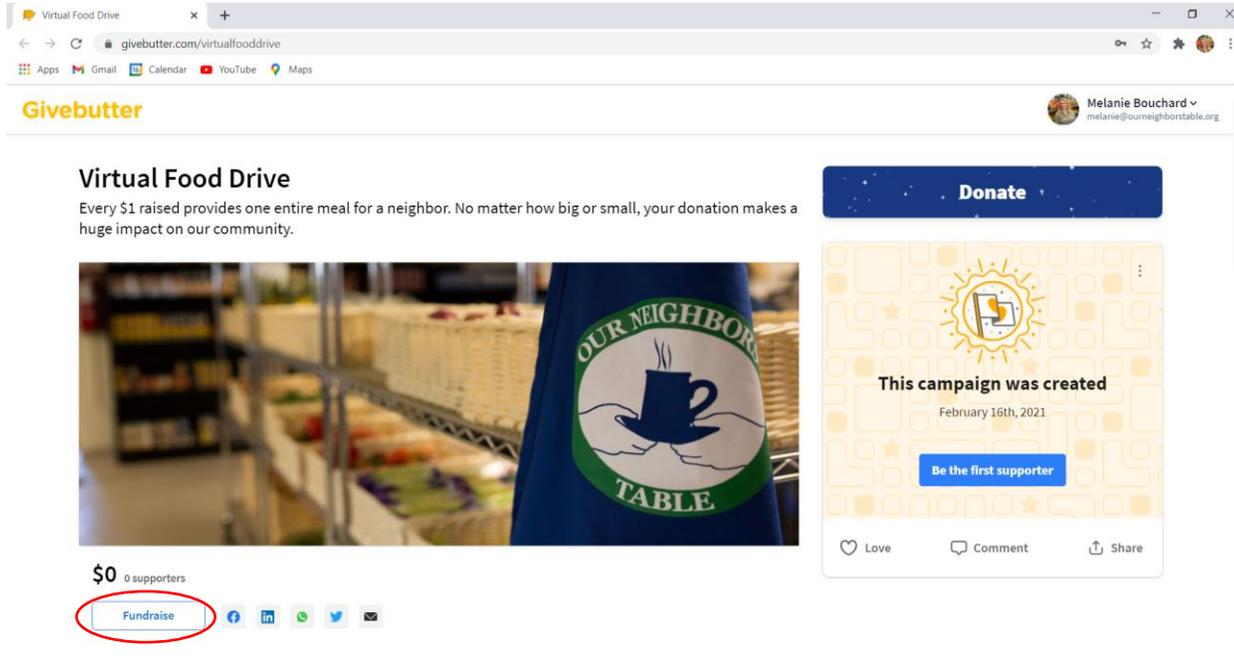


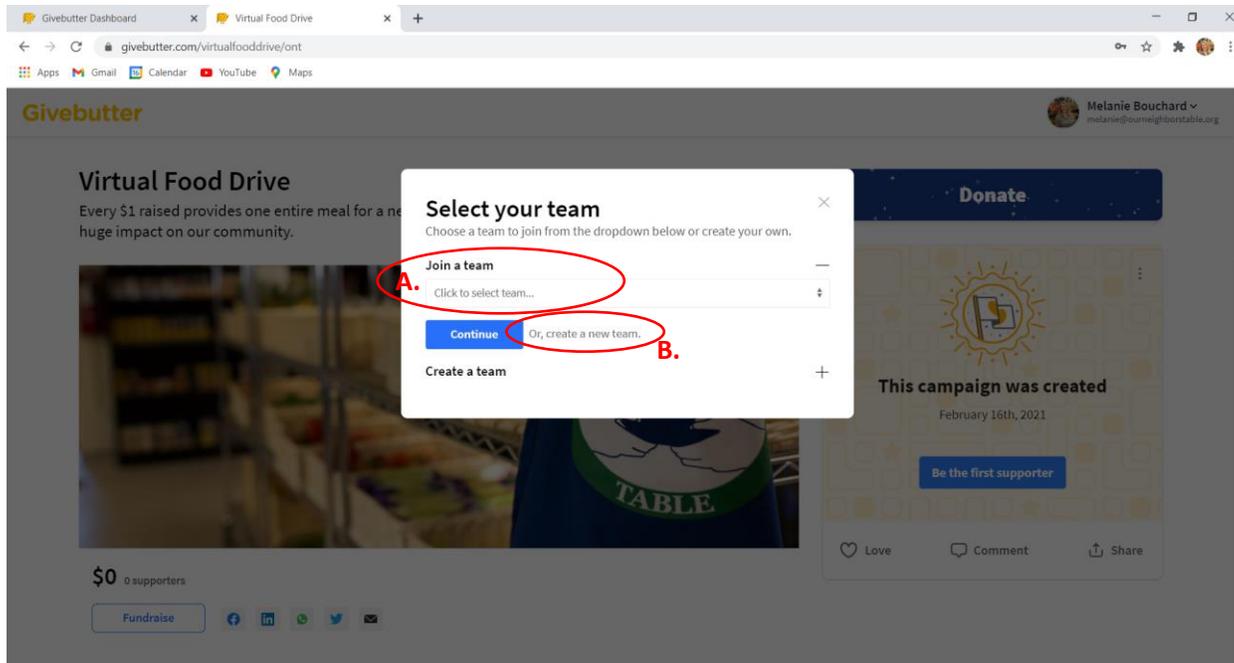
How to set up a Virtual Food Drive through Givebutter

Step 1: Go to givebutter.com/virtualfooddrive and select “Fundraise” to begin.

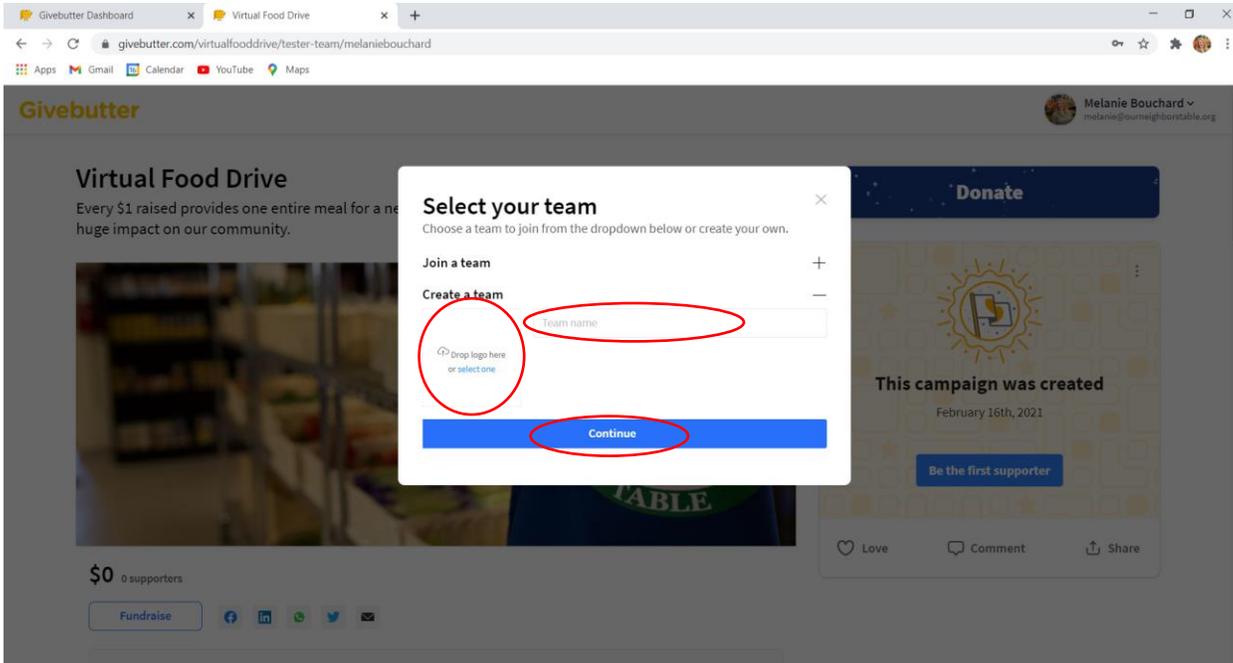


Step 2: A. If you are joining an existing team, select your team from the dropdown menu. Skip to step 4.

B. If you are fundraising as an individual or as a team, you will need to register as a team by clicking on the “Or, create a new team” button

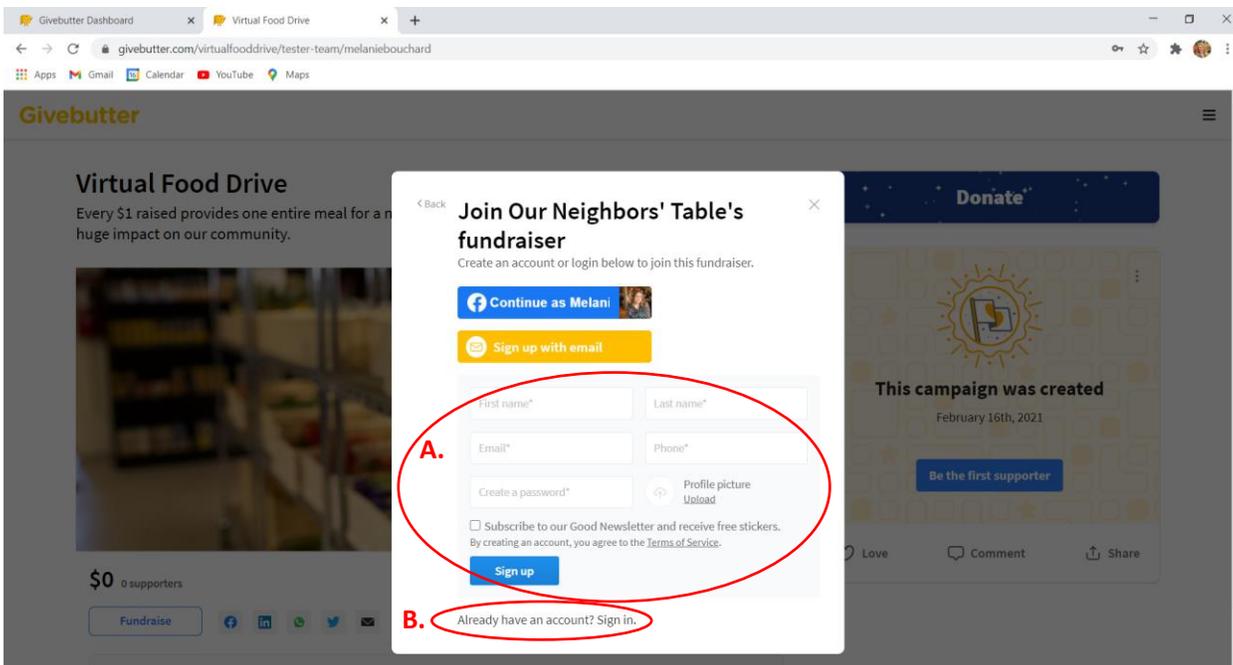


Step 3: Create your team name and add a logo or photo of your choosing. If you're fundraising as an individual, your team name can be "[Your Name]'s Virtual Food Drive" (or anything else you want!). Click continue.

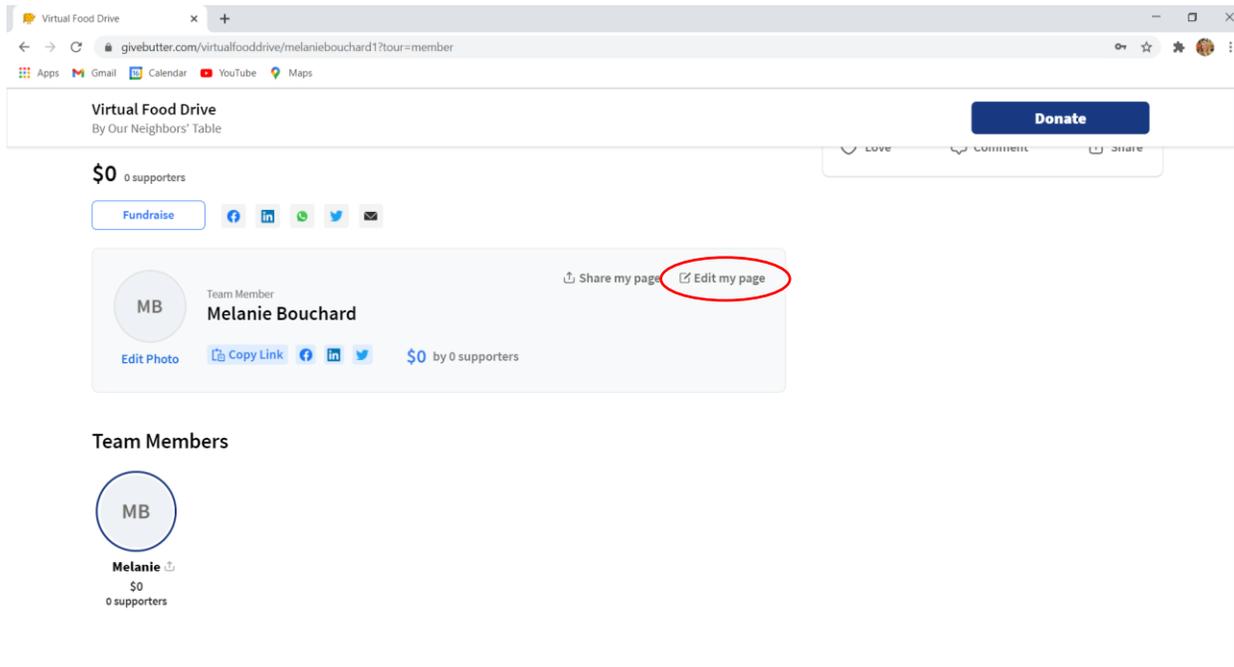


Step 4: A. If you are new to Givebuttr, enter your information to create a Givebuttr account. You can sign up using Facebook or your email, whichever you prefer. Select "Sign Up"

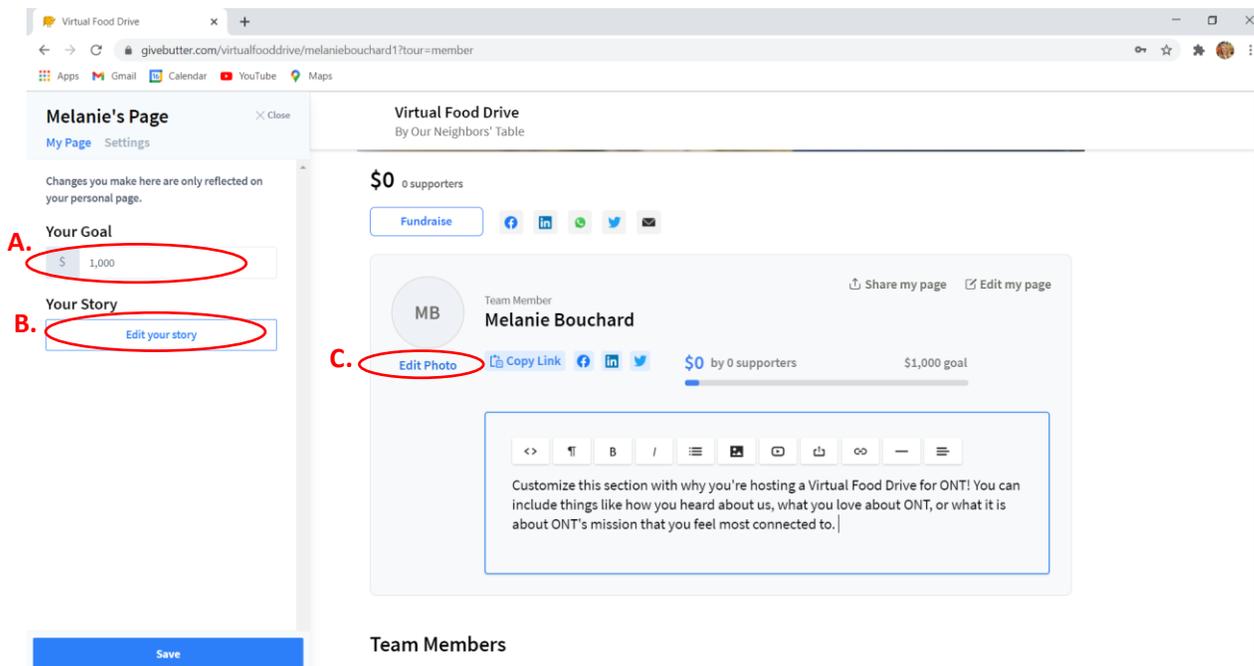
B. If you already have a Givebuttr account, select "Sign In" and it will bring you to your dashboard.



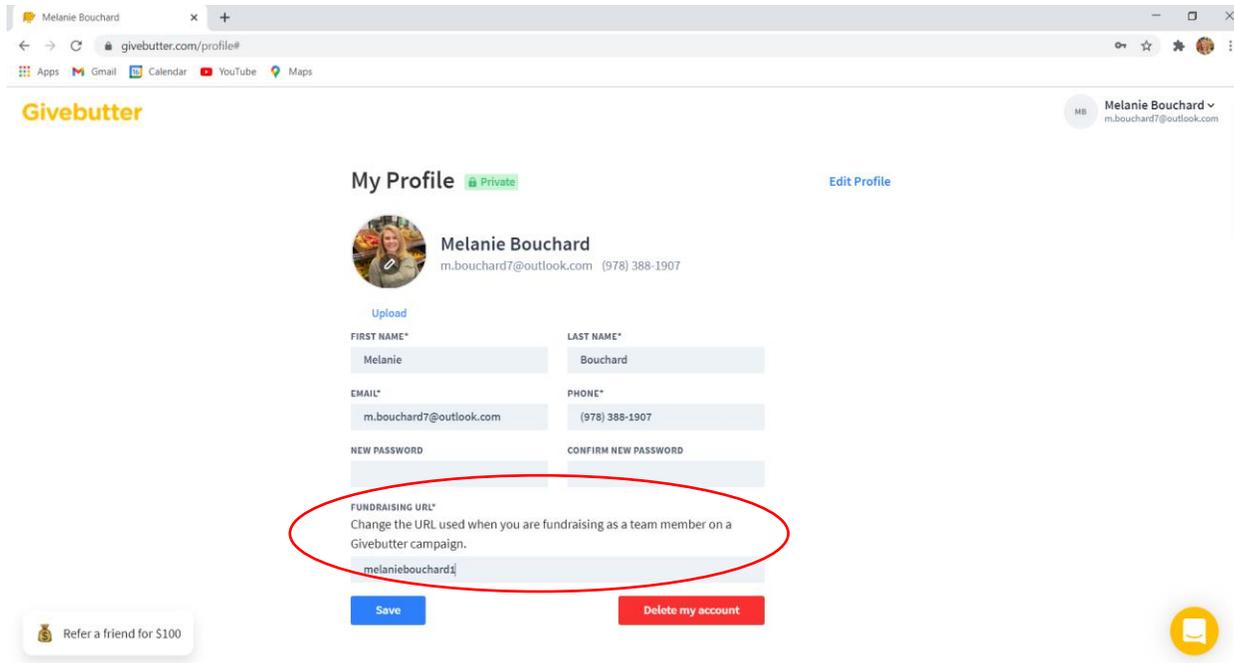
Step 5: Select "Edit my page"



- Step 6: A. Enter a goal for your drive. This will show on your page and every donation made to your page will count towards that total. You'll see a progress "thermometer" indicating how close you are to your goal.
- B. Select "Edit your story" to customize the message people will see when they go to your page. This can include things like how you heard about ONT, what you love about the organization, or what it is about ONT's mission that you feel most connected to.
- C. To edit your photo or your profile, select "Edit Photo"



Step 7: In this section, you'll be able to edit your information, your profile photo, and customize your fundraising URL. Once you've made all the edits you'd like to, click save and return to your page.



Step 8: Share your page! Select "Share my page" and you will be given options on how you'd like to get the word out (Facebook, LinkedIn, Email, etc.). You can either copy the link to be shared with people directly, or select the various options listed for social sharing.

There is also an option to send out automated invites, which will allow you to track whether or not those individuals donate to your page. Please note: Givebutter will automatically send out reminders to these individuals up to 2 times if they have not donated. If you don't want these auto-reminders to get sent out, please share your page via the direct link or the other options listed above.

