



## **Tim Horton's Bowl For Kids' Sake ONLINE FAQ**

Thank you for supporting Niagara Falls Big Brothers Big Sisters through our 2012 Tim Horton's Bowl For Kids' Sake. Your participation in this crucial campaign will help us provide mentors to children in our community through a variety of programs. This is a list of the most common tasks that you may encounter while taking advantage of our online pledge system. This list is meant to be concise, so if you have any further questions, please contact Miranda Beam at 905-357-5454 ext. 221, or by email at [bowlforkids@niagarafallsmentors.org](mailto:bowlforkids@niagarafallsmentors.org).

### **How Do I Sign Up as a Team Captain?**

Simply go to [www.niagarafalls.kintera.org/bowlforkids](http://www.niagarafalls.kintera.org/bowlforkids), or follow the links from our website [www.niagarafallsmentors.org](http://www.niagarafallsmentors.org) to get to our Tim Horton's Bowl For Kids' Sake Website. From the main page, select 'Register to Bowl', and then select 'Start a Team'. From there, you will be prompted for team particular information, including team name, fundraising goal, and recruiting goal (number of team members). \*Please be advised that if you have participated in a Bowl for Kids' Sake Event in the past, you can auto-fill the participant information portion of the form out by entering your past login information. If you require assistance getting a user-name or password reminder, please contact Miranda.

IMPORTANT! Please make sure you register your team with our office to ensure that you have a reserved lane at your desired time! You can do this by faxing in the team registration form to 905-357-3759. Alternatively, you can do this via email [bowlforkids@niagarafallsmentors.org](mailto:bowlforkids@niagarafallsmentors.org) or by telephone 905-357-5454 ext. 221. Your next job is to recruit your teammates!

### **How Do I Sign Up as an Individual?**

Simply go to [www.niagarafalls.kintera.org/bowlforkids](http://www.niagarafalls.kintera.org/bowlforkids), or follow the links from our website [www.niagarafallsmentors.org](http://www.niagarafallsmentors.org) to get to our Tim Horton's Bowl For Kids' Sake Website. From the main page, select 'Register to Bowl', and then select 'Join as an Individual'. You will then be prompted for further information. \*Please be advised that if you have participated in a Bowl for Kids' Sake Event in the past, you can auto-fill the participant information portion of the form out by entering your past login information. If you require assistance getting a user-name or password reminder, please contact Miranda.

### **How Do I Join a Team?**

Simply go to [www.niagarafalls.kintera.org/bowlforkids](http://www.niagarafalls.kintera.org/bowlforkids), or follow the links from our website [www.niagarafallsmentors.org](http://www.niagarafallsmentors.org) to get to our Tim Horton's Bowl For Kids' Sake Website. From the main page, select 'Register to Bowl', and then select 'Join a Team'. From this page, a list of teams with remaining space will appear. Simply select your desired team, and follow the remaining instructions. \*Please be advised that if you have participated in a Bowl for Kids' Sake Event in the past, you can auto-fill the participant information portion of the form out by entering your past login information. If you require assistance getting a user-name or password reminder, please contact Miranda.

### How Can I Personalize my Webpage?

Select 'Main Login' (menu on the left hand side), and enter your login information. Once you have reached your Main Headquarters (HQ) select 'My Webpage' (one of the top tabs). From this site, you will be able to choose from a number of pre-existing images, or upload your own image. Some suggestions are company logos, family photos, or even pictures of your Bowl For Kids' Sake Team from previous years. IMPORTANT – Please be aware that Big Brothers Big Sisters may delete the image if it is found to be at all offensive. Additionally, you have the option of choosing a variety of webpage themes to further personalize your webpage.

### How Do I Inform My Friends, Family, and Colleagues About My Participation?

While there is an option to add email addresses to your webpage and send out emails from there, we suggest that you should copy your webpage address, and send as a link in the body of an email. To do this, right click the address in the address bar at the top, and select 'copy'. Right click again in an email, and select 'paste' (just make sure you are logged out of your HQ before you copy the webpage address; you want to send them a link to your general page to make a donation, not to edit your profile). Invite your friends, family, and colleagues to check out your website and consider sponsoring you to help us reach more children in 2012 than ever before!

### How Can People Sponsor Me?

Shortly after registering your team with Niagara Falls Big Brothers Big Sisters, you should make arrangements to receive a Team Captain Package or a Participant Pledge Envelope. This will give your sponsors 3 easy ways to support your efforts.

1. *Online Donation* – By visiting your website, they can make an online donation that will be credited towards your efforts to reach your fundraising goal. Donations are made using credit card, Pay Pal or by printing off a donation form and mailing it into the office. If using a credit card/Pay Pal, receipts are sent out automatically, usually arriving in the donors email inbox within minutes of their transaction. Otherwise, the donor will receive their receipt after the event is over
2. *Offline Donation* – Donors can choose to give the bowler a check or cash donation to support your efforts to reach your fundraising goal. **Please be sure to include all of their contact information in a legible form on your pledge sheet to ensure that we can send them an Income Tax Receipt. Entry's that cannot be read, will not be receipted**
3. *Invoice* – Niagara Falls Big Brothers Big Sisters will send out invoices on your behalf to all of those sponsors who wish to donate \$50 or more. **Please be sure to include all of their contact information in a legible form on your pledge sheet, and check 'Bill Me'. Entry's that cannot be read, will not be receipted.**

If you have any further questions, please feel free to contact Miranda Beam at [bowlforkids@niagarafallsmentors.org](mailto:bowlforkids@niagarafallsmentors.org), or call at 905-357-5454 ext. 221.

**Once again, thank you for helping us reach our goal of raising \$55,000 to ensure that every child in need of a mentor, has a mentor.**

