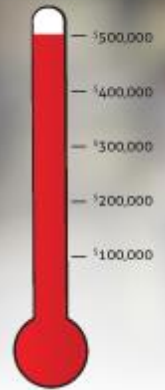


Together we have
healed over 2,000 smiles!

Operation  Smile



2015 Campaign Launch Toolkit

Operation Smile, Cydcor and its network of independent sales offices are excited to launch the 2015 Adopt-A-Smile Campaign. Together we have healed over 2,000 smiles!

We have included this toolkit to help guide you through the process to register your team and individual page to begin fundraising now!

Need help? Contact cydcorsupport@operationsmile.org

STEPS TO CREATE A TEAM PAGE

Step 1


Click **“Create A Team”** button on the bottom right.

Step 2

Click **“New User”** radio button and then click **“Next Step”**

Returning Participant or User Login

If you have a user login to our site, select Returning User and then log in (or, request your login information). You will have a login if you have interacted with our site -- for example, participated in an event before or made a donation. This will keep your contact information in one location and avoid having to enter it again.

New User 

Returning User


NEXT STEP **CANCEL**

Step 3

Enter your team name and your team's fundraising goal then click **“Next Step”**

Team Options:

Create a New Team by entering the information below

* Please enter your team's name: 

Please enter your team's fundraising goal: Suggested Team Goal: \$1,000.00

NEXT STEP **PREVIOUS STEP** **CANCEL**

Step 4

Now enter your own **“Personal”** fundraising goal. The system defaults to \$240.

Click **“Next Step”**

Note: This goal appears on your personal One Smile Page.

Participation Options

Fundraiser No Fee

Fundraiser

What is your individual fundraising goal?

Your Fundraising Goal: Suggested Goal: \$240.00 

PREVIOUS STEP **NEXT STEP** **CANCEL**

Step 5

Enter your **“Individual” registration details.** Fields with an * are mandatory.

Once complete click **“Next Step”**

Note: Take note of your **“User Id”/“Password”** as you will need to make any future edits to your Team or Personal Pages.

Registration

*Required Fields

First Last

*Name:

*Email:

Street 1:

Street 2:

Street 3:

City State ZIP

City/State/ZIP:

Country:

Phone Number:

Keep me informed with occasional email updates.

I would like to be emailed when a gift is made on my behalf.

You will need a user name and password to access your personalized Participant Center.

*User Name: 5 to 60 characters

*Password: 5 to 20 characters

*Repeat Password:

PREVIOUS STEP

NEXT STEP

CANCEL

Step 6

Now check the **“I agree with the terms and conditions above”**

Then click **“Next Step”**

Waiver

Please take a moment to read the following waiver.

 [Printable Version](#)

I understand that Operation Smile will use all funds at their discretion for the organization's greatest need, and I will not direct the disbursement of any funds collected. I will not use the website or email tools made available to me in an illegal or objectionable manner. Operation Smile may contact me as needed about the page I am creating and may disable the page at their discretion.

If this is in honor of someone, I have discussed with the honoree and/or the honoree's family of my intentions to raise money for the organization, and the honoree or family approves of this endeavor.

I agree with the terms and conditions above.

PREVIOUS STEP

NEXT STEP

CANCEL

Step 7

Now check your details

Once details are confirmed click **“Finish”**

Registration Summary

Contact Information	Item Information	Price
Test User Edit	Participation Type: Fundraiser Fees Due Now: \$0.00	\$0.00
	Total:	\$0.00

FINISH

CANCEL

Step 8

You will now see the thank you confirmation screen.

Thanks for Registering

[Access your Participant Center](#)

Total Purchase Amount: \$0.00
Fair Market Value: \$0.00
Tax Deductible Value: \$0.00
Tracking Code:

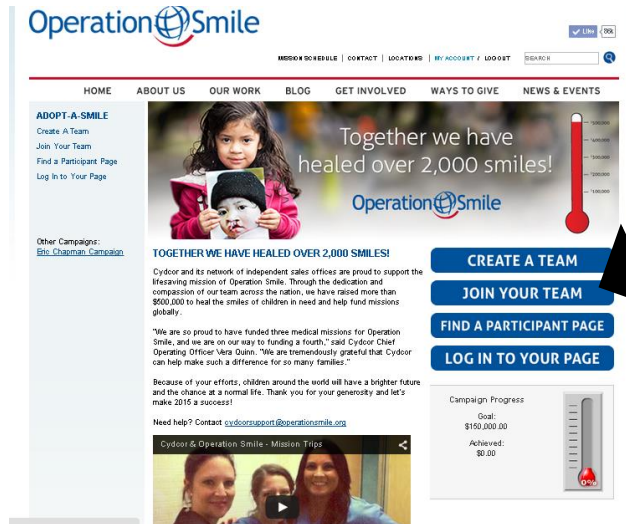
Contact Information	Item Information	Price
Your email goes here	Participation Type: Fundraiser Fees Due Now: \$0.00	\$0.00
	Total:	\$0.00

A confirmation email has been sent to **Your email goes here**

STEPS TO JOIN YOUR TEAM PAGE

Step 1

Click **“Join Your Team”** button on the bottom right.



Step 2

Click **“Search for a Team”** to get a full list of previous teams.

or

If you know the name of the Team you are going to join- Type in your previous Teams name and click **“Search for a Team”**

Team Options:

Join An Existing Team by Searching For Your Team Below

Please enter your team's name: [SEARCH FOR A TEAM](#)

[PREVIOUS STEP](#) [CANCEL](#)

Step 3

Here you will see a list of teams, find your team and click **“Join”**

Team Options:

Join An Existing Team by Searching For Your Team Below

Please enter your team's name: [SEARCH FOR A TEAM](#)

Click a team name to join the team and continue with your registration.

Records 1 - 1 of 1 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Team Name	Team Captain	
Test	Test User	Join

Records 1 - 1 of 1 [First](#) | [Previous](#) | [Next](#) | [Last](#)

[PREVIOUS STEP](#) [CANCEL](#)

Step 4

Now enter your own **“Personal”** fundraising goal. The system defaults to \$240.

Click **“Next Step”**

Note: This goal appears on your personal One Smile Page.

Participation Options

Fundraiser No Fee

Fundraiser

What is your individual fundraising goal?

Your Fundraising Goal: Suggested Goal: \$240.00

PREVIOUS STEP

NEXT STEP

CANCEL

Step 5

Now confirm your registration details.

Once complete click **“Next Step”**

Note: Take note of your **“User Id”/“Password”** as you will need to make any future edits to your Team or Personal Pages.

Registration

*Required Fields

First Last

*Name:

*Email:

Street 1:

Street 2:

Street 3:

City State ZIP

City/State/ZIP:

Country:

Phone Number:

Keep me informed with occasional email updates.

I would like to be emailed when a gift is made on my behalf.

You will need a user name and password to access your personalized Participant Center.

*User Name: 5 to 60 characters

*Password: 5 to 20 characters

*Repeat Password:

PREVIOUS STEP

NEXT STEP

CANCEL


Step 6

Now check the **“I agree with the terms and conditions above”**

Then click **“Next Step”**

Waiver

Please take a moment to read the following waiver.

 [Printable Version](#)

I understand that Operation Smile will use all funds at their discretion for the organization's greatest need, and I will not direct the disbursement of any funds collected. I will not use the website or email tools made available to me in an illegal or objectionable manner. Operation Smile may contact me as needed about the page I am creating and may disable the page at their discretion.

If this page is for someone, I have discussed with the honoree and/or the honoree's family of my intentions to raise money for this person, and the honoree or family approves of this endeavor.

I agree with the terms and conditions above.

PREVIOUS STEP

NEXT STEP

CANCEL

Step 7

Now check your details

Once details are confirmed click **“Finish”**

Registration Summary

Contact Information	Item Information	Price
Test User Edit	Participation Type: Fundraiser Fees Due Now: \$0.00	\$0.00
	Total:	\$0.00

FINISH **CANCEL**

Step 8

You will now see the thank you confirmation screen.

Thanks for Registering

[Access your Participant Center](#)

Total Purchase Amount: \$0.00
Fair Market Value: \$0.00
Tax Deductible Value: \$0.00
Tracking Code:

Contact Information	Item Information	Price
Your email goes	Participation Type: Fundraiser Fees Due Now: \$0.00	\$0.00
	Total:	\$0.00

A confirmation email has been sent to **Your email goes here**