

# The Smith Family Giving Tree

## How to guide Team Set Up



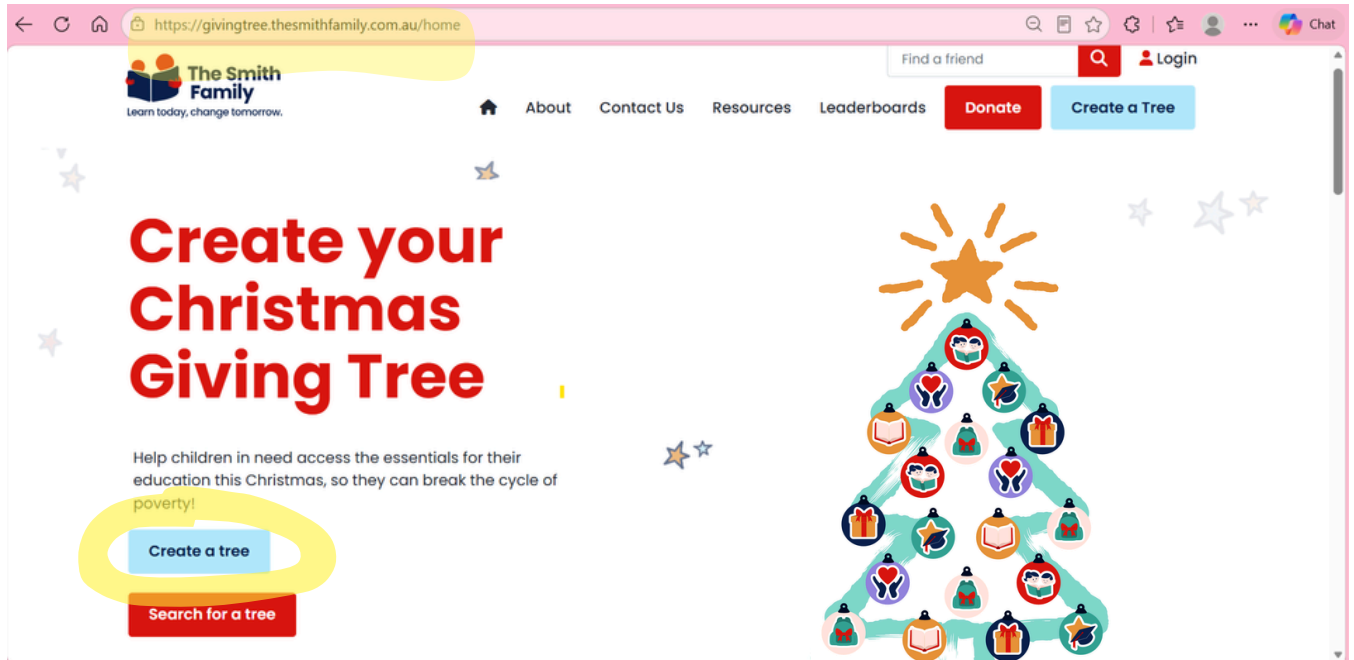
**The Smith  
Family**

Learn today, change tomorrow.

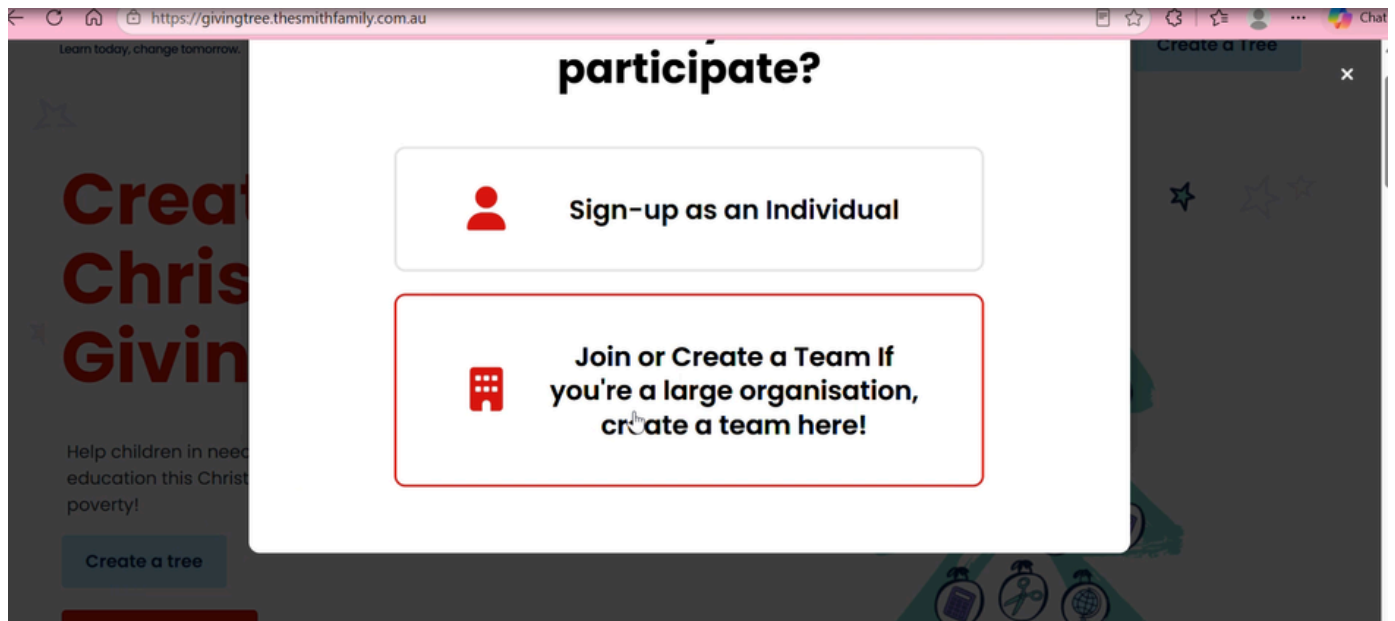


# Setting up your Giving Tree

1. Go to <https://givingtree.thesmithfamily.com.au/> > Create a Tree

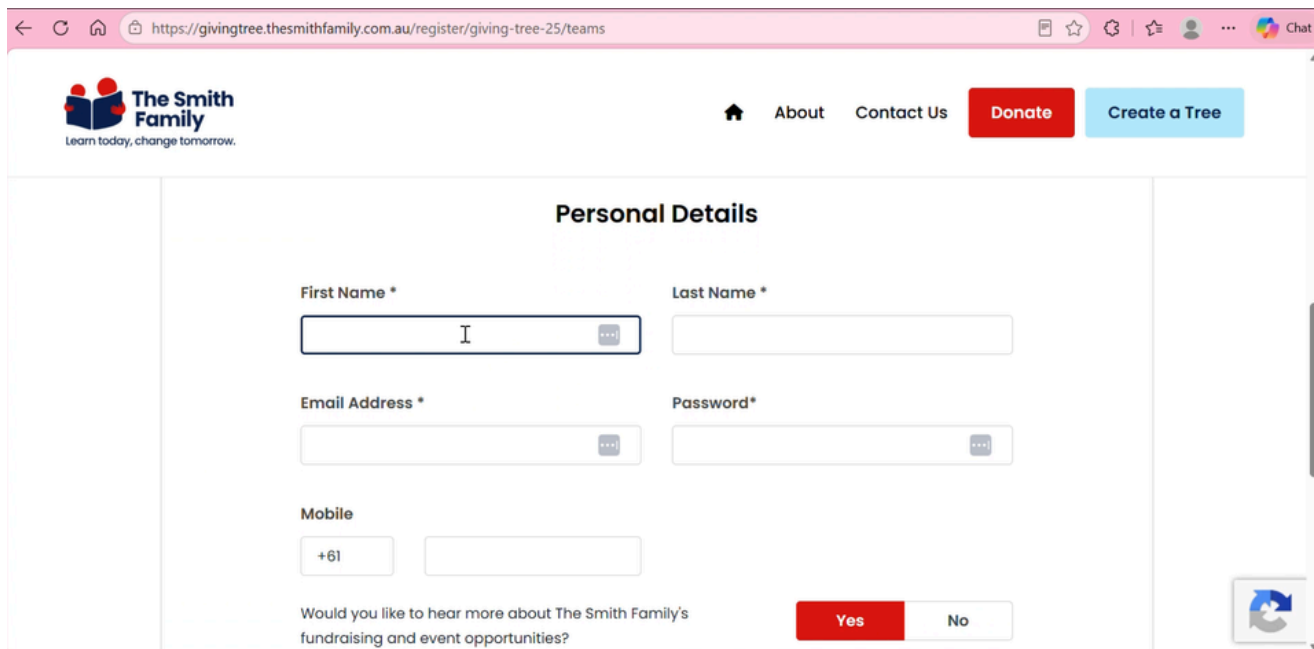


2. Select Join or Create a team



# Setting up your Giving Tree

## 3. Add in your personal details



https://givingtree.thesmithfamily.com.au/register/giving-tree-25/teams

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[Home](#) [About](#) [Contact Us](#) [Donate](#) [Create a Tree](#)

### Personal Details

First Name \*

Last Name \*

Email Address \*

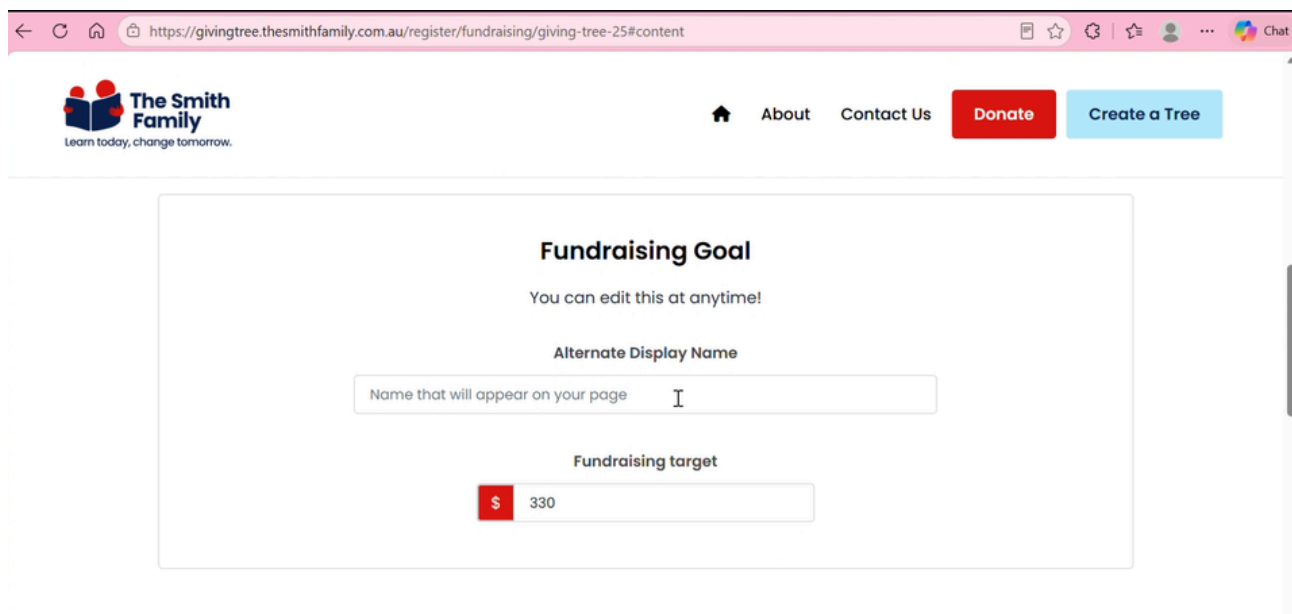
Password\*

Mobile  
+61

Would you like to hear more about The Smith Family's fundraising and event opportunities? [Yes](#) [No](#)

## 4. Add the name that you would like to show on your page and set your fundraising target

**NOTE** – This is **your name** for your **individual page**. **Don't put your team or organisation name here.**



https://givingtree.thesmithfamily.com.au/register/fundraising/giving-tree-25#content

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### Fundraising Goal

You can edit this at anytime!

Alternate Display Name  
Name that will appear on your page

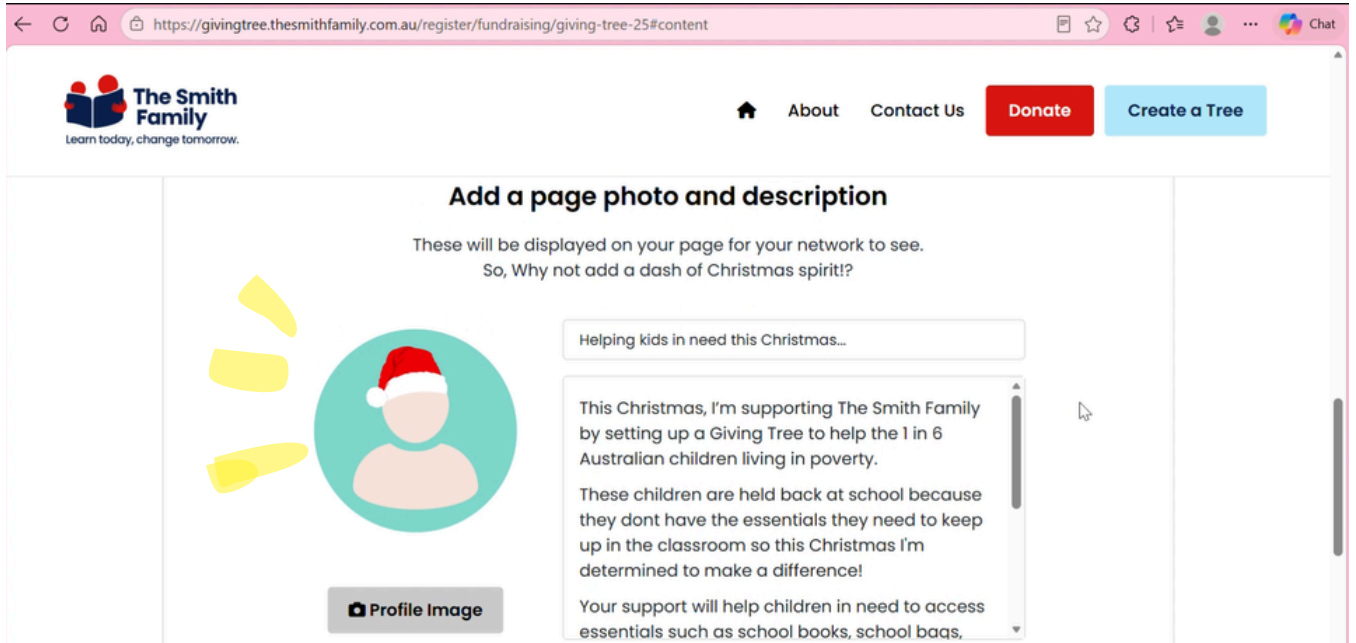
Fundraising target  
\$

# Setting up your Giving Tree

5. The fundraiser description is pre-populated but please feel free to personalise this section – You can also come back to this at a later stage.



We recommend adding a profile picture!

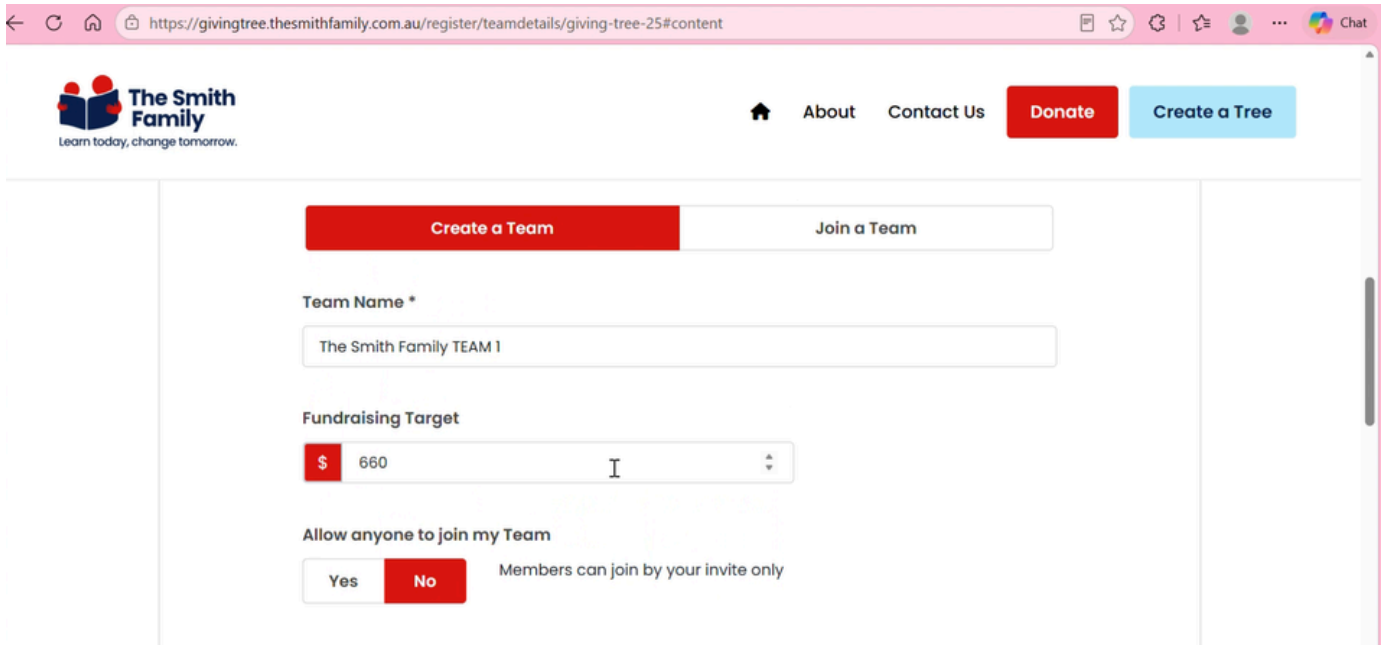


The screenshot shows a web browser window with the URL <https://givingtree.thesmithfamily.com.au/register/fundraising/giving-tree-25#content>. The page header includes the The Smith Family logo, navigation links (Home, About, Contact Us, Donate, Create a Tree), and a chat icon. The main content area is titled "Add a page photo and description" and includes the instruction: "These will be displayed on your page for your network to see. So, Why not add a dash of Christmas spirit!?"

On the left, there is a circular profile image placeholder with a red Santa hat icon and a "Profile Image" button below it. To the right, there is a text input field with the placeholder text "Helping kids in need this Christmas..." and a text area with the following pre-populated text:

This Christmas, I'm supporting The Smith Family by setting up a Giving Tree to help the 1 in 6 Australian children living in poverty. These children are held back at school because they don't have the essentials they need to keep up in the classroom so this Christmas I'm determined to make a difference! Your support will help children in need to access essentials such as school books, school bags,...

6. At this stage you will be asked to create or join a team. To create a team simply add a team name and fundraising target and select whether you want anyone to be able to join your team. If your organisation is entering multiple teams remember to make your **team name distinctive**. If your team already exists, simply select it from the drop down.

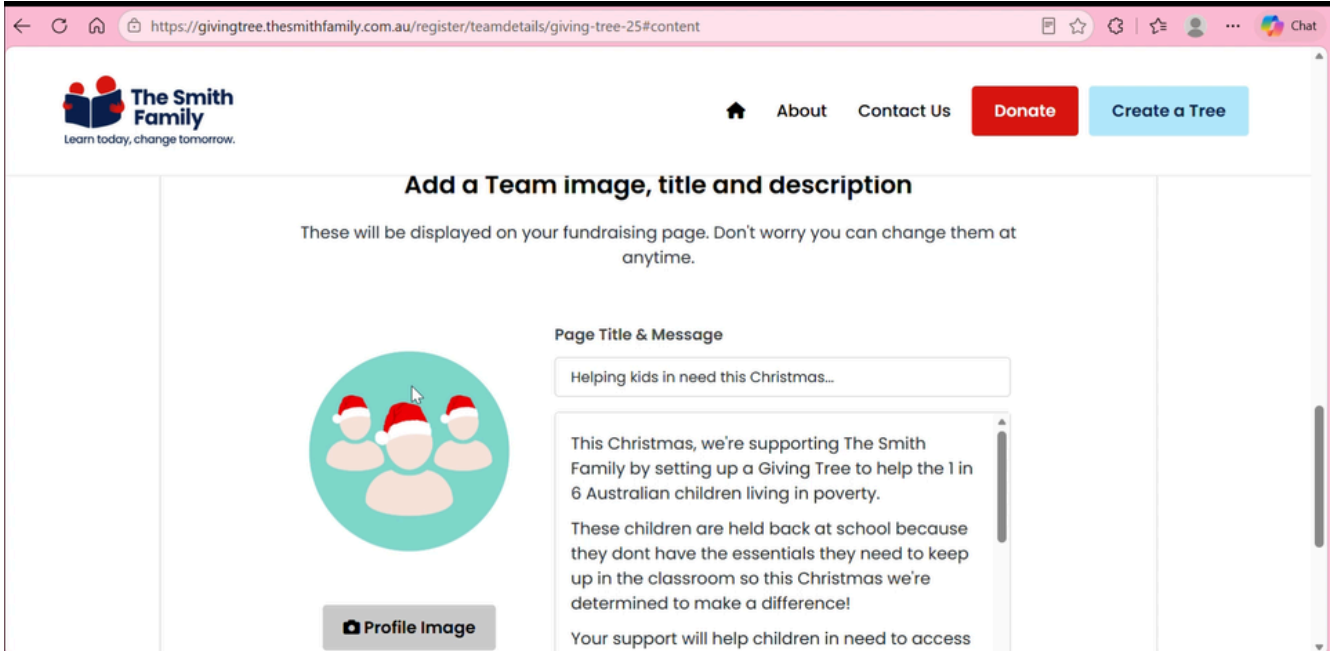


The screenshot shows a web browser window with the URL <https://givingtree.thesmithfamily.com.au/register/teamdetails/giving-tree-25#content>. The page header is identical to the previous screenshot. The main content area has two buttons: "Create a Team" (highlighted in red) and "Join a Team".

Below the buttons, there is a "Team Name \*" field with the text "The Smith Family TEAM 1". Below that is a "Fundraising Target" field with a red "\$" icon, the number "660", and a dropdown arrow. At the bottom, there is a section titled "Allow anyone to join my Team" with two radio buttons: "Yes" (selected) and "No". To the right of the "No" button, it says "Members can join by your invite only".

# Setting up your Giving Tree

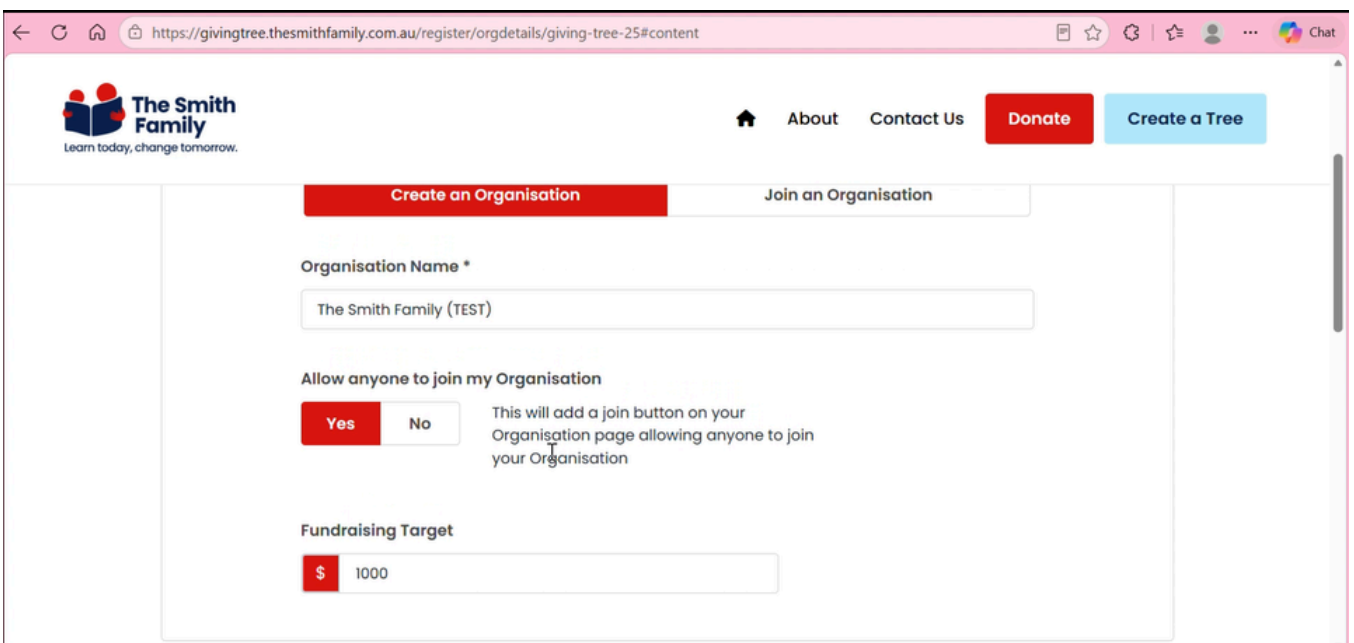
7. Again, your page will pre-populate but we recommend personalising this to help boost donations!



The screenshot shows the 'Add a Team image, title and description' form. The header includes the The Smith Family logo and navigation links: Home, About, Contact Us, Donate, and Create a Tree. The form title is 'Add a Team image, title and description'. Below the title, it says 'These will be displayed on your fundraising page. Don't worry you can change them at anytime.' The form has two main sections: 'Profile Image' and 'Page Title & Message'. The 'Profile Image' section shows a placeholder image of three people wearing Santa hats. The 'Page Title & Message' section has a text input field with the value 'Helping kids in need this Christmas...' and a larger text area with the following text: 'This Christmas, we're supporting The Smith Family by setting up a Giving Tree to help the 1 in 6 Australian children living in poverty. These children are held back at school because they don't have the essentials they need to keep up in the classroom so this Christmas we're determined to make a difference! Your support will help children in need to access'.

8. Next, link your team to your organisation by either creating a new organisation or selecting an existing one from the dropdown menu.

💡 Don't forget to upload your organisation's logo so people can easily recognise you!



The screenshot shows the 'Create an Organisation' form. The header includes the The Smith Family logo and navigation links: Home, About, Contact Us, Donate, and Create a Tree. The form has two tabs: 'Create an Organisation' (selected) and 'Join an Organisation'. The 'Create an Organisation' tab has the following fields: 'Organisation Name \*' with the value 'The Smith Family (TEST)', 'Allow anyone to join my Organisation' with a 'Yes' button selected and a 'No' button, and 'Fundraising Target' with a '\$' icon and the value '1000'. A note next to the 'Allow anyone to join my Organisation' section says 'This will add a join button on your Organisation page allowing anyone to join your Organisation'.

# Setting up your Giving Tree



9. You will then have the option to kickstart donations to your page.

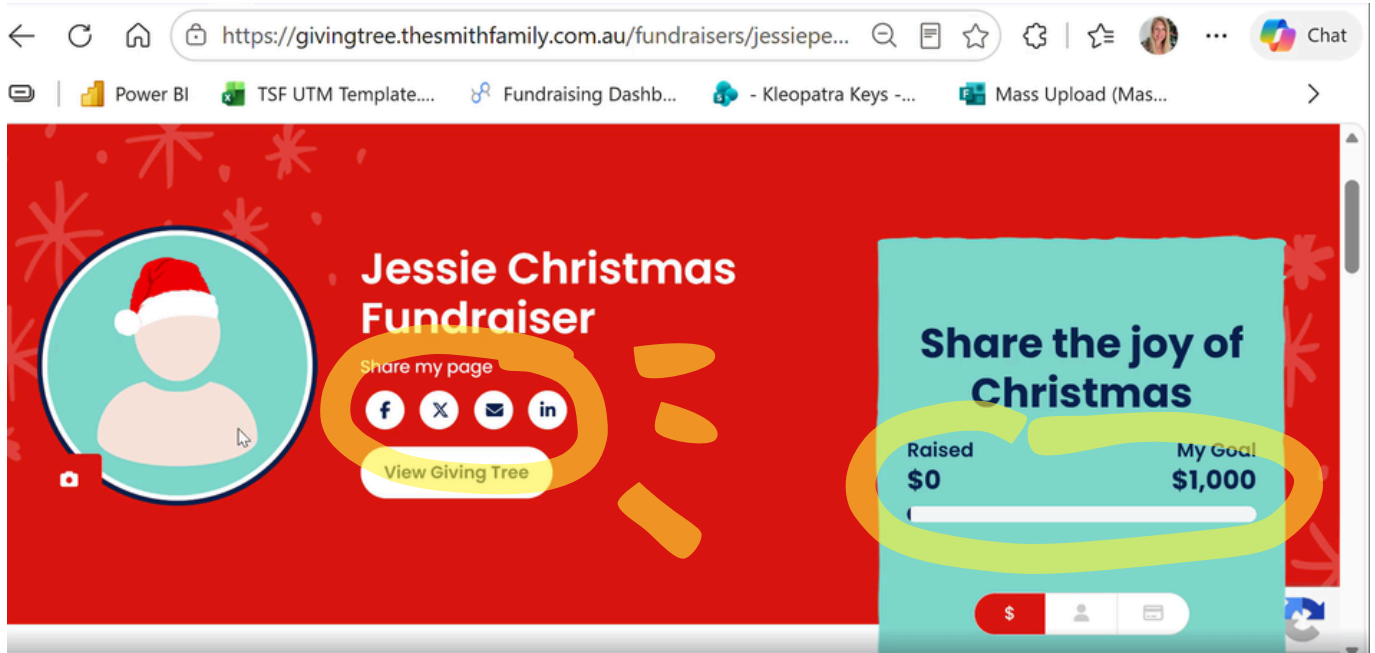
A screenshot of a web browser showing the 'Kickstart your fundraising with a personal donation' page. The browser's address bar shows the URL 'https://givingtree.thesmithfamily.com.au/register/pay/giving-tree-25#content'. The page header includes the The Smith Family logo, a home icon, and links for 'About', 'Contact Us', 'Donate', and 'Create a Tree'. The main heading is 'Kickstart your fundraising with a personal donation'. Below this, there is a form with four buttons for donation amounts: '\$30', '\$55', '\$110', and '\$348'. Below these buttons is a section labeled 'Other Amount' with a red '\$' icon and a text input field.

10. Success! Your individual Giving Tree Page and Team Page have been created and are ready to use. Start sharing your URLs with friends, family, and colleagues to begin fundraising.

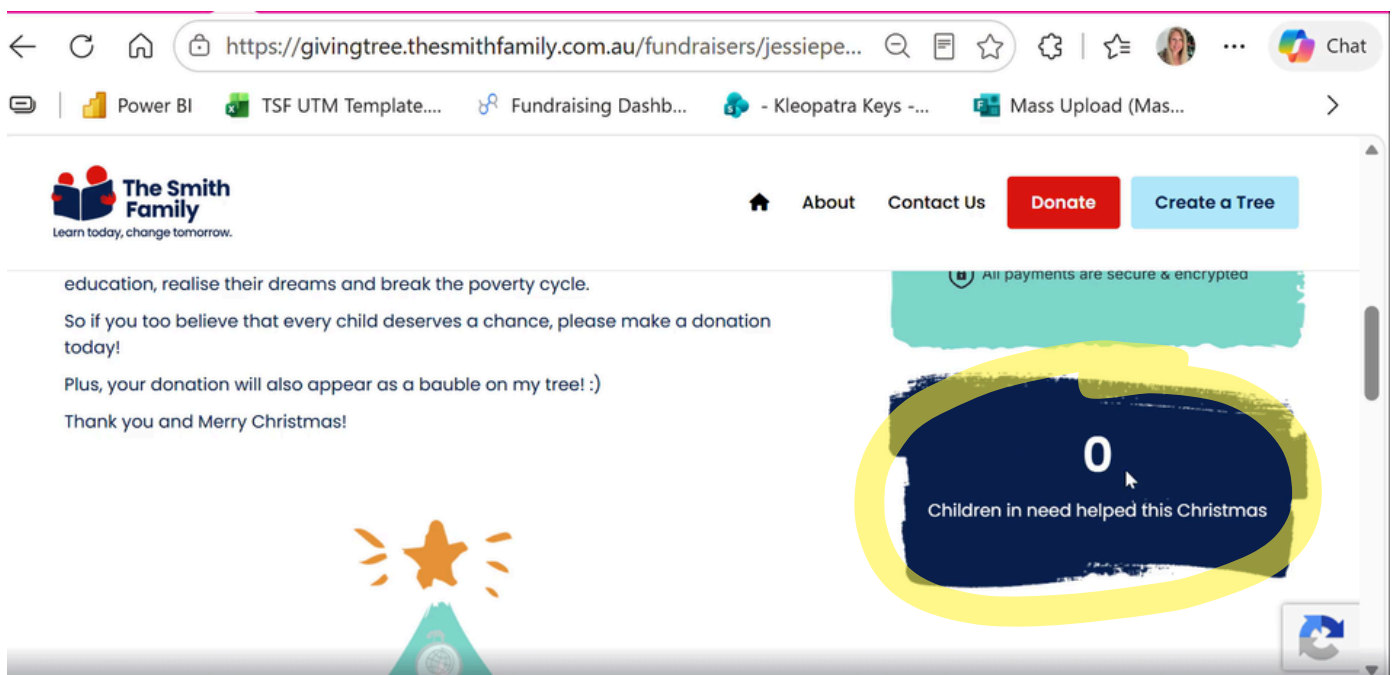
You can return at any time to edit and update your pages.

# Setting up your Giving Tree

11. Use the social links to start sharing your URLs with friends, family, and colleagues to begin fundraising! And easily track your fundraising progress against your goal.

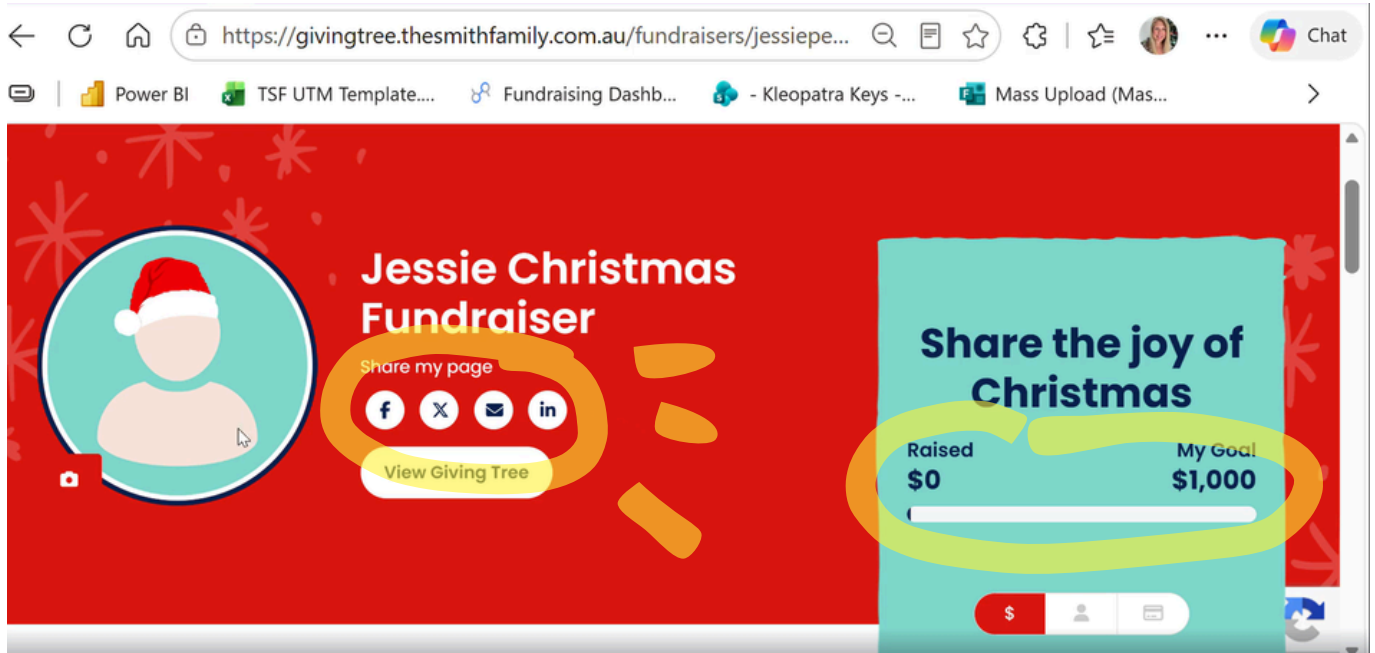


12. Remember, donations to The Smith Family have a real and lasting impact on children living with disadvantage. Along the side of your page, you and your supporters will be able to track the tangible difference you are making.

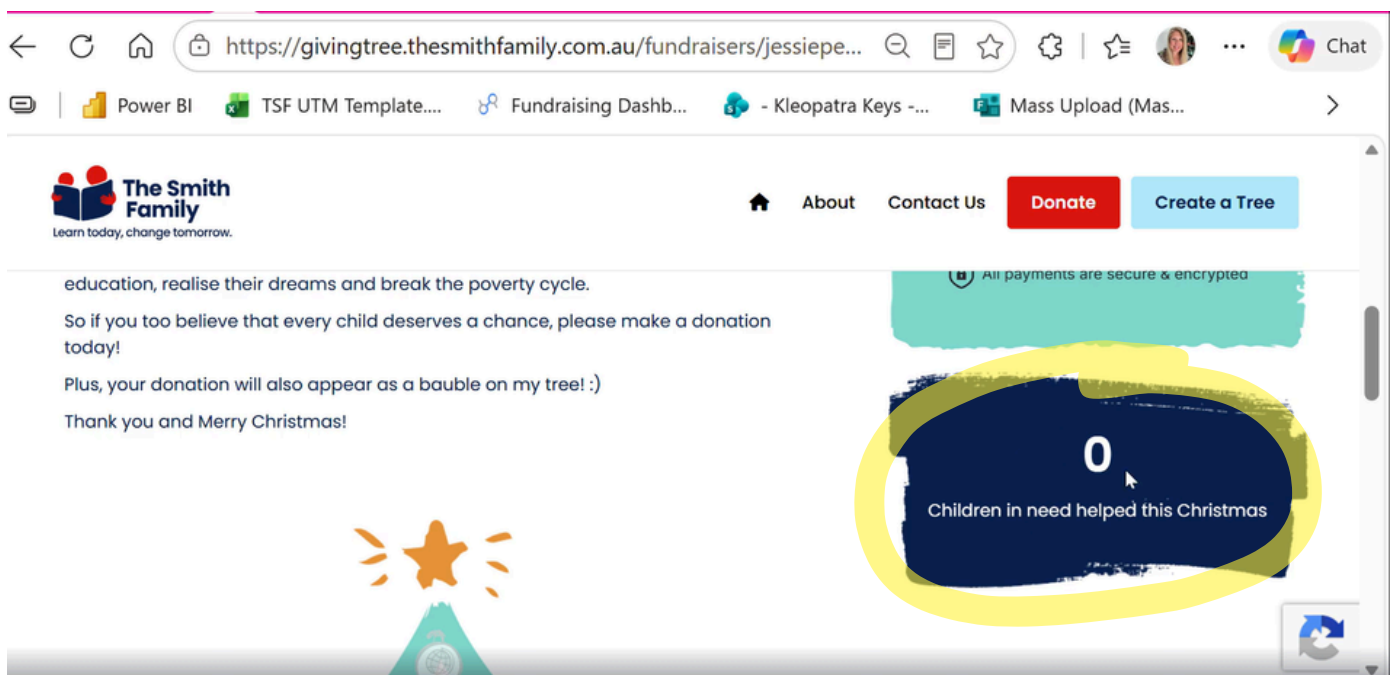


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## Setting up your Giving Tree



13.Track your achievements as a Smith Family Fundraiser here!

