

# Team Liberty Individual Fundraising 2014 Transplant Games of America

Updated December 14, 2013

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## What is YouCaring?

YouCaring.com is a free fundraising website that Team Liberty will be using for all individual fundraising needs for the 2014 Transplant Games of America. Each participant needs to create their own donation page through YouCaring.com in order to receive donations from friends, family, and sponsors. For families attending the Games, you will only need one donation page for the entire family. Team Liberty has already been approved by YouCaring to host our fundraising through their site.

*Please note:* donations made to individual team members through YouCaring.com are **not** tax deductible and should not be advertised as such.

## PayPal with YouCaring

Before you can create a YouCaring account, you must already have a PayPal account. If you do not have a PayPal account, please see the attached instructions on how to create a PayPal account. If you already have a PayPal account, please see the attached instructions to make sure you have the correct account type needed to accept credit card donations.

## Steps for creating a YouCaring account

1. Go to YouCaring.com
2. Click on the yellow "Create Your Fundraiser!" button
3. Fill out the page of information for your fundraiser
  - a. **Beneficiary:** The person participating in the Games (transplant recipient, living donor, donor family)
  - b. **Goal Amount:** You can set your fundraising goal as high as you'd like! This can be increased later if needed. Anyone who comes to your fundraising page will see your fundraising goal.
  - c. **Deadline:** Set your deadline for July 7, 2014 (a few days before the Games begin) so that anyone will be able to donate up until the Games. Your page can still be viewed after the deadline but people will no longer be able to make donations, so make sure you set it for the correct date.

- d. **Title:** Create a title for your fundraising page such as “Support Mike!”, “Help Joe attend the Transplant Games”, etc.
  - e. **Organizer:** Whoever is organizing this fundraising page. It can be the family of the participant, or the participant themselves
  - f. **Category:** Select “Other”
  - g. **Short Blurb:** This is a quick few sentences to explain your fundraiser. There is a limit of 170 characters.
  - h. **Description:** This is your opportunity to go into further detail about the fundraiser. You can provide information about your connection to organ donation, Games you’ve attended in the past, or any other information you’d like. We also suggest giving some information about Team Liberty and the Transplant Games of America. Feel free to copy the attached blurb about Team Liberty and TGA.
  - i. **Do not check “Make my fundraiser private.”** It is important to keep you fundraiser public so anyone can donate to your page.
4. Click the yellow “Continue to Payment Portal” button
  5. At this step you will need to create a YouCaring.com account. Use your email address and create a password, then click “Create Your Account”
  6. Click the PayPal logo, since we will be using PayPal to receive donations.
  7. Enter the email address used to create your PayPal account
  8. Select your PayPal account type. Unless you use PayPal for other personal business needs, your PayPal account is most likely a personal account.
  9. Enter the first and last name of the PayPal account holder
  10. Click “Verify PayPal Account” – when the page reloads, you should see on the page “PayPal email verified!”
  11. Click “Create your fundraiser and spread the word!”
  12. The next step will allow you to automatically post your fundraising page to Facebook, Email, and Twitter. You can go through and link to these, or choose to do it later. Whether or not you do this now, click continue through each step. After you’ve clicked continue for all 3 steps, you should see the link to your fundraising page. This is the link you can pass on to anyone, so they can go to your page and make a donation!
  13. At any time, you can go to YouCaring.com, log in, and click “Manage my fundraiser” to make any changes to your fundraising page. You can also post updates to the page to keep your supporters informed of any updates before the Games!

**If you have any questions or problems creating a YouCaring account, please email Laura DiSanto at [goteamliberty@gmail.com](mailto:goteamliberty@gmail.com) and she will be happy to help you!**

**Feel free to use this blurb in the “Description” section of  
your fundraising page to provide details about Team Liberty  
and the Transplant Games of America!**

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Team Liberty, a program of the New Jersey Sharing Network, comes together at the Transplant Games of America, and all year round, to promote the success of organ transplantation, to raise awareness for the urgent need of organ and tissue donation, and to honor donors and their families who have so generously given the gift of life. The team is comprised of organ transplant recipients and their families, donor families, living donors, and transplant professionals from New York City, Long Island, the Hudson Valley, Northern and Central New Jersey, and Fairfield County, Connecticut. The men, women, and children of Team Liberty embody incredible spirit, courage, energy, inspiration, humor, sportsmanship, and friendship... just to name a few!

The Transplant Games of America is a biennial, multi-day athletic competition for organ transplant recipients and living donors ages 2 – 85, regardless of athletic ability, and also offers inspiring programs for transplant recipients and their families, donor families, and living donors. Over 45 teams compete in 12 sports including badminton, basketball, bowling, cycling, golf, racquetball, 5K race, swimming, table tennis, track and field, and volleyball. It’s an awesome event that celebrates life and honors our nation’s donors, with tears and laughter sprinkled throughout.

[www.goteamliberty.org](http://www.goteamliberty.org)

[www.transplantgamesofamerica.org](http://www.transplantgamesofamerica.org)

[www.njsharingnetwork.org](http://www.njsharingnetwork.org)

## **Creating a PayPal Account to use with YouCaring.com**

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### **How does this work?**

YouCaring.com is a free website that does not take any fees from you when someone makes a donation. YouCaring links up with your PayPal account so that when someone makes a donation on your page, YouCaring automatically sends that monetary donation to your PayPal account. Your PayPal account is linked to your bank account, so you can withdraw donations from your PayPal account at any time.

YouCaring does not charge any fees; however, PayPal does charge a small processing fee on each transaction. PayPal's fee is 2.9% of the transaction plus 30 cents. So, if someone donates \$10 to your page, you will receive \$9.41.

### **If you already have a PayPal account...**

If you already have a PayPal account, you need to upgrade your account to a Premier Personal Account so that people can "pay you" (make donations) with credit cards. It is completely free to upgrade your account.

To upgrade your existing PayPal account to a Premier Personal Account:

1. Go to PayPal.com and log into your account
2. Under the "Profile" tab, click on "My Settings"
3. The first line on this page will show Account Type. If your account type is not Premier, click on "Upgrade my Account"
4. Click "Upgrade Now"
5. Select Premier account

This does not cost any money and will not change any settings – this simply allows you to accept credit card payments so that people can donate to your YouCaring page using their credit card.

## **If you do not have a PayPal account...**

If you do not have a PayPal account, you will need to create one. Having a PayPal account allows you to accept credit card payments so that people can donate to your YouCaring page using their credit card. PayPal links itself to your bank account. Donations will be sent to your PayPal account and then you will be able to log into PayPal and withdraw the donations into your personal bank account and spend as needed.

PayPal is a trustworthy, popular, and financially safe website that is used for online payments across the world. It is easy and free to create a PayPal account. While there are many steps to this process, every step is necessary to ensure that your banking information is secure. You can do it!

## **Steps for creating a PayPal account**

1. Go to PayPal.com
2. Click the blue “Sign Up” button in the top right corner of the page
3. Select Personal account, click continue
4. Enter your email address and create a password, click continue
5. Enter your mailing address and phone number, click continue
6. If you are prompted to participate in Bill Me Later, click “Not Now”
7. Select “Link to your bank account” and click continue
8. Enter your bank account information. This is the bank account where PayPal will deposit all donations.
  - a. Select type of account (checking or savings)
  - b. Provide account information (routing number, account number)
9. At this step you will need to confirm your bank account, so that PayPal can ensure that you have provided the correct information. Select Confirm Instantly. They will call the phone number on your account and while on the phone, you will need to enter the 4-digit security code shown on the PayPal website screen.
10. Click “Continue to account” – you will now be taken into your PayPal account
11. Under the Profile tab, click “My Settings”

12. The first line on this page will show Account Type. Click on “Upgrade My Account”

13. Click Upgrade Now

14. Select Premier account and your account will be upgrade to a Premier account.

Upgrading to a Premier account does not cost any money and is a necessary step – this allows you to accept credit card payments so that people can donate to your YouCaring page using their credit card.

15. You will receive a Welcome email from PayPal, sent to the email address used to set up your account. This email is to activate your account. You must open this email, click “Activate” and follow the instructions to activate your account. Once you have done this, you will be able to start receiving funds into your PayPal account. **You must complete this step in order to start receiving donations.**

**If you have any questions or problems creating a PayPal account, please email Laura DiSanto at [goteamliberty@gmail.com](mailto:goteamliberty@gmail.com) and she will be happy to help you!**

## **Receiving monetary donations through YouCaring and PayPal**

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When someone makes a donation to your fundraising page, they will show up under the Supporters tab of your YouCaring site. They can choose to leave a message. Donors have the option to show their name and donation amount or leave an anonymous donation. Donors can use a PayPal account to make a donation if they'd like, but they also have the opportunity to use a credit card without a PayPal account. They will receive an email confirming their donation.

*Please note:* YouCaring requests a small donation to their site for maintenance (they operate entirely on donations!), but your supporters can opt out of this donation to YouCaring simply by selecting \$0. Any donation they make to YouCaring will be in addition to the donation they are making to you – so if they donate \$10 to you and choose to give a \$1 donation to YouCaring, they will be charged \$11, and you will receive the \$10 donation.

When a person makes a donation to your page, their donation will show up on your fundraising page right away, and the money will automatically be deposited into your PayPal account. You will see the processing fee already taken out of each payment. You will also receive an email from PayPal saying that you've received funds from someone.

### **Steps for withdrawing donations from your PayPal account, to be deposited into your personal bank account**

1. Go to PayPal.com
2. Log into your PayPal account. Upon logging in, you should see your account balance, and a list of recent activity in your account
3. Under the Withdraw tab, click "Transfer to Bank Account"
4. Enter the amount of money you'd like to withdraw from your PayPal account to be deposited into your bank account. You can choose to transfer a portion of your balance or all of the money in your PayPal account.
5. Your bank account information should be selected under "To"
6. Click the yellow "Continue" button
7. Click the yellow "Submit" button. You will receive an email from PayPal confirming that they are transferring money into your bank account.

***Please note the following:***

- There is a \$500 monthly limit to how much money you can withdraw to your bank account from PayPal. You should be able to click “Lift this limit” and provide more information to your account (either social security number or linking a credit/debit card) for PayPal to raise your monthly withdrawal limit.
- There is a minimum withdrawal limit – you cannot withdraw less than \$1 at a time.
- It will take approximately 3-4 business days for the money to show up in your personal bank account.
- We are unable to provide specific tax advice since everyone's fundraising situation is different. While this is by no means a guarantee, most donations received are simply considered to be 'personal gifts' which are not taxed as income in the US. However, this varies based on the amount of money you fundraise. Every situation is different, so please consult with a tax professional in your area.

**If you have any questions or problems receiving or withdrawing money from your PayPal account, please call PayPal customer service at (888) 221-1161.**