

## Creating teams on BT MyDonate

This guide is in draft format and will be updated in November 2014.

1. You can create a fundraising team by logging in to your MyDonate account and clicking on 'My Fundraising' and then 'Create a fundraising team'.

The screenshot shows the MyDonate website interface. At the top, there is a navigation bar with links for Home, Start fundraising, Sponsor a fundraiser, Donate to charity, For charities, Help, and Latest News. The MyDonate logo is prominently displayed on the left, and the BT logo is on the right. Below the navigation bar, the 'My fundraising' section is active, showing a sidebar menu with options like 'Home', 'My details', 'My fundraising', 'Create a fundraising page', 'Current fundraising pages', 'Create a fundraising team', 'My fundraising teams', 'Archived fundraising pages', 'My donations', 'Promotional tools', and 'My reports'. The main content area is titled 'Create a fundraising team' and contains a form with the following fields and options:

- Your fundraising team name \***: A text input field.
- Choose your team fundraising web page address \***: A text input field with the prefix 'https://mydonate.bt.com/ teams/'.
- Check availability**: A purple button next to the web page address field.
- Do you want this link to be searchable on MyDonate?**: Radio buttons for 'Yes' (selected) and 'No'.
- About your team \***: A rich text editor with a character limit of 1000.

\* Denotes mandatory information

2. Once you've done this, you will receive a team reference ID which you can share with other members of your team.
3. If you have already created a fundraising page, you can add this page to the team page.