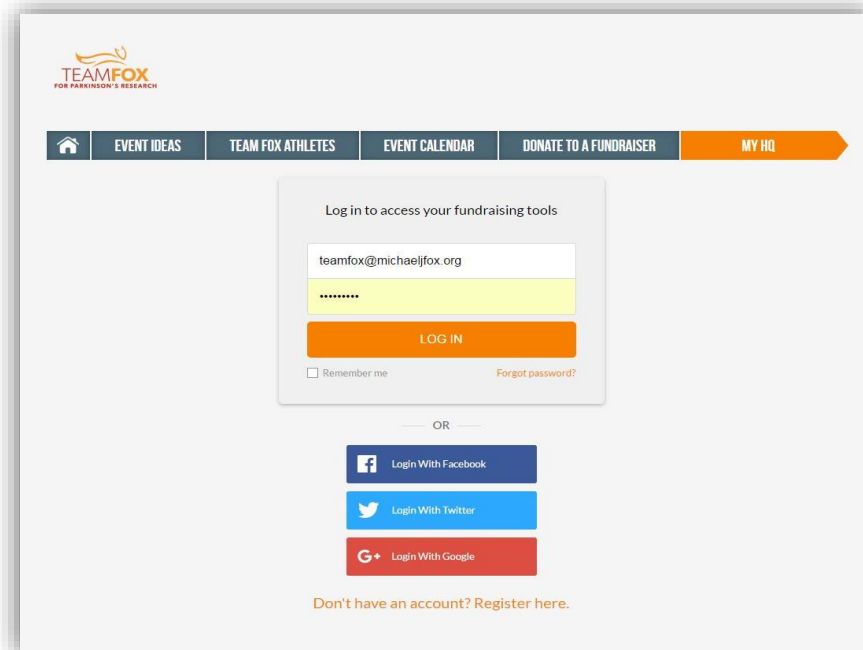


1. Log into your Fundraising HQ from www.teamfox.org:

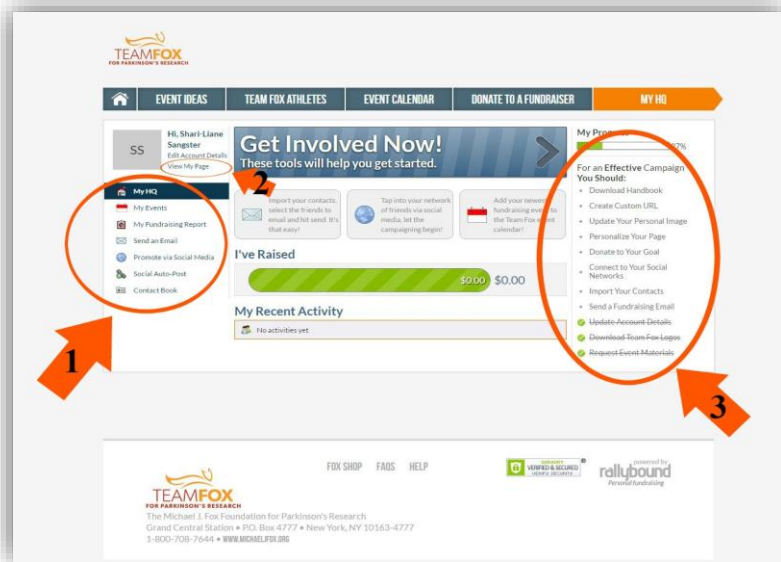


Enter your username (the email address you registered with) and your password.



2. Personalize your fundraising page with your event details, story and photo. Once you have all your event details confirmed make sure to add your event to the Team Fox public calendar to help promote your event to our greater MJFF community.

3. Navigate the three main sections on the back end of your fundraising page:



Section 1: Create an event listing, your fundraising report, send emails, promote your page on your social channels and add your personal contacts.

Section 2: Preview your fundraising page as supporters would and edit content on your page.

Section 3: Download the Team Fox handbook, create a custom url, update your photos, set your goals, download Team Fox logos and request materials for your event.