

## How to Set Up a Team Drive on Roonga

Found a drive you'd like to support with your friends and/or co-workers? In minutes you can set up a team drive with your own goals and supply targets. If a drive link has already been provided to you, click on the link to go directly to that drive. Otherwise, go to <https://www.roonga.com/find-donation-drives> to find the drive you'd like to support. Then follow these instructions to launch a drive for you and your co-workers or friends.

1. Click "Launch new drive" under "Team Drives" on the main drive page:

**Adopt-A-Student 2019 - New Castle County**  
By: Adopt-A-Family Delaware | Launches On May 15th, 2019

The Adopt-A-Family Delaware "Adopt-A-Student" Program was designed to encourage a positive attitude towards school by helping with the supplies students need to achieve success. Our goal is to take away some of the stress parents and low-income families encounter when they prepare children for a successful school year. We want children to focus on their educational experience and not whether or not they have the tools to manage during the day. Over 85% of students who benefit from this program are referred by "Family Crisis" workers assigned to schools throughout our state. Your support has a major impact in the lives of school-aged children and Adopt-A-Family's ability to help as many young people as possible. These workers do an excellent job identifying our neediest students. **Will you partner with us this year?**

**Pledge Now**

0%

159 Days Left      640 Items still needed

Team Drives

Launch new drive

Activity

2. Register or login by selecting the appropriate option:

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

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

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

Register

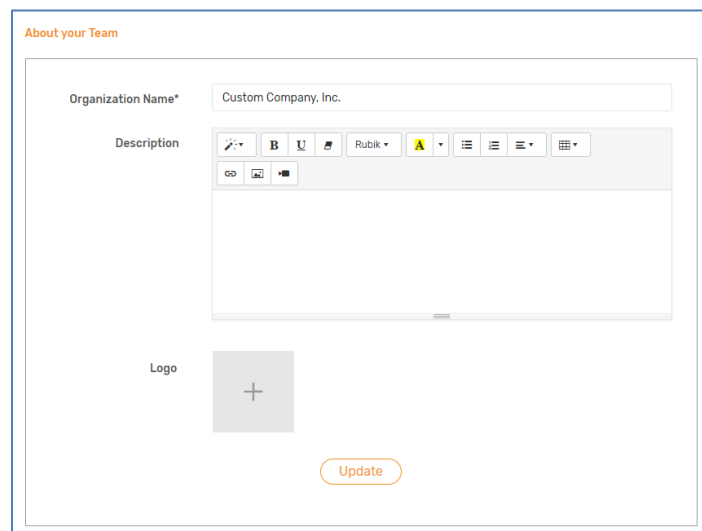
Login

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

Upgrade

- If you are brand new to Roonga, click "Register" and complete the team registration form.

- If you have previously run a team drive on Roonga, click “Login” and enter the email address and password of the account you previously created.
  - If you have purchased items from a drive on Roonga but never run a team drive, click the “Upgrade” button.
3. Once you have registered or logged in, click the “Launch new drive” button **again**.
  4. The team drive setup has three sections: team information, drive information, and drive targets. For the first section, tell us about your team and who you are. Once you have completed the information below, click “Update” to save your changes.



The screenshot shows a form titled "About your Team" with the following fields and elements:

- Organization Name\***: A text input field containing "Custom Company, Inc."
- Description**: A rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), link, unlink, bulleted list, numbered list, indent, and outdent. Below the toolbar is a large text area.
- Logo**: A square area with a plus sign (+) for uploading a logo.
- Update**: A rounded rectangular button at the bottom right of the form.


5. Now, describe your drive by giving it a name and describing your goals. For example, a drive name could be “Our Company’s School Supply Drive” and you can describe how many children you are hoping to help through your drive. You can then upload your own photos for your drive, or you can check the box to use the pictures from the main drive.

**Describe Your Team Drive**

Drive Name\*


Team Name\*   
You may choose a team name that is different from your organization name (e.g., "Company ABC's Rock Star Community Service Group")

Description



Friendly URL\*

Media\*

 Upload Photo

I do not have pictures to upload - use the pictures displayed in the main drive.

6. Lastly, set your goals for your drive. There are 3 options provided:

**Set Drive Targets**

Select\*

Set target based on total dollar value

Set target based on total number of items purchased

Select specific items and quantities

- The dollar value goal allows you to select a total amount of amount from your entire team – for example, \$1,000 in donations.
- The number of items goal allows you to determine a target number of items purchased by your entire group.
- If you have specific items that you want to target, choose the “Select specific items and quantities” option. For example, during the holidays, some groups have chosen gifts for teenagers, or pajamas, or other

Check the type of goal you would like to select and enter your targets. Note, across teams, the pledged quantity can be higher than the quantity needed because some teams may not reach their goals.

7. Launch your drive! Once you click “Launch,” your drive is live on Roonga. You can now share the link for this page with your team members. Simply email the link and/or share on Facebook, Twitter or other social media.

A few final notes about team drives on Roonga:

- When items are donated, the Number Still Needed is deducted off your team drive, and the main drive.
- Your team can choose to exceed their goal on an item as long as there are still items to donate remaining on the main drive.
- Once an item has been fully donated on the main drive, the item will be greyed out across all team drives to prevent getting too many of that item.
- Currently, there is only one “drive coordinator” for each team drive.

Questions or issues? Email [support@roonga.com](mailto:support@roonga.com).