

# ONLINE FUNDRAISING

## JA's Kicks-4-Kids Kickball Tournament

### Getting Started:

Go to the Junior Achievement Kicks-4-Kids Kickball Tournament landing page at [www.firstgiving.com/JAEI](http://www.firstgiving.com/JAEI)

1. Click "Get Started"
2. Select the Iowa City Area Kicks-4-Kids Kickball Tournament
3. Enter your e-mail address, leaving the "I'm new to this site" button highlighted, & click continue (If you created a site last year, or for another JA event, enter your password & then skip steps 4 & 5 below)
4. Create your account (takes less than a minute)
5. On the team screen, you can fundraise on your own, join a team or create one (see below for instructions on how to set up a new team)
6. Fill out the fundraising page template: give your page a name, upload a photo, put in personal text, etc. (fill out all sections highlighted in yellow)
7. Click "Continue" & then confirm if you're happy with your page
8. E-mail the URL for your personal web page to everyone you know!



**Register, Raise, & Win!**  
You will automatically be entered into a drawing to win great prizes when you create your online fundraising page AND you will receive an additional entry for every \$75 that is raised online!  
The winner will be drawn after the final game on April 18th! *You do not have to be present to win.*

### Accessing Your Site:

- To make changes or to access your site once it has been set up, go to [www.firstgiving.com/JAEI](http://www.firstgiving.com/JAEI) and click the "Your Account" link in the top right hand corner
- Type in your e-mail address and password and you can then manage your site

### Creating A Fundraising Team:

#### New User:

1. Follow steps 1 & 2 to set up a new site
2. On step 3, enter your e-mail address and password and select "I have an account and my password is"
3. On the team screen, create a new team on the right hand side by typing in your team name & company name
4. Follow steps 6 & 7
5. Once your team page is complete, e-mail your team members, so they can join your team!

#### Returning User (if you created a page last year):

- After creating your individual fundraising page, log onto your account (instructions above under "Accessing Your Site")
- On the right hand side under Team Name you can choose to "Join A Team" - select this, add your team name, and then tell your teammates so they can join!

### Important Captain/Coordinator Information:

- Want help training others in your company on how to use this site? Contact Michelle at the info provided below to schedule a FREE 20 minute training for you or your group!
- Do not set up individual fundraising pages for other bowlers. Studies show that pages set up personally by each person raise on average 50% more than those set up by someone else!

### Questions?

Contact Michelle Barnell at 862-1100 or [mbarnell@jaeasterniowa.org](mailto:mbarnell@jaeasterniowa.org)  
Do not hesitate to call with questions on this online fundraising tool!



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