

2017 Friends and Family Online Donation Page

Email Us Main Page

2017 Family Friends of Scouting						
Help Our Cause Register Find a Team/Participant Make a Donation My User Login Share	2017 Family I Welcome to the 201 giving site! This is a money to support re Northern Star Counce Scouting helps to pri and individuals of str positive influence on programming include building, lifelong skill opportunities throug To make this all poss To start, please set clicking Register abo look for your Scout's the Find a Team/Par Top Teams Troop 1910: \$0.00	7 Scouting Frien tool to help Sco sources provide il. epare young per rong character. In all youth in our es career explora ls, and a wide ra gh experiential le sible, we need s up your unit's te ve on the left. C unit, search for ticipant above o	ds and Family uting units raise d to them through ople to be leaders Dur goal is to be a area. Youth ation, team inge of educations earning. upport from you. am page by r if you want to it by clicking on	Goal \$1,329,700.00		
	Top Participants Troop 1910: \$0.00 Top Donations Recent Donation Donor		Amount	Message		
	View All	Dute	Anount	message		

Don't be intimidated by the size of this "training manual". While it has many pages, it shows step -by-step pictures to assist in setting up your Scouting unit's Friends of Scouting (FOS) Team page to raise donations that apply to your unit's FOS goal and how to make a donation.

NOTE: Team/Participant = Your Unit

On the main page, this is where you can Login when setting up or following up on your unit's FOS progress. Here's the location of the Main Page: *https:// northernstarbsa.org/give* (then click on Family Friends of Scouting)

Let's register a Scouting unit!

Click on **Register** located in the upper left of the screen.

Email Us Main Pag 2017 Family Friends of Scouting Help Our Cause Register Register Have you registered for one of our fundraisers before? If so, we can pull up your Find a Team/Participant existing information and past participation history. Login below, or select "Create a New Account" if you do not have an existing account. Make a Donation My User I need to create an account I already have an account Login Share Prev fE

STEP 01: Registering a Unit

Click on "I need to create an account" and then click "Next".

First, you will need to register yourself because you will become the "Team Captain".

Fill out your contact information and then click "Next".

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	2017 Family Friends of Scouting
lelp Our Cause	Register
egister ind a Team/Participant ake a Donation	A new login account will be created for you. This account can be reused in future fundraisers as well. In order to create the account and process your registration, please fill out the information below.
ly User	* = required field
ogin	Your Information Title
hare	Mr. •
18	First Name * John
	Middle Initial
	Last Name * Testing
	Email (this will be your login id) *
	tanderson@northernstarbsa.org
	Password *
	•••••
	Confirm Password *
	••••••
	Security Question: *
	In what city were you born?
	Security Answer *
	Anytown
	Your Address
	Country
	United States -
	Address *
	393 Marshall Ave
	City *
	Saint Paul
	State/Province * Minnesota
	Postal Code *
	55102
	Phone *
	(651) 254-9151

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Help Our Cause	Register
Register	We need some additional information from you, specific to this fundraiser. Please fill
Find a Team/Participant	out the form below.
Make a Donation	* = required field
My User	Fundraising Goal *
Login	Enter your personal fundraising goal here. If creating a team, you will enter the team's
Share	goal on a different step. \$217.00
fE	
	Display Name Enter the name you would like displayed on your personal fundraising page, if it differs
	from your actual name. If setting up a Team, you will enter the Team's name in a later
	step.
	Prev Next
1	

Continued—Registering a Unit

Leave the Fundraising Goal as is or indicate the goal you yourself plan to raise for your unit. Don't fill in a Display Name unless you want a special one.

Click on "Next".

A	Email Us Main Page
:	2017 Family Friends of Scouting
Help Our Cause	Register
Register Find a Team/Participant	You may participate in this event as part of a team. You can either search for an existing team or create a new one of your own.
Make a Donation	Team Information
My User	O Do Not Join a Team
Login	Oreate a New Team Oreate a New T
Share	Search For an Existing Team
fE	Prev Next

Now you will register your Scouting unit.

Choose "Create a New Team" and then click "Next".

4	Email Us Main Page
20	17 Family Friends of Scouting
De sister	Register If you would like to create a new team, please enter the information below. * = required field Team Information Name * District Name - Pack 1910 Fundraising Goal * Enter your team's total fundraising goal here. 2000 Join Password Leave blank to allow anyone to join Prev Next

Using your Unit's FOS packet, in "Name", enter your district's name (e.g., Great Rivers, Three Rivers, etc.) followed by a dash, and then your unit type and unit number.

Under "Fundraising Goal", enter the amount from your packet.

Leave the "Join Password" blank and then click "Next".

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Help Our Cause	Register
Register	Below is a summary of your registration. Please verify that everything is accurate
Find a Team/Participant	and click "Next" to complete the registration.
Make a Donation	Your Information
My User	Title Mr.
Login	First Name
Share	John
ft	Middle Initial
	Last Name Testing
	Email (this will be your login id) tanderson@northemstarbsa.org
	Security Question In what city were you born?
	Security Answer Anytown
	Address 393 Marshall Ave
	City Saint Paul
	State/Province MN
	Postal Code 55102
	Country US
	Phone (651) 254-9151
	Fundraiser Information
	Fundraising Goal \$217.00
	Team Information
	Team Name District Name - Pack 1910
	Team Goal \$2,000.00
	Public/Private
	Public
	Prev Next
4	
	Email Us Main Page

Continued—Registering a Unit

Verify your registration information. If you made a mistake on your email address, click on "Prev" and correct it. Otherwise, you can change other incorrect information later.

Click on "Next".

You'll be sent an email confirmation. When you receive it, return to this screen and

click on "Login".

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Help Our Cause	Register
Register	Thank you for registering. You should receive a confirmation email shortly.
Find a Team/Participant	task. Make a Develop
Make a Donation	Login Make a Donation
My User	
Login	
Share	
fE	

4		Email Us	Main Page
2	017 Family Friends of Scouting		
Help Our Cause	Login		
Register Find a Team/Participant	Please enter your login information below.		
Make a Donation	Email tanderson@northernstarbsa.org		
My User	- Password		
Login	•••••		
Share	Login		
fE	Lost or forgotten your password?		
	Need to register?		_

Login using your email and password.

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20)17 Fami	ly Friends c	of Scouting		
Help Our Cause	Fundraisin	g Center for Jo	ohn Testing		
Find a Team/Participant Make a Donation My User	top sponsors a	nd check your progres ate your fundraising p	From here you can see your most re is toward your fundraising goal. You page, goal, and contact information	ı can also	
Fundraising Center Edit My Page View My Page	Your Fundra Goal Total Raised	\$217.00 \$0.00			
Edit My Profile Change My Password	Sponsorship Details				
Emails	Date Email Selected	Donor Sponsors	Amount		
My Team	My Other Fu	ndraisers			
Team Fundraising Center Edit Team Page View Team Page Edit Team Profile Change Teams Share	Date	Fundraiser Name	Team		

<u> </u>			Er	nail Us	Main Page	
20)17 Family Fr	iends of So	couting			
Help Our Cause Find a Team/Participant	Team Fundraisii 1910	ng Center for	District Nam	e - Pa	ck	
Make a Donation	Team Member Sum	mary				
My User	Name		Goal	Raise	4	
Fundraising Center	John Testing	-	\$217.00	\$0.00		
Edit My Page Email Selected Team Members						
View My Page Edit My Profile	Team Fundraising Summary					
Change My Password	Coal \$2,000.00 Total Raised \$0.00 Team Sponsorship Details \$2,000.00					
Emails						
Logout						
My Team	Date	Donor	Amount			
Team Fundraising Center	Email Selected Sponsors	3				
Edit Team Page						
View Team Page						
Edit Team Profile						
Change Teams						
Share						
fE						



STEP 02: Setting Up Your Scouting Unit's Page

As you can see on the left, you can:

- Help Our Cause
- My User (to update your information, email others, logout, etc.)
- My Team (set up your Scouting unit's fundraising page).

The first item will be covered later and the second item is like any other online profile you might use.

Let's focus on My Team.

First, let's skip "Team Fundraising Center" and set up your unit's page by clicking on "Edit Team Page".

At the "Edit Team Page", you can browse and upload a photo. If your photo will not upload, you'll see an error message letting you know what's wrong.

You can also personalize the message on the team page. We have provided a template that gives you an idea of what you might include.



Email Us Main Pag

Help Our Cause Edit Your Team Profile Find a Team/Participant - Team Information Make a Donation Name District Name - Pack 1910 My User Fundraising Goal Fundraising Center \$2,000.00 Edit My Page Password Protected Team View My Page Edit My Profile -Notification Preferences Change My Password Votify When Sponsored Emails Notify When Someone Joins Logout My Team Save Team Fundraising Center Edit Team Page View Team Page Edit Team Profile Change Teams Share fE

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Email Us Main Pag

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Help Our Cause Find a Team/Participant Make a Donation	Team Fundraising Center for District Name - Pack 1910				
Make a Donation	Team Member Summary				
My User	Name		Goal	Raised	
Fundraising Center	John Testing *		\$217.00	\$0.00	
Edit My Page	Email Selected Team Mem	hers			
View My Page					
Edit My Profile	Team Fundraising Su	immary			
Change My Password	Goal		\$2,000.00		
Emails	Total Raised		\$0.00		
Logout	Team Sponsorship Details				
My Team	Date	Donor	Amount		
Team Fundraising Center	Email Selected Sponsors				
Edit Team Page					
View Team Page					
Edit Team Profile					
Change Teams					
Share					

Continued—Setting Up Your Scouting Unit's Page

When you click on "View Team Page" here's what you will see after you've edited your team page.

If you made a mistake on your Team Information or Fundraising Goal, you can click on "Edit Team Profile" to make changes.

Be sure to click "Save" if you make any changes.

Click on the "Team Fundraising Center".

This is where you can "Email Selected Team Members" or "Email Selected Sponsors" (AKA unit family members or potential donors).

Let's email a family/team member. Click on the box before the team member's name and then click "Email Selected Team Member".

2017 Family Friends of Scouting Help Our Cause Email Find a Team/Participant Send an Email Make a Donation To * (limit 50 addresses, separated by semicolons) Address Book My User Fundraising Center (Y GM ADL Edit My Page View My Page Template Edit My Profile None Selected . Change My Password Subject * Emails Logout Email Contents My Team B / U | ■ ■ ■ | ⊟ | ⊟ | ⊕ (# (# | Ford · Font size - 60 Team Fundraising Center Edit Team Page View Team Page Edit Team Profile Change Teams Share fE The email will automatically display links back to your page and your team's page below your email contents. Preview Send

	Email U	s Main Page
2	017 Family Friends of Scouting	
Help Our Cause Find a Team/Participant Make a Donation My User Fundraising Center Edit My Page Edit My Profile Change My Password Emails Logout My Team Team Fundraising Center Edit Team Page Edit Team Page Edit Team Page Edit Team Page Edit Team Page Edit Team Page Edit Team Page	. Donate Sponsorship Donate Without Sponsoring a Team or Individual Donate Toward a Team or Individual's Goal Pod(1910 Search Next	

4		Email Us	Main Page
20	17 Family Friends of Scouting		
Help Our Cause Find a Team/Participant Make a Donation My User Fundraising Center Edit My Page View My Page Edit My Profile Change My Password Emails Logout	Donate Sponsorship Donate Without Sponsoring a Team or Individual Donate Toward a Team or Individual's Goal Pack 1910 Search Sponsor District Name - Pack 1910 - Team Next		
My Team Team Fundraising Center Edit Team Page Edit Team Profile Change Teams Share Change Teams			

Continued—Setting Up Your Scouting Unit's Page

This is where you would:

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- Add email addresses to your unit members or their families.
- Select an email template, such as "Sponsor Me", "Join My Team" or "Thank You", OR
- You can write your own message. If you are a team captain, this is where you could write encouraging emails to those helping you raise donations.

Note that any email you send will automatically display links back to your page and your team's page.

CONTRATULATIONS! Your unit's FOS page is now complete.

STEP 03: Make a Donation

"Help Our Cause" is listed on every page, and on your unit page someone can also "Sponsor Our Team". Both types of donations follow the same format and only "Make a Donation" will be presented here.

Click on "Make a Donation" at top left.

Here we're going to search for "Pack 1910".

After clicking on "Search", the team name appears. Select the unit and click on "Next".

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Help Our Cause	Sponsor District Name - Pack 1910
Find a Team/Participant	* = required field
Make a Donation	Billing Information
My User	Title
Fundraising Center	Ms. V
Edit My Page	First Name *
View My Page	Terri
Edit My Profile	Middle Initial
Change My Password	
Emails	Last Name *
Logout	Anderson
My Team	Country United States
Team Fundraising Center	
Edit Team Page	Address * 393 Marshall Ave
View Team Page	
Edit Team Profile	City *
Change Teams	Saint Paul
Chaus	State/Province *
Share	Minnesota •
fE	Postal Code *
	55102
	Email *
	tanderson@nsbsa.org
	Phone *
	(651) 254-9151
	Donation Information
	Donation Type *
	Donation Amount *
	Support 8 Scouts (Framed Art Print) - \$1,736.00
	Support 4 Scouts (Art Print) - \$868.00
	 Support 2 Scouts (Coin of Choice) - \$434.00 Support a Scout (Camp Towel) - \$217.00
	Other - \$0.00
	Payment Information Card Type: *
	MasterCard -
	Card Number: *
	· · · · · · · · · · · · · · · · · · ·
	Security Code: *
	(More Information)
	Expiration Month: *
	1 -
	Expiration Year: *
	2016 •
	Prev Next
	Norton
	SECURED
	powered by Symantec

For questions on how to handle your unit's Scouting Family and Friends page, please contact:

Terri Anderson, Donor Relationships Manager Phone: 651-254-9151 Email: tanderson@northernstarbsa.org

Continued—Making a Donation

Donors fill out the information indicated.

Under "Donation Type", donors can make a "One Time" or "Recurring" gifts.

If donors choose "Recurring", the amount they indicate will run on the schedule they choose (e.g., monthly, quarterly, semi-annually, etc.) and end it when they choose. For any donor indicating "Recurring", Development support in the Scout Office will calculate the full pledge amount and ensure that it is applied to the unit's goal total.

In addition, donors can indicate their wish to be anonymous in name and donation before finalizing their donation.

Donors will receive an immediate email with details of their donation. (Sample below.)

NORTHERN STAR COUNCIL Boy Scouts of America 393 Marshall Avenue Saint Paul, MN 55102-1717 Federal Tax ID: 20-3000282

Thank you!

Your investment today will help youth in Scouting be "Prepared. For Life." This email confirms the details of your donation.

Your Information:

Terri L Anderson 305 Cottage Ave W Apt 312 Saint Paul MN 55117-4388 Phone: (651) 214-1267 Email: <u>tanderson@northernstarbsa.org</u>

Donation Information:

Donation Date: 8/16/2016 Donation Amount: \$5.00 Tax Deductible Amount: \$5.00 Card Type: Card Number: Card Expiration: Sponsored: If you chose a Donation Type of Recurring, your next gift date will be:

If you have any questions or believe that there is an error with this email, please contact Terri Anderson at <u>tanderson@northernstarbsa.org</u>.

Northern Star Council, BSA is a 501(c)(3) organization. Your donation is tax deductible to the fullest extent allowed by law. The council provided no goods or services in exchange for this gift. Please keep this email for your tax records.