

## 2021 Backpack AND School Supply Drive

### TEAM DRIVE SET-UP INSTRUCTIONS

THANK YOU for helping us provide much needed backpacks and school supplies to the kids we serve by supporting us with your friends, family, and/or co-workers through your very own team drive!

Follow this guide to set up a team drive with your own goals in minutes.

- ① **SETUP:** Click “Launch new drive” under the “Team Drives” section on the main drive page:  
<https://donate.sydney Paige.org/children's fund>



**BACKPACK & SCHOOL SUPPLIES DRIVE**  
By: Children's Fund |

Children's Fund  
*Giving hope for brighter tomorrows*

**Pledge Now**

0%

41 Days Left    1200 Items still needed

Team Drives

Launch New Drive

Activity

Due to the pandemic, this year, we are asking the community to make online backpack or school supply purchases using our wish lists links below, and have them delivered directly to Children's Fund. Or, make an online credit card donation using the yellow "DONATE" tab above, and we will do the shopping for you. Physical items can be dropped off by appointment by emailing [info@childrensfund.org](mailto:info@childrensfund.org) or calling 909.379.0000.

Launch new drive

② REGISTER: Click “Register” and complete the team registration form.

- NOTE: if you have previously run a team drive with Sydney Paige, click “Login” and enter the email address and password of the account you previously created.
- NOTE: If you have purchased items from a drive on Sydney Paige, but never run a team drive, click the “Upgrade” button.

**To start a team drive, register or log in using one of these options**

<p>Brand new to Sydney Paige? Create an account and register your group.</p> <p><b>Register</b></p>	<p>Previously ran a team drive? Log in with your team account.</p> <p><b>Login</b></p>
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Have you registered in the past to  
donate to a drive? Upgrade your  
individual account to a team  
account for free.

**Upgrade**

③ Once you have registered or logged in, click the “Launch new drive” button again.

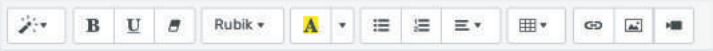
- ④ The team drive setup has two sections: “Team Drive” and “Select Drive Target”.
- For the first section, begin by telling us about your team and who you are.

**Describe Your Team Drive**

**Drive Name\***


**Company/Group Name\***

**Company/Group Description**



You may choose a team name that is different from your organization name (e.g., "Company ABC's Rock Star Community Service Group")

**Logo**



⑤ Now, describe your drive and create your URL.

- For example, you can describe how many children you are hoping to help through your drive.
- Next, type in a friendly URL that's easy to share and then upload your photos, or simply check the box to use the same pictures from the main drive.
- Once you have completed the information, click "Save & Next" to save your changes.

Drive Description

Friendly URL\*

Media\*

I do not have pictures to upload - use the pictures displayed in the main drive.

⑥ Lastly, set your goals for your drive. Select the type of goal you would like to use & enter your targets.

- There are 3 options provided:

Team Drive | Select Drive Target

Select\*  Set target based on total dollar value

Set target based on total number of items purchased

Select specific items and quantities

- The dollar value goal allows you to select a total amount purchased by your team.  
» for example, \$1,000 in donations
- The total number of items goal lets you determine a target # of items purchased by your team.
- If you have specific items that you want to target, choose the "Select specific items and quantities".  
» for example, some groups have chosen a specific grade group of kits to fundraise for

*\*NOTE THAT ACROSS TEAMS, THE PLEDGED QUANTITY CAN BE HIGHER THAN THE QUANTITY NEEDED BECAUSE OTHER TEAMS MAY NOT REACH THEIR GOALS.*

## ⑦ Launch your drive!

- Once you click “Launch,” your drive is live on Sydney Paige.
- You can now share the link for this page with your family, friends, and team members!  
>> Simply email the link &/or share on Facebook, Twitter, Instagram, or other social media

A few final notes about team drives on Sydney Paige:

- When items are donated, the “Number Still Needed” is deducted off your team drive, as well as the main drive.
- Your team can choose to exceed their goal on an item as long as there are still items to donate remaining on the main drive.
- Once an item has been fully donated on the main drive, the item will be grayed out across all team drives to prevent getting too many of that item.
- Currently, there is only one “drive coordinator” for each team drive.

Questions or issues? Email [betty@childrensfund.org](mailto:betty@childrensfund.org).