



Big Brothers Big Sisters

Bowl for Kids Sake Online How-to Instructions

How do I get tips and information?

On the right-hand side of your **HQ page** you will find a **Check the Message Board** and **See Important Dates** link. If you click on the **Community Tab**, (run mouse over tabs to get them to light up) you can access the **Bulletin Board**, **Important Dates**, and **Coaches Corner**.

How do I log-in?

The easiest way to log-in, is to click the **Log-In tab** at the top of the Home Page.



How do I send emails to family, friends & colleagues?

The easiest way to send emails is to click the **Send Emails to Family and Friends** link on the right-side of the **HQ page**. There are **3 pre-written templates** to choose from. **Bowl for Kids Sake 2012** is for your first email, **Sponsor Me** for your second, and **Start Something** for your third email. **Send the email to yourself** and **forward it** on to the people in your address book. If you are comfortable with computers, you can set up an address book in the Website.

How do I put my fundraising link on Facebook?

Click on the **Email tab** and choose the **Facebook option**. Click the **Connect with Facebook** button and login. **Allow permission** for the event to update your Facebook status. **Fill in the textbox** and click the **Update your Status** button. Try putting a status update on your Facebook **3 or 4 times** during the campaign.

How do I put my fundraising link on Twitter?

Click on the **Email tab** and choose the **Twitter option**. Click the **Connect with Twitter** button and login. **Allow permission** for the event to update your Twitter status. **Fill in the textbox** and click the **Update your Status** button. Try sending out a **Tweet once a week**.



How do I see who has donated?

On the right-hand side of your **HQ page** you will find a **Check Donation Report** link. Scroll to the bottom of the donations page and you will find a **list of your donors** which includes the amount of each donation.

How do I print my donation report?

Click on the **Reports Tab** of your HQ, scroll down and click **printable** (right side). A new box will open with a printable report, **print it and bring it with you!**



Big Brothers Big Sisters

Bowl for Kids Sake Online How-to Instructions

How do I personalize my page?

On the right-hand side of your **HQ page** you will find a **Build/Edit My Webpage link**. First choose whether you want a **Photo or a Video** from the drop down box. You can **upload your own** by choosing the **upload link** (needs to be 300x234 pixels up to a maximum of 50KB), you can **choose another stock photo** (**select link** under Webpage Image) or use the pre-loaded photo. If you would prefer to use a video, you can **upload your own** by pasting the **Youtube link** into the upload form or you can use **one of our videos**. **Choose a theme** from the drop-down menu and then **Preview your webpage**. When you are happy with your page, **hit submit**. You can change your page at any time.

How do I join a team after I have registered?

Choose the **Tools tab**. Click the **edit profile tab** and scroll down to **Event Information**. Choose a team from the **scroll box** and then hit **Update Button**.

What if I get a Java error message?

Just **hit okay**. You will not be able to see everything, but the website will work.

If you need any help getting set up or you have questions about our online fundraising, please don't hesitate to give us a call at 1-877-411-3729 or e-mail info@bbbspei.ca