



Mid-Ohio Foodbank

OPERATION FEED

Virtual Food Drive Setup Instructions

Building a Page for an Association, Organization or Company

There are three levels associated with a Company Page – the company level, the team level (all team totals roll into the company total), and a team member level (all team member donations roll into the team level). This option is ideal for a company or association with many different departments that need to be tracked separately.

- Visit fooddrive.midohiofoodbank.org/.
- Click on the “**Build a Team**” link.
- Follow prompts.
 - For Team Name indicate your team name (i.e. HR Dept., Meal Raiser’s R Us, etc).
 - For Team Company click on “**Enter a New Team Company**” and indicate the name of your entire company or association. *This is the top level.*
 - For Team Division select corporate.
 - Set your fundraising goal for the entire Company/Association (we suggest a goal equivalent to \$12.50 per member/employee).
 - Click “**Next Step**”.
 - You will be prompted to add your personal fundraising goal in addition to your company goal (\$12.50 or more).
 - Click “**Next Step**”.
 - Fill out the required fields on this form for your personal page.
 - Visit your Participant Center and update your personal page, ask friends, family and coworkers to join you.
 - Email us to set you up as the administrator for your entire company or association’s page. This is limited to one person per company or association.

Creating a Team Associated with an Association, Organization or Company

- Visit fooddrive.midohiofoodbank.org/.
- Click on “**Find My Company or Association**” link.
- Follow prompts.
 - For Team Name indicate your Team Name (i.e. HR Dept., Meal Raiser’s R Us, etc).
 - For Team Company, click on drop down menu and select your Association or Company.
 - Set your fundraising goal for the entire Team (we suggest a goal equivalent to \$12.50 per member/employee).
 - Click “**Next Step**”.
 - You will be prompted to put in your personal fundraising goal (\$12.50 or more).
 - Click “**Next Step**”.
 - Fill out the required fields on this form for your personal fundraising page.
 - Visit your Participant Center and update your personal page, ask friends, family and coworkers to join you.

Building an Individual Team

This option provides two levels – a team level and a team member level (all team member donations appear in the Team total). This option is ideal for companies or associations who don't want to track separate team or department totals.

- Visit fooddrive.midohiofoodbank.org/.
- Click on “**Build a Team**” link
- Follow prompts.
 - For Team Name indicate your Team Name (i.e. HR Dept., Meal Raiser's R Us, etc).
 - Set your fundraising goal for the entire Team (we suggest a goal equivalent to \$12.50 per member/employee).
 - Click “**Next Step**”.
 - You will be prompted to put in your personal fundraising goal (\$12.50 or more).
 - Click “**Next Step**”.
 - Fill out the required fields on this form for your personal fundraising page.
 - Visit your Participant Center and update your personal page, ask friends, family and coworkers to join you.

Joining an Existing Team

- Visit fooddrive.midohiofoodbank.org/.
- Click on “**Join an Existing Team**” link.
- Follow prompts.
 - You will be prompted to put in your personal fundraising goal (\$12.50 or more).
 - Click “**Next Step**”.
 - Fill out the required fields on this form for your personal fundraising page.
 - Visit your Participant Center and update your personal page, ask friends, family and coworkers to join you.

Questions about Setting Up a Virtual Food Drive? Contact Us!

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