

**HOW TO**

**CREATE OR JOIN**

**A DRY JULY**

**WORKPLACE TEAM**

# SIGN UP – 3 EASY STEPS

**IMPORTANT NOTE:** You must be signed up (or signed in) as an individual participant before being able to create or join a workplace team.

## Step 1

Enter your **email** and pick a **password** and select '**sign up**' to create an account

**NOTE:** If you already have an account click the '**sign in**' option here to sign into your **existing account**

## Step 2

Complete all sections and select '**Complete Sign-Up**'

**NOTE:** The name of your workplace is optional, however it is important for us to know if you are setting up a workplace team

## Step 3

Select where the funds go

**NOTE:** Beneficiaries cannot be changed by participants.

Please contact us at

[support@dryjuly.com](mailto:support@dryjuly.com) if you need to

make an adjustment to your beneficiary.

# PERSONALISING YOUR PAGE

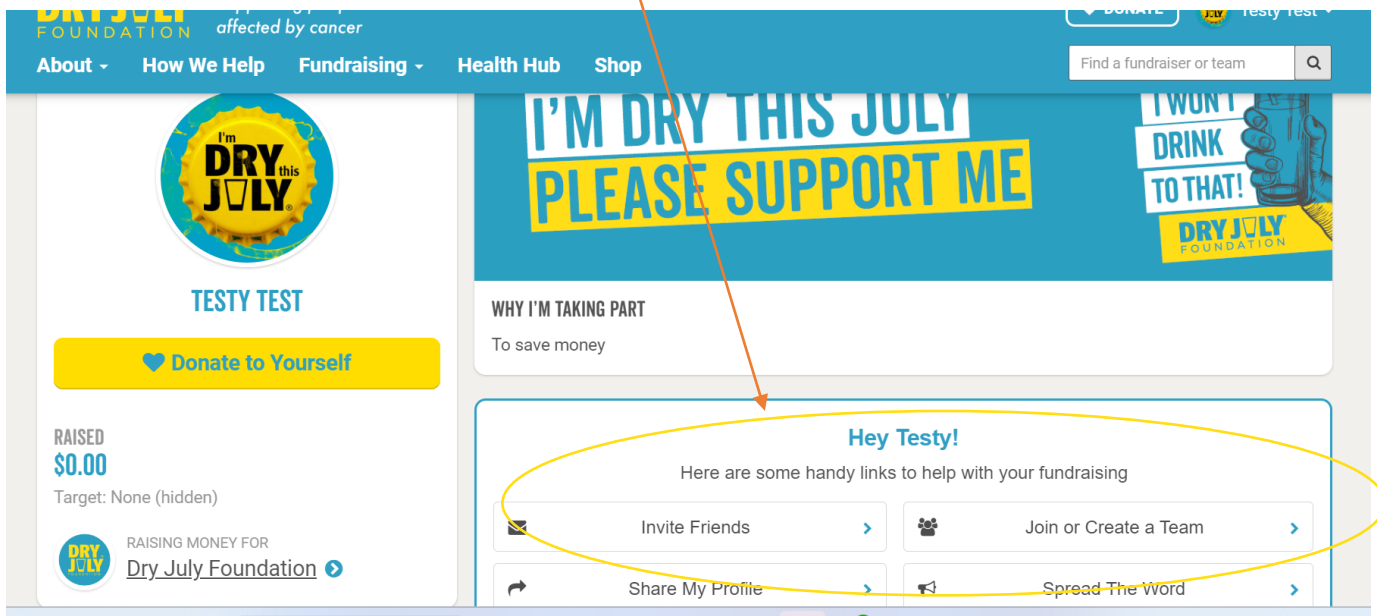
You can personalise your page by adding the following:

- Uploading an image for your profile picture
- Selecting your cover photo
- Setting a fundraising target (the average participant raises around \$495)
- Tell us why you are taking part
- Make a donation to yourself

If you need to go back and make any changes to your individual profile page, log in to Dry July and select **'Edit Profile'**.



**NOW YOUR PROFILE IS COMPLETE AND YOU ARE READY TO EITHER JOIN OR CREATE A WORKPLACE TEAM**

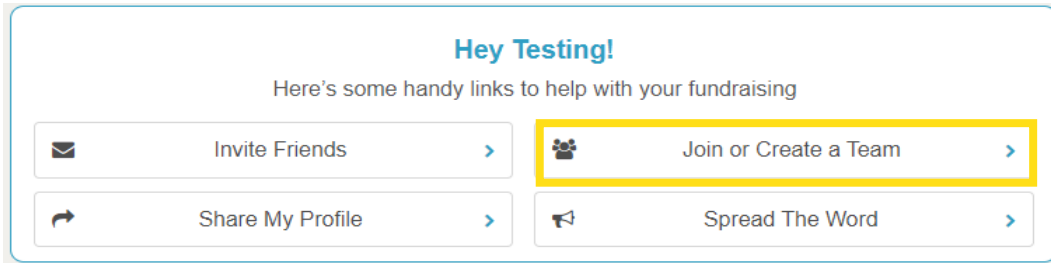


# HOW TO CREATE WORKPLACE TEAM

## CREATING A WORKPLACE TEAM

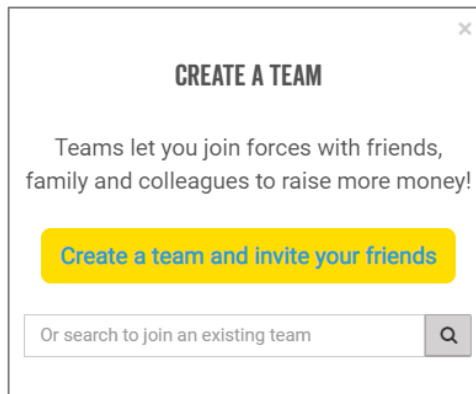
### Step 1

Sign up or log in to your individual Dry July profile. Select '**Join or Create a Team**'.



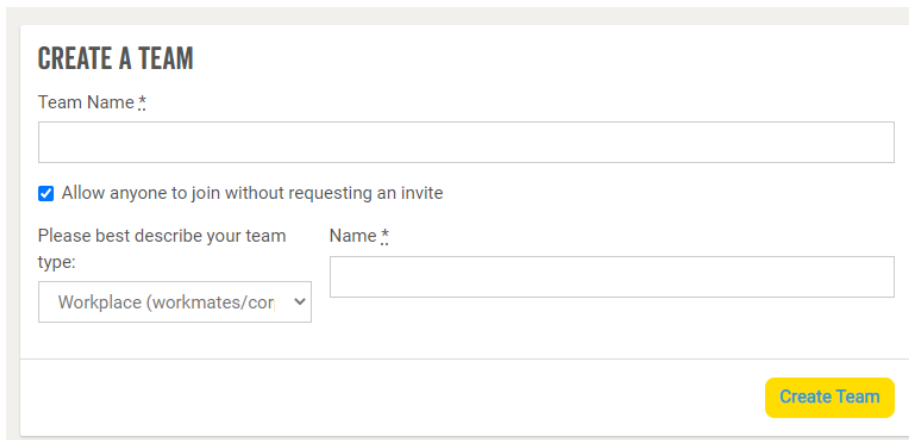
### Step 2

To **create** a team, select '**Create a team and invite your friends (workmates)**'. To **join** a team, enter the team name in the search box.



### Step 3

Name your team in the '**Team Name\***' field with whatever name you like. Select your team type as '**Workplace (workmates/colleagues)**' under the '**Please describe your team type**' drop-down menu. Enter the name of your Company/ Organisation to the left of the drop-down menu in the '**Name\***' field. Then select '**Create Team**'

A screenshot of the "CREATE A TEAM" form. It has a title "CREATE A TEAM" and a "Team Name\*" field. Below that is a checked checkbox "Allow anyone to join without requesting an invite". Then there are two fields: "Please best describe your team type:" with a dropdown menu showing "Workplace (workmates/cor" and "Name\*" with an empty text box. At the bottom right is a yellow "Create Team" button.

# PERSONALISING YOUR TEAM

## NAMING YOUR WORKPLACE TEAM

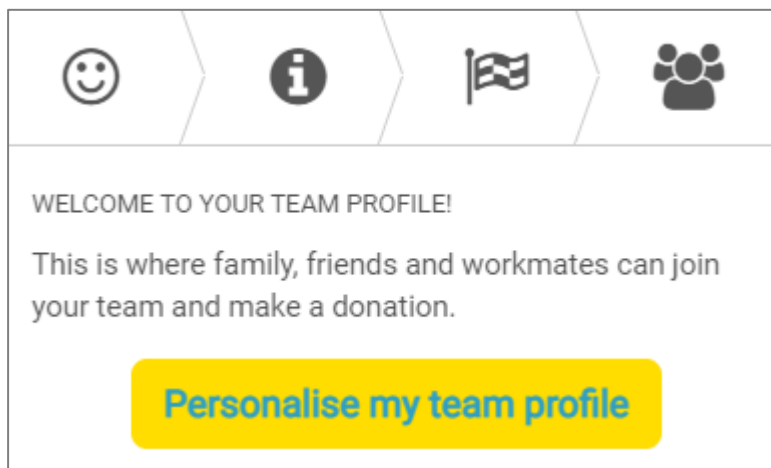
Your Team Name is visible and searchable on the Dry July website.

It's handy to include the name of your business in your team name for others to find you and to help promote your workplace's involvement in Dry July.

### Step 4

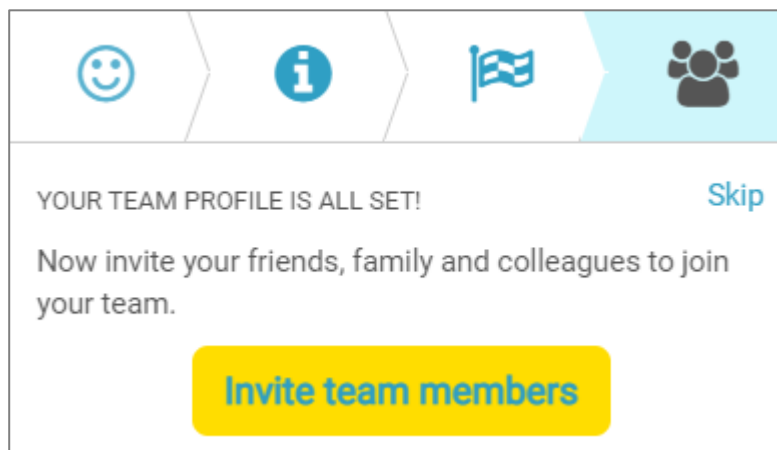
Complete your workplace team profile including setting a fundraising target. This stage will include similar steps to when you created your own profile page.

Setting a fundraising target will let your workplace team know where you are heading. You can update your team fundraising target at any time.



### Step 5

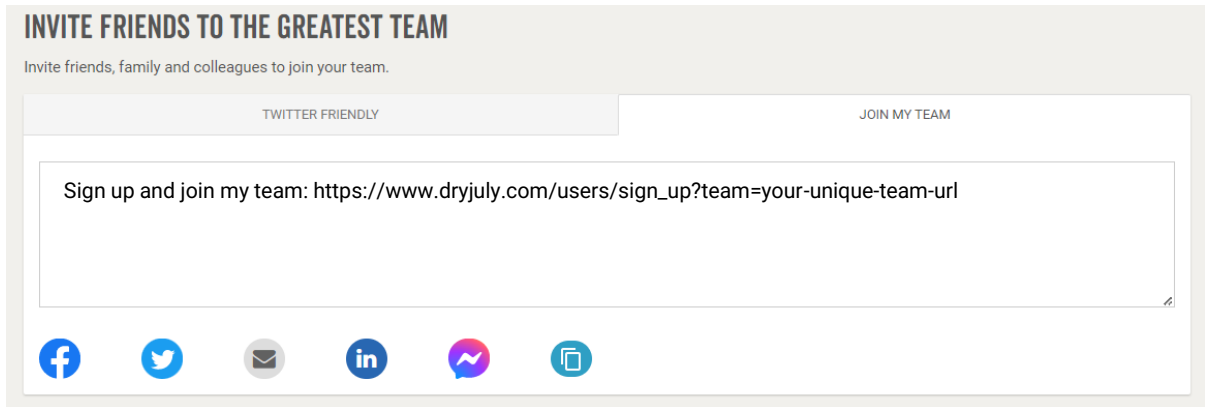
Now it's time to build your workplace team by inviting team members!




# BUILDING YOUR TEAM

## Step 6

You can invite workmates by sharing your **unique team URL**.

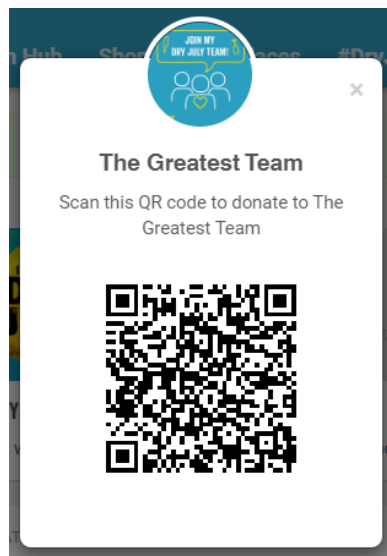


You can share your invitation to Facebook, Twitter, by email, LinkedIn, Messenger or just copy and paste the URL using 

You can **'Share Images to Social Media'** including Workplace or Yammer by selecting the images on this page.



You can have your work mates scan your **workplace team's QR code** and go directly to the team page.



# INFORMATION FOR TEAM LEADERS

## INFORMATION FOR WORKPLACE TEAM LEADERS

- As team leader you'll be notified when people join your team.
- If you have set your team to **private**, you'll need to accept each invitation to join your team. You can also remove anyone from your team if required.
- The beneficiary of the team leader will become the beneficiary for the team. Donations made to the team will be allocated to the team's beneficiary.
- Your team will receive updates by email when you post status updates on your team page. Team members will then sign in to see the updates on the team page.

## FUNDRAISING RESOURCES FOR WORKPLACES

Check out all our fundraising resources for workplaces [here](#).

Please get in touch if you'd like any hard copy posters, donation collection boxes or Dry July promotional items. You can also head to our [Dry July Shop](#)

### NEED MORE HELP?

**Contact our Dry July Workplace Engagement Manager**

**Abby**

[abby@dryjuly.com](mailto:abby@dryjuly.com)

You can also find out more in our [FAQs](#)