

## Registration and Donation Instructions

### Set up you Chapter Team through your District Link and Donate to your Chapter. If you Chapter Team is already set up, find you Chapter under your District Link and donate:

Making a chapter page, will allow the Chapters collected funds to be counted under their respective District pages. To complete this step, each chapter must designate a person to setup the chapter page. To setup the chapter page:

Click here for the District Links:

- From the District link, click **Join Team**.
- Click **Create Account**
- Fill in appropriate information to setup account
- Once account is setup, click Next
- On the next page, make sure Omega Psi Phi is selected
- Set your Chapter fundraising goal (if you wish to make a donation at this time, you can make it. If not, click the “No Gift” botton). Click Next
- On the next page, fill in the appropriate information (could use Chapter information here)
- Make sure both boxes are checked to ensure you receive all information you will need in terms of notifications, etc.
- Click the “Use the following display name” button and enter your **Chapter name – NOT YOUR NAME**
- Provide the Additional Information then click Next
- Agree to the terms on this page and click Next
- On this page, you will review your Registration. If it is correct, click **Complete Registration**

Once registration is complete,

- Go to your name in the Upper Right corner
- Go to **Personal Page**
- **Update to fit chapter message**

If you would like to share this page with Chapter members, friends, and family:

- Go to your name in the Upper Right corner
- Go to **Dashboard**
- Find section named **Personalize Fundraising Page**
- Use this link to solicit donations

### Donate to your District Team without a Chapter Team:

- Each District Team Captain has been given a link to direct members to their District page. Once on that page, you can click the “Donate to this Team” button and make your donation. (You do not have to register or make an account to make a donation through a District page.)