



Step-by-Step Instructions for Food Bank Members

Go to the Gather At Home fundraising site:

<https://give.classy.org/GatherAtHome-2025>

1. As the Team Captain, click "Create your Gather At Home Donation Page"
2. Select "Create a Team"
3. Create a Classy.org account. *(This is the site used by the Food Bank for our peer-to-peer campaigns, and it's super user-friendly.)* Use an email and a memorable password. Make a note of both, so you can log-in and manage your account easily.
4. Classy will walk you through the steps to create your "Team." **Your Team Name must be your Member Number followed by your Organization Name.** *(For Example: F-802 Food Bank Philanthropy Team)*
5. Set your Fundraising Goal - you can update this later if you choose.
6. Write something for your Team Page Headline. It can be something simple like "Support our partnership with the Food Bank of Northeast Georgia."
7. Your Team Page will have a "vanity URL" but you can also give it a nickname or short URL to share. Enter your Member Number & 2025
8. Share your page! Send out the link via email to friends, family, co-workers, etc. or create a QR code to share.

*** If you need assistance or have questions about setting-up your page, reach out to your Food Access Coordinator at the Food Bank. ***

Helpful Information: Online financial donations are the easiest and most efficient donations. They generate instant receipts to the donor, and they are immediately reflected on your team page. They eliminate the handling of money on your end. **(Donors do not have to make a Classy account to contribute to your drive.)**

Cash & check donations must be made payable to your organization, deposited and then made payable to the Food Bank as a payment to your account. You are responsible for receipting and accounting for cash & check donations.