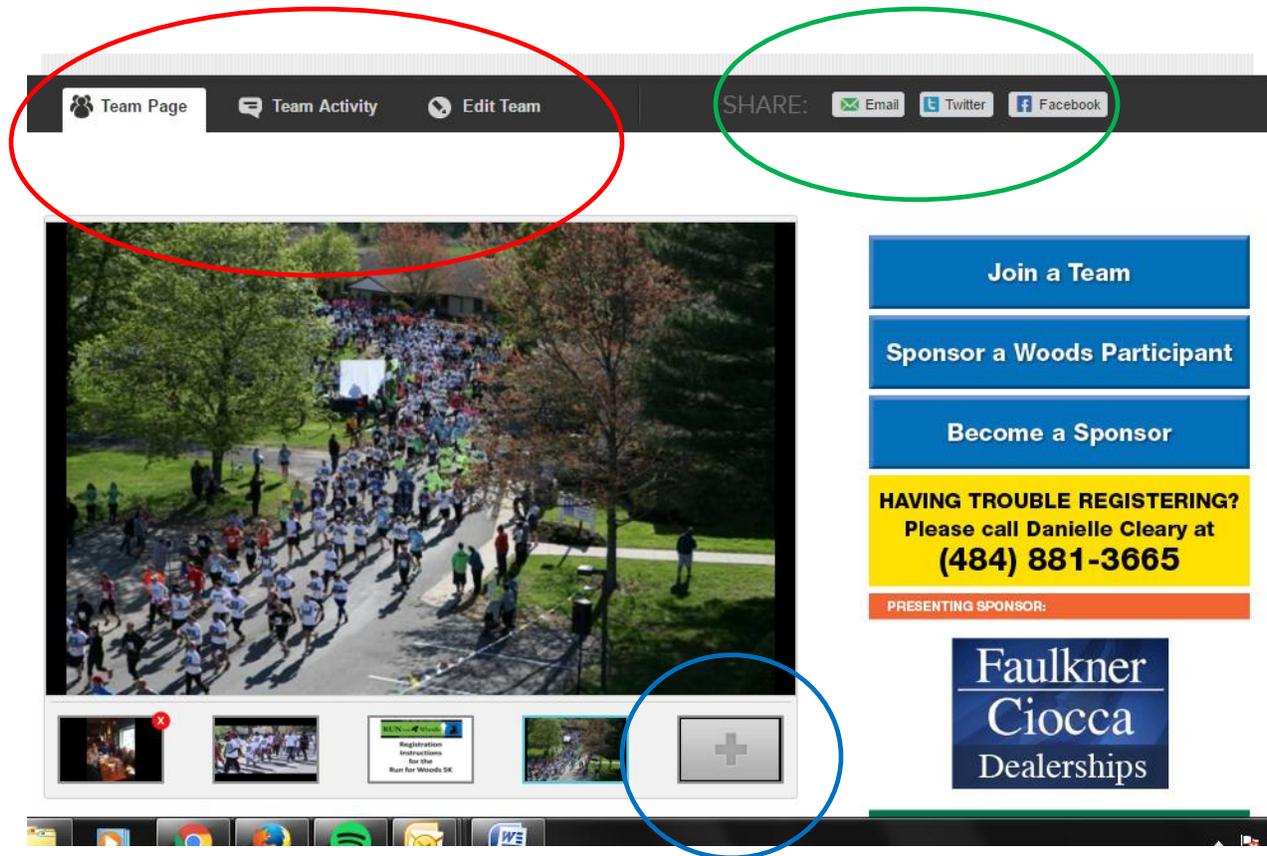


# Run for Woods Instruction Sheet

## Create a Team:

- 1.) Go to [www.runforwoods.org](http://www.runforwoods.org) and click the “Create a Team” green button on the right.
- 2.) On the next screen put in your Team Name and fundraising goal.
- 3.) Next you will create an account (keep your password handy) and then register.
- 4.) After registering you will receive a confirmation email that includes a link to your team page.
- 5.) You can share your team link either from the email you receive OR log in to your account to send a personal email right from your team page (see below).
- 6.) You can also add team photos (click on the plus sign), edit the message on your team page, and share your page via email, Twitter, or Facebook.



### **Join a Team:**

- 1.) If you would like to join a team that has already been created go to [www.runforwoods.org](http://www.runforwoods.org) and click on the “Join a Team” green button on the right hand side.
- 2.) Type in the name of the team you wish to join, select it, then click continue.
- 3.) Choose the number of registrations then click continue.
- 4.) Fill in all fields and complete registration.
- 5.) You will receive an email with a link that can be shared with friends and family to solicit donations.

### **Donate to a Team:**

#### *Option #1:*

- Send donors the link to your team fundraising page and direct them to click on the Donate Now green button.
- On the next page they will choose the donation amount and enter their contact and payment information.
- After they click “Send Your Gift” the amount will be credited to the team page.

#### *Option #2:*

- If a donor does not have a link to your page or does not know the team name, they can go to [www.runforwoods.org](http://www.runforwoods.org) and click the Donate Now link under the green buttons.
- On the next page they will choose an individual fundraiser from the drop down list.
- The donor will then select the donation amount and enter contact/payment information before clicking “Send Your Gift”.
- If an individual fundraiser page was chosen, the donation will be credited to that page, as well as the team that the individual is a member of (if applicable).

*If you have any issues, questions, or concerns, please contact:*

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**Thank you for your support!! 😊**