

## Instructions for Starting a Team Fundraiser Through Crowdrise

If you are organizing a team fundraiser (i.e. walk-a-thon, bike-a-thon, etc.), Saint Francis Foundation has teamed up with Crowdrise to keep track of your donations and to entice others to join your team to meet your goals.

### To Set Up a Team Fundraiser:

- 1) Access Saint Francis Hospital's main Crowdrise page by clicking on [www.crowdrise.com/saintfrancishospital2](http://www.crowdrise.com/saintfrancishospital2)
- 2) Login/Sign Up
- 3) Click on "Create a Fundraiser" (next to list of fundraisers at bottom of page)
- 4) Fill in the details of your fundraiser

### To Find a Current Team Fundraiser by Name:

- 1) Find the event by clicking on [www.crowdrise.com/search/events](http://www.crowdrise.com/search/events)
- 2) Search for name of event and select it
- 3) Login/Sign Up

### To Join a Current Team Fundraiser:

- 1) Access Saint Francis Hospital's main Crowdrise page by clicking on [www.crowdrise.com/saintfrancishospital2](http://www.crowdrise.com/saintfrancishospital2)
- 2) Login/Sign Up
- 3) Select fundraiser near bottom of page
- 4) Click on "The Team"
- 5) Click on "Join The Team"

***Double check that you are connected to the Saint Francis Hospital and Medical Center Foundation in Hartford, CT page. Our EIN # is 06-1008255.***