

EXERCISE 1.3: Create an Event and Configure Common Options

Creating a TeamRaiser from Scratch

1. From the main TeamRaiser page, select the **Create a TeamRaiser** button
2. Fill in the Public Name, Date, Initial Participation Type and Fee from the questionnaire
3. Select to **Create a new donation form for this TeamRaiser**
4. Click **Finish**

Configuring Common Options

Using the filled-out questionnaire as a guide and the Process Navigator hints on the right side of those pages, configure the event on your own. **You only need to configure what is on the questionnaire. We will continue configuring the rest of the event tomorrow.**

1. To begin, select **Edit** next to your TeamRaiser event