

Creating a team is a fun way to get your friends together to raise as much money as possible. You can create a team for your family, friends, workmates or school.

You need to be over 16 to be a team leader and ensure anyone under 16, has parent or guardian approval.

1. Go to www.splashforcash.com.au
2. Click on **Register**
3. Select the Splash for Cash event you will be participating in.
4. Click on **Start Fundraising**
5. At the fundraising account registration page create an account by filling in the required details and clicking **Continue to next step**. You will be sent an e-mail with your unique log-in details

or

If you already have a fundraising account with Everyday Hero [sign-in and skip to the next step.](#)

6. Click on **Create Page** under **Create a new team.**
7. You will be given the option to set up a team with many fundraising pages. This means each team member builds their own fundraising page when they register to join the team, but the team name and team total also appear on each team member's fundraising page.
8. Create a unique team name and password that will be used by others to join the team.
9. Select the type of team from the drop down menu – corporate, school, family or team.
10. Enter a team description – this will be used to help identify your team to people searching for teams to support or join.
11. Click on **Continue to next step**
12. Invite team members – you have the option of inviting friends to join your team. You can invite team members one at a time by entering their first name, surname and e-mail address. Click on

Invite team member

Or

Click on **Skip inviting and continue to next step**



13. Choose your Splash for Cash Date – Double check the event name and date are correct and then click on

Set Event Date

14. Stylise your fundraising page – select a theme for your fundraising page. Click on

Continue to next step

15. Customise your Fundraising Page

Title and target – select a unique title for your fundraising page

Target (\$) – set a fundraising target for your swim... You will be surprised how generous your supporters will be!

Unique web address – you will be given a unique web address for your fundraising page that you can send to all your friends. This web address will default to your name but you can change this.

Photo or video – personalise your fundraising page with a unique photo or video that will inspire donations from your friends and family. Select

Upload photo or video

First blog post – why not start up a blog to keep your supporters updated on your training and fundraising progress. Remember to make regular updates.

Personal thankyou message – we encourage you to add a personal message of thanks that everyone who donates will receive via e-mail. Make it personal and who knows they might donate a bit more!

The email will only contain the text you enter, so please ensure you include any greetings or salutations you require.

16. Click on

Preview

to review your fundraising page.

17. Review your page and if you are happy with your page click on

I have finished – let's go live

If you need to make additional changes click on

I need to edit my fundraising page

. This will return you to the customise your fundraising page. Repeat steps 16 and 17 until you are happy with your page.

18. You have now completed your fundraising page and it is time to share it with your family and friends.

Click on your unique web address to your completed fundraising page.

Click on the



icons to share your fundraising page with everyone you know.

Provide your supporters with regular updates of your fundraising and training progress on facebook and twitter.

You will be notified by e-mail every time you receive a donation.

