

Virtual Food Drive Guide: Registering as an Individual



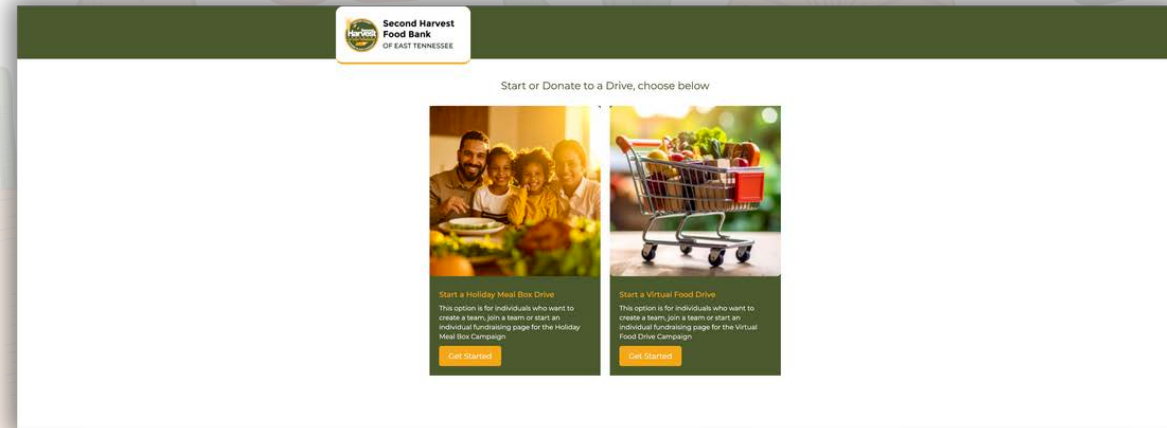
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Overview

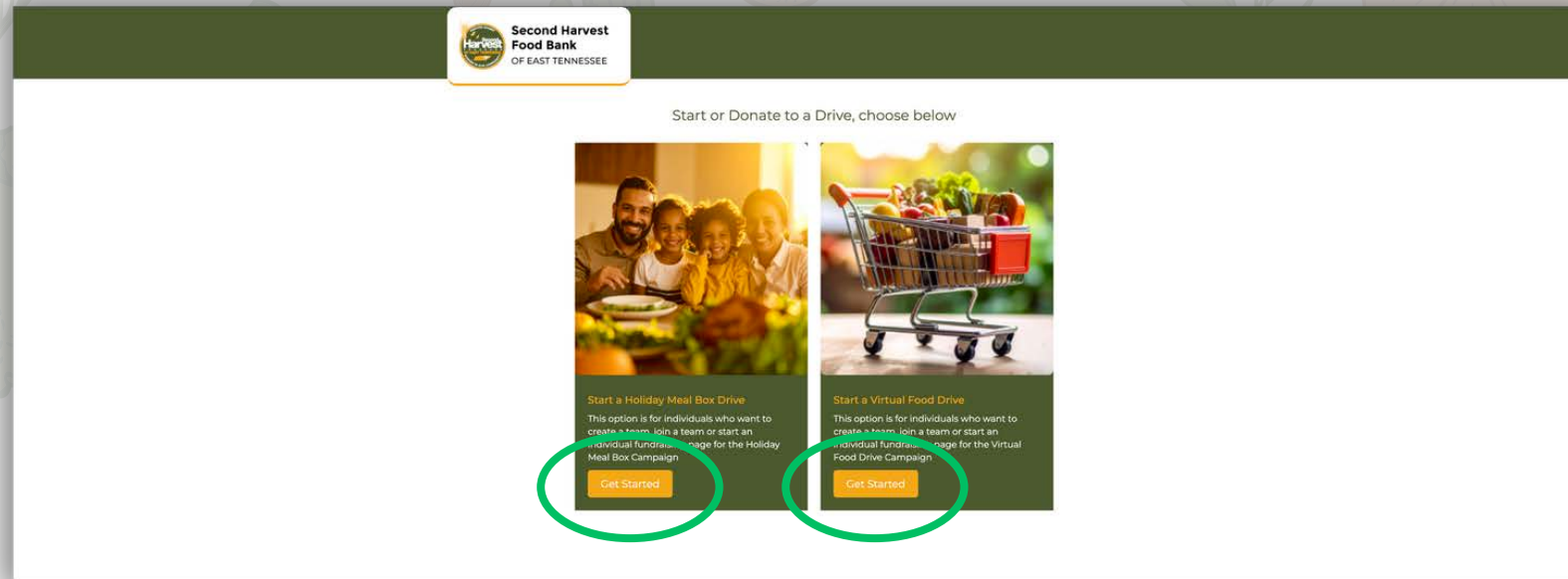
Help provide meals for East Tennessee children, seniors, and families by filling a virtual shopping cart with our most needed items to help our neighbors experiencing food insecurity. As a supporter, encourage your friends, family, or coworkers to get involved. Together, we can work to close the hunger gap across East Tennessee by providing access to nutritious food.

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Registering as an Individual: Step 1

First, select the type of drive you'd like to start.



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Registering as an Individual: Step 2

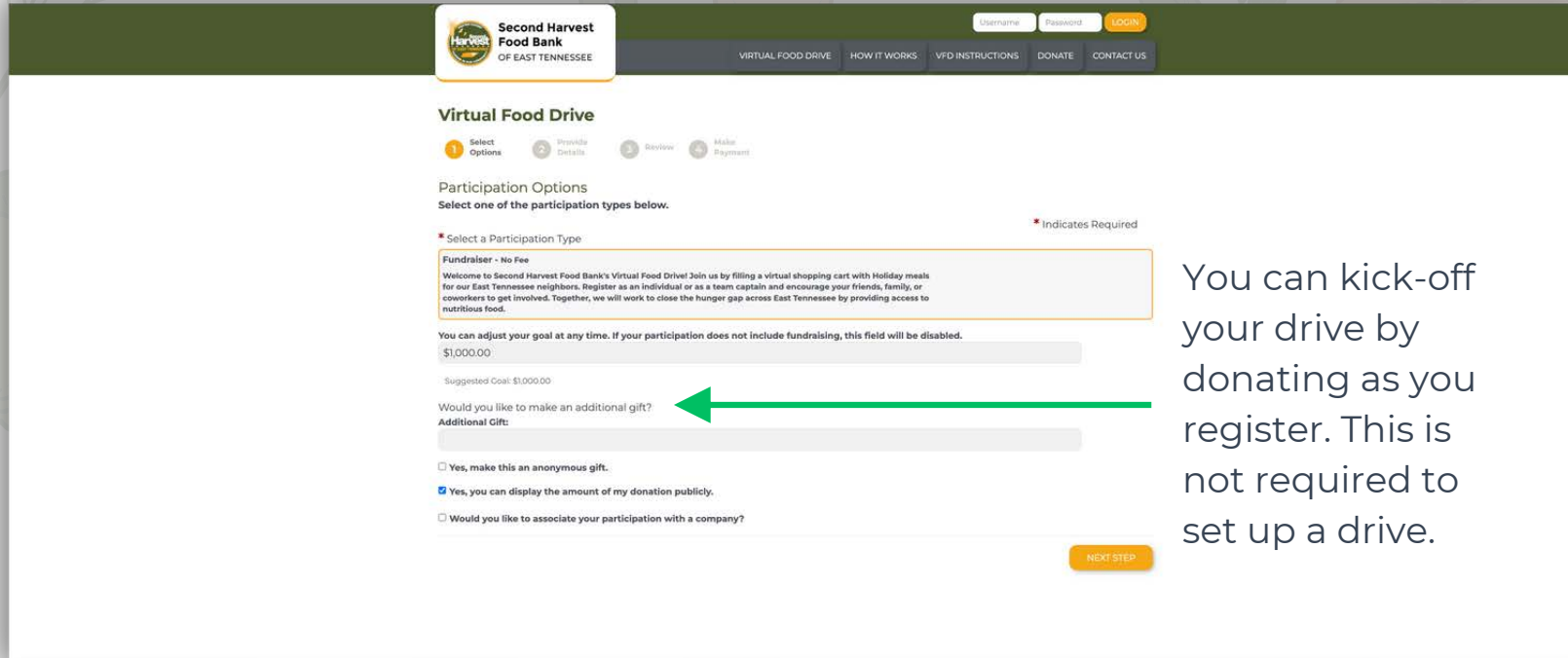
Next, click “REGISTER AS AN INDIVIDUAL”.



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Registering as an Individual: Step 3

Enter your fundraising goal. This can be changed at any time.



The screenshot shows the 'Virtual Food Drive' registration page for the Second Harvest Food Bank of East Tennessee. The page is titled 'Virtual Food Drive' and has a progress bar with four steps: 1. Select Options (active), 2. Provide Details, 3. Review, and 4. Make Payment. Below the progress bar, the section is titled 'Participation Options' with the instruction 'Select one of the participation types below.' There is a dropdown menu labeled '* Select a Participation Type' with a red asterisk indicating it is required. The selected option is 'Fundraiser - No Fee'. Below this, there is a text box with a welcome message and a goal field set to '\$1,000.00'. A green arrow points to the 'Additional Gift' field, which is currently empty. Below the goal field, there are three checkboxes: 'Yes, make this an anonymous gift.' (unchecked), 'Yes, you can display the amount of my donation publicly.' (checked), and 'Would you like to associate your participation with a company?' (unchecked). A 'NEXT STEP' button is at the bottom right.

Second Harvest Food Bank OF EAST TENNESSEE

VIRTUAL FOOD DRIVE HOW IT WORKS VFD INSTRUCTIONS DONATE CONTACT US

Virtual Food Drive

1 Select Options 2 Provide Details 3 Review 4 Make Payment

Participation Options
Select one of the participation types below.

* Select a Participation Type * Indicates Required

Fundraiser - No Fee

Welcome to Second Harvest Food Bank's Virtual Food Drive! Join us by filling a virtual shopping cart with Holiday meals for our East Tennessee neighbors. Register as an individual or as a team captain and encourage your friends, family, or coworkers to get involved. Together, we will work to close the hunger gap across East Tennessee by providing access to nutritious food.

You can adjust your goal at any time. If your participation does not include fundraising, this field will be disabled.

\$1,000.00

Suggested Goal: \$1,000.00

Would you like to make an additional gift?

Additional Gift:

☐ Yes, make this an anonymous gift.

☒ Yes, you can display the amount of my donation publicly.

☐ Would you like to associate your participation with a company?

NEXT STEP

You can kick-off your drive by donating as you register. This is not required to set up a drive.

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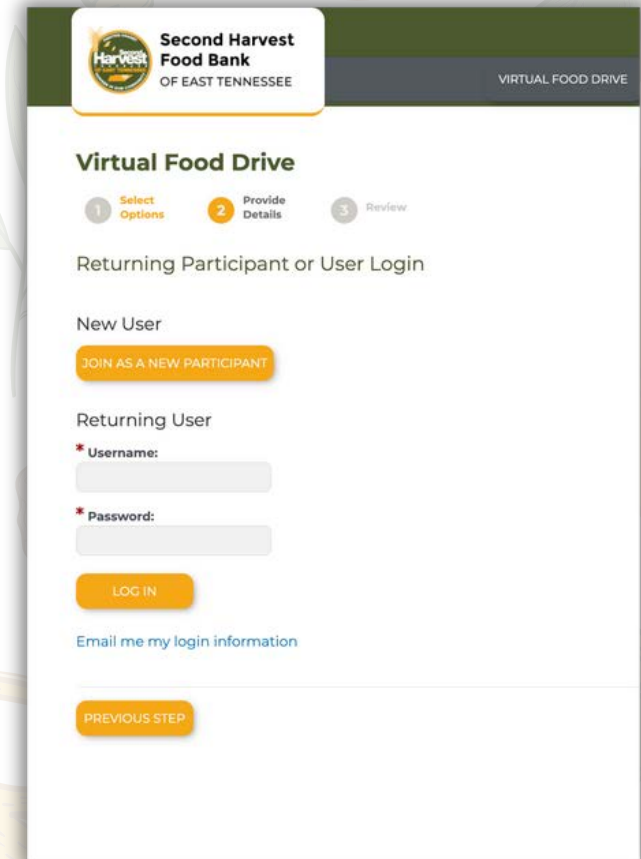
Registering as an Individual: Step 4

You already have a login if:

- You already set up an account with SHFB - ET
- You recently made an online donation to SHFB - ET

If you recently made an online donation, your username is the email you used when making the donation. You can reset your password to receive your login information. If you are not a returning user, click "JOIN AS A NEW PARTICIPANT".

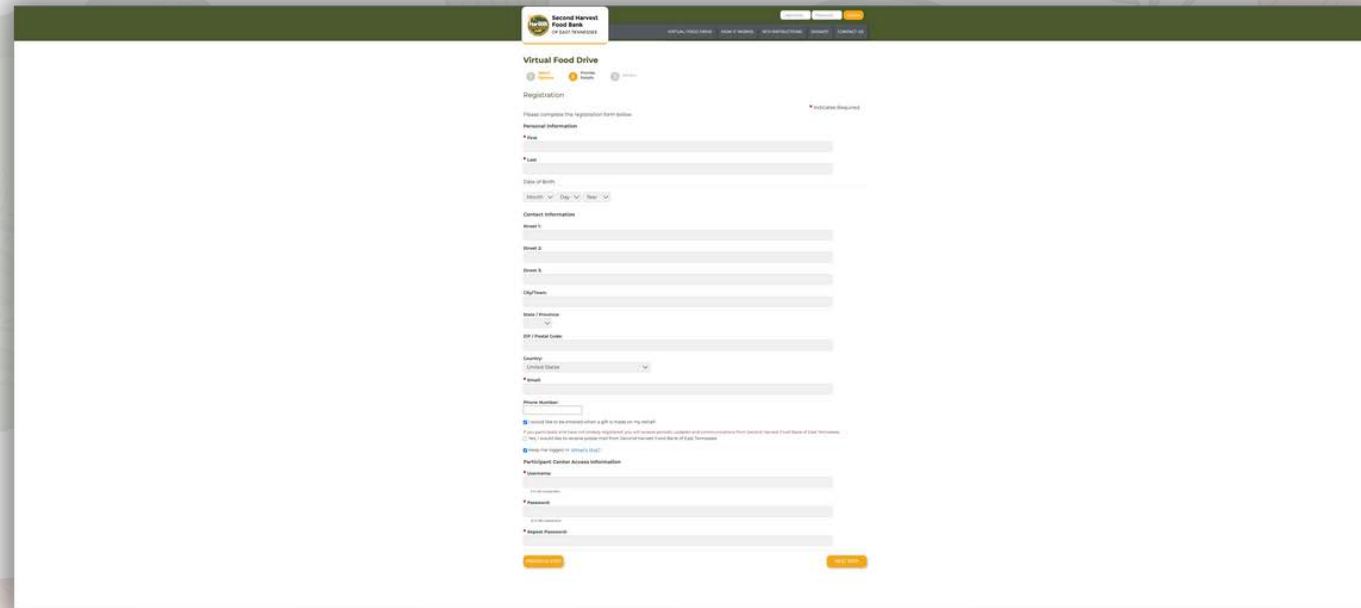
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The screenshot shows the 'Virtual Food Drive' registration page for the Second Harvest Food Bank of East Tennessee. The page has a green header with the organization's logo and name. Below the header, there's a progress bar with three steps: 1. Select Options, 2. Provide Details (current step), and 3. Review. The main heading is 'Virtual Food Drive'. Below it, there's a section for 'Returning Participant or User Login' with a 'New User' link. Under 'New User', there's a button labeled 'JOIN AS A NEW PARTICIPANT'. Under 'Returning User', there are input fields for 'Username' and 'Password', both marked with an asterisk. Below these fields is a 'LOG IN' button. A link 'Email me my login information' is also present. At the bottom, there's a 'PREVIOUS STEP' button.

Registering as an Individual: Step 5

Complete the registration information. Make note of the username and password you've selected. You'll use them to log in each time you'd like to manage your page, promote your page, thank donors who've supported your efforts, etc. Returning users can review registration information and make updates.

A screenshot of the 'Virtual Food Drive' registration form on the Second Harvest Food Bank of East Tennessee website. The form is titled 'Registration' and includes sections for 'Personal Information', 'Contact Information', and 'Participant Contact Information'. The 'Personal Information' section includes fields for First Name, Last Name, Date of Birth, Sex, and Email. The 'Contact Information' section includes fields for Address 1, Address 2, Address 3, City/Town, State/Province, ZIP/Postal Code, Country, and Phone Number. The 'Participant Contact Information' section includes fields for Username, Password, and Repeat Password. There are checkboxes for 'I agree to the terms of service' and 'I agree to the privacy policy'. The form has a 'Register' button at the bottom right.

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Registering as an Individual: Step 6

Review the details and click “COMPLETE REGISTRATION”.

The screenshot shows the 'Virtual Food Drive' registration summary page for the Second Harvest Food Bank of East Tennessee. The page has a green header with the organization's logo and navigation links: VIRTUAL FOOD DRIVE, HOW IT WORKS, VFD INSTRUCTIONS, DONATE, and CONTACT US. A 'Welcome Kara' message with a 'LOG OUT' button is in the top right. The main content area shows a progress bar with three steps: 'Select Options', 'Provide Details', and 'Review' (the current step). Below this is the 'REGISTRATION SUMMARY' section, stating 'You have configured 1 registration.' The registration details for 'Kara Hunkale' are listed: Email Address, Address Line 1, Address Line 2, and an '[Edit]' link. A table shows the participation type as 'Fundraiser' for \$0.00, and an 'Extra Gift' for \$0.00, with a 'Participant Total' of \$0.00. At the bottom, a box states 'The current total cost is \$0.00'. Two buttons are at the bottom: 'CANCEL' and 'COMPLETE REGISTRATION', which is circled in green.

Second Harvest Food Bank OF EAST TENNESSEE

Welcome Kara [LOG OUT](#)

[VIRTUAL FOOD DRIVE](#) [HOW IT WORKS](#) [VFD INSTRUCTIONS](#) [DONATE](#) [CONTACT US](#)

Virtual Food Drive

1 Select Options 2 Provide Details 3 Review

REGISTRATION SUMMARY

You have configured 1 registration.

Kara
Hunkale

Email Address
Address Line 1
Address Line 2
[\[Edit \]](#)

Participation Type:	\$0.00
Fundraiser	
Extra Gift:	\$0.00
Participant Total: \$0.00	

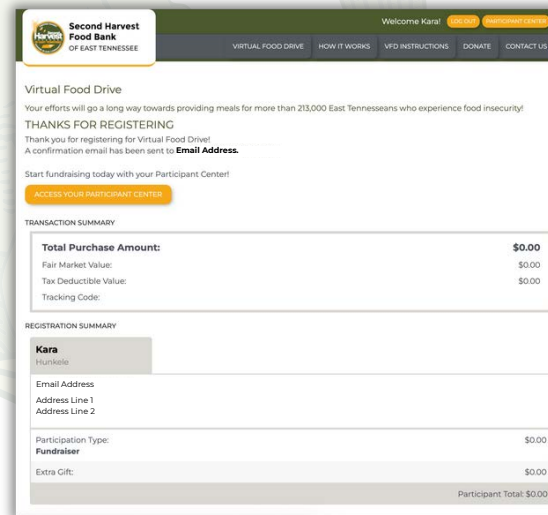
The current total cost is \$0.00

[CANCEL](#) [COMPLETE REGISTRATION](#)

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Registering as an Individual: Completed

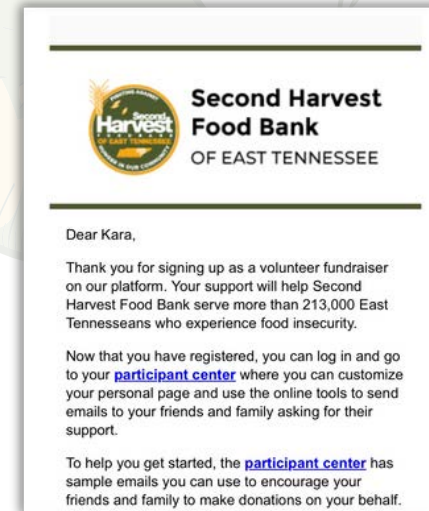
Once completed, you will see the below confirmation page on your screen and receive a confirmation via email.



The screenshot shows the 'Virtual Food Drive' registration confirmation page. At the top, there's a navigation bar with the logo and links for 'VIRTUAL FOOD DRIVE', 'HOW IT WORKS', 'VID INSTRUCTIONS', 'DONATE', and 'CONTACT US'. The main content area includes a welcome message, a 'THANKS FOR REGISTERING' section, and a 'TRANSACTION SUMMARY' table. The summary table shows a total purchase amount of \$0.00, fair market value of \$0.00, tax deductible value of \$0.00, and a tracking code. Below this is a 'REGISTRATION SUMMARY' section with fields for Name (Kara Hunkelle), Email Address, Address Line 1, Address Line 2, Participation Type (Fundraiser), and Extra Gift. The participant total is \$0.00.

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

REGISTRATION SUMMARY	
Name:	Kara Hunkelle
Email Address:	
Address Line 1:	
Address Line 2:	
Participation Type:	Fundraiser
Extra Gift:	
Participant Total:	\$0.00



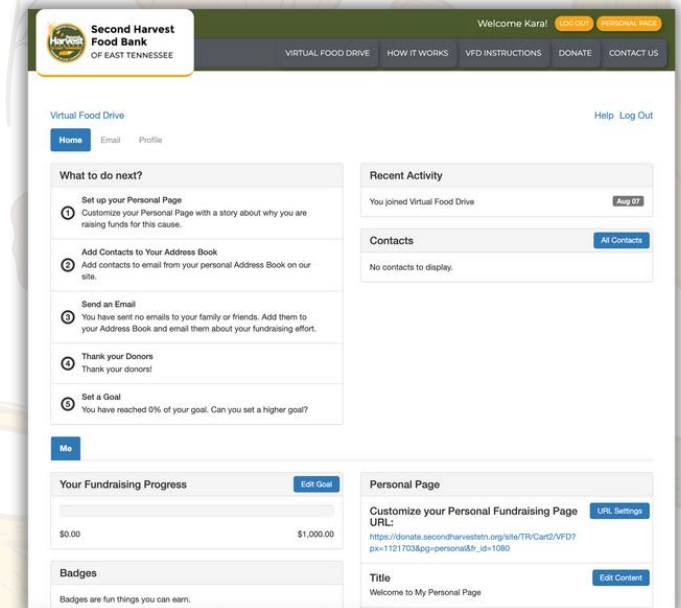
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Participant Center

You can manage your Virtual Food Drive from your participant center! To access your participant center, login and click “PARTICIPANT CENTER”.

- **Customize Your Drive:** Make it your own! Add a logo or image and change the heading of your page. Update your goal and write a short personal message to let everyone know why you are hosting a Virtual Food Drive.
- **Update Your URL:** Shorten the link of your Virtual Food Drive page to make it easier to share.
- **Email:** Get the word out about your Virtual Food Drive. Send out emails (we’ve even included samples and templates to get you started) to ask for donations and to thank your supporters.
- **Tracking:** Stay up to date with the progress of your drive. You can view donation history and pull donation reports.

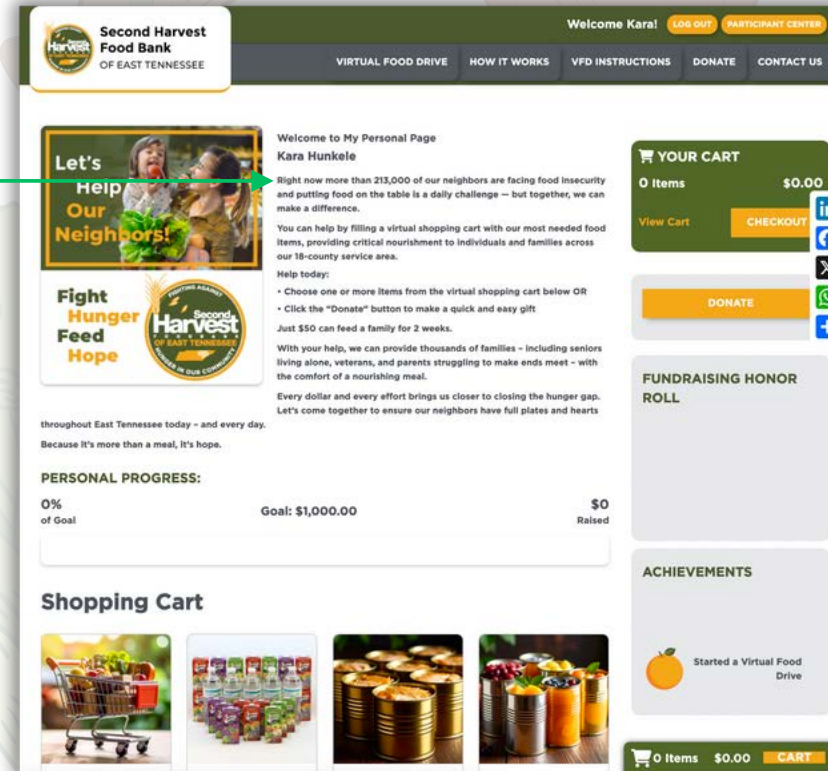
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Example

Customize a personal message to your donors.

Your progress bar will grow as you get closer to your goal.



Click here for access to your participant center.

View your most generous donors.

Frequently Asked Questions

How many meals does each dollar provide? Every \$1 donated provides access to 3 nutritious meals!

Can I donate through the Virtual Food Drive without shopping? Yes, to donate through a Virtual Food Drive without selecting items, click "Donate Without Shopping" on the drive you wish to support.

Can I close my page? Pages will remain live throughout the year. However, you can request to deactivate your drive by emailing FoodDrives@SecondHarvestETN.org.

Can donors give anonymously? Donors can choose to “make this an anonymous gift” and opt to not have the amount displayed publicly.

Need additional support or have further questions? Please email FoodDrives@SecondHarvestETN.org.