# Guide to Setting Up a Scouting for Food Virtual Food Drive

Setting up your virtual food drive is easy. Follow the steps below to get started today. If you need assistance, contact Lydia at 412-745-6476. Thank you for encouraging your networks to help our neighbors facing hunger!

1. Go to https://charity.gofundme.com/o/en/campaign/scouting-for-food-2020. This is the main Scouting for Food Virtual Food Drive page where all local virtual food drives will connect back to.

2. To setup a virtual food drive for your company or organization, click **Join** under the main title.
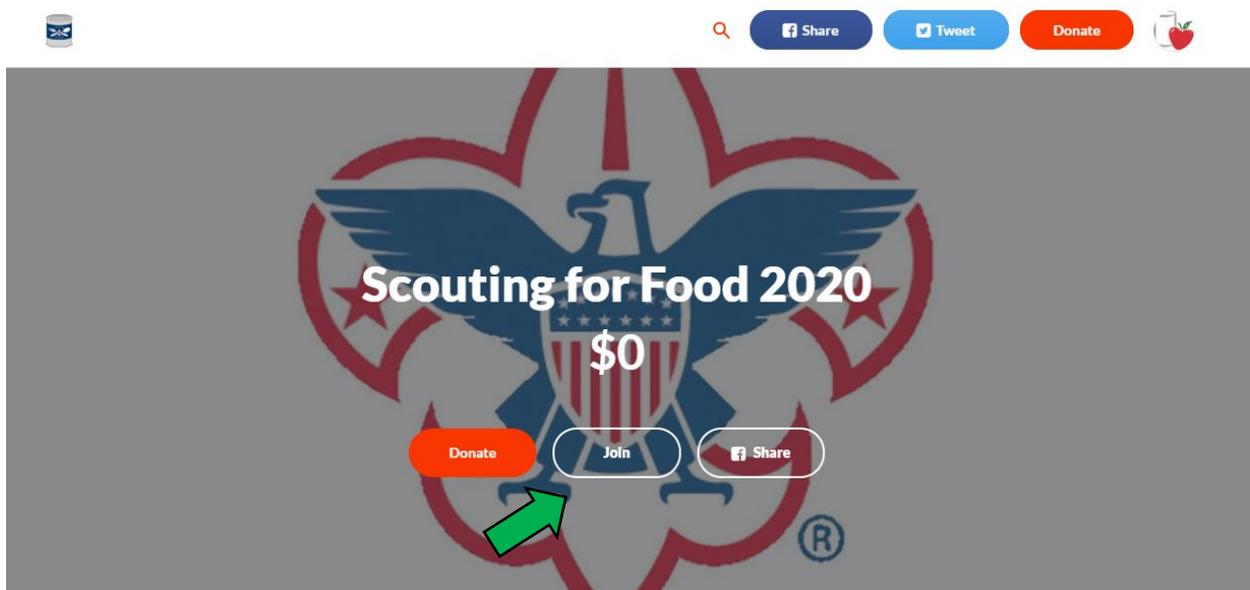


3. In the box that pops up, click on **Create Your Own Team** to create your virtual food drive page.
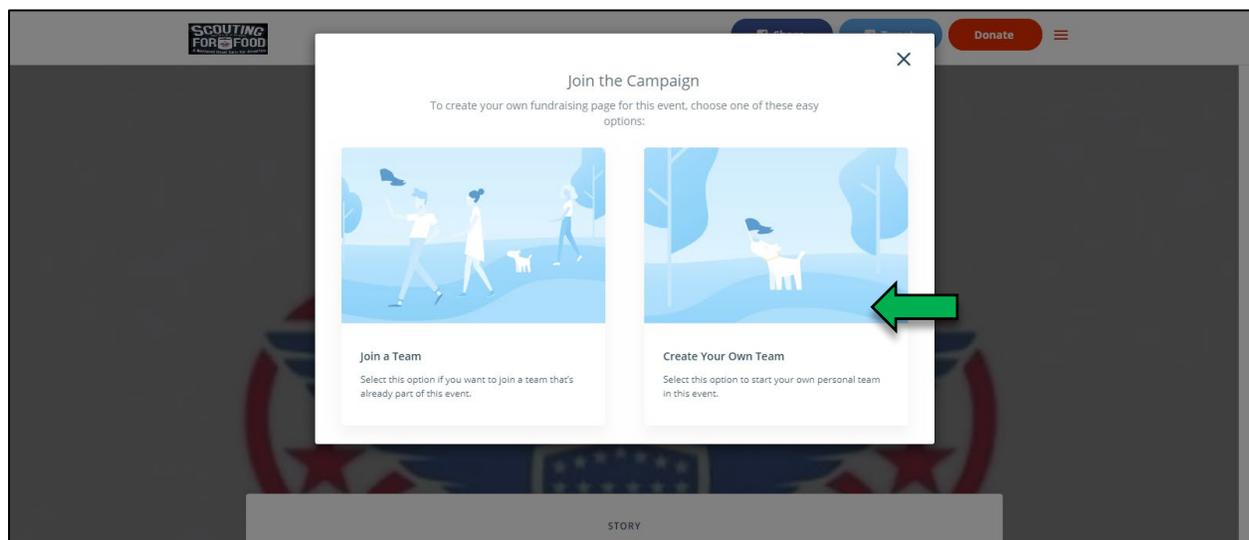
4. Create an account with GoFundMe Charity (Formerly called CrowdRise) if you do not already have one. You can create an account using your Facebook login information or your name and email address. If you already have an account you'll just need to click the "Sign in" link in the upper right corner of this page.



5. Enter your virtual food drive information. For example, your team name might be ABC Inc. Scouting For Food Fundraiser 2020.

Once you set a name for your virtual food drive, set a fundraising goal. Keep in mind that every $1 collected provides enough food for five meals. As your campaign progresses, if you meet your fundraising goal, you can always update your goal and continue to engage your supporters.

Finally, fill in some information about your virtual food drive. Provide some quick information about your group or organization and why you are participating in Scouting for Food.

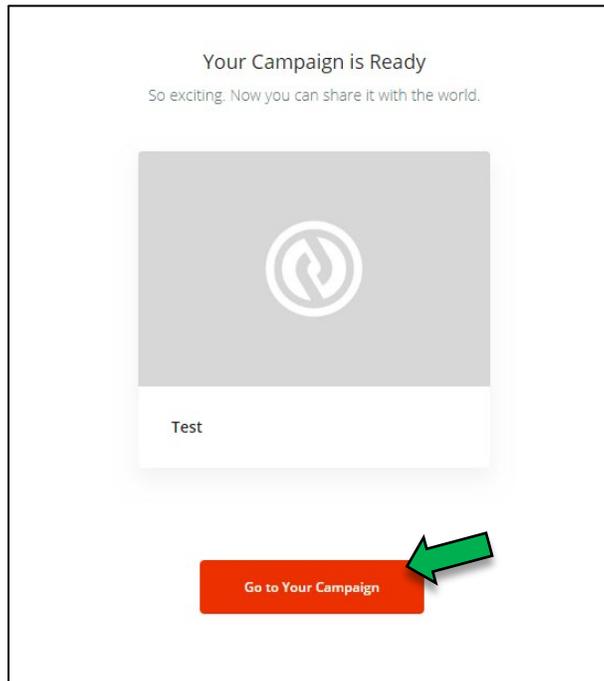6. Upload a photo. It is recommended that you use your group or organization's logo for the main photo. You can add additional photos of your group or staff if you want. Consider uploading more photos as your campaign progresses.
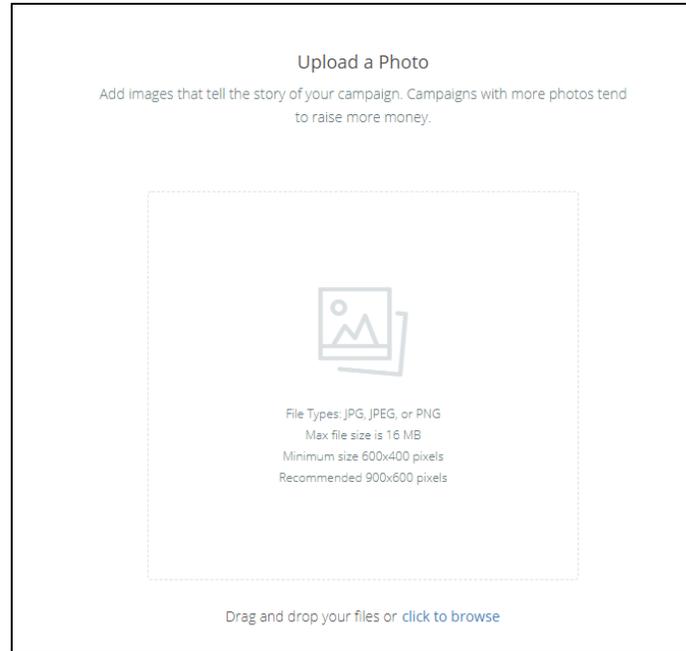


7. Your campaign is now live. Click **Go to Your Campaign** to view your fundraiser page.

8. You can customize your fundraiser page under the **Edit** tab. Click **Team Page** to edit the information about your virtual food drive, including the name, picture, story and donation goal.
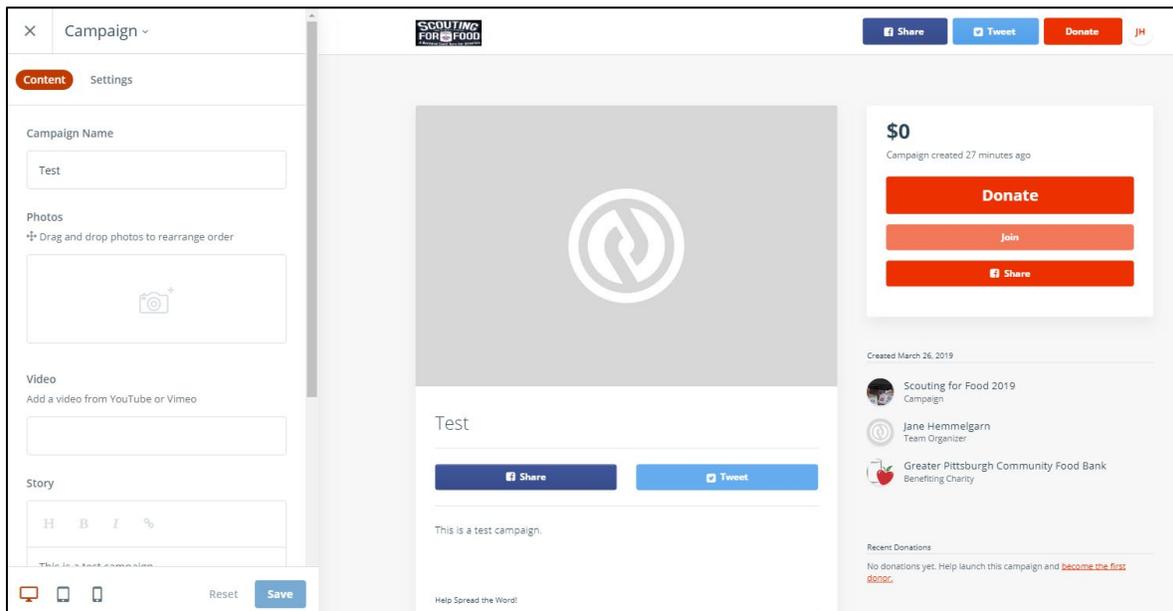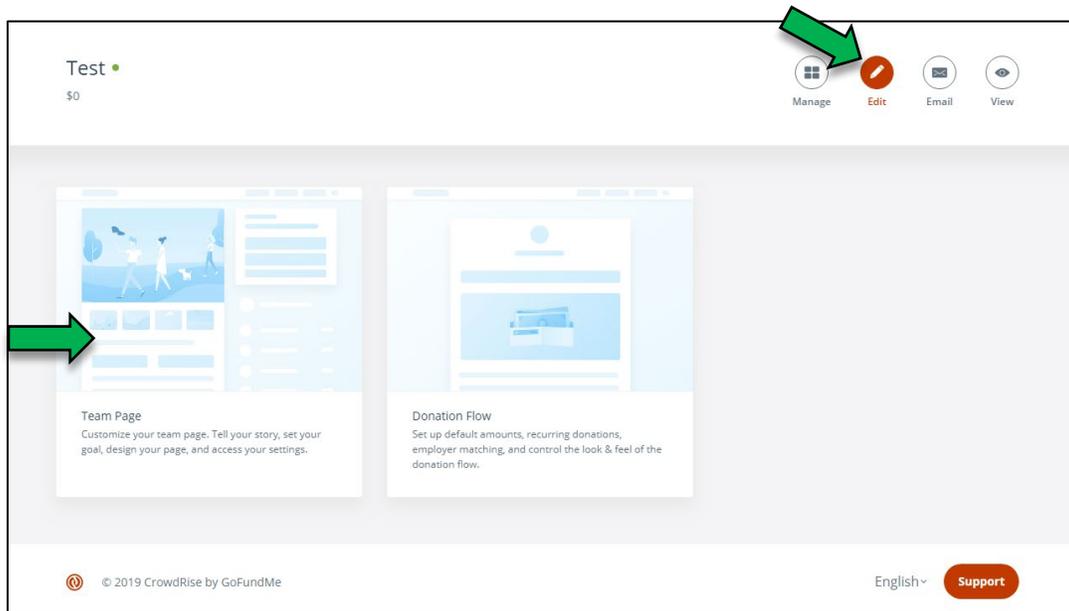
9. From the **Manage** tab, you can post campaign updates or share your virtual food drive with your employees, friends, family, etc. Share your campaign on social media or through email using one of the designated buttons.
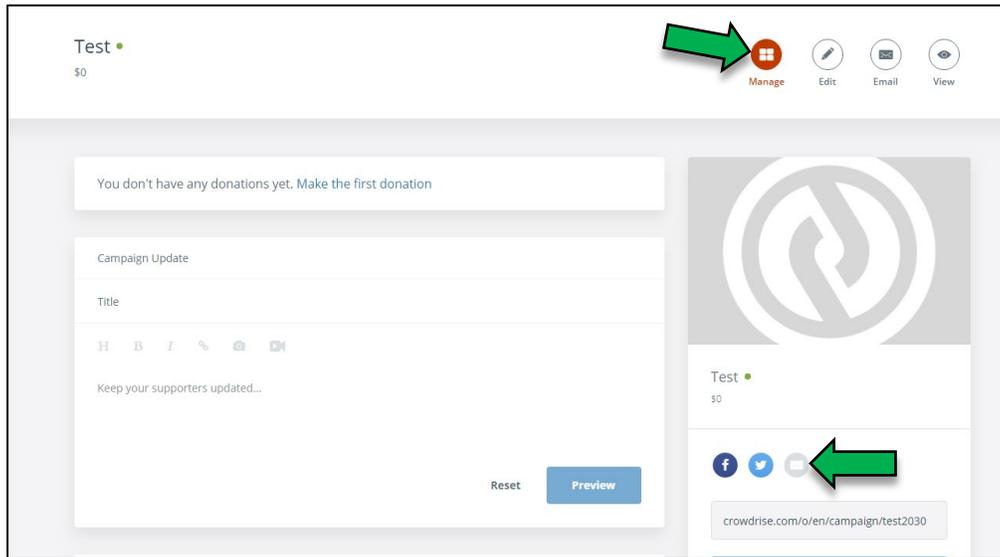


10. Click **View** to preview your page and see what a donor would see.
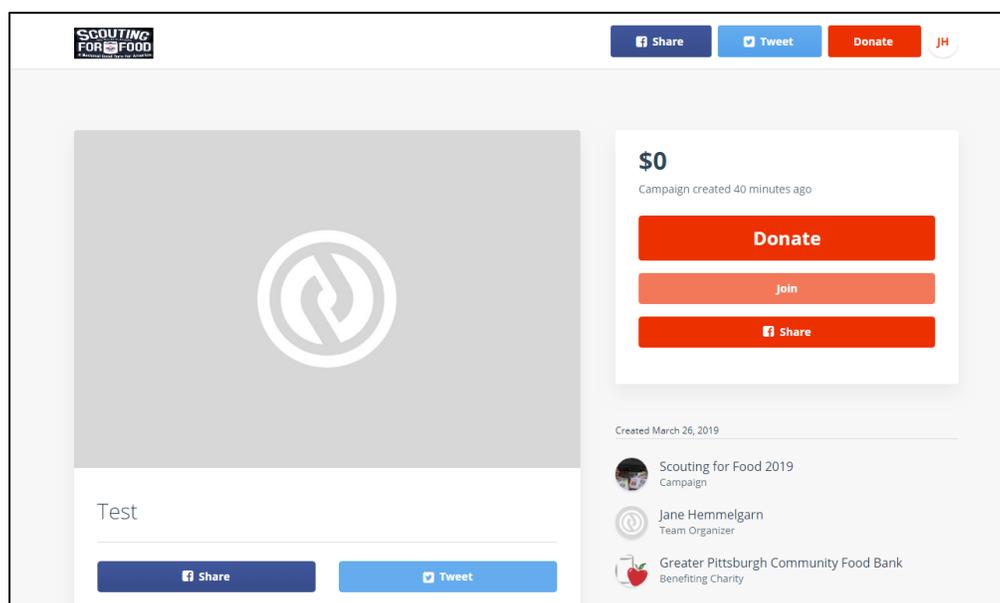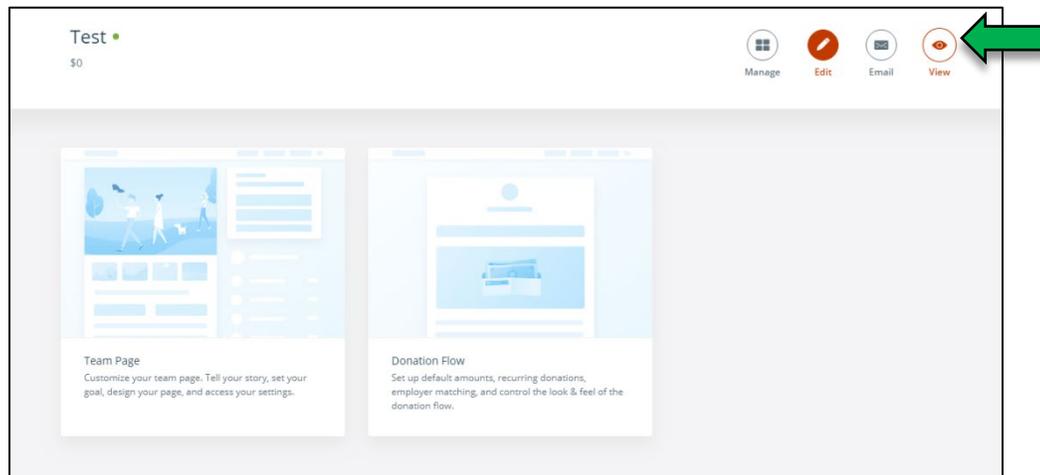
# Congratulations!

Your virtual food drive is set up, and you are ready to start fundraising! Remember, every $1 can provide 5 meals!

If you have any questions when setting up your fundraiser, GoFundMe Charity offers great support and frequently asked questions. Just click the **Support** button at the bottom of the page.

For more information or questions about Scouting for Food, contact:
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