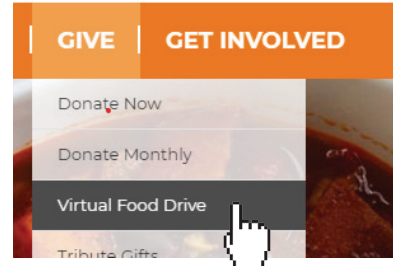


HOW-TO SIGN UP FOR A VIRTUAL FOOD DRIVE

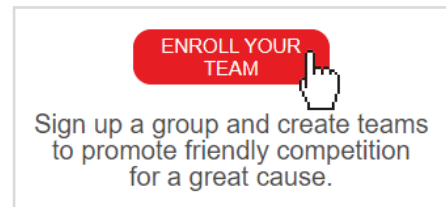
Enroll your group and start a Virtual Food Drive by visiting accfb.org and clicking "Virtual Food Drive" under the "Give" menu.

Or go directly to vfd-accfb.org.



Step 1: Group Information

- On the Virtual Food Drive homepage, click the "ENROLL YOUR TEAM" button.



- On the "Enroll Your Group" page, fill in all required fields and click the "Save Registration" button. The next step will appear on the page.

Name: *
 Position/Title: *
 Telephone: *

Step 2: Open a Drive

- Give your drive a name, enter in Start and End dates of your Drive, and the monetary goal you'd like to set for your team. **You must complete this step in order to create your Virtual Food Drive.**
- Click the "Save" button. Your Virtual Food Drive has been create!

You MUST create a new Drive so your group members can donate!

Drive Name	Start Date	End Date	Goal	Manage Drive	Donors
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/>	+
<input type="button" value="Cancel"/>					

Click "Save" to save your Drive information.
Goal amount is rounded down to the nearest whole dollar.



WAYS TO CUSTOMIZE YOUR VIRTUAL FOOD DRIVE

Step 3: Add a Team to Your Drive (optional)

- Click the “Add” button to create a new team. *(Add more than one time to promote friendly competition, which helps raise more money!)*
- Enter in the team name, leader, email, and goal amount. Then click the “Save” button.


Team Name	Leader	Email	Goal \$	Add Team
Create a New Team				


Step 4: Upload Your Company Logo (optional)

- Click the “Select File” button and browse your computer for your company logo file. Then click the “Done” button

Upload your Company logo!

It will be displayed on all group-associated pages. Logos must be 200 pixels wide by 150 pixels tall. The jpeg format works best, but a gif or png file will work as well.





Congratulations, your enrollment is complete!

After your application is completed, you will receive a confirmation email with a link to your Virtual Food Drive. Your application will be processed and approved by the Food Bank within two business days. Once approved, your Virtual Food Drive will appear in the drop down menu of the “Select Your Group” button on the Virtual Food Drive homepage. Make sure to look out for the “short name” of your drive. You will also receive another email that includes a link to your group’s Virtual Food Drive that you can pass along to your group, friends, and family.

Questions

Please email devops@accfb.org, or call us at 1-510-635-3663 ext. 111.

Thank you for your support!

