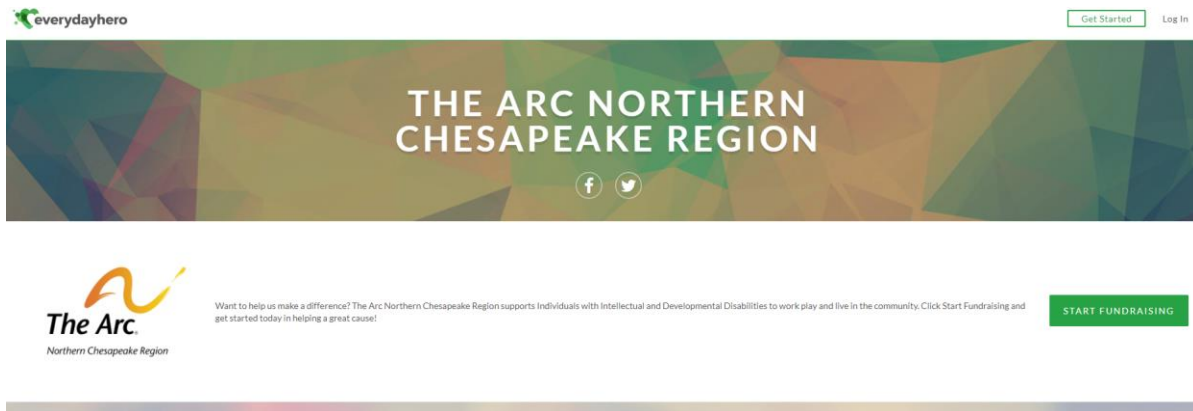


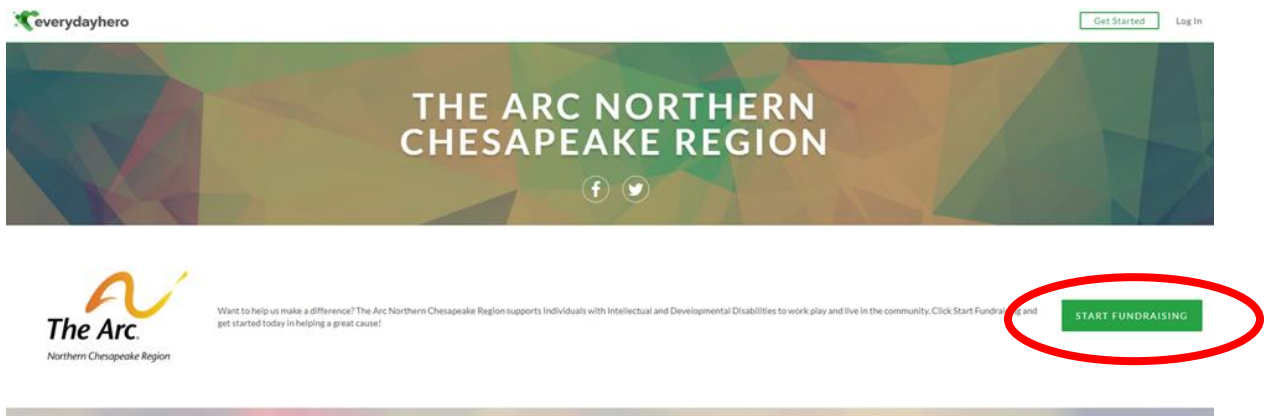
Every Day Hero Instructions

How to Create Your Fundraising Page

1. Click this link: <https://nfp.everydayhero.com/us/the-arc-northern-chesapeake-region-incorporated>



2. Click Start Fundraising:



3. Provide a Page Title for your Fundraising Page. (Example:)

The screenshot shows a form titled 'Create Your Fundraising Page' with a blue border. Below the title are four dashed lines. There is an input field labeled 'PAGE TITLE' with a red 'x' icon on the right. Below the input field is a red error message: 'Please give your page a title'.

Every Day Hero Instructions

4. Provide your Raise Target (your fundraising goal), choose the Arc Northern Chesapeake Region as your charity, provide your name and provide your address.

RAISE TARGET

500 700 1500 3000

CHARITY

The Arc Northern Chesapeake Region

YOUR NAME

SEARCH FOR YOUR STREET ADDRESS

US

5. Click agree to everydayhero's terms of service. Then you can either sign up through email or your Facebook Page:

I agree to everydayhero's Privacy Policy and Terms of Service

Create With Facebook

OR

EMAIL

PASSWORD

Create With Email

6. If you are using an email address, also provide a password that you will use the next time you login. If you are using your Facebook Page, they will ask you for your Facebook login information.
7. Next, they will give you different suggestions such as, adding a picture and sharing on Facebook.

Every Day Hero Instructions

How To Sign Back in After You Have Created your Account:

1. You can use the same link: <https://nfp.everydayhero.com/us/the-arc-northern-chesapeake-region-incorporated>



Want to help us make a difference? The Arc Northern Chesapeake Region supports Individuals with Intellectual and Developmental Disabilities to work play and live in the community. Click Start Fundraising and get started today in helping a great cause!

START FUNDRAISING

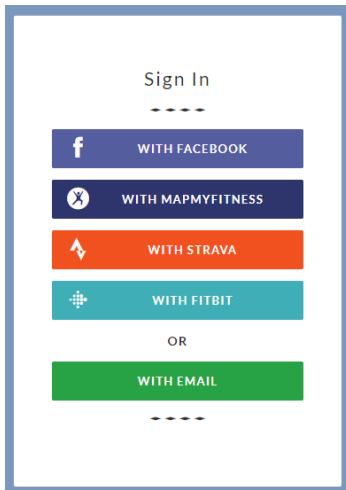
2. Click Login this time (upper right hand corner):



Want to help us make a difference? The Arc Northern Chesapeake Region supports Individuals with Intellectual and Developmental Disabilities to work play and live in the community. Click Start Fundraising and get started today in helping a great cause!

START FUNDRAISING

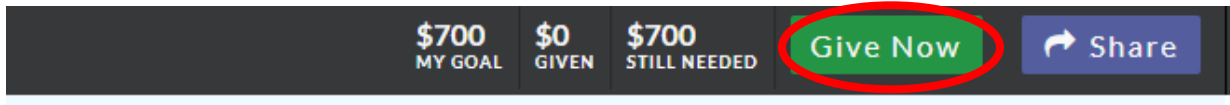
3. Sign in through any device or email:



Every Day Hero Instructions

How to Donate:

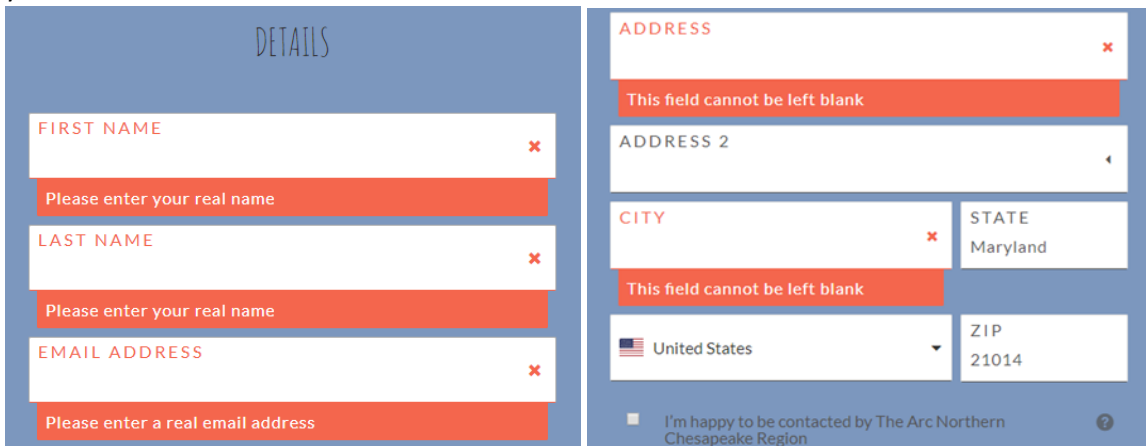
1. If you or one of your donors would like to donate, click Give Now:



2. At the top, you or your donors will pick the amount to donate and they can choose to also pay the fee. If they do not pay the fee it will be deducted from their donation.



3. Provide the following information and you can choose for The Arc NCR to be able to contact you.



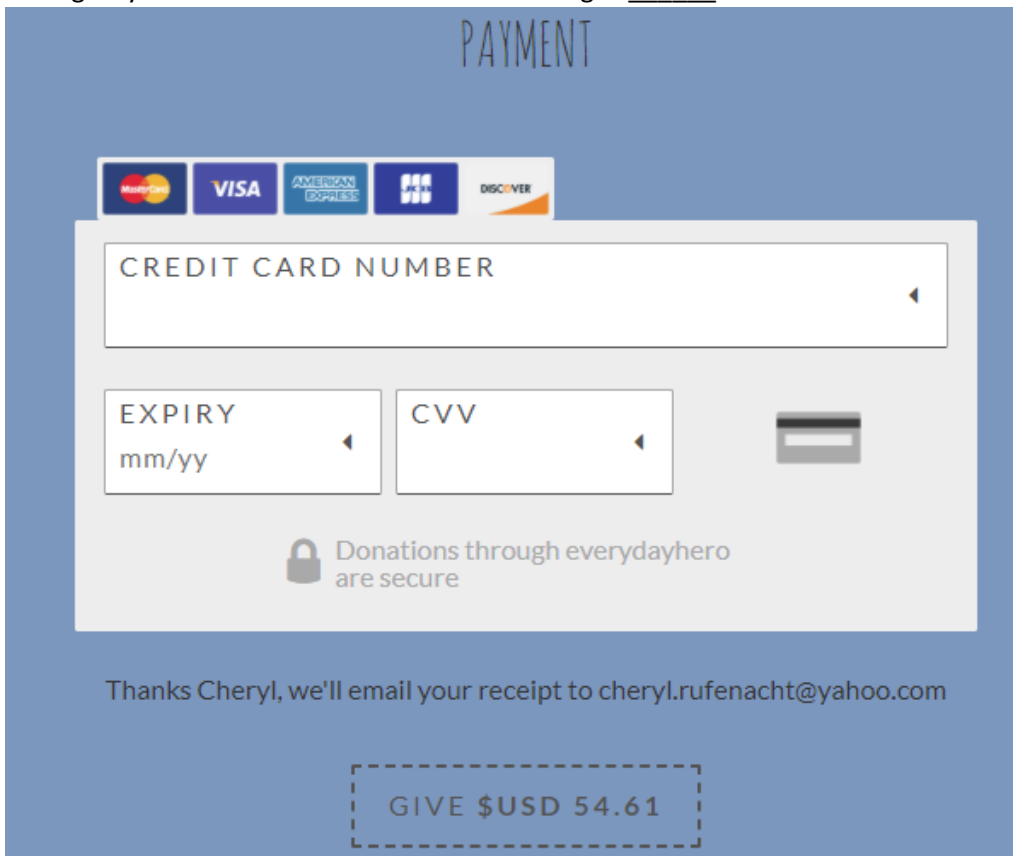
Every Day Hero Instructions

- Then you can add a message that will be shown on your page to the public. You can also choose to share your name and email with the Fundraiser who created the page.



The screenshot shows a blue background with the word "MESSAGE" at the top. Below it are two white input fields. The first field is labeled "YOUR PUBLIC NAME (OPTIONAL)" and has a small arrow on the right. The second field is labeled "YOUR PUBLIC MESSAGE TO FUNDRAISER (OPTIONAL)". At the bottom, there is a checkbox that is checked, with the text "Share my name and email with Cheryl." and a question mark icon to its right.

- Then give your credit card information and click give_____:

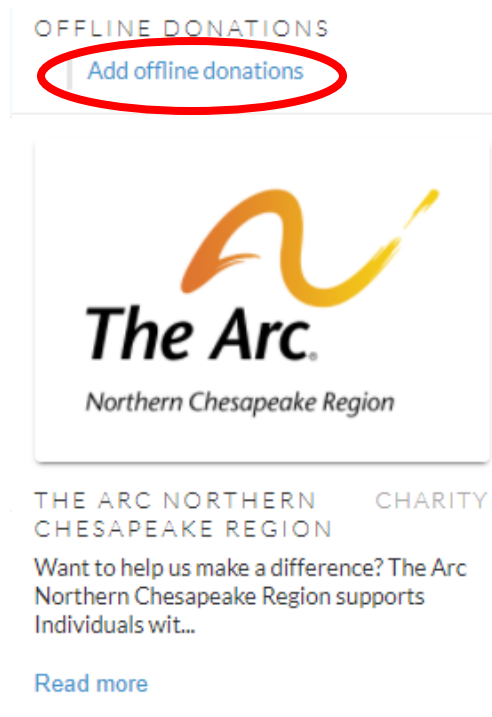


The screenshot shows a blue background with the word "PAYMENT" at the top. Below it are logos for MasterCard, VISA, AMERICAN EXPRESS, and DISCOVER. There are three input fields: "CREDIT CARD NUMBER", "EXPIRY mm/yy", and "CVV". To the right of the CVV field is a credit card icon. Below the input fields is a lock icon and the text "Donations through everydayhero are secure". At the bottom, there is a line of text: "Thanks Cheryl, we'll email your receipt to cheryl.rufenacht@yahoo.com" and a dashed box containing the text "GIVE \$USD 54.61".

Every Day Hero Instructions

What to do if a Donor Gives You Cash or a Check:

1. You can add this donation to your page to add to your total. On the right side of your fundraising page, click Add offline donations.



2. Provide the following information from that donor:

Add offline donations ✕

Amount

Nickname

Email

Phone

Address

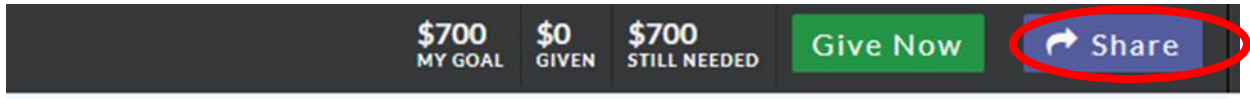
[CANCEL](#) [ADD OFFLINE DONATIONS](#)

3. Send the cash or check to The Arc Northern Chesapeake Region Attn: Development

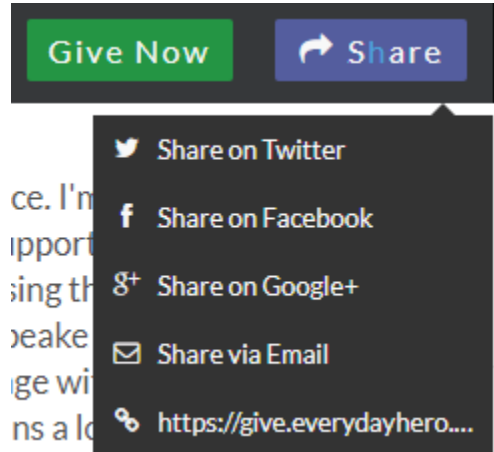
Every Day Hero Instructions

How to Share this on Social Media:

1. Click Share:



2. You can pick to share on Twitter, Facebook, Google + or email.



3. Click which Social Media Page you would like to share your fundraising page. Once you log into your social media profile it will generate a post that you can add a message to.