



## Registration Guide

Please note: The person who signs the team up becomes the Team Captain and will be responsible for updates to the Team Page. If you need assistance, please email Carmen Dressler at [cdressler@achf.com](mailto:cdressler@achf.com).

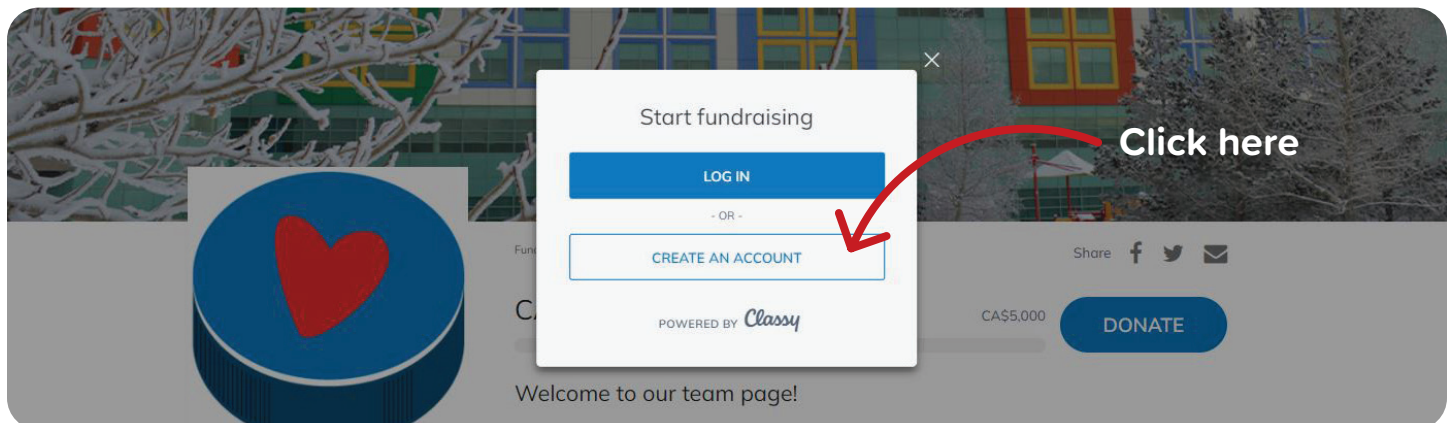
Once the Team Page is created, **all team members and their parents will share the same Team Page and link in their outreach to friends and family.**

### Here's how to start your team's page:

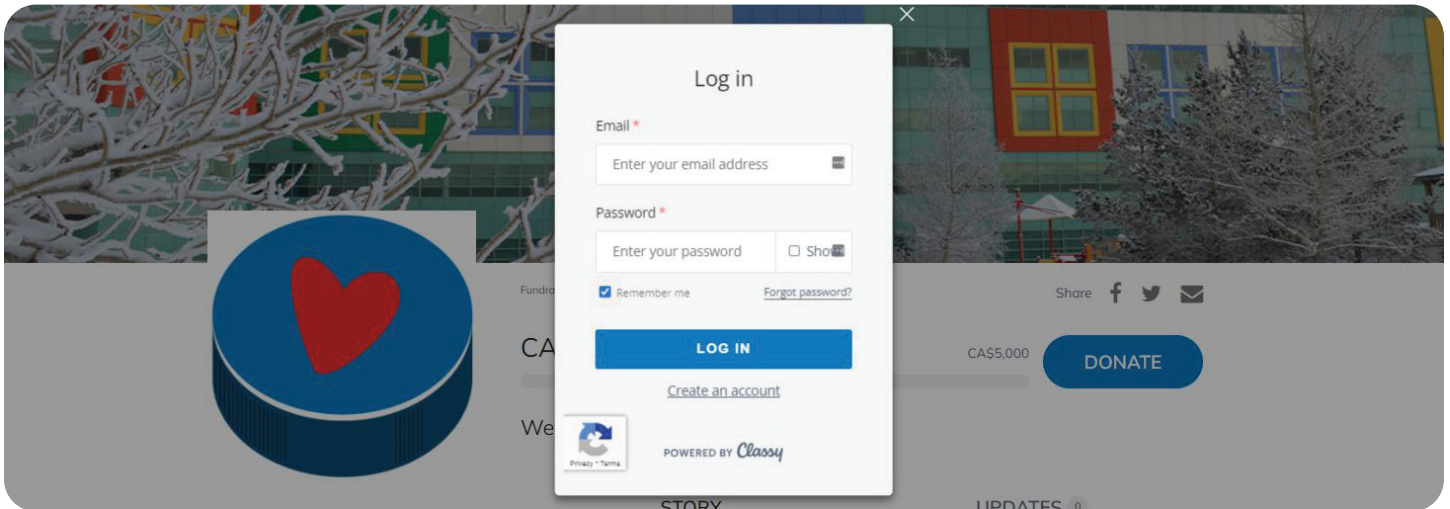
1. Go to <https://my.childrenshospital.ab.ca/HockeyKids> and click **Become a Fundraiser**.



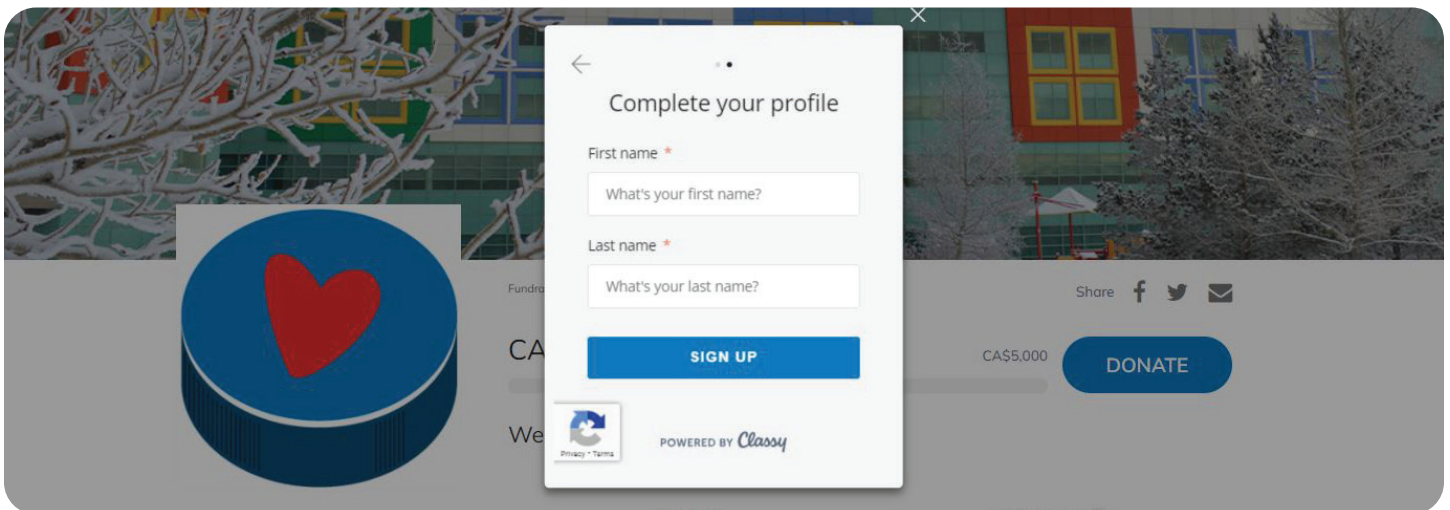
2. Choose **Create an Account**.



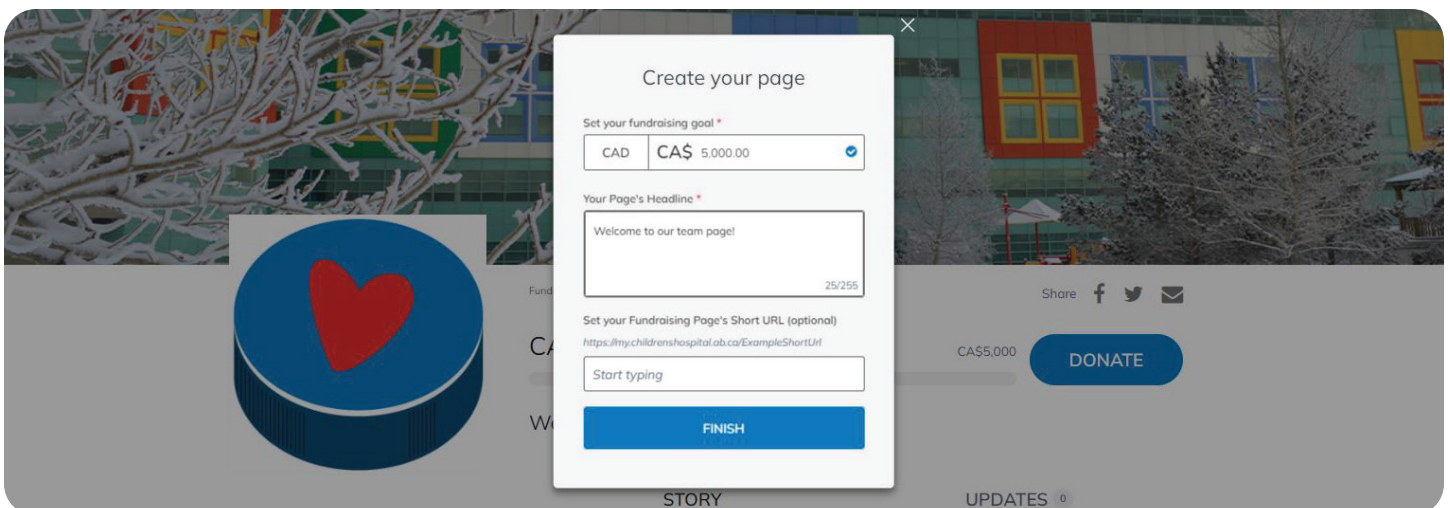
3. Enter your **email** and a **password**. Must be 8 characters and contain at least 1 number and 1 special character. Save this email and password in your browser.



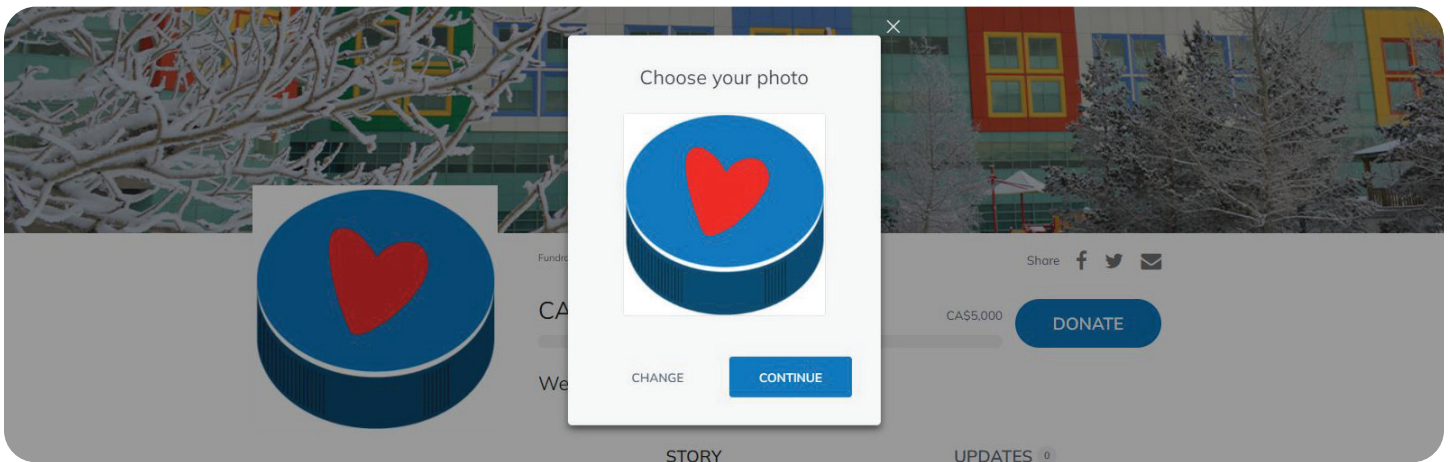
4. Enter your **First Name** and **Last Name**



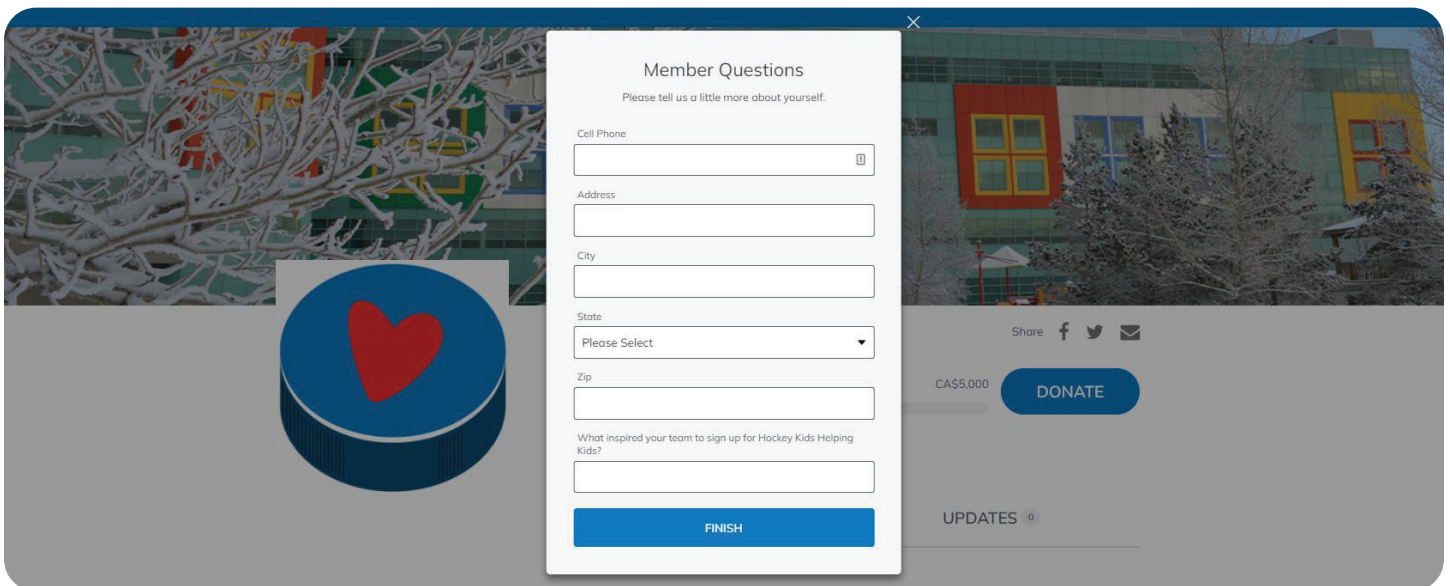
5. Set your **Team Fundraising Goal**, and feel free to change your **Team Page Headline** and create a **Short URL**, or **website link using your team's name**. (Eg: <https://my.childrenshospital.ab.ca/Bow-River-U7-SR-Bruins>). You don't have to enter a Short URL now. You can do it later if you prefer.



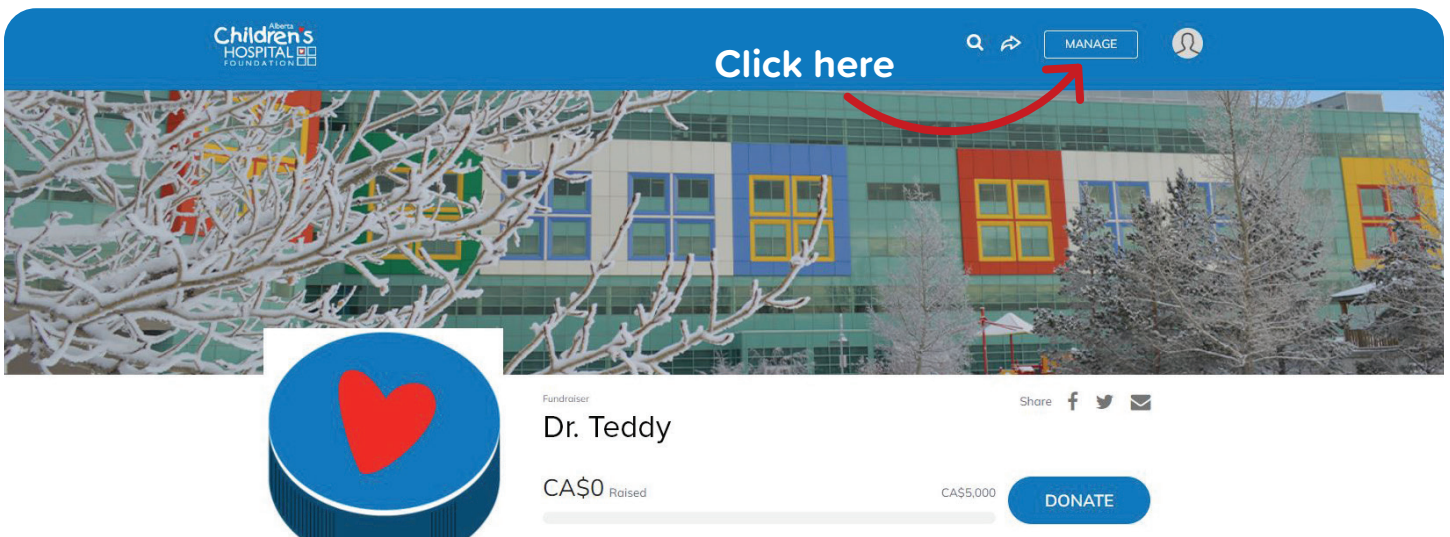
6. Upload your **Team Logo**. Ensure file size is square and 2 MB or smaller. Ideal size is 320 px by 320 px.



7. Tell us what inspired your team to sign up, then provide some basic personal information.



8. That's it! Your page is created. **The final step is to change the name of your fundraising page to your team name!** To do that, let's take a tour of your dashboard and some of the tools available. Click Manage (top right).



## What's inside Manage?

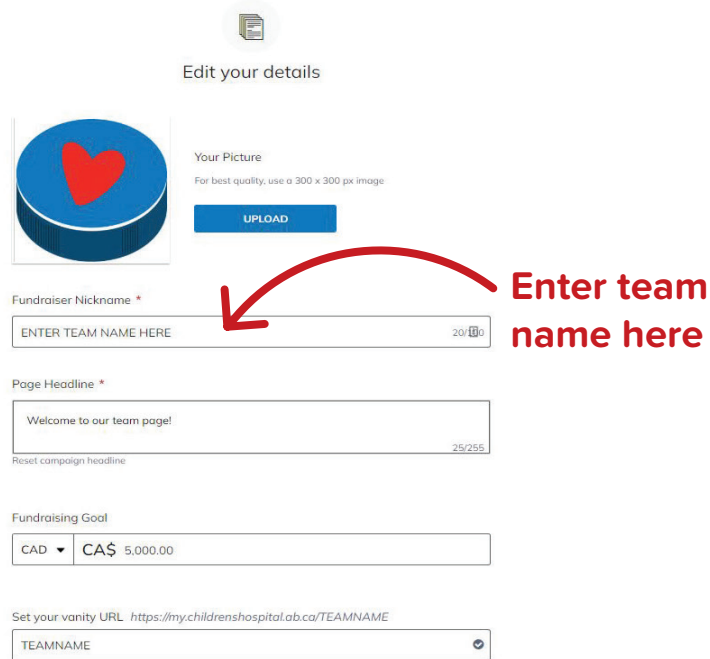
**Story:** This is your team's call to action. Your story about why you're doing this. We have written some template text to get you started, but please make it your own! Here you can also write Updates, which function as blog posts to keep donors engaged throughout your fundraising journey.

**Donations:** This is where you can see who has donated to your campaign.

**Details:** **This is where you can change your Team Name so that donors can easily find your Team Page when they search for it.**

Here you can also change your team picture, change your page headline, increase your fundraising goal, and create a short URL, which is useful for sharing or printing.

Example: [my.childrenshospital.ab.ca/team/927773](https://my.childrenshospital.ab.ca/team/927773) becomes [my.childrenshospital.ab.ca/<YourTeamName>](https://my.childrenshospital.ab.ca/<YourTeamName>)



Edit your details

Your Picture  
For best quality, use a 300 x 300 px image

UPLOAD

Fundraiser Nickname \*

ENTER TEAM NAME HERE 20/100

Page Headline \*

Welcome to our team page! 25/255

Reset campaign headline

Fundraising Goal

CAD CA\$ 5,000.00

Set your vanity URL <https://my.childrenshospital.ab.ca/TEAMNAME>

TEAMNAME

**Enter team name here**

## Sharing Your Team Page URL

Now that the team page is created, you can share it with the parents and, if applicable, all members of the team for them to use in outreach.

## Offline Donations

If supporters want to give you cash or cheques, including a collection of funds, you can contact Carmen Dressler from the Alberta Children's Hospital Foundation at [cdressler@achf.com](mailto:cdressler@achf.com). Individual donations of \$20 or more are eligible for a charitable tax receipt. Please record offline donations using the Hockey Kids Helping Kids pledge form. Once the donations are received by the Alberta Children's Hospital Foundation, they will appear on your Team's fundraising page.

**Please note: All cash and cheques must be accompanied by a completed pledge form. Be sure cheques are made out to Alberta Children's Hospital Foundation and include your full name and team name on your package.**