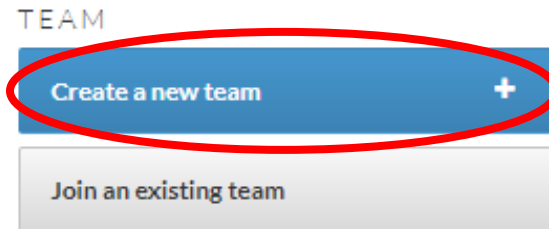


Every Day Hero Instructions

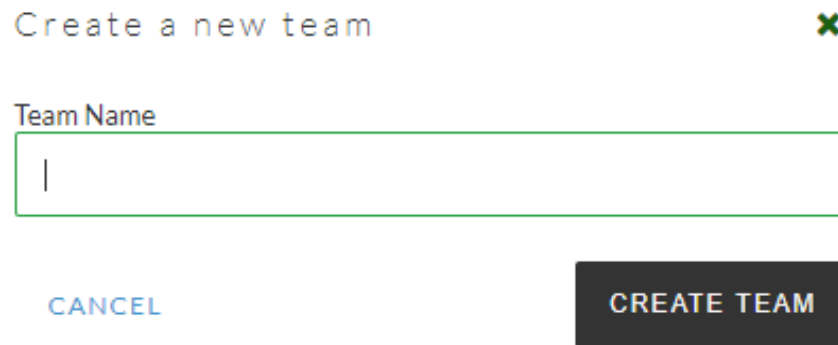
You Must Create Your Profile First Before Creating a Group Page

How to Create Teams:

1. Start with your profile and click **Create New Team** on the right side of the page



2. Add your Team Name and Click **Create Team**



A screenshot of a form titled 'Create a new team' with a green close button (X) in the top right corner. Below the title is a text input field labeled 'Team Name' with a vertical cursor. At the bottom of the form are two buttons: 'CANCEL' (blue text) and 'CREATE TEAM' (black button with white text).

3. Click the **Invite Members** to Invite Others to Your Team

Team Members

Add Page to Team 

Every Day Hero Instructions

4. Type in the Email addresses of your Team Members. Then click **invite members**.

Invite Members ✕


To:

Add a personalized message to your team member

[CANCEL](#) [INVITE MEMBERS](#)

5. Your Team Members will receive an email with the link to Join your Team.

6. Your Team will be included on the right side of your page for you to access at any time.

Team Name 

TEAM DEVELOPMENT TEAM

[Leave team](#)

We've created this team because we want to raise money and make a difference. Please help us by giving w...

[Read more](#) [Visit Team](#)

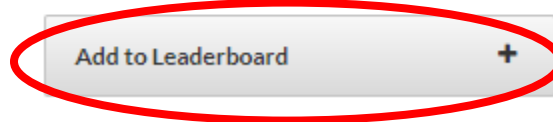
Every Day Hero Instructions

How to Add Others to Your Leaderboard:

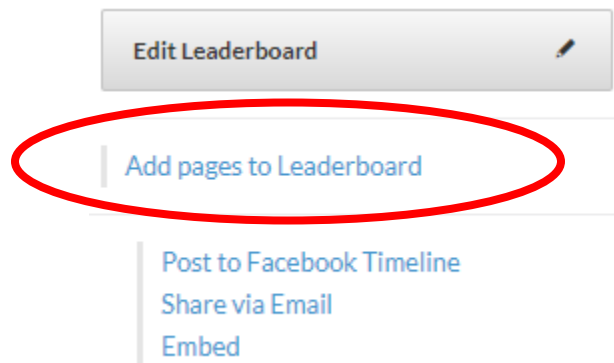
1. If you would like to see how other's are doing, you can add them to your leaderboard. Click Add to Leaderboard in the bottom right corner.

LEADERBOARDS

A Leaderboard allows you to group, tally and keep track of the progress of other Supporters.



2. You may add a message about your leaderboard, which can be edited at any time). You can also add other Fundraisers to your leader board by clicking **Add pages to Leaderboard** on the right side of the page



3. You will be able to type in the names of other fundraisers and click those you would like to be on your Leaderboard.

By adding other fundraisers to your Leaderboard you will be able to easily view their page and see how they are doing.