

ONLINE REGISTRATION



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- 3 Choose the **CREATE A TEAM** option.
- 4 Next, Sign-In or Create an Account if you are a new user.
- 5 Creating an Account with Classy: Your address and email are required. Make sure you remember your email and address for future logins and events . . . because Classy will remember you!
- 6 Complete your profile with your first and last name, then hit **SIGN-UP**.
- 7 Now you can create your team! Fill out the team's information: Team Name, Goal, Message, URL (if optional). Then click **CREATE TEAM**.
- 8 Select a team photo or press **CONTINUE** to skip this and come back later.
- 9 **CONGRATULATIONS!** The team and team leader are all set-up!

FUNDRAISING PAGE



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- 3 Select your team or individual page to manage.
- 4 In order to edit the profile information, click the **MANAGE** button at the top of the screen.
- 5 Under the **DETAILS** tab you will find the ability to edit your profile, change your team name, goal and more! To begin, click **UPLOAD** to select a new photo.
- 6 You can view and manage teammate activity under the **TEAMMATES** tab.
- 7 Under the **EMAILS** tab, team leaders can find 3 different pre-set emails to copy and paste into an email.
- 8 The **DONATION** tab shows you the donations made to this campaign.
- 9 The **STORY** tab allows you to update your story. Just remember to press save when you're done.