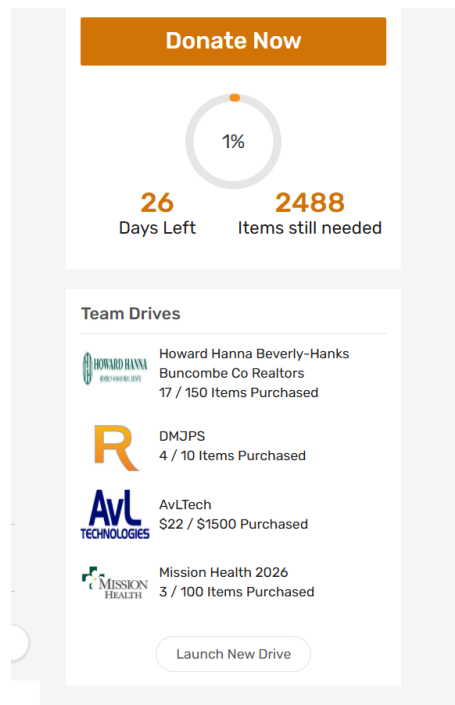


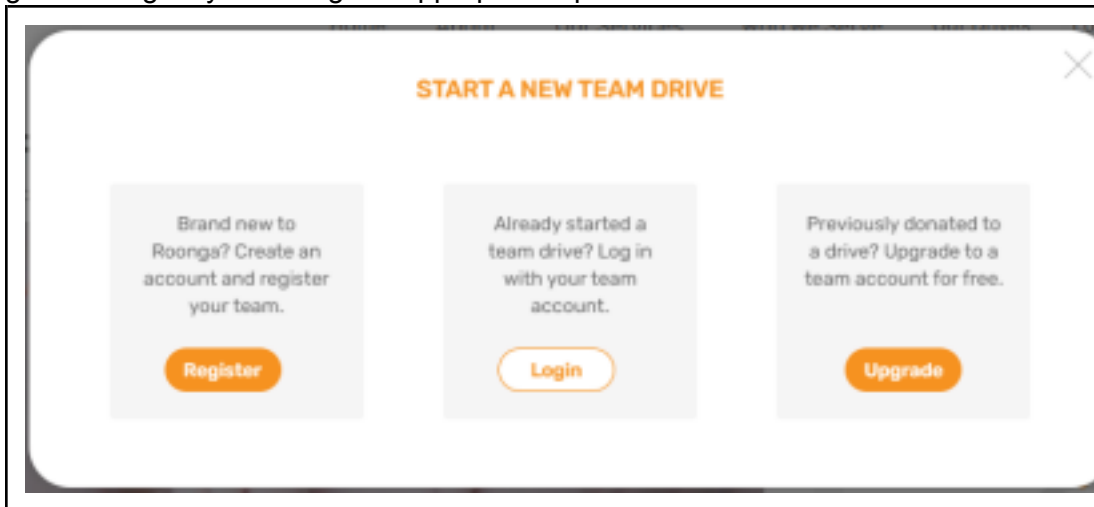
How to Set Up a Team Drive

Found a drive you'd like to support with your friends or co-workers? In minutes you can set up a team drive with your own goals and targets. If a drive link has already been provided to you, click on the link to go directly to that drive. Otherwise, go to [United Way's Roonga page](#) and click on the appropriate year's drive. Then follow these instructions to launch a drive for you and your co-workers or friends.

1. Click "Launch new drive" under "Team Drives" on the main drive page:



2. Register or login by selecting the appropriate option:



- If you are brand new to Roonga, click “Register” and complete the team registration form.
- If you have previously run a team drive on Roonga, click “Login” and enter the email address and password of the account you previously created.
- If you have purchased items from a drive on Roonga but never run a team drive, click the “Upgrade” button.

3. Once you have registered or logged in, click the “Launch new drive” button **again**.

4. The team drive setup has two main tabs. For the first tab, tell us about your team drive and your group. Give your drive a name that your supporter will recognize. You may insert a logo and a description of your values and yourselves if you wish. Once you have completed the information below, you will proceed to fill out the drive information.

5. Now, describe your drive by writing a drive description to reflect your goals. For example, you can describe how many children you are hoping to help through your drive. Enter a URL for your drive that is unique and can be sent to your team members and across social media to promote your drive. You can then upload your own photos for your drive, or you can check the box to use the pictures from the main drive. To save your progress, click **“Creat and Continue”** to continue to define the drive targets.

6. Lastly, set your goals for your drive. There are 3 options provided:

The screenshot shows the 'TEAM DRIVE SETUP' interface. At the top, it says 'Step 2: Select Target' for the 'United Way 2026 School Supply Drive'. Below this is a 'Target Selection' section with the instruction 'Choose how to track your team's goal'. There are three options:

- Dollar Amount**: Track by total dollar goal. Represented by a dollar sign icon.
- Item Quantity**: Track by number of items. Represented by a list icon with numbers 1, 2, and 3.
- Specific Items**: Select products from main drive. Represented by a shopping cart icon.

- The dollar value goal allows you to select a total amount of donations from your entire team – for example, \$500 in donations of items purchased.
- The number of items goal allows you to determine a target number of items purchased by your entire group.
- If you have specific items that you want to target, choose the “Select specific items and quantities” option. For example, during the holidays, some groups have chosen gifts for teenagers, pajamas, or other, similar ideas.

Check the type of goal you would like to select and enter your targets. Note: across teams, the pledged quantity can be higher than the quantity needed because some teams may not reach their goals. *Important: The type of goal cannot be modified after the drive is launched!*

7. Launch your drive! Once you click “Complete Set Up” your drive is live on Roonga. You can now share the URL for this page with your team members. Simply email the link and/or share on Facebook, Twitter or other social media.

Once your team drive has launched on Roonga, you can return to modify your drive and/or goals at any time. Log back into Roonga and go to your team drive page. Click “Edit” and you will see the team drive setup options. Simply click “Complete Set Up” once more to save your changes.

A few final notes about team drives on Roonga:

- When items are donated, the Number Still Needed is deducted off your team drive, and the main drive. If your goal type is based on the number of items or dollar
- amount, your team can exceed their goal on an item as long as there are still items to donate remaining on the main drive.
- Once an item has been fully donated on the main drive, the item will be grayed out across all team drives to prevent getting too many of that item.
- Currently, there is only one “drive coordinator” for each team drive.

Questions or issues? **Email support@roonga.com.**