

Leaders Guide to Creating Your Chapter Team Fundraiser

Items To Have Before Getting Started

1. The type of fundraiser your chapter decides on together.
Please go to: nationalpcf.org/hosa/fundraising-with-hosa
to see a list of fundraising ideas.
2. Your agreed upon fundraising goal that you decide on as a team.

STEP BY STEP WALK THROUGH ON SETTING UP YOUR TEAM FUNDRAISER

Step 1

Go to this URL —————>
to create your team fundraising
page

<https://secure.qgiv.com/event/hosa/register/>
(You can either type in the URL above or click on the link)

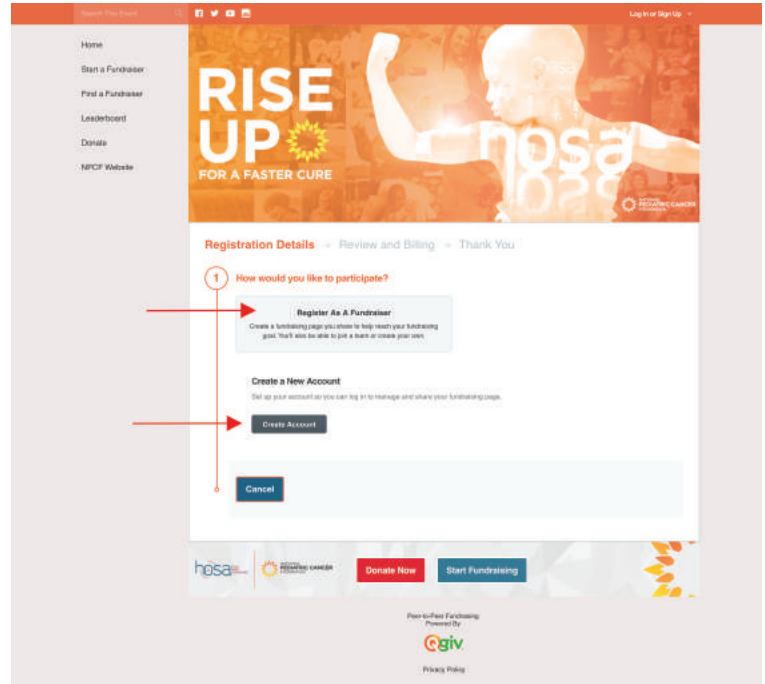
Step 2

Enter your email address and
click on the orange “Continue”
button.

The screenshot shows a registration page for a team fundraiser. The page is titled "RISE UP FOR A FASTER CURE" and features a banner with a person's silhouette. The registration process is shown in progress, with a step indicator "1" and a question "How would you like to participate?". The "Register As A Fundraiser" option is selected. Below this, there is a text input field for "Your Email Address" containing "www@hosa.org". An orange "Continue" button and a blue "Cancel" button are visible. The page footer includes logos for hosa, National Pancreatic Cancer Foundation, and Qgiv, along with "Donate Now" and "Start Fundraising" buttons.

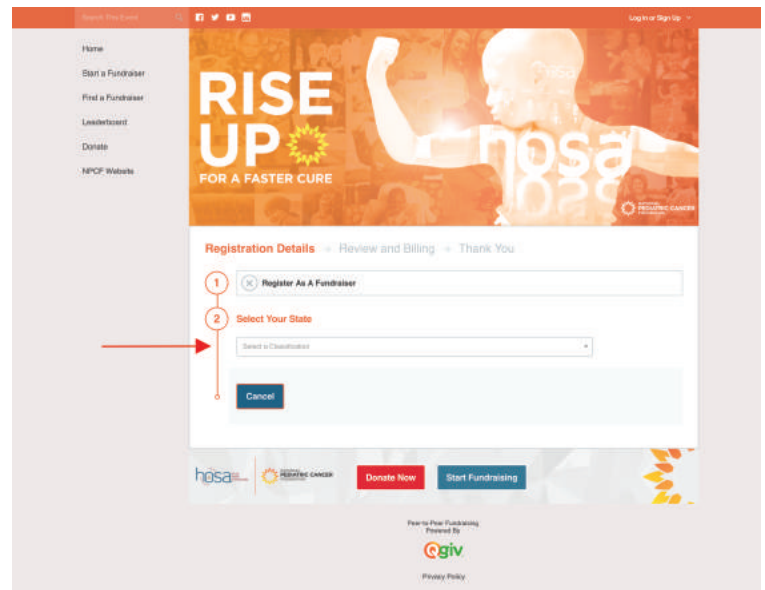
Step 3

Click on the dark grey “Create Account” button to begin creating your account.



Step 4

Select your State by clicking on the “Select a Classification” drop-down menu.



Step 5

Click on the light grey
“Create A School Team” box.

Step 6

Type in your Full School Name as well as
your overall School Fundraising Goal as
a team.

Then click on the orange
“Continue” button.

Registration Details → Review and Billing → Thank You

- 1 Register As A Fundraiser
- 2 Florida
- 3 Would you like to:
Create A School Team
Take the lead and create a team to supercharge your fundraising!

School Information

Your School Name School Fundraising Goal and Amount

Continue

Cancel

hosa- HOSEA FOUNDATION FOR PROSTATE CANCER Donate Now Start Fundraising

Peer-to-Peer Fundraising Powered By Qgiv

Step 7

Fill in **YOUR PERSONAL** information.

NOTE: Other individual team members will fill in their personal information separately.

Fill in **YOUR PERSONAL** Fundraising Goal. This is for you personally that you would like to achieve as an individual.

Input an **optional** donation.

Confirm your Full School Name.

Select the Type of Fundraiser from the final drop-down menu.

Registration Details → Review and Billing → Thank You

- 1 Register As A Fundraiser
- 2 Florida
- 3 Create A School Team: Testing High School
- 4 HOSEA Fundraising
- 5 Personal Information

Personal Information

First Name Last Name

First Last

Home Address

123 Easy St

City State Zip Code

Texas Florida 32903

County Phone Number

Orange/Alachua (888) 555-5555

Fundraising Goal

Your Personal Fundraising Goal and Amount

\$ 10000

Optional Donation

Optional Donation Amount Optional Donation Amount

\$

Additional Questions

Question Your Full School Name

Testing High School

Type of Fundraiser

Use A Volunteer

Continue

Cancel

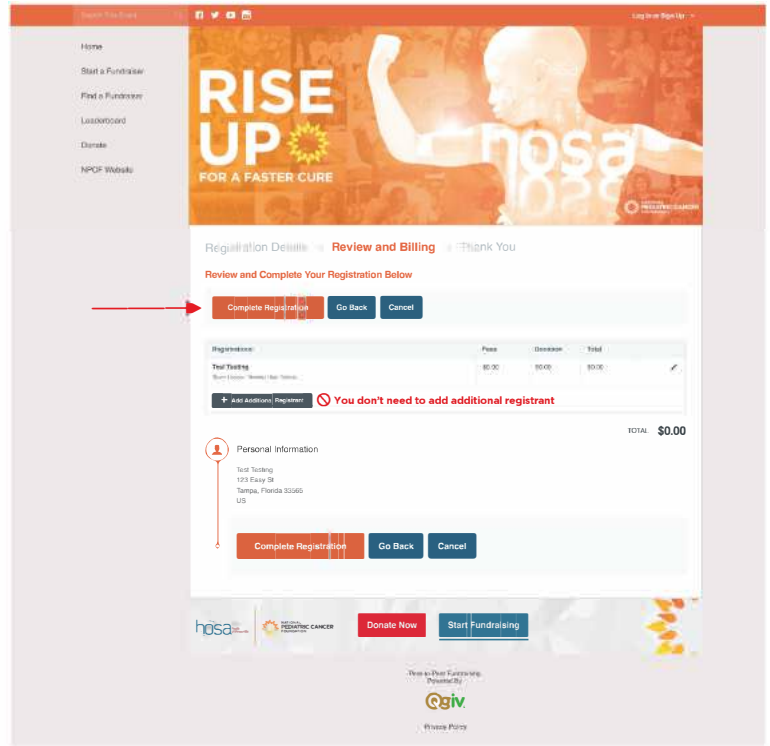
hosa- HOSEA FOUNDATION FOR PROSTATE CANCER Donate Now Start Fundraising

Peer-to-Peer Fundraising Powered By Qgiv

Step 8

Finally, click on the orange “Complete Registration” button

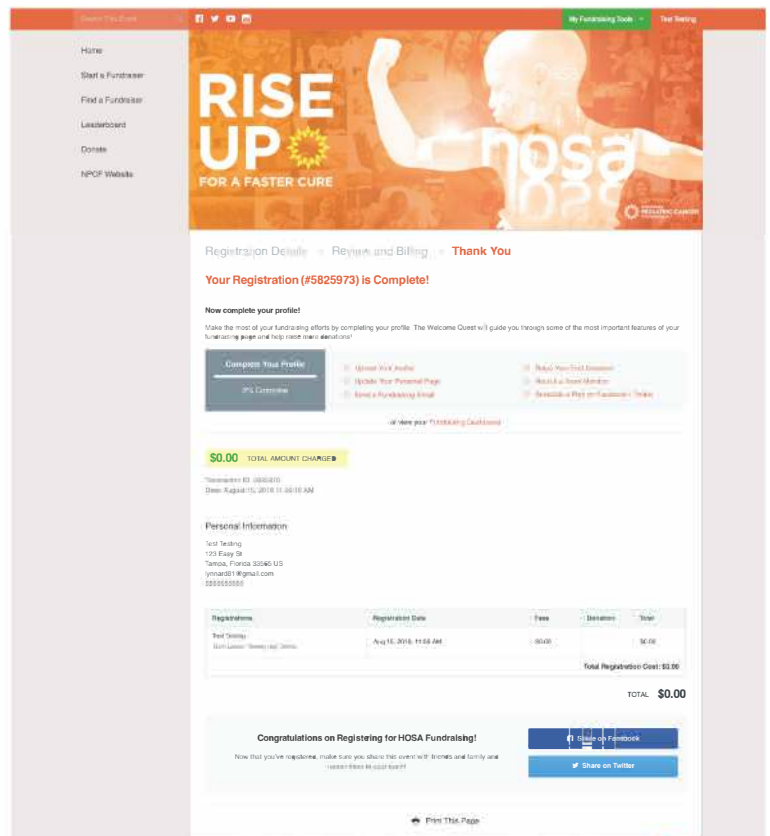
NOTE: You do not need to Add Additional Registrants at this time



Step 9

You're all set! You can finish completing your profile by uploading your avatar profile picture or your initials will be auto-populated.

You can send out emails, recruit team members, post on social media, and access your fundraising dashboard.



Step 10

Now that your team fundraising page is set up, your team mates can now join the team.

[Click here to access and download the Individual Guide for Signing Up & Joining a Team](#) or visit nationalpcf.org/hosa for resources.

They can search for your team by going to this URL <https://secure.qgiv.com/event/hosa/search> and entering the **NAME OF SCHOOL** you typed in when setting up your team page.