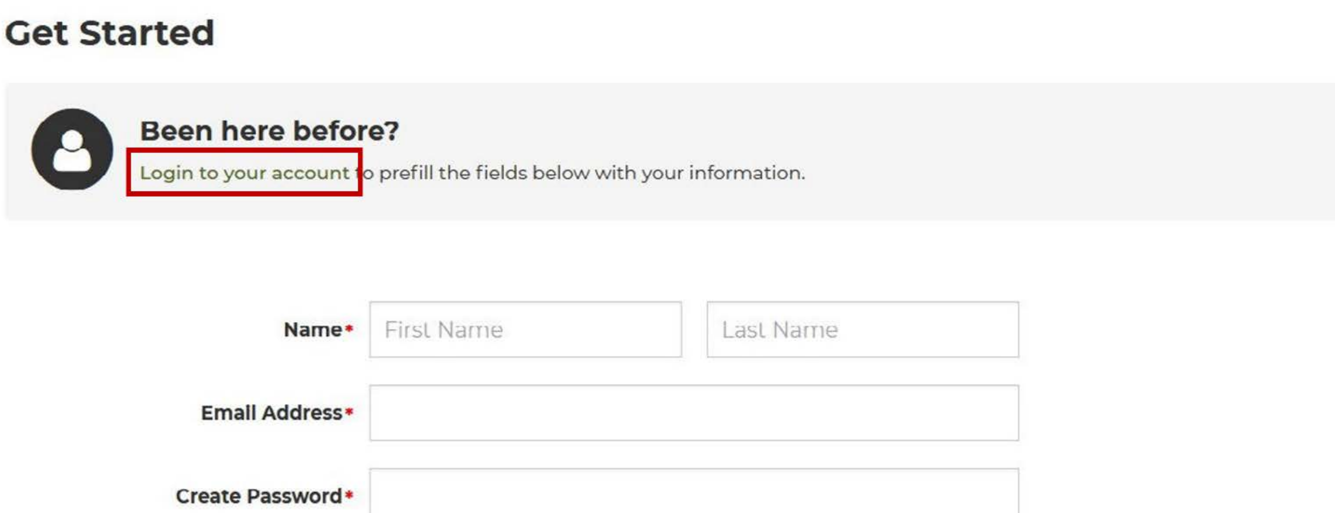
How to Register for Team Feed Corporate

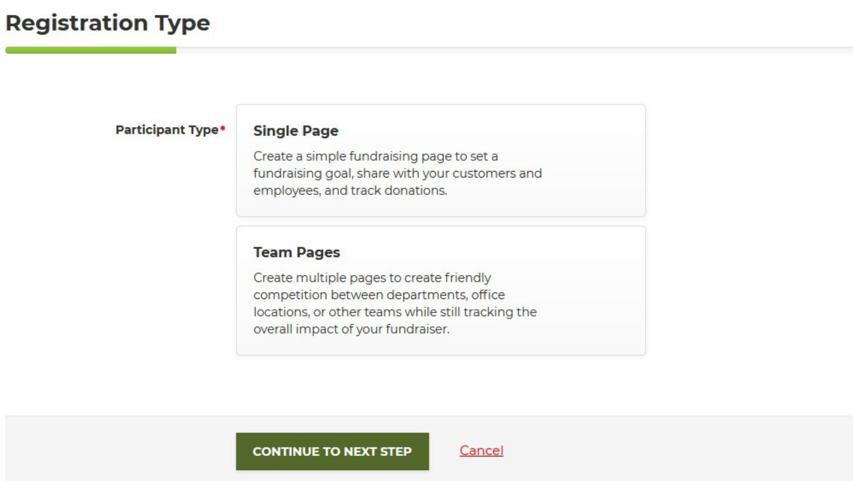
Overview: This document provides steps on registering a single or team page under the Team Feed Corporate fundraising site. If there are any questions as you are creating a fundraising page, reach out to feedingamerica@cathexispartners.com for support.

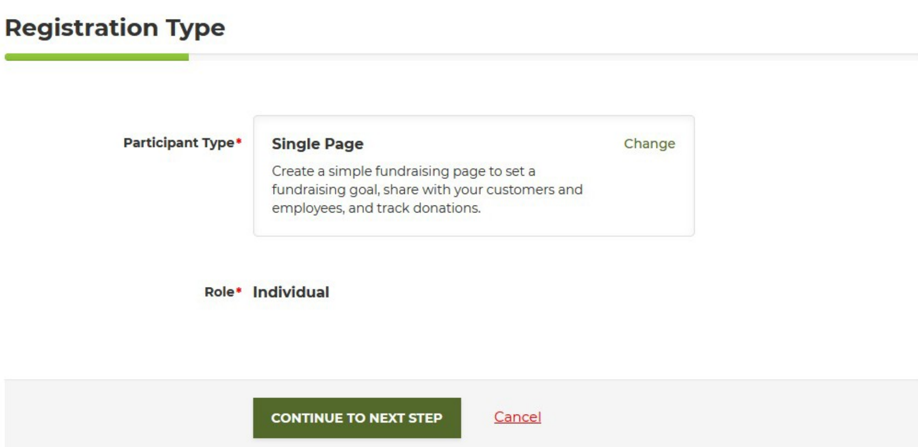
1. Go to the Team Feed Corporate site at teamfeed.feedingamerica.org/corporate
2. Click on the orange **REGISTER** button to get started

3. Enter your personal information and click the **CONTINUE TO NEXT STEP** button to fill out the registration form. If you have previously set up a Team Feed Corporate fundraising page or donated to someone else's campaign, you will have an account already and should click the "Login to your account link". If you don't remember your password, use the Forgot Password link and follow the steps to recover your credentials.

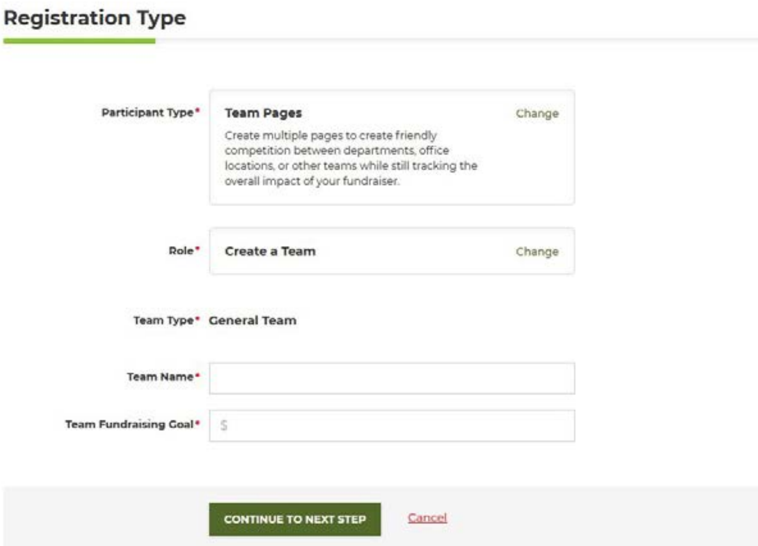


4. Select between Single Page and Team Pages
    a. **Choose Single Page** to create a single customizable page to track the entire campaign. If you do not need to track participation among different groups or people, this single page is all you need
    b. **Choose Team Pages** if you want to track participation among different groups or people within your fundraising campaign. The campaign organizer will create the main Team Page, i.e. a landing page, and the groups/departments/regions/individuals will join the team to create their team member pages. This option allows groups within your company to register, create their own pages and compete against each other, which is particularly useful in employee giving campaigns. This option creates one page per departments/regions/groups/individuals that can collect donations. If the team members are departments/regions/groups/etc., it does not allow for individual employees to set up fundraising pages within their group.

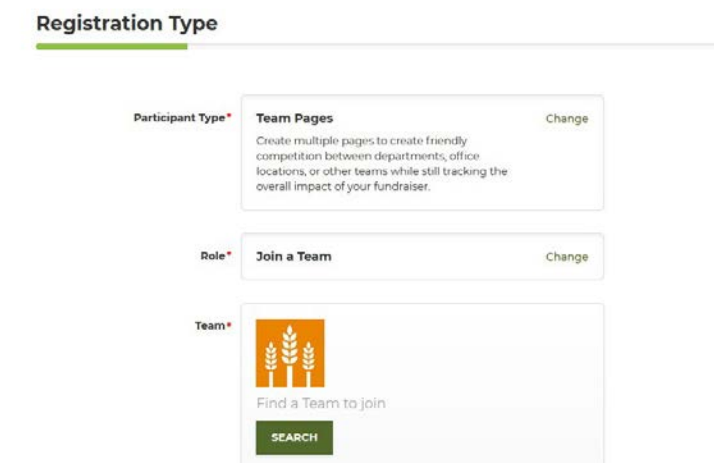


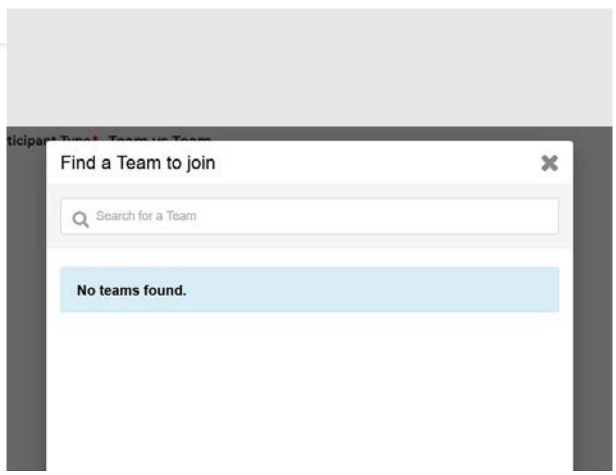


***Note:** If Choosing Team Pages, and creating the team, you will enter the Team Name and overall Team Goal on the first step*



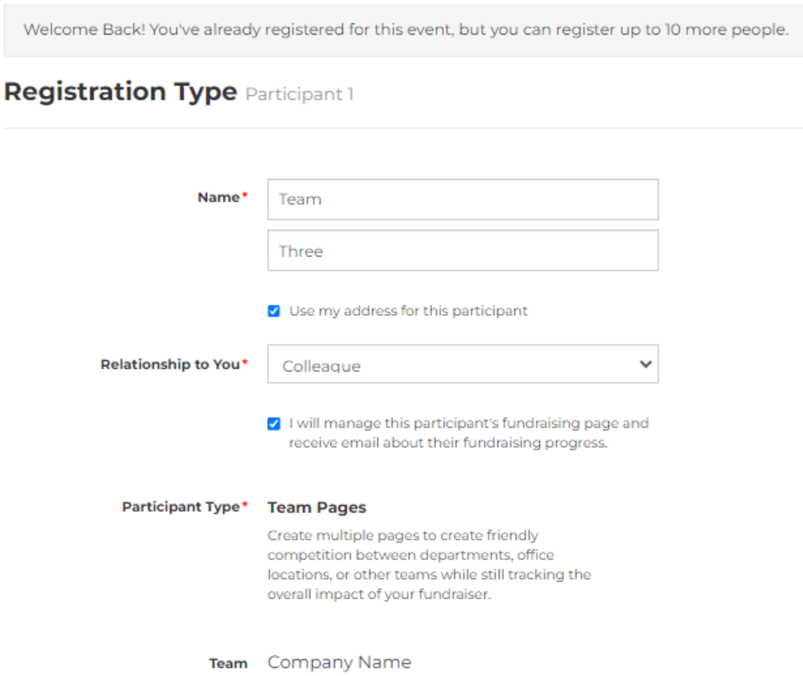
***Note**: If Choosing Team Pages, and joining a team, you will search for the Team Name to join.*





5. All fundraisers, regardless of Team membership/page type will enter on step 2 :
    a. Individual fundraising goal
    b. Personal donation, if applicable
    c. Name of Company
    d. Company address
    (Note: the person setting up a team page will have 2 pages as part of the campaign: the overall Team page and then an individual/personal page. That individual/personal page can be assigned to one of the departments/groups and does not have to be specifically used by the team captain/campaign manager.)
6. If the person registering will manage additional pages under their own login (update page content and images, access fundraising/donor information), the registrant can select the 

button**.** This can be used to register up to 10 additional participants at a time. This is most likely related to team member pages but is available for single page campaigns as well.
    a. If choosing this option, on the next page, the registrant will select
        i. Use my address for this participant
        ii. Their relationship to the participant
        iii. I will manage this participant's fundraising page…



7. Review all information entered during the registration process and click the 

button to finalize registration
8. If the person setting up the page will manage only their team and/or single pages, the registrant will click the 

button
9. Once the registration is completed, the participant will be prompted to update their page content. Go to the **How-to Manage Your Fundraiser** step-by-step guide for more steps on how to add, edit, manage, and report on your single and team pages.

Additional Details

When logged in post-registration, the participant can execute the following:

- **Manage their page content**, and if applicable, their team page content by clicking on the Your Page or Team Page icons in the black header bar. On either page, areas that can be updated are indicated with a pencil icon
- **Milestones**: These are unique to the participant and can mark different levels of their fundraising effort, equated to how many meals provided or another calculation. This tool will add a marker on their progress meter.
- **Incentives**: These are set by the fundraiser and are presented to a potential donor. Ex: if you donate $100, you will receive a t-shirt.
- **Dashboard:** Access the full Dashboard
- **Donations:** View a list of Donations made through their page
- **Send Messages** to request donations, invite others to join their fundraising effort, or thank donors
- **Review resources** provided by Feeding America (coming soon).
- **Manage multiple accounts/pages:** If the participant registered additional pages to manage, they can click on the arrow next to their name, click on Switch Account, and select the appropriate alternate account from the list to access this same information for the alternate account.