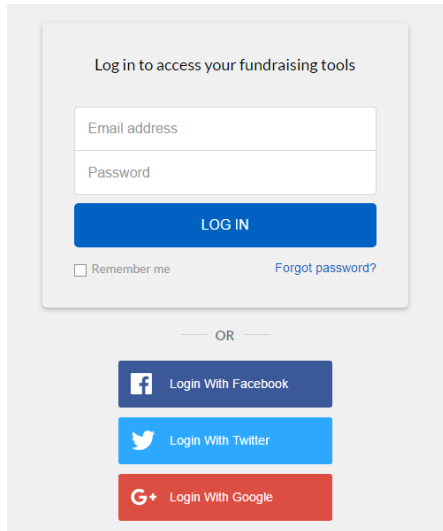


# TeamCWS – Getting Started

THANK YOU for choosing to make an impact in our world through TeamCWS. Here are a few quick tips to get you started.

## Signing in to the Site

Go to <https://www.teamcws.org/> and click “Sign in” in the top right corner. Then enter your email address and password on the sign in page.

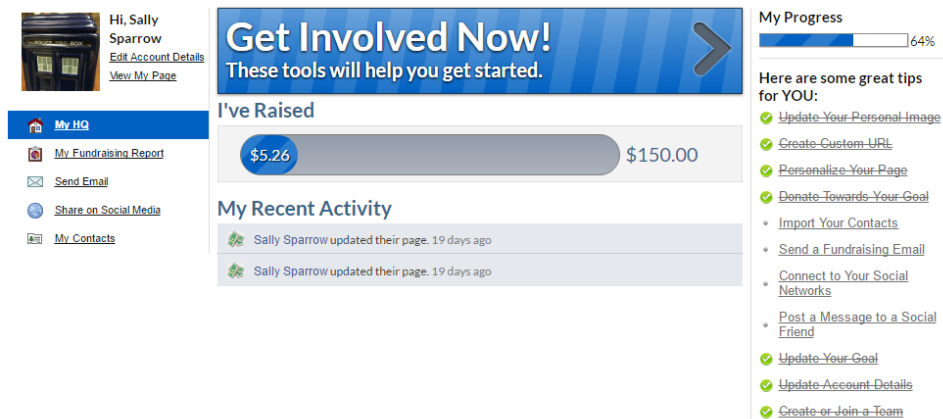


Once in, you should be taken directly to your Headquarters (HQ).

*Note: If you see your name instead of “Sign in” in the top right corner, you’re already in! Simply click on your name to get to your HQ.*

## About the Headquarters (HQ)

Your fundraising HQ is your control panel for fundraising within TeamCWS. All of the tips below start there! Read on to find out what you can do!



Hi, Sally Sparrow  
[Edit Account Details](#)  
[View My Page](#)

**My HQ**

- [My Fundraising Report](#)
- [Send Email](#)
- [Share on Social Media](#)
- [My Contacts](#)

**Get Involved Now!**  
These tools will help you get started.

**I've Raised**

\$5.26 ————— \$150.00

**My Recent Activity**

- Sally Sparrow updated their page. 19 days ago
- Sally Sparrow updated their page. 19 days ago

**My Progress**

64%

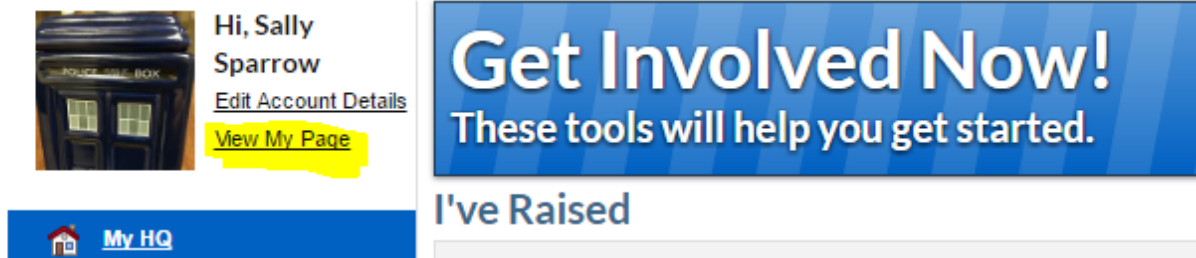
Here are some great tips for YOU:

- Update Your Personal Image
- Create Custom URL
- Personalize Your Page
- Donate Towards Your Goal
- Import Your Contacts
- Send a Fundraising Email
- Connect to Your Social Networks
- Post a Message to a Social Friend
- Update Your Goal
- Update Account Details
- Create or Join a Team

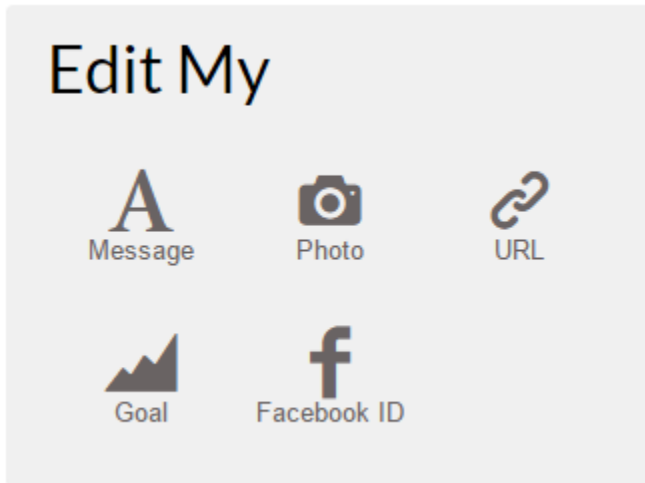
# TeamCWS – Getting Started

## Updating your personal page

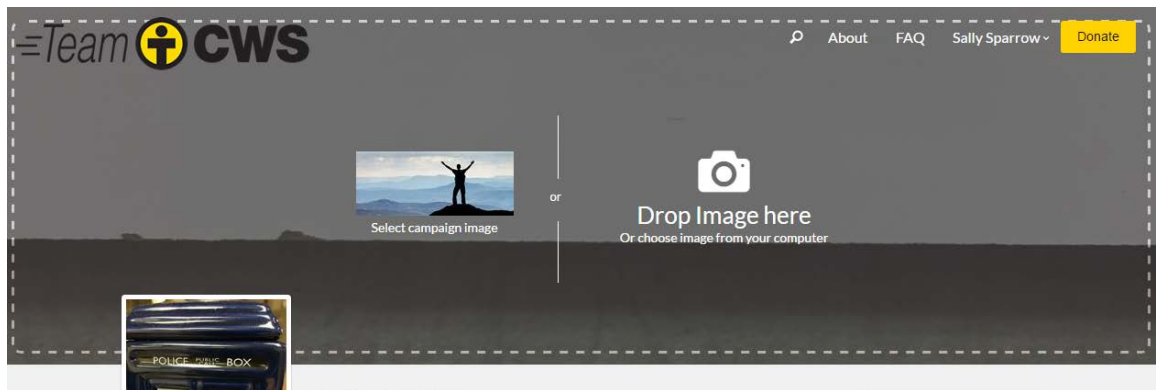
From your HQ, click on “View My Page” on the left side.



Use the “Edit My” box towards the right to modify your page message, the small photo/avatar next to your name, your custom URL, your fundraising goal, and your Facebook ID to moderate comments on your page.



To update the large, full-width image at the top of the page, hover of the image and you’ll see the screen below. Click “Select campaign image” to choose from our default images, OR click “Drop Image here” to upload one of your own.



To get back to your HQ, simply click on your name in the upper right corner.

# TeamCWS – Getting Started

## Tracking your progress

From your HQ, click on “My Fundraising Report” on the left side.

From there, you can see your progress towards your goal, as well as details about donations you have received.

Donor Name	Date Received	Amount	Status	Type	Recurring	Action
Sally Sparrow	5/26/2017	\$5.26	Verified	Credit Card	No	

## Sending email to friends and family

From your HQ, click “My Contacts” on the left side.

On your first time there, click the blue “+ Import Contacts” button.

Next you’ll see 9 different options for importing your contacts. If you use one of the services shown, such as Gmail, simply click the button and follow the prompts to directly import them.

If you prefer, you can also upload from a CSV file. Download the [CSV Template](#) and prepare your contacts’ information in the required format (First Name, Last Name, Email). Then select the “CSV File” button among the 9 options and follow the prompts.

Import your contacts from the email providers below. Simply click a provider to start.  
For a CSV Template, [click here](#).

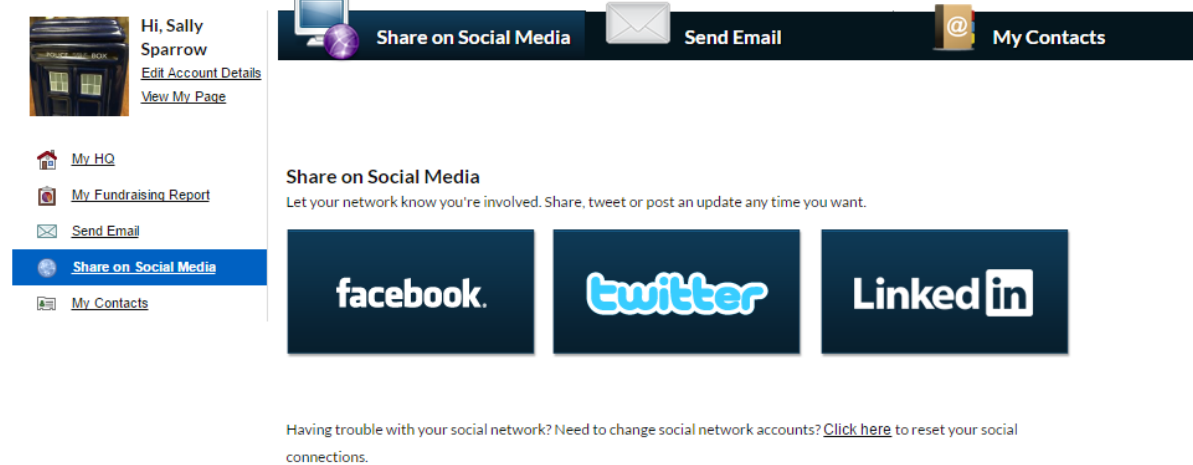
- Gmail
- YAHOO!
- Outlook.com
- iCloud
- LinkedIn
- CSV File
- Microsoft Outlook
- Apple
- AOL

# TeamCWS – Getting Started

## Share on social media

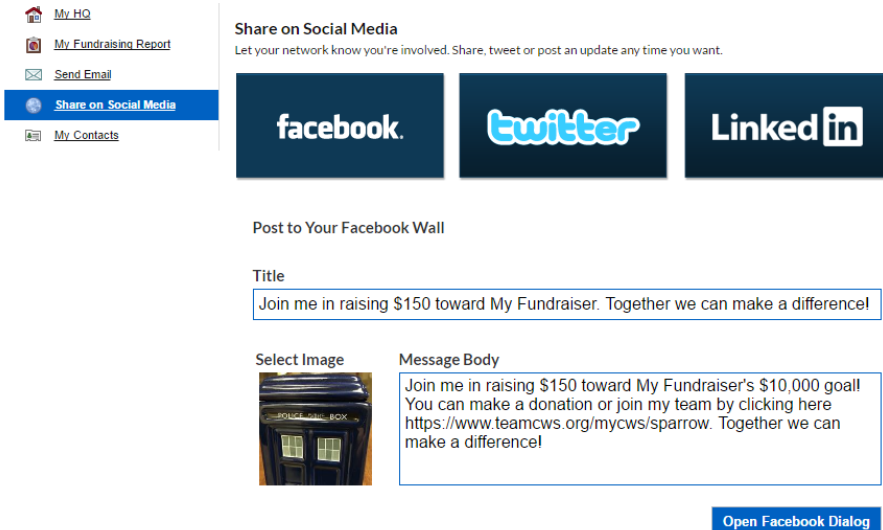
From your HQ, click “Share on Social Media” on the left side.

Select from Facebook, Twitter or LinkedIn by clicking on one of the 3 buttons.



The screenshot shows a user profile for 'Hi, Sally Sparrow' with links for 'Edit Account Details' and 'View My Page'. A navigation bar includes 'Share on Social Media', 'Send Email', and 'My Contacts'. Below this, the 'Share on Social Media' section is active, displaying three large buttons for 'facebook', 'twitter', and 'LinkedIn'. A note at the bottom reads: 'Having trouble with your social network? Need to change social network accounts? [Click here](#) to reset your social connections.'

A default message will appear – which you can freely edit.



The screenshot shows the 'Share on Social Media' section with the 'facebook' button selected. Below the buttons, a form is displayed for creating a post. The 'Title' field contains the text: 'Join me in raising \$150 toward My Fundraiser. Together we can make a difference!'. The 'Message Body' field contains: 'Join me in raising \$150 toward My Fundraiser's \$10,000 goal! You can make a donation or join my team by clicking here <https://www.teamcws.org/mycws/sparrow>. Together we can make a difference!'. A 'Select Image' field shows a small thumbnail of a blue door. At the bottom right, there is a blue button labeled 'Open Facebook Dialog'.

When you submit, you will be prompted to log in to your social account to complete the connection and post to your account.

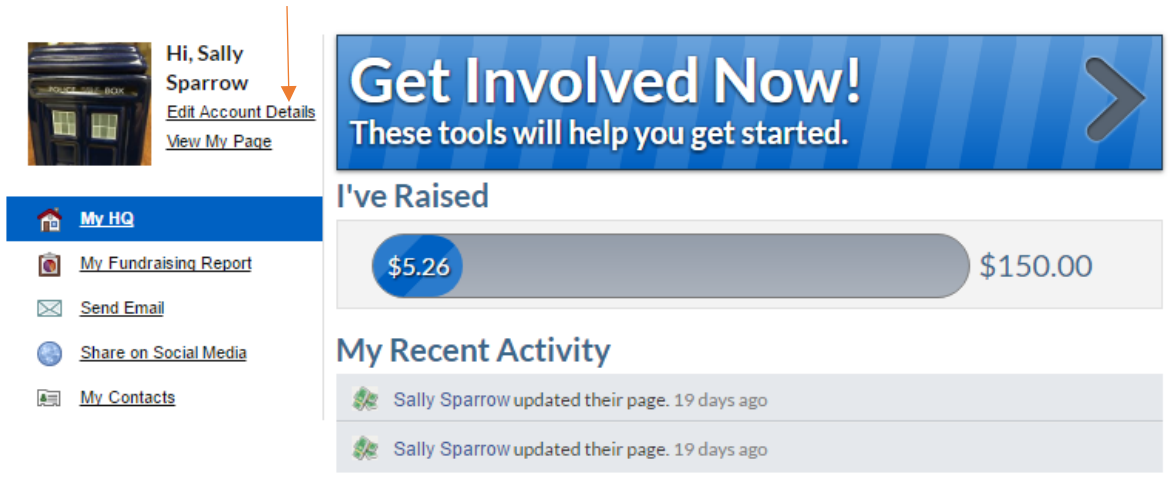


The screenshot shows a browser window titled 'Facebook - Google Chrome' with the URL 'https://www.facebook.com/login.php?skip\_apl\_login=1&api\_key=1515747720'. The page displays the Facebook login form with the text 'Log in to use your Facebook account with Team Church World Service.' Below this, there are input fields for 'Email or Phone:' and 'Password:'. There are three buttons: a blue 'Log In' button, a blue 'Forgot account?' link, and a green 'Create New Account' button.

# TeamCWS – Getting Started

## Update your account details

From your HQ, click “Edit Account Details” on the left side.



Hi, Sally Sparrow  
[Edit Account Details](#)  
[View My Page](#)

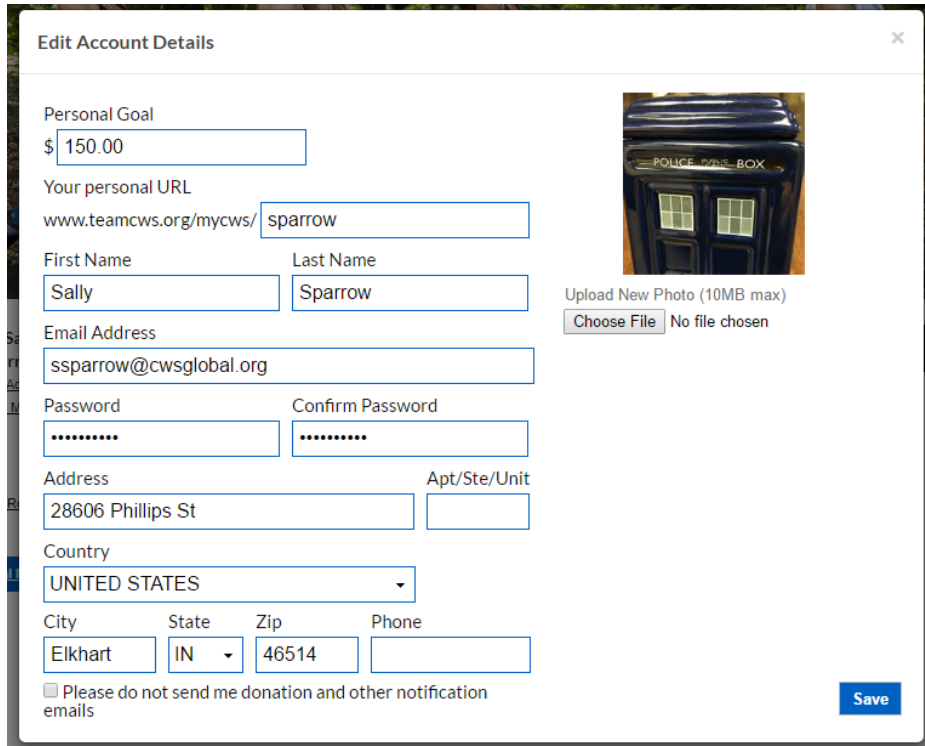
**Get Involved Now!**  
These tools will help you get started.

**I've Raised**  
\$5.26 / \$150.00

**My Recent Activity**

- Sally Sparrow updated their page. 19 days ago
- Sally Sparrow updated their page. 19 days ago

Your account page will pop up, allowing you to update your fundraising goal, your personal URL, your main photo/avatar, as well as your contact information.



**Edit Account Details**

Personal Goal  
\$ 150.00

Your personal URL  
www.teamcws.org/mycws/ sparrow

First Name Last Name  
Sally Sparrow

Email Address  
ssparrow@cwsglobal.org

Password Confirm Password  
.....

Address Apt/Ste/Unit  
28606 Phillips St

Country  
UNITED STATES

City State Zip Phone  
Elkhart IN 46514

Please do not send me donation and other notification emails

Upload New Photo (10MB max)  
Choose File No file chosen

Save

## Questions

We'll be glad to help with you questions you have. Contact us at [teamcws@cwsglobal.org](mailto:teamcws@cwsglobal.org) and we'll respond as soon as possible.

Thank you again for your creative fundraising!