

1st Annual “Get Match Tough” Youth Tennis Challenge

HOW TO CREATE YOUR OWN PERSONAL ONLINE FUNDRAISING PAGE

- Type this link into your browser: <http://www.active.com/donate/getmatchtoughyc>
- Click on Become a Fundraiser at the top of the page.
- Join Active.com or (if you are already a member) enter your user name and password. (Write them down so you will remember them.)
- You should be logged in.
- Once you are logged into your “ActiveGiving HQ”, click on the Customize My Webpage menu tab near the top of the page on the left.
- Enter in the information for your fundraising page.
- You can upload a picture from your computer – it must be under 100K.
- Go to the bottom of the and click on Save and Finish in the lower right-hand corner.
- Do NOT click logout or preview. You might lose your changes.
- To view and edit your page, go to <http://www.active.com/donations>. If you are not already logged in, you will have to enter your username and password again.
- Once you are logged in, you will be welcomed by name and you can click on your personalized fundraising page to view it. (Your page address is right near the top where it says: “Click here to view your website”. Write down the address of your page so you can use it in fundraising emails to your family and friends.
- If you want to edit your page go to “#1 Get Ready” and click on Customize Your Message.
- Edit your page and click on Save and Finish in the lower right-hand corner.
- To send out an appeal to friends and family, go into your email program and write an email to all your friends and family and type in the address of your fundraising page. They can click on that web link, go to your page, and make an online contribution by credit card. Alternately, you can use the Active.com “send email” form to contact your family and friends.

TRACKING DONATIONS on PAPER

If you would like to keep track of your pledges on paper, you can print out a pledge form by going to: <http://www.getmatchtough.com/...pdf>

PUTTING CHECK DONATIONS ONLINE

You will probably receive some donations in the form of checks. Here's how you put these donations on line:

- Click on <http://www.active.com/donations> . If you are not already logged in, you will need to enter your username and password.
- Once you are logged into your "ActiveGiving HQ", click on the Track Offline Donations menu tab near the top of the page on the right.
- Type in the "Offline Donations Details".
- Click Save this Donation (near the bottom).
- When you click on your web address (near the top of the page) it will now show the new donation added to your on line total.
- Mail your donation checks to "Get Match Tough" Youth Tennis Challenge, Eldon Roark Tennis Center, 1500 Finley Rd., Memphis, TN 38116. Be sure that checks are payable to "Tennis Memphis" and have your name on the memo line.

(For more information, contact Tammy Corripio at 901.398.8797 or tcorripio@getmatchtough.com)