

2018 Friends and Family Online Donation Page



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

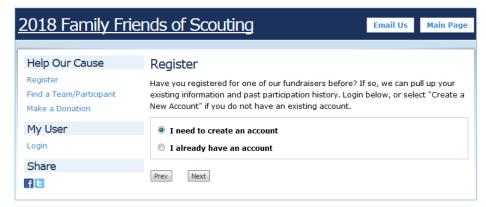
On the main page, this is where you can Login when setting up or following up on your unit's FOS progress.

http://www.northernstarbsa.org/Give (click on DONATE: Family Friends of Scouting).

Let's register a Scouting unit!

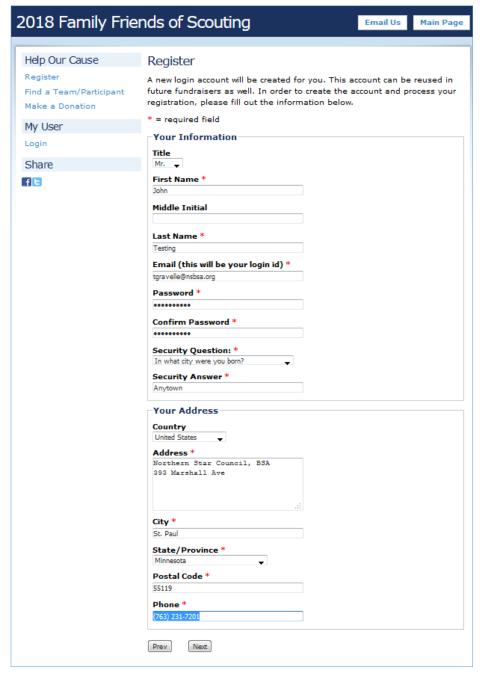
Click on **Register** located in the upper left of the screen.





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".



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".



Now you will register your Scouting

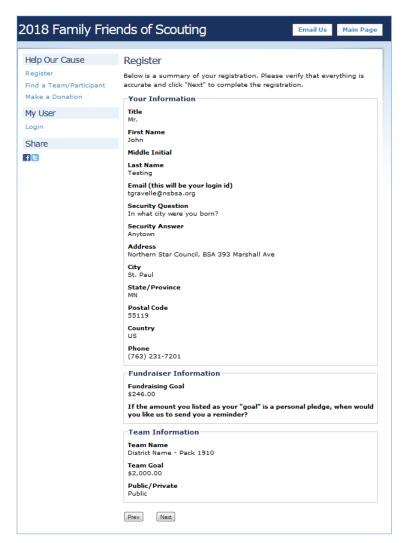
Choose "Create a New Team" and then click "Next".



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".



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".



Login using your email and password.





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.



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.

2018 Family Friends of Scouting Email Us Main Page Help Our Cause Edit Your Team Profile Find a Team/Participant Team Information District Name - Pack 1919 My User **Fundraising Goal** Fundraising Center Edit My Page Password Protected Team View My Page Edit My Profile Notification Preferences Change My Password Notify When Sponsored Emails Notify When Someone Joins My Team Save Team Fundraising Edit Team Page Edit Team Profile Change Teams Share

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".



Continued—Setting Up Your Scouting Unit's Page
This is where you would:

- 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

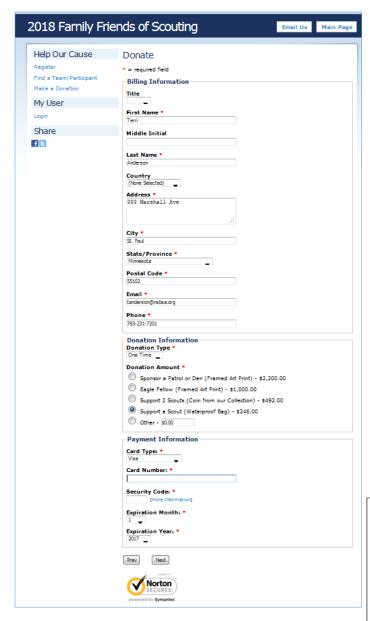
"Help Our Cause" is listed on every page, and on your unit page someone can also "Sponsor Our Team". Both types of donations follow the same format and only "Make a Donation" will be presented here.

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".



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: tanderson@northernstarbsa.org

Donation Information:

Donation Date: 8/16/2016 Donation Amount: \$5.00 Tax Deductible Amount: \$5.00

Card Type:

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 tanderson@northernstarbsa.org.

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.