



These instructions are for how to create your fundraising page on our Putt Putt platform, Zeffy.

If you are part of a team, the Team Captain will set up your page and share a link with you. You can set up an individual fundraising page if you like but it is not necessary.

If you are creating a Virtual Team, you will set up a Team Fundraiser and use that link to invite others to participate and give.

HOW TO CREATE YOUR TEAM FUNDRAISING PAGE

Go to the ICS Putt Putt page: <https://bit.ly/puttputt2026>

- Step 1: Click button that says **FUNDRAISE** to create your team.
- Step 2: Create a team name, choose a goal (recommended minimum \$1,000)
 - ~ Enter name, email and photo.
 - ~ Click button "Create Team"
- Step 3: Edit Campaign: Tell your story about why ICS matters to you and your community in the description box.
 - ~ Feel free to use the information already provided for you and your Personal Story - or get creative and make the page unique to you!
- Step 4: **SAVE** your fundraising page.
- Step 5: Go to your email, you should receive an email from Immanuel Community Services – Zeffy. (Be sure to check under promotions and other tabs if you don't see it.)
 - ~ There is a link to your campaign page and a link to set up a profile. This will allow you to go back into your page, make changes and update.

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Now you are ready to start sharing the link with your networks and fundraise for ICS!

If you are a Team Captain, make sure to share this link with your team members and encourage them to share the link, inviting their networks to give.

If you have any questions or need assistance setting up your team, email info@icsseattle.org.