

# Become an Official Tackle Kids Cancer Team Member

## *TeamRaiser Instructions*

### Register – Form a Team:

1. Please click on the **Form a Team** link located on the right hand side of the main page.
2. Name your Team and set your Team fundraising goal. There are no minimum or maximum amounts for the Team Goal, so feel free to set your goal as high as you are comfortable raising. Click **Next Step**.
3. Enter the gift amount for your donation and set your personal fundraising goal (this is the amount you are pledging to raise personally for your team.) Click **Next Step**.
4. Fill out the registration form completely and select a username and password that you can easily remember. Click **Next Step**.
  - Please Note:
    - If you lose your password, send an email to [Help@TackleKidsCancer.org](mailto:Help@TackleKidsCancer.org) requesting a password reset. Please provide your name and username in the email.
    - If you have previously registered with HackensackUMC Foundation you can use your original User Name and Password to log into the Tackle Kids Cancer TeamRaiser page. If necessary, the system can provide your username and password if forgotten.
5. Your Registration is Complete! Click on the **Access your Participant Center** link to set up your personal page.
6. For easy access, bookmark your Participation Center page.

### Register – Join a Team:

1. Click on the **Join an Existing Team** link located on the right hand side of the main page.
2. Search for the existing team by entering the team name or a portion of the team name in the search field. Click Search for a Team.
3. Click on the desired team from the list of search results.
4. Select the Join Team option in the header of the team roster.
5. Enter the gift amount for your donation and set your personal fundraising goal (this is the amount you are pledging to raise personally for the team.) Click **Next Step**.
6. Fill out the registration form completely and select a username and password that you can easily remember. Click **Next Step**.
  - Please Note:
    - If you lose your password, send an email to [Help@TackleKidsCancer.org](mailto:Help@TackleKidsCancer.org) requesting a password reset. Please provide your name and username in the email.
    - If you have previously registered with HackensackUMC Foundation you can use your original User Name and Password to log into the Tackle Kids Cancer TeamRaiser page. If necessary, the system can provide your username and password if forgotten.
7. Your Registration is Complete! If desired, click on the **Access your Participant Center** link to set up your personal page.
8. For easy access, bookmark your Participation Center page.

## Set Up Your Personal Page:

1. Personalize your content – Your personal page is a Web page where your friends and family can read about why you are supporting this cause and support you with online donations. Please click on the icon for Personal Page.
2. Follow the steps to the right of your personal page to personalize.
3. Please remember to save your changes often.

## Set Up Your Team Page:

1. If you are a Team Captain you must set up your team page.
2. On the Participant Center home page click on the Team Page icon.
3. Follow the steps on the page to customize your team page.

## Email:

1. In the Participant Center click on the email icon. Click on the link for Blank Message and an email format will pop up.
2. Send to New Recipients: Enter the email address for each recipient. Enter multiple addresses on separate lines or separate them with commas.
  - **Please Note: We respect your privacy, addresses you enter below will be added to your Address Book, but will not be used by the organization.)**
3. A sample email message was emailed to you when you completed your registration. You may cut and paste this message or create your own version.
  - **Please Note: When the system sends out the email on your behalf a link to your page will automatically be added to the bottom of your message to make donating to your cause even easier.**
4. Save, preview and send out your solicitation email to start receiving donations.

## Additional Information:

- The **My Progress** section displays the list of contacts in your Address Book (either entered directly by you or added when you sent them a message from the Participant Center Email area).
- You can track all of your fundraising progress in the **My Progress** section as well.
- A few tips: Once you are set up, don't forget to bookmark your page!
- Use social marketing tools to get your page out there!
- Don't forget to personalize your page!
- Questions? Contact us at: [Help@TackleKidsCancer.org](mailto:Help@TackleKidsCancer.org)