

2026 FOOD-A-THON TEAM SETUP GUIDE

For company leaders: create the main team before managers join

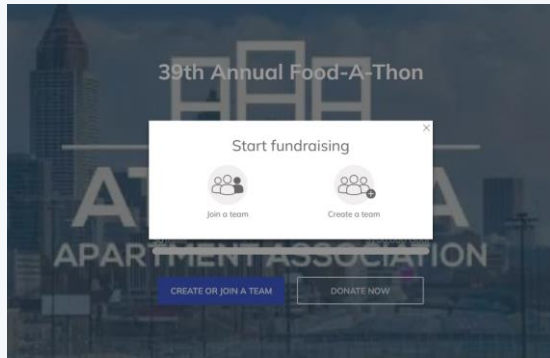
ACCESS LINK

give.acfb.org/AAA2026

Create the company team first, then share the custom URL or QR code so property managers join the correct page.

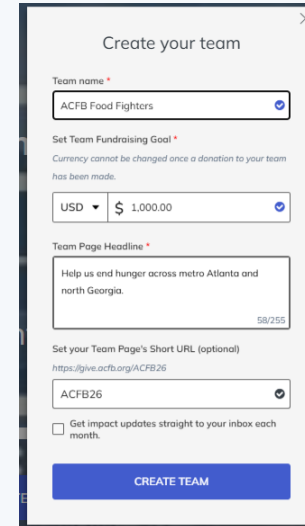
01 Start fundraising

Select Create a team. The company leader should create the team first; in this example, ACFB creates the team.



02 Create and name the team

Use the company or property name as the team name, set a fundraising goal, and create a custom URL.



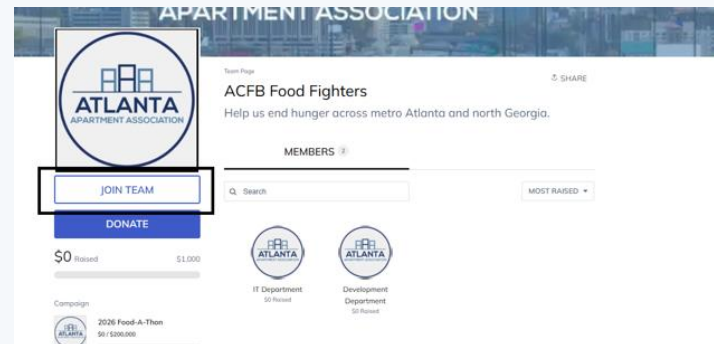
03 Access path

After the team is approved, provide QR codes, the custom URL, or the main Food-A-Thon URL for easy access.



04 Property Managers select Join Team

Property managers visit the company page and choose Join Team, so donations connect to the correct team.



2026 FOOD-A-THON JOIN AN EXISTING TEAM

For property managers: join the team and customize your page

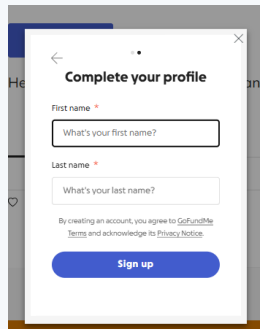
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Use the company page or QR code, complete your profile, and make sure the property name is visible on the page.

05 Complete your profile

Enter your first and last name. Be sure to include the property name when prompted so donors recognize the page.

A screenshot of a mobile app interface showing a 'Complete your profile' dialog box. The dialog has a back arrow at the top left and a close 'X' at the top right. It contains two text input fields: 'First name' with a red asterisk and a placeholder 'What's your first name?', and 'Last name' with a red asterisk and a placeholder 'What's your last name?'. Below these fields is a line of text: 'By creating an account, you agree to GiveAcfb's Terms and acknowledge its Privacy Notice'. At the bottom is a blue 'Sign up' button.

07 Update the page details

Go to the Details area to update the fundraising nickname or team name. Keep the naming consistent across all flyers and QR codes.

06 Use Manage to edit details

If a team name needs to be updated, use the Manage button to customize the name, share the page, adjust the goal, and send thank-you messages.



QUICK CHECKLIST

- ✓ Company or property name is included
- ✓ Fundraising goal is set
- ✓ Custom URL or QR code is ready
- ✓ Team page is shared with managers
- ✓ Managers select Join Team from the company page

Tip: consistent naming helps donors find the right team and ensures donations route correctly.