

# Fundraising Page Set Up Instructions

Walk & Rally Site: <https://sdyouthservices.donordrive.com>

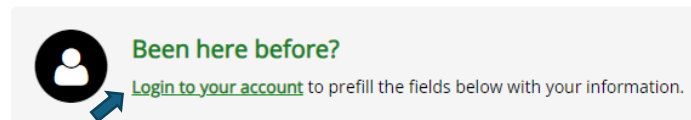
## 1. Log In to Walk & Rally Event Website

- **Account Access:** Go to the event website and log in by clicking “Register Now!”
- Log in to your account or create a new account.

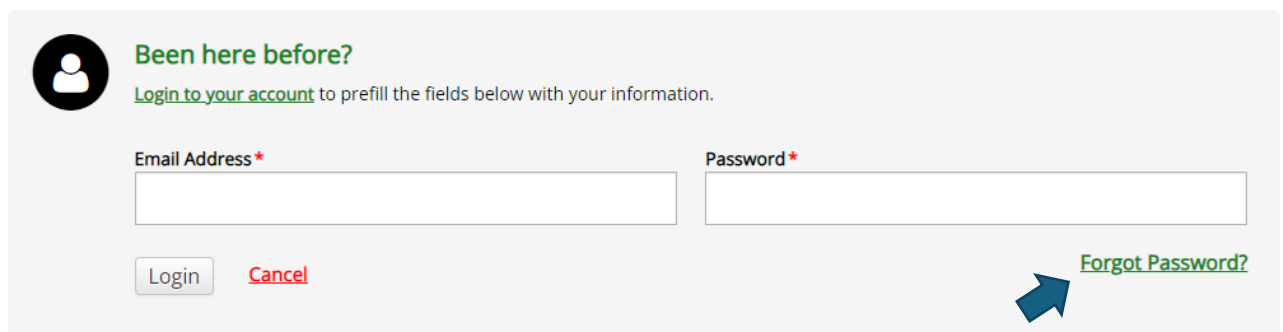


### 1a. Signing into an existing account:

#### Get Started



- If you have an account, you can click “Forgot Password?” to reset your account.



If you do not see the registration area after resetting your password, navigate back to the home page by clicking SDYS logo at the top left, and clicking **Register Now!** Again.

## 1b. Creating a new account:

- Fill out all fields to make your new account.

### Get Started



#### Been here before?

[Login to your account](#) to prefill the fields below with your information.

Name\*

Email Address\*

Create Password\*  [Show](#)

Password requirements: 6-25 characters, no spaces.

[CONTINUE TO NEXT STEP](#)

[Cancel](#)

## 2. Navigate to Profile Creation

- Once logged in, fill out the applicable fields.
- **Participant Type:** Participant (all registrants will fill participant out the same)

### Registration Type

Participant Type\*

Participant

## 2a. Team Captain Registration:

- **Role:** Select “[Create a Team](#)” This makes you the **Team Captain**
  - **If you are a [Board Member or Trustee](#) of San Diego Youth Services, it is important to create a team and recruit others to join. Creating a team will allow Board Members to get credit for fundraising for their entire team. If a Board Members need to combine Team Pages, please reach out to Marketing & Development for further instructions.**
- **Select:** applicable **Team Type** and fill out **Team Name** and **Team Fundraising Goal**
  - **Team Fundraising Goal:** This is the **combined** total for you and your entire team. This is the goal amount that you plan to raise with you and your team members.

### Registration Type

Participant Type \*

Participant

Role \*

Individual

Join a Team

Create a Team

Team Type \*

Corporate Team

Family Team

Friends Team

Team Name \*

Test Team

Team Fundraising Goal \*

\$ 8000

[CONTINUE TO NEXT STEP](#)

[Cancel](#)


## 2b. Team Member Registration:

- **Role:** Select **“Join a Team”**
  - The individual will then be prompted to select a team. They can search for a team already created; the Team Captain will be listed there as well.

### Registration Type

Participant Type\*  Participant

Role\*  Individual  
 Join a Team  
 Create a Team

Team\*   
Find a Team to join  
**SEARCH**

Registration Type

Participant Type\*  Participant

**Find a Team to join** ✕

Search for a Team

[SDYS Staff](#)  
Captain: [Walter Phillips](#)

## 2c. Individual Registration:

- **Role:** Select **“Individual”**
  - The individual will “continue to next step” to set up their own fundraising goal. You can be added to a team later if you would like.

### Registration Type

The form consists of two main sections. The first section is labeled 'Participant Type\*' and contains a single radio button option 'Participant'. The second section is labeled 'Role\*' and contains three radio button options: 'Individual', 'Join a Team', and 'Create a Team'. The 'Individual' option is selected and highlighted with a blue border. At the bottom of the form, there is a black button labeled 'CONTINUE TO NEXT STEP' and a red text link labeled 'Cancel'.

## 3. Set Up Donation Options:

- Once you have created your team, joined a team or selected individual, you can set your individual fundraising goal.
  - Fill out **“Your Fundraising Goal”** This is your **individual** fundraising goal, the amount that you plan to **raise alone**. \*Team Fundraising Goal was filled out in the previous step\*
  - You can choose to donate now or leave that until later.
  - Select how you will be participating in this event, mark all that apply
  - Fill out your address information.

## Registration Details

Your Fundraising Goal \*

\$ 5000

Make a Donation \*

- Yes! I'd like to make a donation toward my fundraising goal.  
 No thanks.

How will you be participating? (select all that apply) \*

- Walk  
 Attend Reception  
 Donate

## Address Information

Street \*

3255 Wing St

Apt/Suite/Other

City \*

San Diego

State/Province \*

California

Zip/Postal Code \*

92110

Country \*

United States

Phone \*

619-221-8600

Mobile Phone (Optional)

123-123-1234

Sign up for text alerts?

Text messages sent when you receive a donation, or when someone joins your team. All carrier fees apply.

+ Save & Add Another Participant

CONTINUE TO CONFIRMATION

[Cancel](#)

## 4. Complete Registration:

- **Complete Registration:**

- Complete the following information and review details to ensure all information is accurate.

You're almost done. Please review the information below and complete your registration.

### Complete Registration

---

Please review your details and complete your registration below.

Name & Email [Make Changes](#)

Sophia Doe janedoe@gmail.com

Registration Type [Make Changes](#)

Participant Type Participant

Role Team Captain

Team Name Test Team

Team Type Friends Team

Team Fundraising Goal \$8000.00

Registration Details [Make Changes](#)

Fundraising Goal \$5000.00

Additional Donation No

How will you be participating?  
(select all that apply) Walk, Attend Reception, Donate

Contact Details [Make Changes](#)

Address 3255 Wing St  
San Diego, CA 92110  
United States  
619-221-8600

- Once reviewed select “complete registration”
- You will then receive a pop-up that will allow you to “Customize your Page”
  - If you had an account from last year some of your information will carry over, you may also skip these steps if you would like.
- To “Customize your Page” you may add a profile picture and edit the prefilled story.
- After customizing your page, you will be able to customize the link to your fundraiser.

raise awareness and funds to help end youth homelessness.

By taking a stand against this injustice through a charitable donation, you can help provide youth with a roof over their head, a warm meal and a sense of security. Please help San Diego Youth Services make a direct impact on the lives of youth in our community.

\$0 RAISED

**CUSTOMIZE YOUR PAGE**

Stream your fundraising

Add your stream from YouTube or Twitch to take your fundraising to the next level!



## First, add a photo.

Adding a photo of yourself helps donors recognize your page.

**UPLOAD AN IMAGE**

### Image Requirements

Your file must be in one of the following formats: .jpg, .gif, or .png.  
The maximum file size must be below 10 MB.

[Skip this step](#)








Add your stream from YouTube or Twitch to take your fundraising to the next level!



SAN DIEGO YOUTH SERVICES HOME PARTICIPATE SP

## Tell your story!

We've added a sample story to get you started.

Paragraph...  U B i     

I'm participating in an amazing fundraising event to shine a light on youth homelessness - and I need your support!

It's my goal to raise as much as I can for this incredible cause and I'm asking for your help. Will you join with me by making a tax-deductible donation? It's fast and easy to do, and many will benefit from your generosity.

Thank you for your support! Together we can make a difference.

Characters : 400

**SAVE AND CONTINUE**

## You're almost done!

Help others find your page with a custom page link.


Page Link

Custom page link requirements: only letters, numbers, dashes, or underscores.

Your page link: <https://sdyouthservices.donordrive.com/participant/FirstNameLastName>

**SAVE CUSTOM LINK**

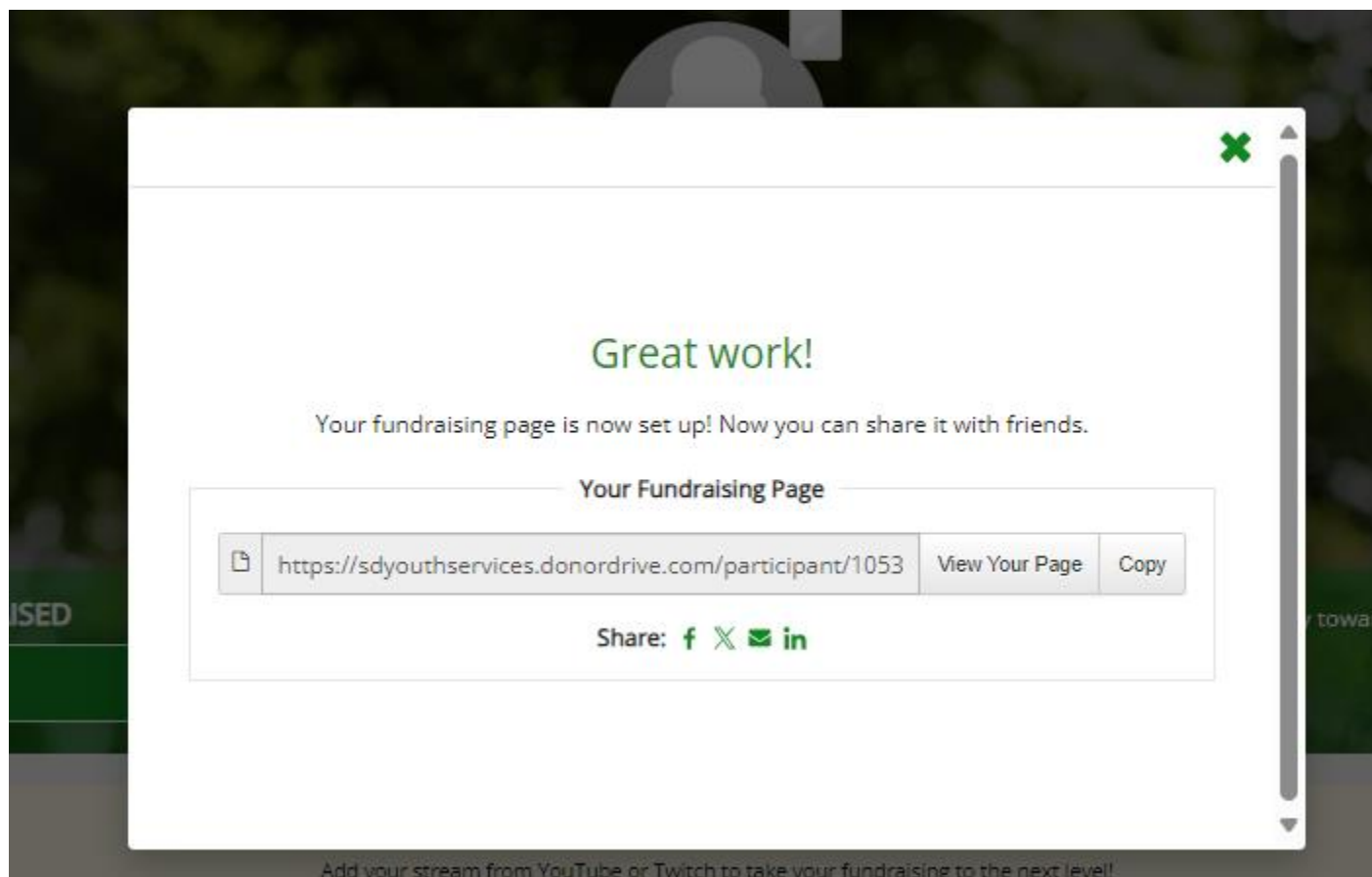
[Skip this step](#)



**ADD STREAM** [Maybe Later](#)

## 5. Setup social media and sharing options

- Once your link is customized, you can share your page via social media
- **Social Links:** Add links to your social media profiles for easier outreach.
- **Share Buttons:** Ensure there are options for visitors to share your profile page on their own social media account




## 6. Review your Individual/Team Pages

- **Review your Individual Page:** Once registration is completed, navigate to your individual profile to ensure all the information looks correct:
  - You are listed as a team captain or member of your team.
  - Goal for yourself is correct.
- **Review your Team Page:** Once registration is completed, navigate to your team profile to ensure all the information looks correct:
  - Goal for your team is correct.
  - You should be listed on the roster.

# Individual Page:





## Jane Doe

Team Captain Test Team San Diego Youth Services Walk & Rally

**SUPPORT ME**

**\$0 RAISED** **GOAL \$5,000**

Add milestones to celebrate progress on the way toward your fundraising goal!  
[Add a Milestone](#)

Stream your fundraising  
Add your stream from YouTube or Twitch to take your fundraising to the next level!

**ADD STREAM** [Maybe Later](#)

- MY STORY
- DONATIONS**
- SETTINGS

I'm participating in an amazing fundraising event to shine a light on youth homelessness - and I need your support!

It's my goal to raise as much as I can for this incredible cause and I'm asking for your help. Will you join with me by making a tax-deductible donation? It's fast and easy to do, and many will benefit from your generosity.

Thank you for your support! Together we can make a difference.

- SHARE
- POST
- SHARE
- GET PAGE LINK

[Report Inappropriate Content](#)

# Team Page:

Your Page Team Page Dashboard Donations Messages Resources Welcome, Jane.

SAN DIEGO YOUTH SERVICES HOME PARTICIPATE SPONSOR

**Test Team**

San Diego Youth Services Walk & Rally

JOIN OUR TEAM SUPPORT US

\$0 RAISED GOAL \$8,000

Stream your fundraising  
Add your stream from YouTube or Twitch to take your fundraising to the next level!

ADD STREAM [Maybe Later](#)

- OUR STORY
- DONATIONS
- ROSTER
- SETTINGS

We're joining together to raise funds and awareness for the San Diego Youth Services Walk & Rally event on Friday, November 15th, and we need your support!

Will you help us reach our goal by joining our team and fundraising with us or by making a tax-deductible donation? It's fast and easy to do, and many will benefit from your generosity.

Thank you for helping us shine a light on youth homelessness! Together we can make a difference.

- f SHARE
- x POST
- in SHARE
- 🔗 GET PAGE LINK

[Report Inappropriate Content](#)

***\*If you have any additional questions, please contact Sophia Franco at (sfranco@sdyouthservices.org) in the Marketing & Development Department at SDYS\****