

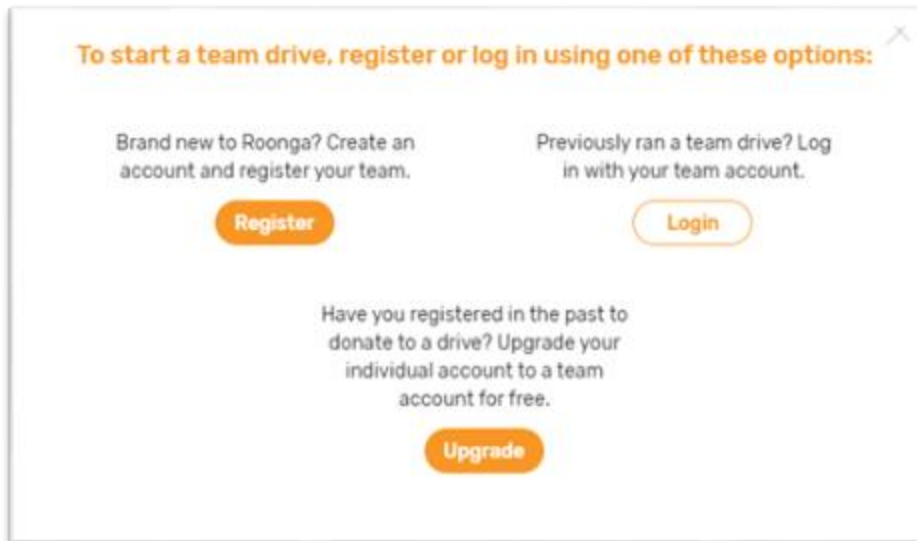
# How to set up a Team Drive

Go to [www.roonga.com/runningstart2023](http://www.roonga.com/runningstart2023)

1. Hit "Launch Team Drive"

Launch New Drive

2. Log in to your previous account if you have set up a team drive before OR create a new log in.



To start a team drive, register or log in using one of these options:

Brand new to Roonga? Create an account and register your team.

Previously ran a team drive? Log in with your team account.

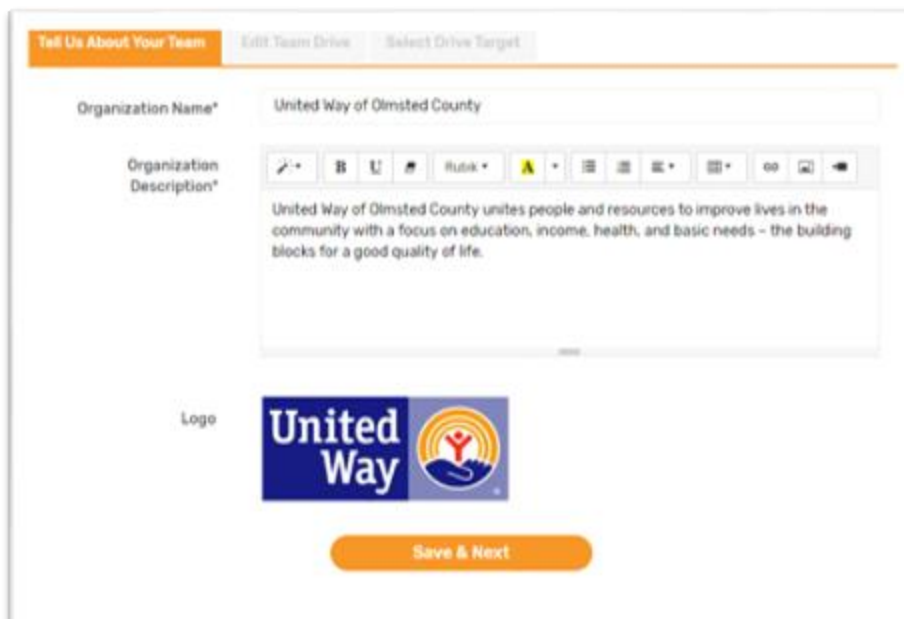
Register

Login

Have you registered in the past to donate to a drive? Upgrade your individual account to a team account for free.

Upgrade

3. Fill out the information about your organization/team so your supporters know more about you!



Tell Us About Your Team | Edit Team Drive | Select Drive Target

Organization Name\* United Way of Olmsted County

Organization Description\*

United Way of Olmsted County unites people and resources to improve lives in the community with a focus on education, income, health, and basic needs – the building blocks for a good quality of life.

Logo

United Way

Save & Next

4. Name your drive and your organization/team (again). Describe your why your organization/team is supporting Running Start. Create a shorter/personalized URL for your team drive. Add any pictures you have of your organization/team members.

The screenshot shows a form titled "Describe Your Team Drive". It contains the following fields and options:

- Drive Name\***: A text input field with the placeholder "Type here..."
- Team Name\***: A text input field with the placeholder "Type here...". Below it is a note: "You may choose a team name that is different from your organization name (e.g., 'Company ABC's Rock Star Community Service Group')".
- Description**: A rich text editor with a toolbar containing icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and a "GO" button. Below the toolbar is a large text area.
- Friendly URL\***: A text input field with the placeholder "www.roonga.com/"
- Media\***: A dashed box containing an "Upload Photo" icon and text. Below this is a checkbox with the text "I do not have pictures to upload - use the pictures displayed in the main drive."

5. Set a goal (dollar amount or backpack amount) for your team drive.

The screenshot shows a form titled "Select Drive Target" with three tabs: "Tell Us About Your Team", "Edit Team Drive", and "Select Drive Target". The form contains the following options:

- Select\***: Three radio button options:
  - ☒ Set target based on total dollar value
  - ☐ Set target based on total number of items purchased
  - ☐ Select specific items and quantities
- Enter Amount (\$)**: A text input field, visible only when the first option is selected.
- No of items**: A text input field, visible only when the second option is selected.
- Launch**: A large orange button at the bottom.

6. Hit launch and start spreading the word to reach your goal!