or other page information click the “Edit This Supporter Page” button (red arrow). You can also share photos and updates with your donors in the area denoted by the green arrow.



Throughout your fundraising process, you will receive automatic emails from Everyday Hero that update you when you receive a donation. You can take the opportunity then to send a thank you to your donor.

If you receive a cash or check donation: Please either mail or deliver the donation to the CASA office. When sending a donation to the CASA office, we ask that you please include a note with your name and the name of your team so we can keep an accurate record on our end. PLEASE DO NOT MAIL CASH.

Mailing address: PO Box 1327, Manchester, NH 03105

When you submit these donations please add them to your fundraising total by clicking the link to “Add offline donations” pictured below. You are responsible for making sure your offline donations are up-to-date to reflect the accuracy of your personal and team fundraising. This will be true for both leading up to the event and the day of. We will be providing team captains with some additional guidance about handling offline donations the day of the event in future communications.

The image shows a Facebook fundraiser page for 'ON TAP FOR CASA' at Tap House Grille. The header features the event title, date 'March 21, 2020', and a progress bar showing '\$1,000 MY GOAL', '\$0 GIVEN', and '\$1,000 STILL NEEDED'. Below the header, there are four 'SMALL ACTIONS' listed: 'Upload a profile photo', 'Add a personal story', 'Post an update', and 'Share your page's link'. A URL is provided: <https://on-tap-for-casa-2020.everydayhero.com/us/bars>. The page is supported by 'BARSTOOL HEROES'. On the right sidebar, there are options to 'Update Page Photo', 'Edit this Supporter Page', and 'Remember to post on Facebook'. A red arrow points to the 'OFFLINE DONATIONS' section, which includes a link to 'Add offline donations' and a logo of a person holding a heart.

You are ready to go! Share this page URL with your teammates so you can all share it with family, friends and colleagues to get your fundraising rolling!

If you have any questions about this process, please contact Jo Lawrence at jlawrence@casanh.org or call 603-626-4600, ext. 2111.