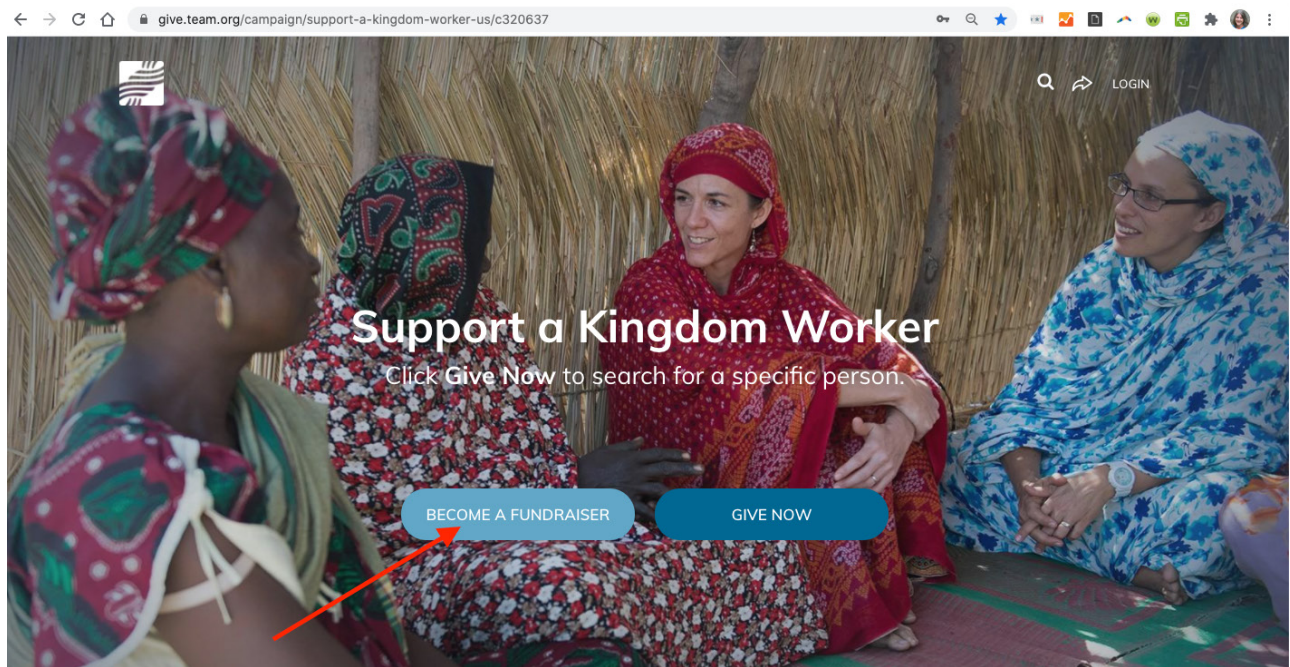


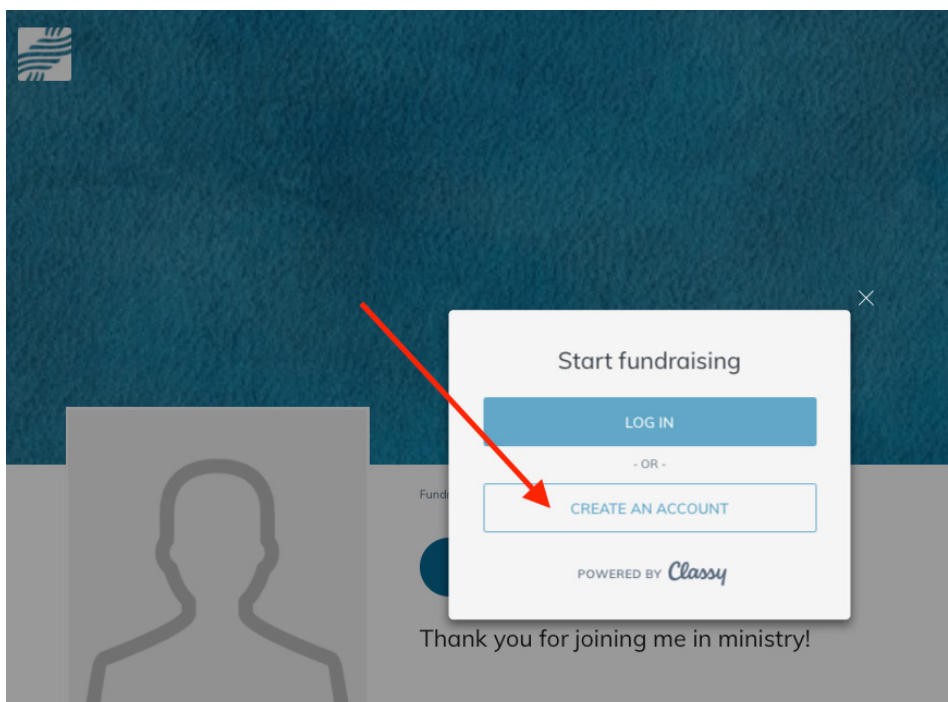


# CREATING A RZ PAGE IN CLASSY

- For US, go to: <https://give.team.org/campaign/support-a-kingdom-worker-us/c320637>
- For CA, go to: <https://give.ca.team.org/campaign/support-a-kingdom-worker-ca/c332026>
- Click on **BECOME A FUNDRAISER**



- On the next screen/pop-up window, click on **CREATE AN ACCOUNT**



- On the next screen/pop-up window, enter your email address and choose a password then click on **NEXT**

The screenshot shows the 'Create an account' screen. At the top, there is a 'Continue with Facebook' button. Below it, the text 'Or use your email' is displayed. The 'Email' field is highlighted with a red arrow. Below the email field is the 'Create password' section, which includes a 'Create your password' field and a 'Show' checkbox. A red arrow points to the password field. Below the password field, there are four requirements: 8 characters, 1 number, 1 letter, and 1 special character. At the bottom, there is a 'NEXT' button and a link to 'Log into your account'.

Please be sure to use your RZ email when you set up your fundraiser page. This will be the email where communication is sent about online donations. If you have any changes or updates to your contact information, please email [personnel.admin@team.org](mailto:personnel.admin@team.org).

Your designation number is very important. Donors will see that number on their receipt(s), therefore you may want to include that designation number on your fundraiser page.

- On the next screen fill in the name fields with what you want your page to display, **THIS IS WHAT THE PUBLIC AND YOUR DONORS WILL SEE, do not use your real name**, this is where you would choose how your donors will search for you. Either your alias or account number or whatever you would like it to be.

The screenshot shows the 'Complete your profile' screen. It has a back arrow at the top left. The title is 'Complete your profile'. There are two text input fields: 'First name' and 'Last name'. Below the fields is a 'SIGN UP' button. At the bottom, it says 'POWERED BY Classy'.

For example, for first name, enter 'M' and for last name, enter RZ01234. And on your page, it would display "M RZ01234"

(view page example at end of instructions)

- Once in, you will then be prompted to **Create your page**. Your “Fundraising Page” will be where your donors will come to give to your support.

(PLEASE NOTE, there are some fields that Classy requires that we (T-org) have chosen not to utilize.)

### Create your page

Set your fundraising goal \*

USD \$ 75,000.00

Fundraising end date \*

12/31/2030

Your Page's Headline \*

Thank you for joining me in *industry!*

I'm fundraising for \*

Give Where Needed Most

Set your Fundraising Page's Short URL (optional)

https://give.team.org/ExampleShortUrl

Start typing

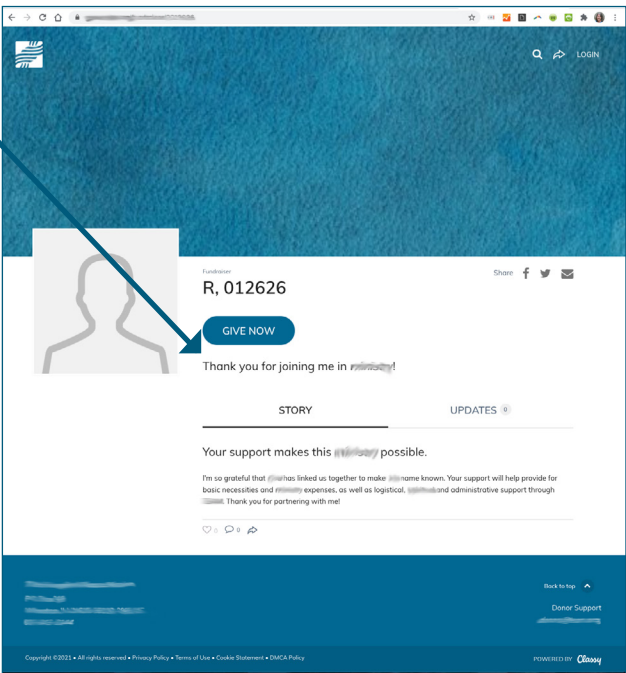
It's okay to contact me in the future.

**FINISH**

**Set your fundraising goal:** Enter an arbitrary number here, as it will only be visible to you as the owner of your page. Your supporters WILL NOT see or have access to this.

**Fundraising end date:** Enter a distant end date like 12/31/2030. Again, this WILL NOT be seen by your supporters.

**Your Page's Headline:** This text will show up just below the Give Now button, see an example of a RZ page below.



**I'm fundraising for:** Search for your RZ safe name, First initial of last name, account number. Then choose your account.

I'm fundraising for \*

F|

**Default Active Group**

Hazellief, Joseph & Cherenne/T/Support-012600  
F, 011057  
F, 110822  
F, 012115  
Deduct: Petkoff, Nicholas & Erin - Support  
Deduct: Huff, Ethan & Sarah - Support

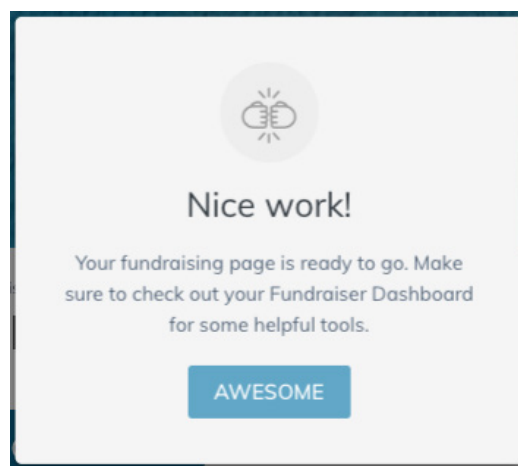
**Set your Fundraising Page's Short URL (optional) –** self-explanatory. You can create an easy to remember URL by using a pseudonym or code word or something random, like Stars, which would provide a URL of: <https://give.team.org/stars>



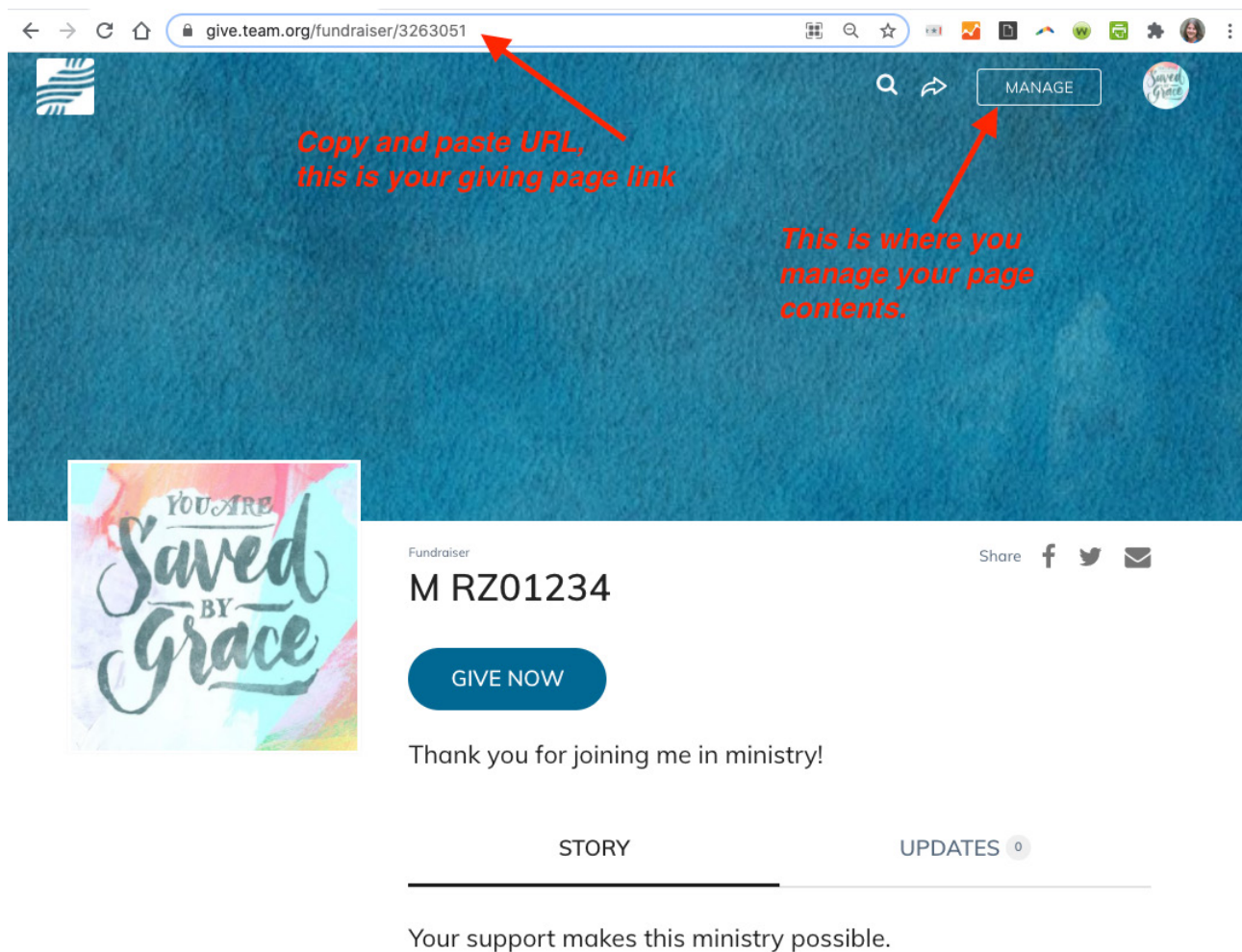
- Once you click **FINISH**, classy will guide you through the next steps to complete your page. There will be some additional “Member Questions” that pop up, all of these are optional, so as RZ please feel free to leave them all blank and scroll to the bottom and click on **FINISH**.

The screenshot shows a form titled "Member Questions" with the subtitle "Please tell us a little more about yourself." The form contains the following fields: Title (dropdown menu with "Ms." selected), Middle Name (text input), Suffix (dropdown menu with "Please Select" selected), Home Phone (text input), Cell Phone (text input), Address Type (dropdown menu with "Please Select" selected), Address (text input), Address 2 (text input), City (text input), State (dropdown menu with "Please Select" selected), Zip (text input), Country (text input), Company / Organization (text input), Website (text input), and Gender (dropdown menu with "Please Select" selected). At the bottom of the form is a blue button labeled "FINISH".

- Once it processes, you should see a “Nice Work” tile with a message that your page has been created. Once you click on the **“Awesome” button**, Classy will then highlight some key areas of your page.



- To grab your giving link to share in newsletters and emails, you will need to copy and paste the URL that is showing when your page is on the screen.



The screenshot shows a web browser displaying a fundraiser page on give.team.org. The address bar shows the URL [give.team.org/fundraiser/3263051](https://give.team.org/fundraiser/3263051). A red arrow points to the address bar with the text "Copy and paste URL, this is your giving page link". Another red arrow points to a "MANAGE" button in the top right corner of the page with the text "This is where you manage your page contents." The fundraiser page features a blue background with a search icon, a share icon, and a "MANAGE" button. Below the header is a large image of a book cover titled "YOU ARE Saved BY Grace". To the right of the image, it says "Fundraiser M RZ01234" and "Share" with social media icons for Facebook, Twitter, and Email. A "GIVE NOW" button is visible below the fundraiser ID. The text "Thank you for joining me in ministry!" is displayed below the button. At the bottom, there are tabs for "STORY" and "UPDATES 0". The text "Your support makes this ministry possible." is at the very bottom.

If you have any questions or run into any issues,  
please contact us at [Donors@team.org](mailto:Donors@team.org).