Extra Life
Children's Miracle Network

Stollery
CHILDREN'S
HOSPITAL
FOUNDATION

EDMONTON
CORPORATE
CHALLENGE

Step By Step Guide For Team members

WARNING:
You are about to do something really amazing for your community!

People who join this movement are not mealy team players, they are hero's for kids in your backyard!

By committing to your Corporate Challenge Extra Life Team, you’re about to make an incredible difference in the lives of kids across northern Alberta. All funds raised through this program will support the Stollery Children’s Hospital Foundation.

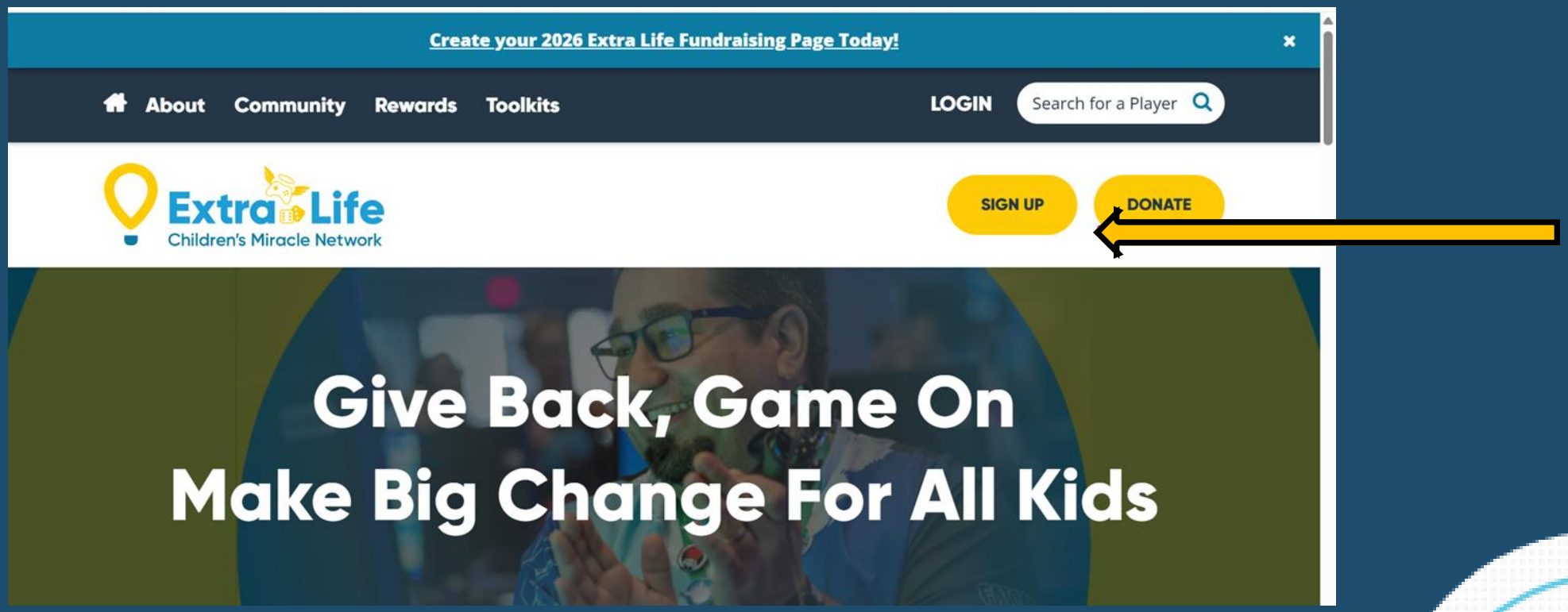
Let’s get ready to play

#stollerykids

Step 1: Let’s Play

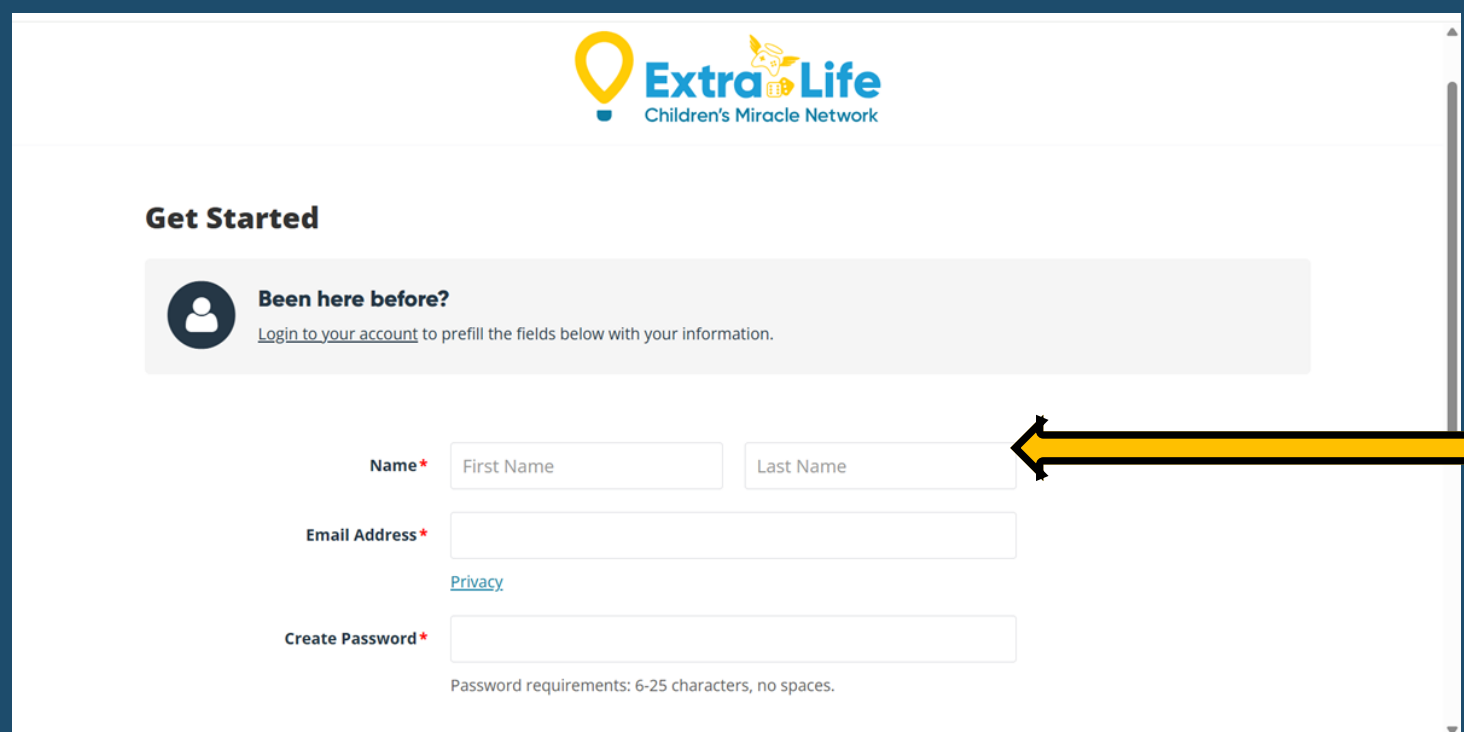
The first step is to set up an account at www.extra-life.org

This guide will give you step by step instructions.



Step 1: Let’s Play

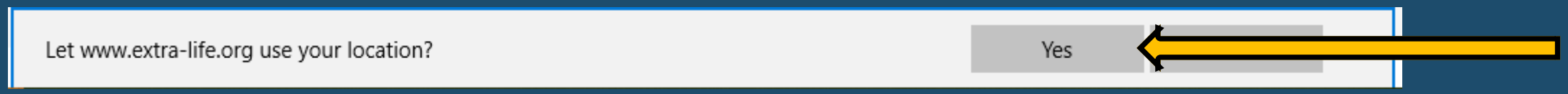
Fill out your first name, last name, email address and create a password.



Step 1: Let’s Play

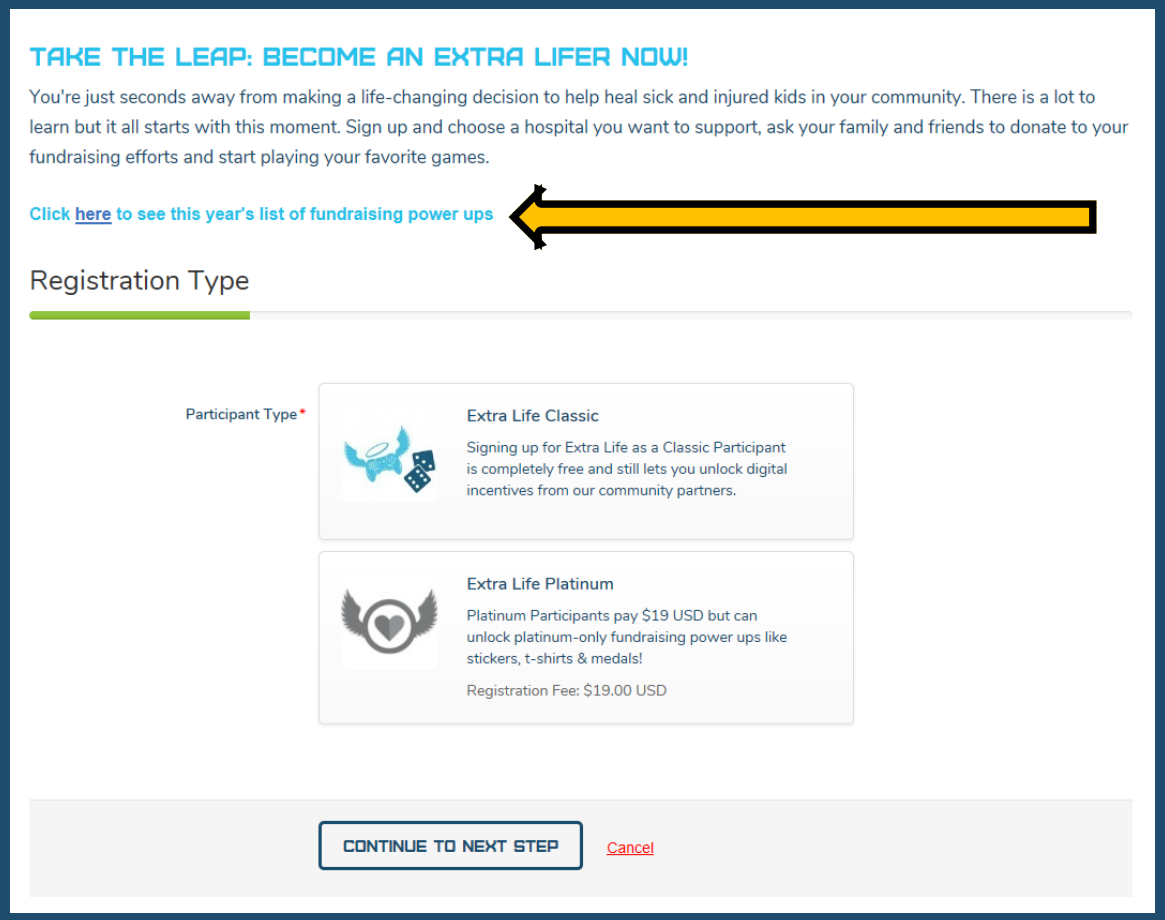
You may notice a pop up window at the bottom of your screen.

When you **“click yes”** to allowing the webpage to use your location it will automatically populate the hospital closest to you.



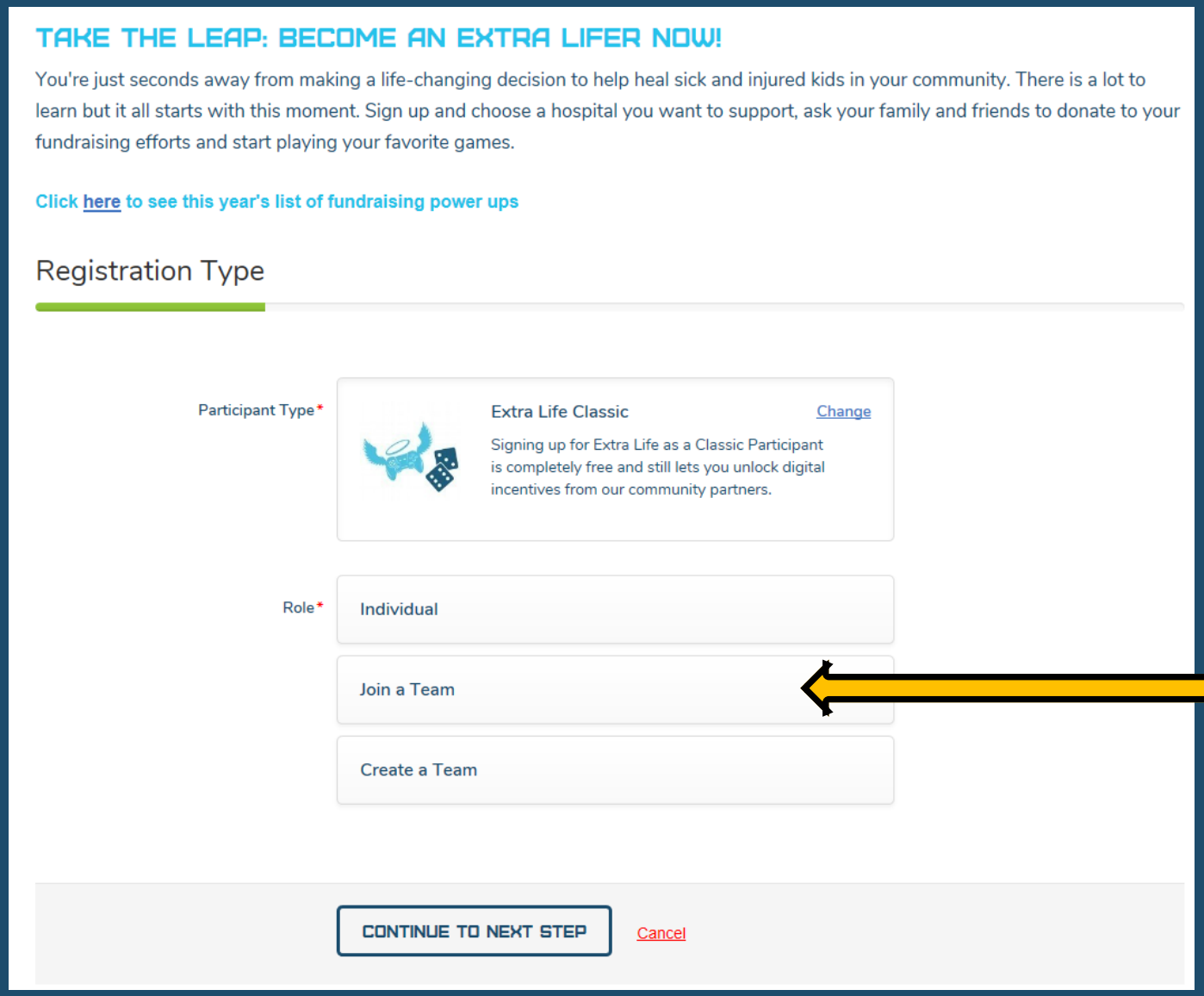
Step 1: Let’s Play

If you would like to earn prizes based on your fundraising efforts you may want to consider the **“platinum”** registration. Otherwise select **“classic”** and click **“continue to next step”**



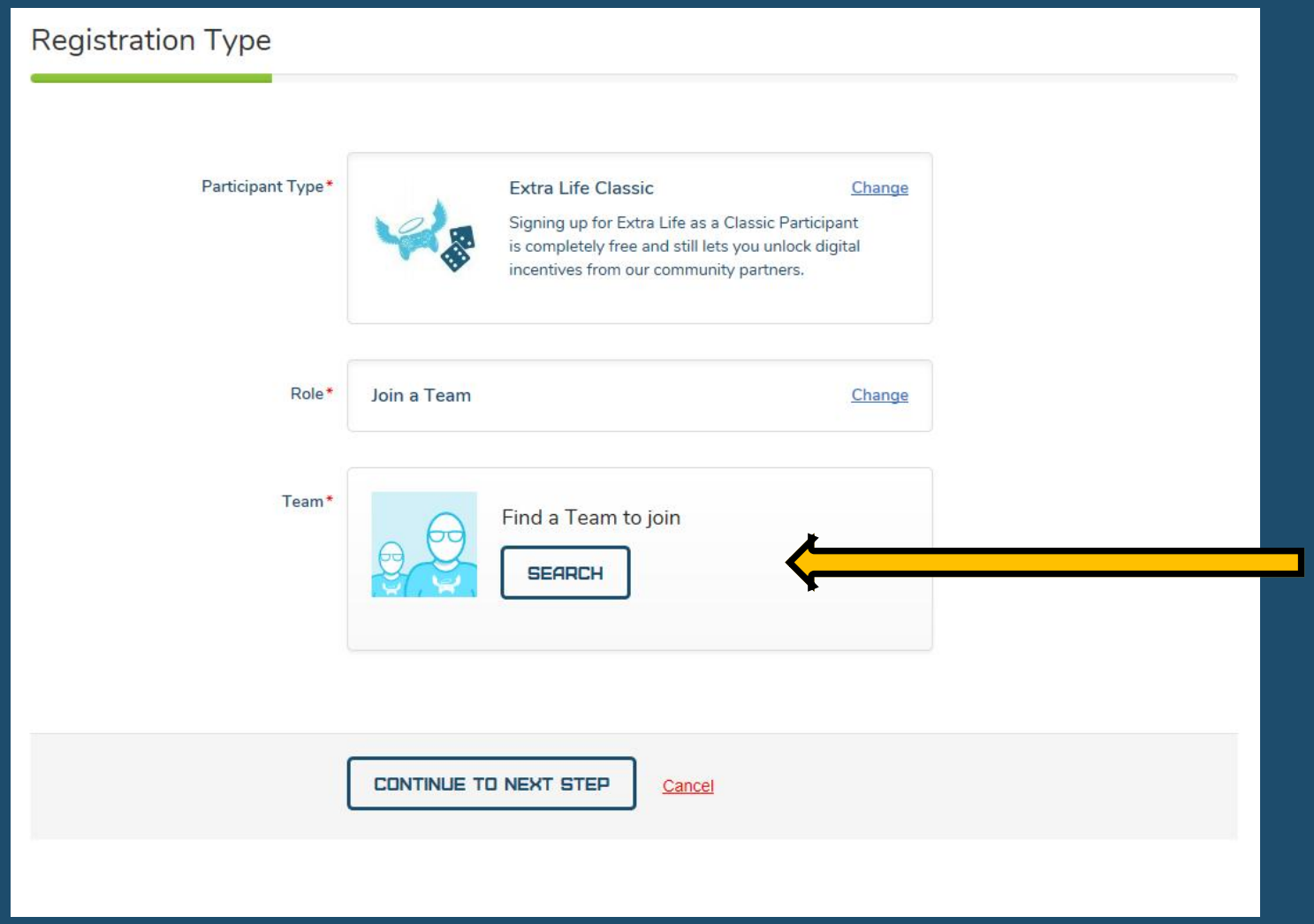
Step 1: Join Your Team

IMPORTANT: When asked for registration type select **“join a team”** then click **“continue to next step”**



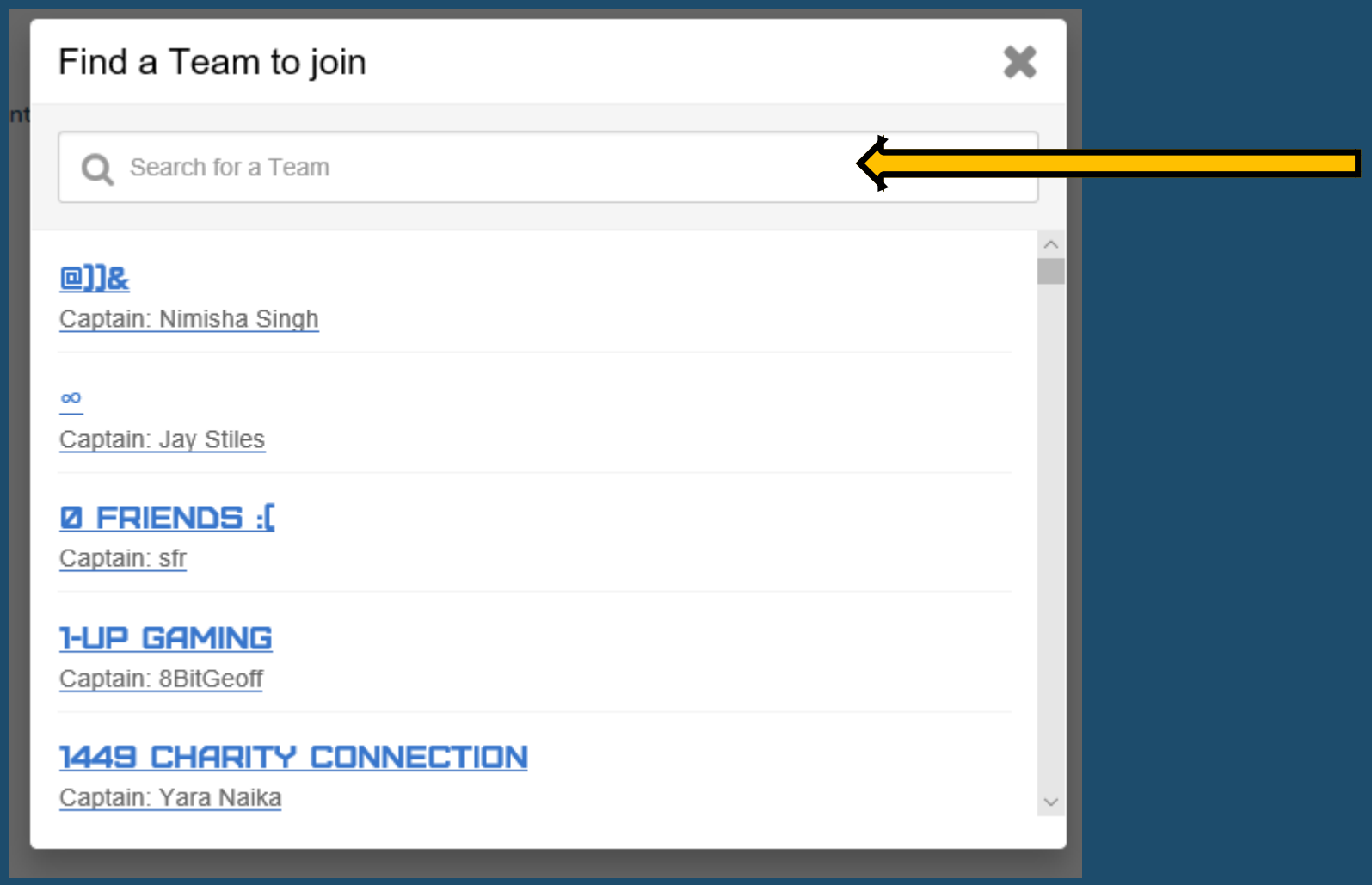
Step 1: Join Your Team

This is the only way that we can track your workplace fundraising so please be sure to select your team from the following pop up screen.



Step 1: Join Your Team

If your Team Captain has not yet told you, please ask them for your team name and **“search”** for it here.

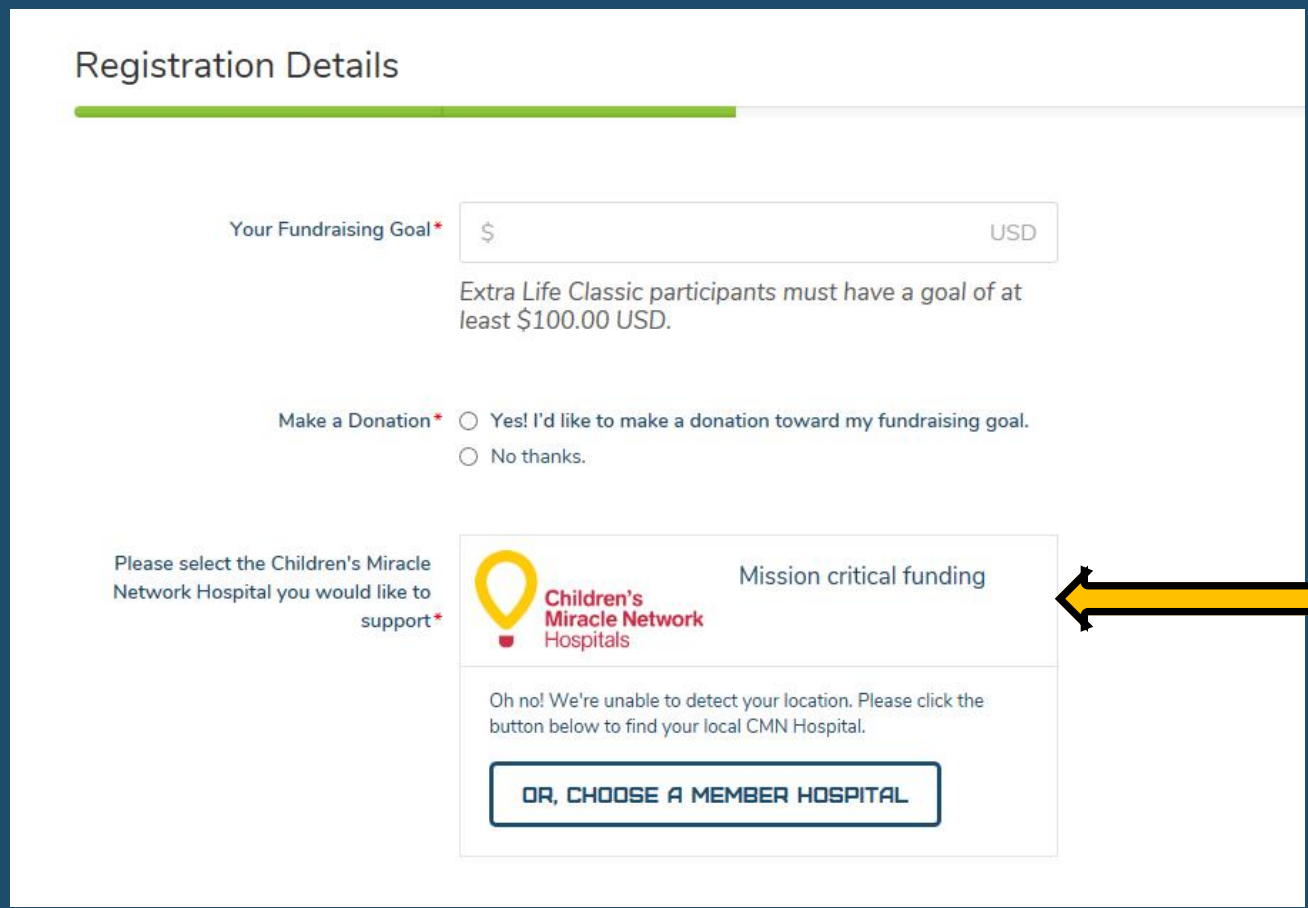


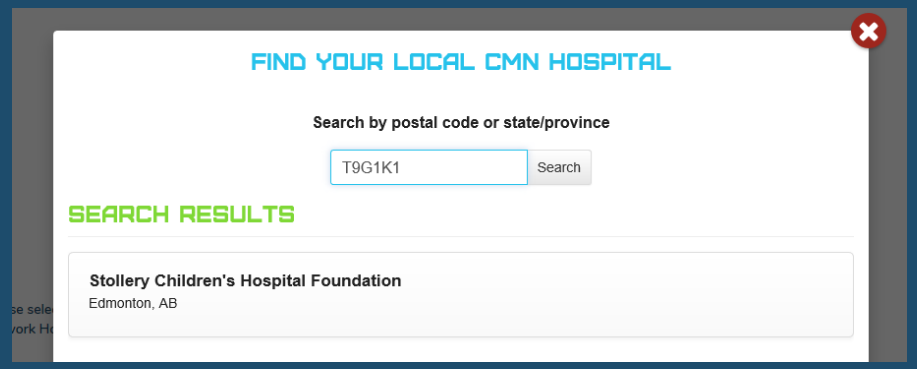
Step 1: Setting Goals

We recommend that each participant sets a goal of $100 USD.

If you would like to start by making a personal donation now is the time to do so.

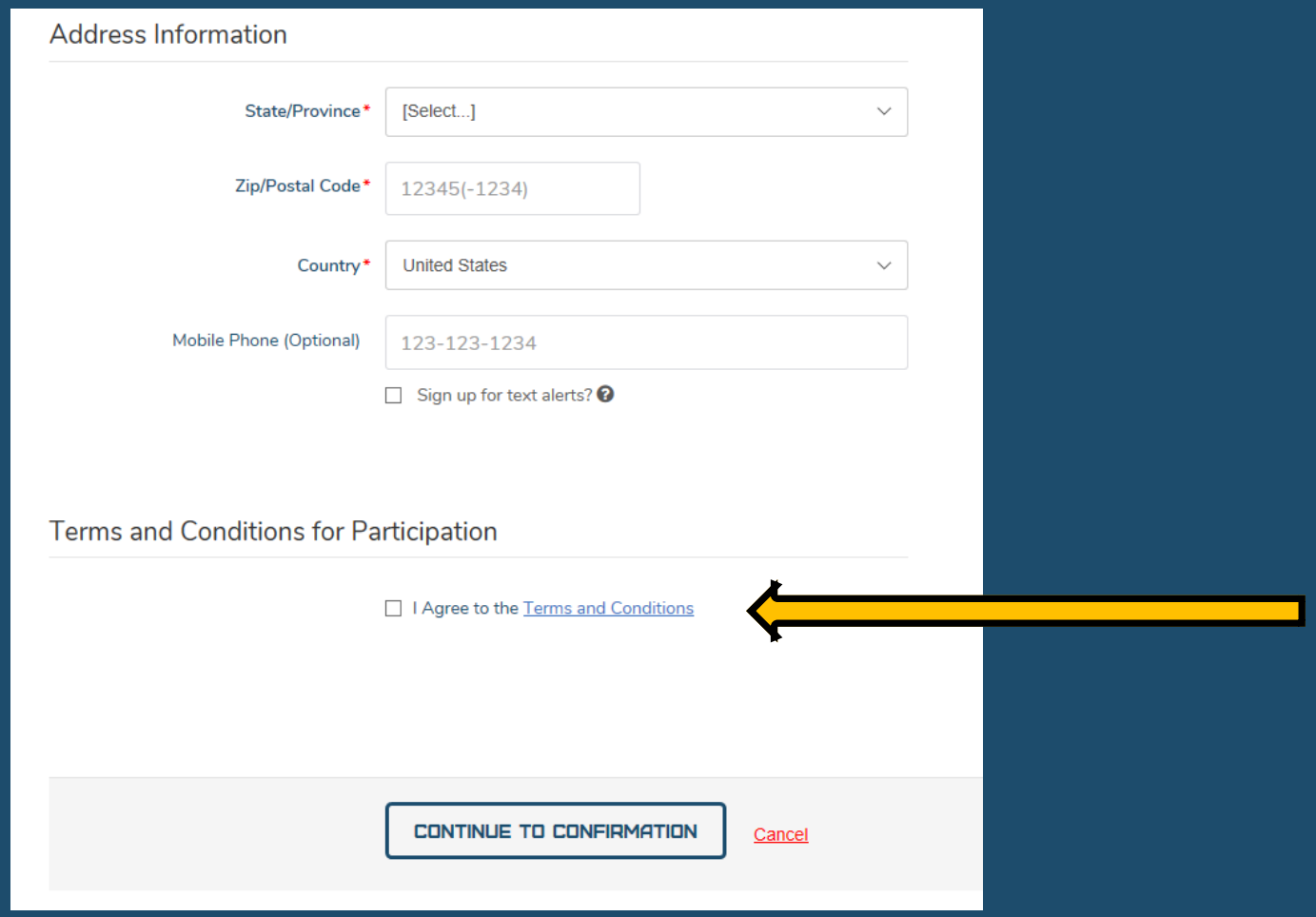
The next part of this screen is VERY IMPORTANT, if you did not turn your location on please be sure to select **“Stollery Children’s Hospital Foundation”**





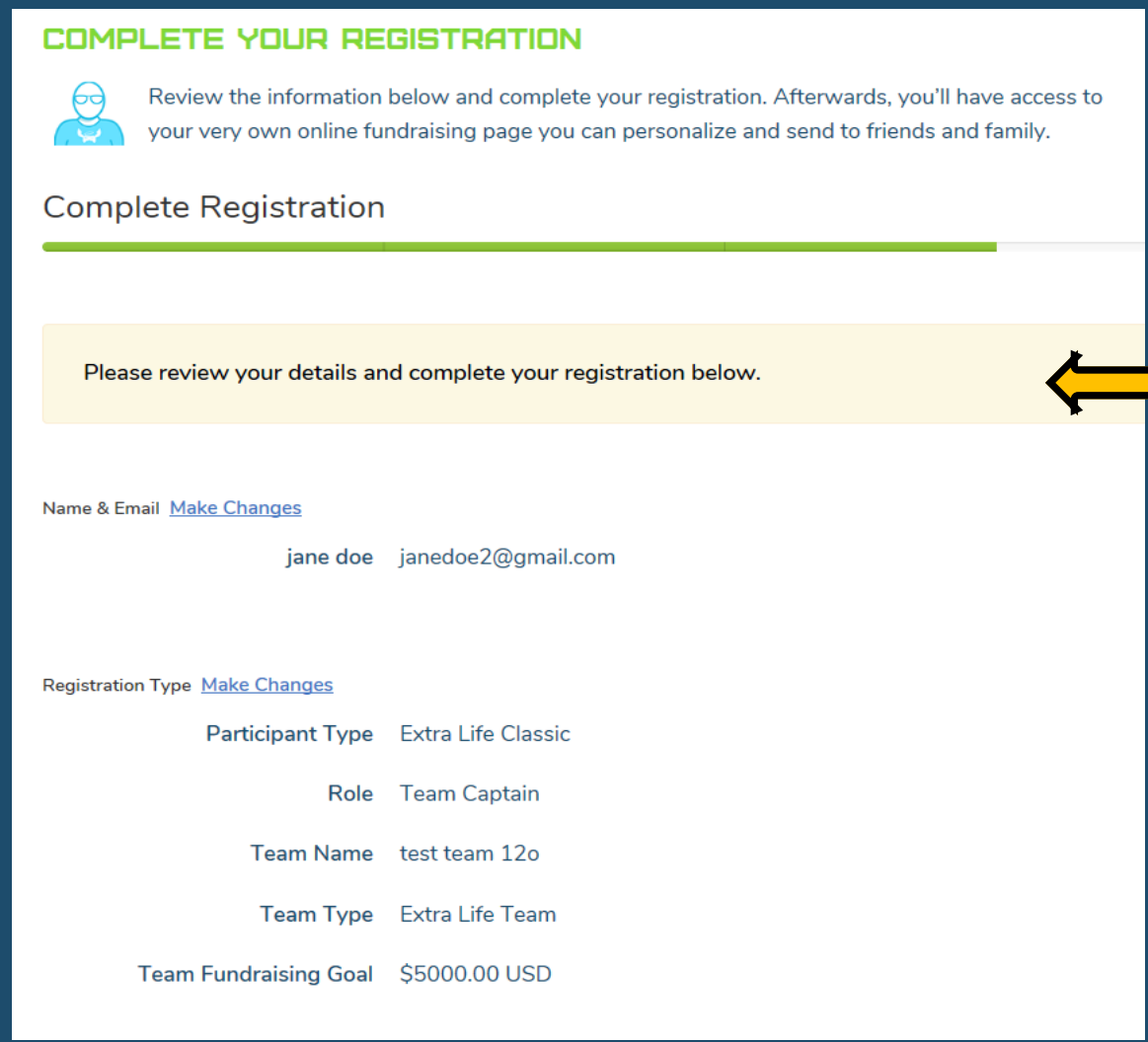
Step 1: Contact Information

After you fill out your contact information be sure to read and agree to the terms and conditions then click **“continue to confirmation”**



Step 1: Complete Registration

Double check all that all the information you entered is correct. If you are not a robot, click **“I’m not a robot”** and then **“complete registration”**



COMPLETE YOUR REGISTRATION

Review the information below and complete your registration. Afterwards, you’ll have access to your very own online fundraising page you can personalize and send to friends and family.

Complete Registration

Please review your details and complete your registration below.

Name & Email Make Changes

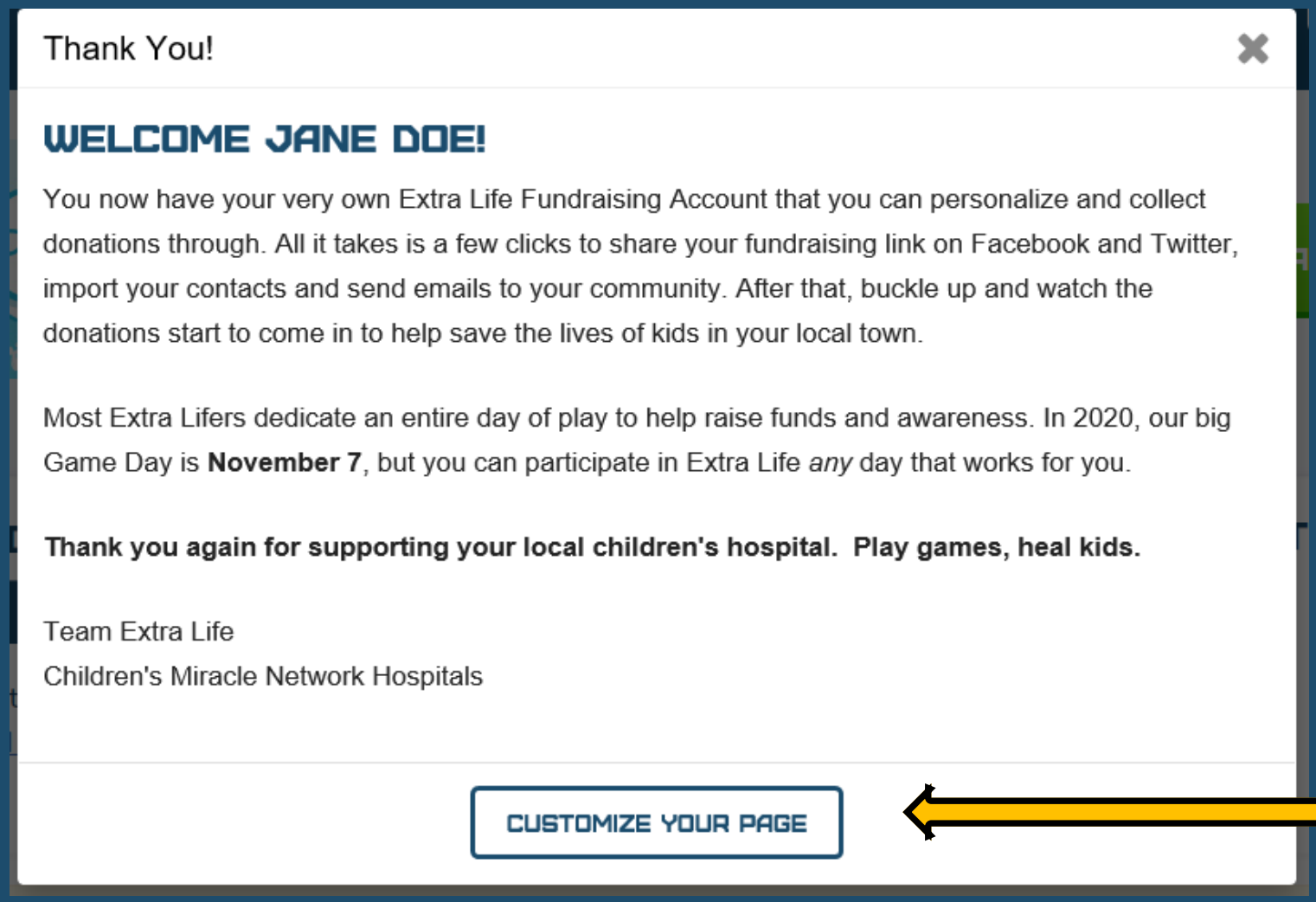
jane doe janedoe2@gmail.com

Registration Type Make Changes

Participant Type	Extra Life Classic
Role	Team Captain
Team Name	test team 12o
Team Type	Extra Life Team
Team Fundraising Goal	$5000.00 USD

Step 1: Welcome to Extra Life!

Now for the fun part. Click **“customize your page”**



Thank You!

WELCOME JANE DOE!

You now have your very own Extra Life Fundraising Account that you can personalize and collect donations through. All it takes is a few clicks to share your fundraising link on Facebook and Twitter, import your contacts and send emails to your community. After that, buckle up and watch the donations start to come in to help save the lives of kids in your local town.

Most Extra Lifers dedicate an entire day of play to help raise funds and awareness. In 2020, our big Game Day is **November 7**, but you can participate in Extra Life *any* day that works for you.

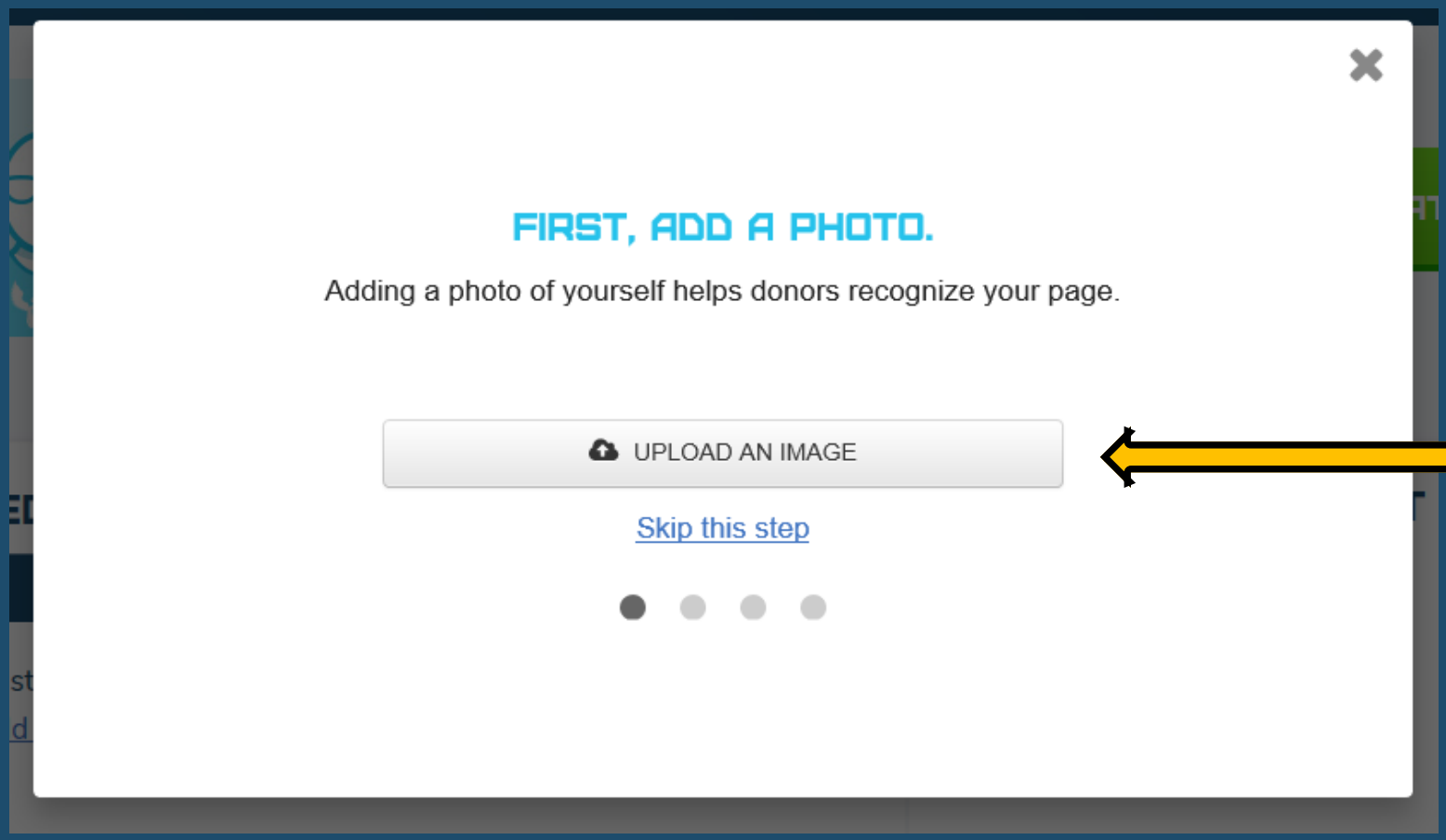
Thank you again for supporting your local children's hospital. Play games, heal kids.

Team Extra Life
Children's Miracle Network Hospitals

CUSTOMIZE YOUR PAGE

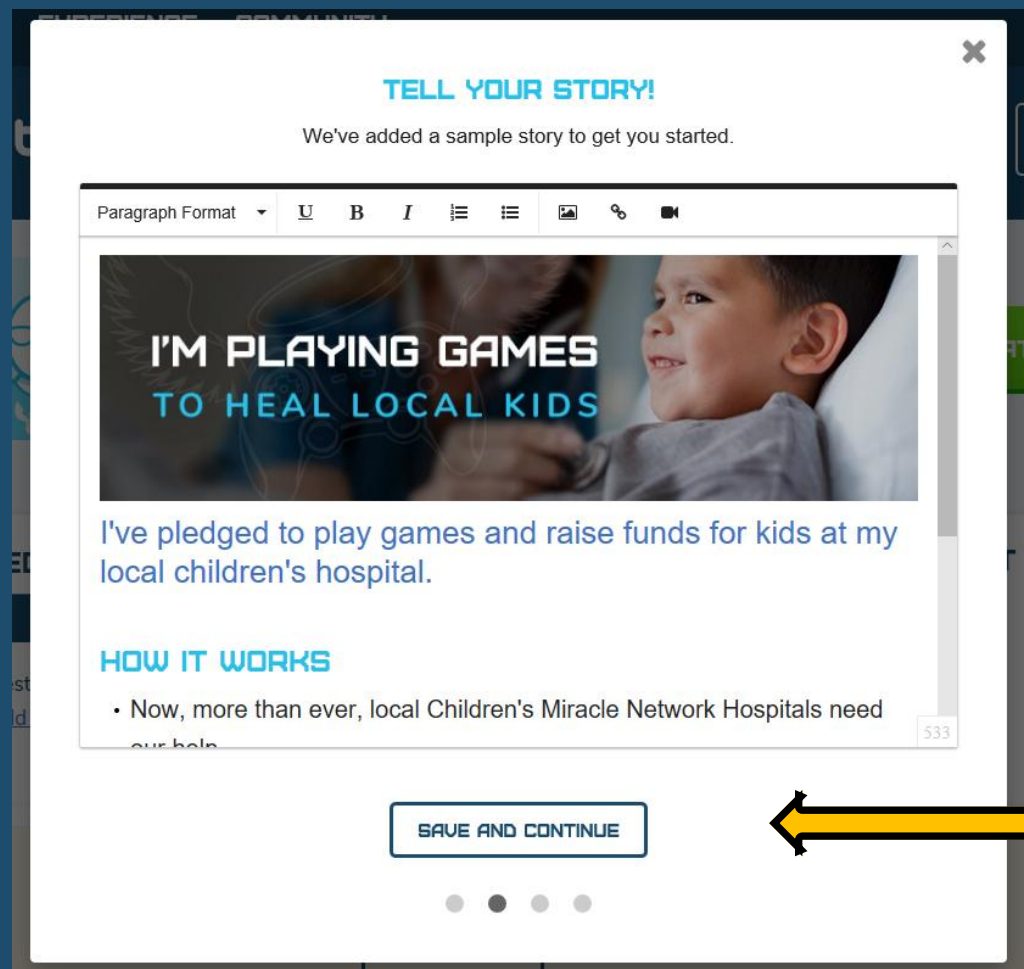
Step 1: Customize Your Personal Page

Upload a photo or image you would like to use. Remember that your colleagues and other Corporate Challenge participants will see this so please keep it PG ☺



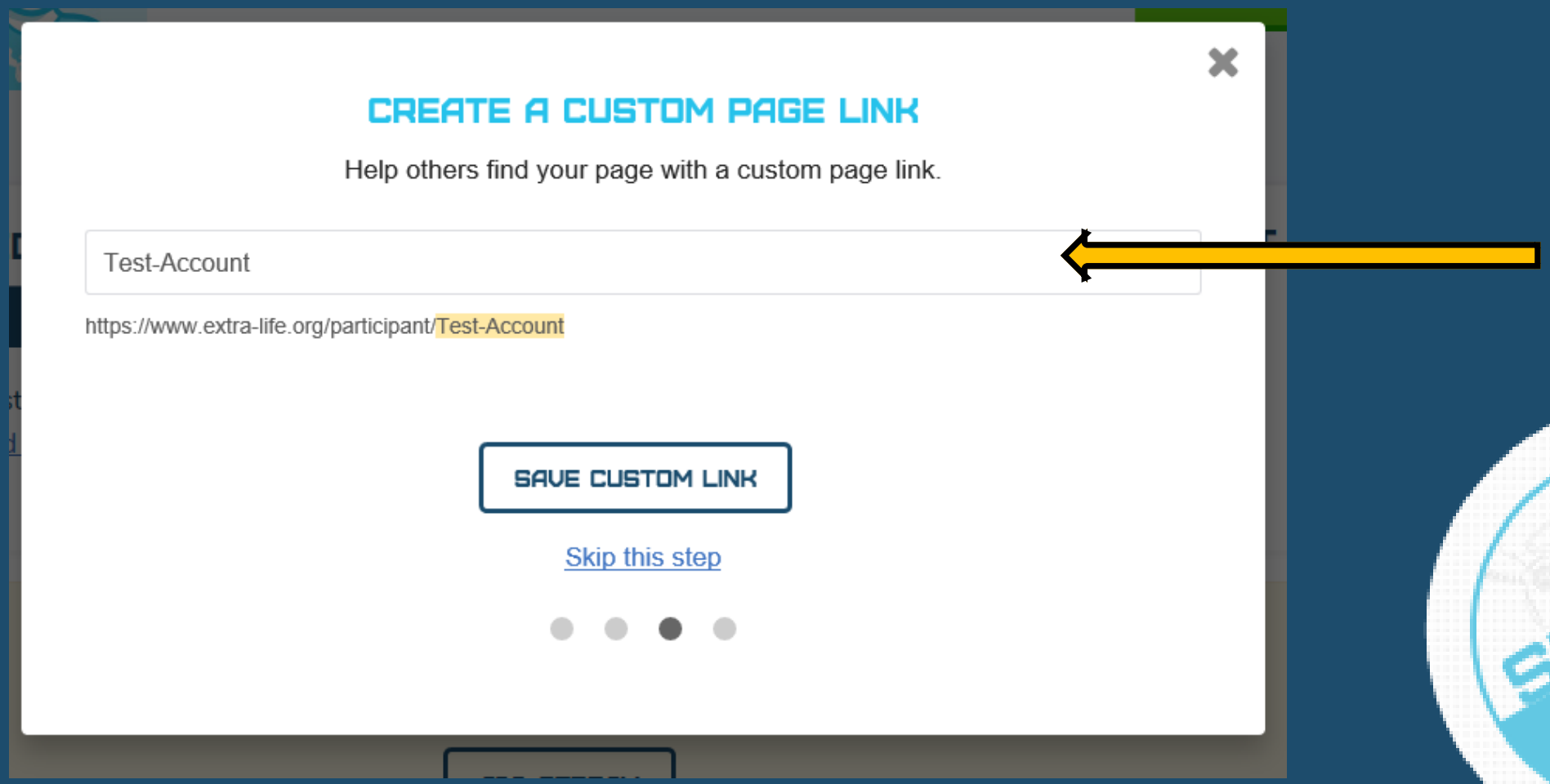
Step 1: Has the Stollery Impacted You?

Most people have a Stollery story or know of someone who has benefitted from the Stollery. This is a great place to share that story and tell people **why** you are fundraising and **what the hospital means to you.**



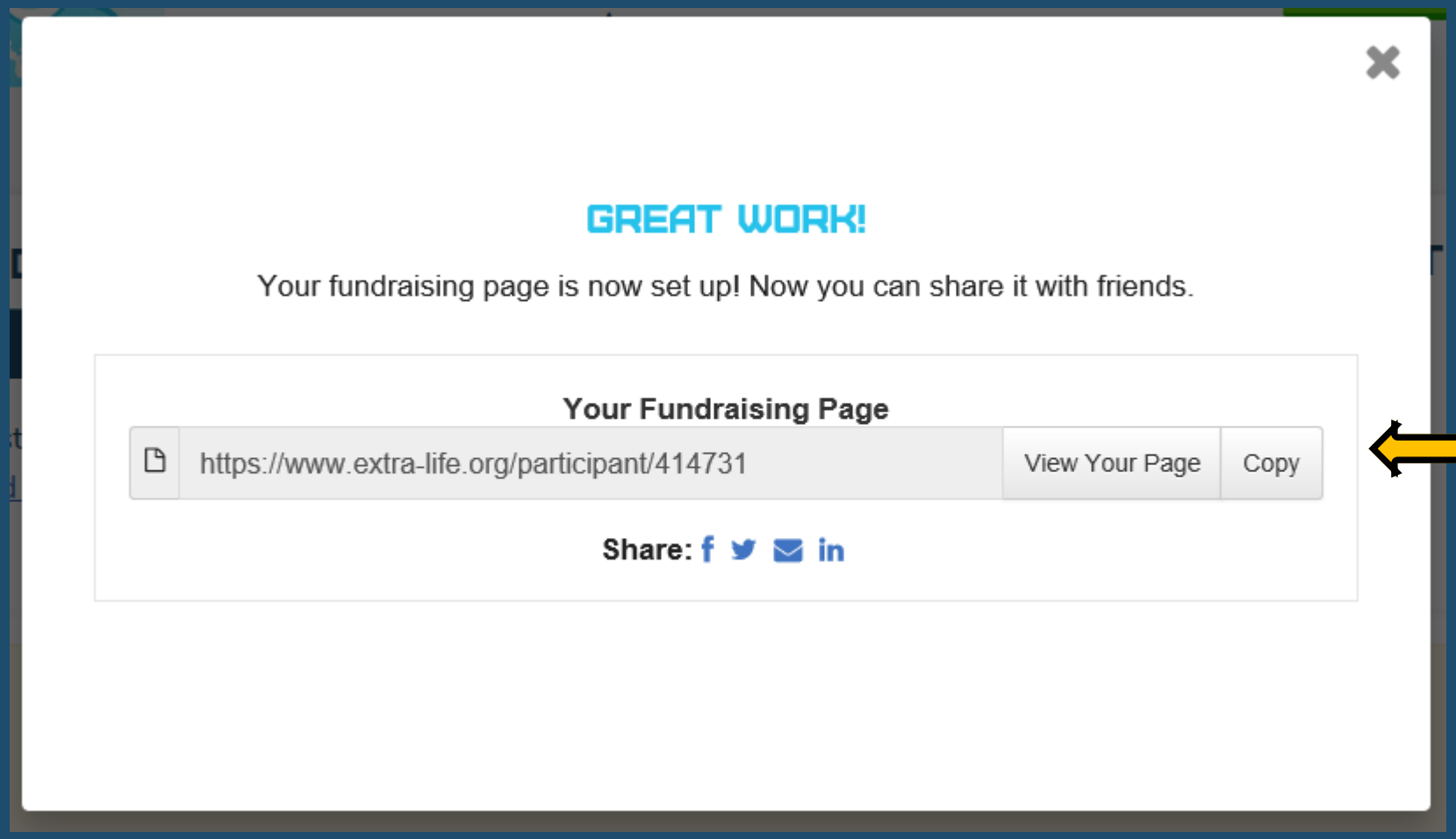
Step 1: Customize Your Link

Everyone likes a custom link. Create yours here. Again, we ask that you please keep it PG ☺

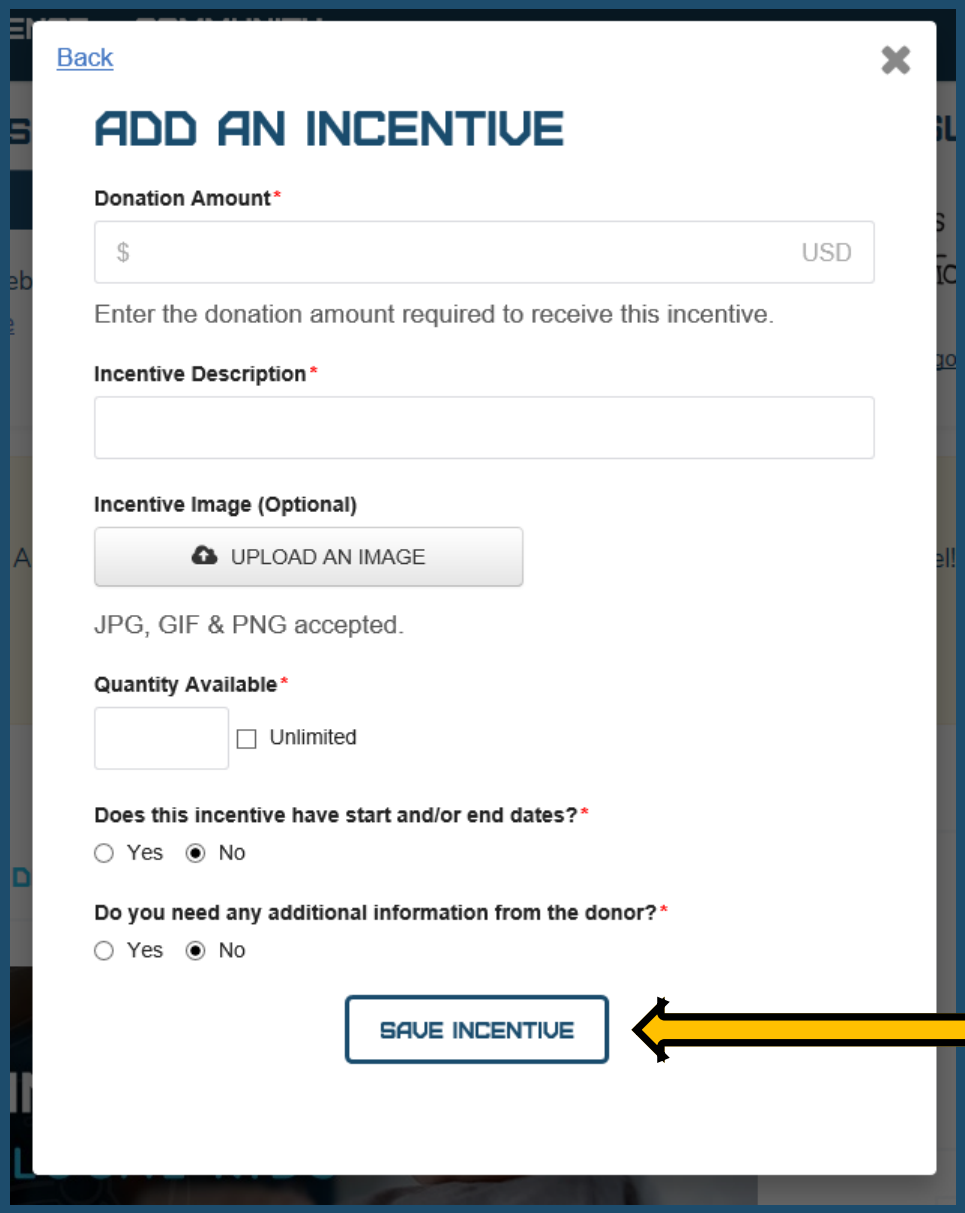


Step 1: Woo Hoo You Did It!

Use the links below to tell others about your fundraising goals and why your are raising funds through Extra Life. This is the second most important step (outside of choosing the right team).



Step 2: Customize Your Page



This is where things get really fun! By adding an incentive it encourages donors to get you to your goal. Some fun things you might want to do are:

- Eat a hot pepper when you reach $100
- Bake a dozen cookies for every person who donates $25 or more
- Shave your head if you raise $250

The possibilities are endless, have fun and remember,

its for the kids!

Step 2: Get The Word Out

You can also get the word out from the dashboard view. Share your personal fundraising page and link via your social media channels or by texting or emailing your personal page link.