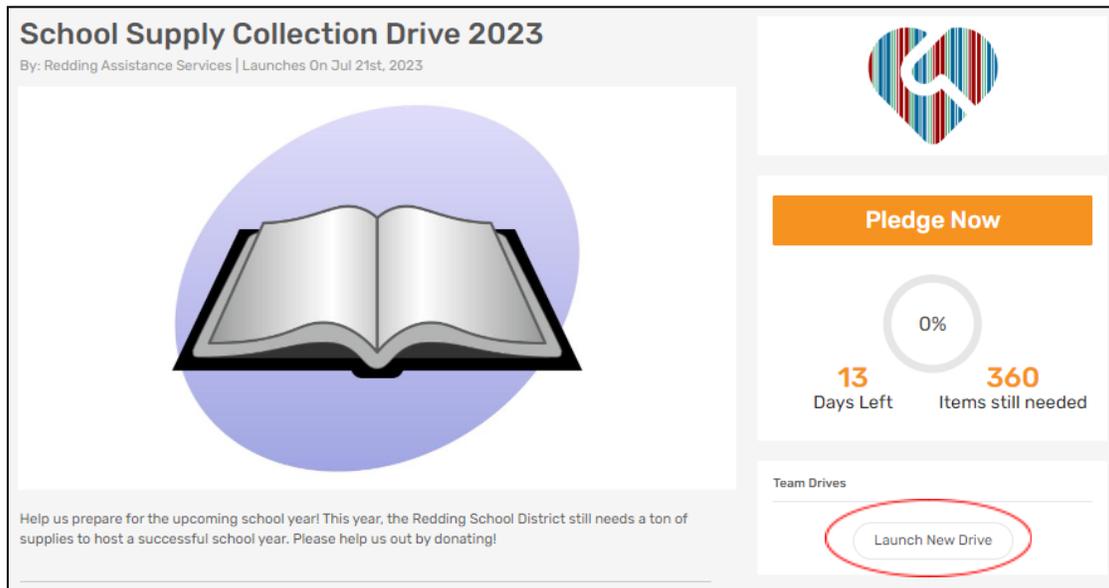


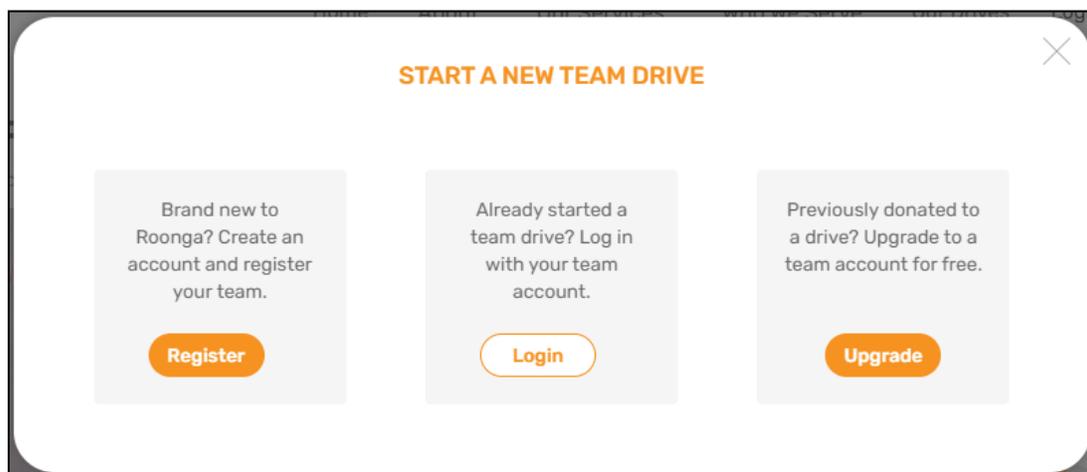
## How to Set Up a Team Drive on Roonga

United Way's annual School Supply Drive is happening from June 24-July 19, 2024. Sponsored by our partner Aeroflow Healthcare, this event allows the community to support students & families as they prepare for a new school year. Donations help us purchase fully stocked backpacks, which are distributed to elementary, middle, and high school students through our distribution partners. To set up a fundraising team, visit <https://www.roonga.com/uwabcssd2024> and follow the instructions below to start a drive with your coworkers & 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.

## Team Drive Setup

Setting up a team drive to support School Supply Collection Drive 2023 takes just a few minutes! Complete the form below. Once you click "Launch," your drive will be posted immediately.

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Team Drive Select Target Drive

### Describe Your Team Drive

**Drive Name\***

**Company/Group Name\***

**Company/Group Description**

**B** / **U**     

**Team Name\***   
You may choose a team name that is different from your organization name (e.g., "Company ABC's Rock Star Community Service Group")

**Logo**

- 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 **“Save and Next”** to continue to define the drive targets.

**Drive Description**

**B** *I* **U**                               

**Friendly URL\***

**Media\***

  
Upload Photo

I do not have pictures to upload - use the pictures displayed in the main drive.

**Save & Next**

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

The screenshot shows a web interface for setting a target drive. At the top, there are two tabs: 'Team Drive' and 'Select Target Drive'. The 'Select Target Drive' tab is active. Below the tabs, there is a 'Select\*' label followed by three radio button options:

- Set target based on total dollar value
- Set target based on total number of items purchased
- Select specific items and quantities

To the right of the first option is an input field labeled 'Enter Amount (\$)'. To the right of the second option is an input field labeled 'No of items'. At the bottom center, there is a large orange button labeled 'Launch'.

- 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 “Launch,” 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 “Launch” once more to save your changes.

The screenshot shows the Roonga interface for a team drive. At the top left, the title 'READ' is displayed. Below it, the main drive is identified as 'School Supply Collection Drive 2023' and the team drive is 'By: Re(a)dding's Educational Association Drive | Launches On Jul 21st, 2023'. There are 'Delete' and 'Edit' buttons; the 'Edit' button is circled in red. The main content area features a large illustration of an open book. On the right side, there is a 'Pledge Now' button, a progress indicator showing '0%' completion, and a '13 Days Left' timer. Below the timer, it indicates '\$500 Still needed'. At the bottom right, there is a link to 'About Re(a)dding's Educational Association Drive'.

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](mailto:support@roonga.com).