



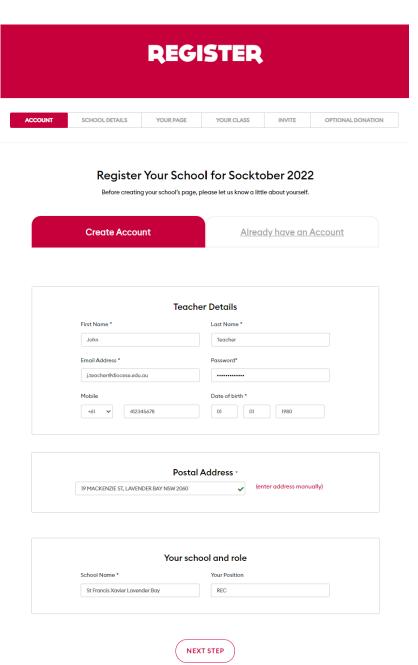
SOCKTOBER 2022

Registering Your School

A Step-By-Step Guide

CREATE AN ACCOUNT

- Create an individual account to manage the school page.
- "School name" and "Your position" help us link the individual account with the school.
- This will not create your school page yet.



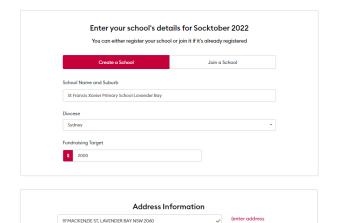
CREATE YOUR SCHOOL PAGE

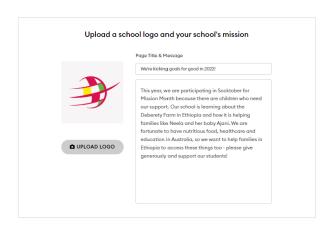
- Enter school details.
- Include the suburb with your school name so it can be distinguished from other schools with the same name.
- Re-write your school's mission statement or add an inspirational message.
- Upload your school logo.
- Message and logo can be edited later.





Register your school





CREATE SCHOOL

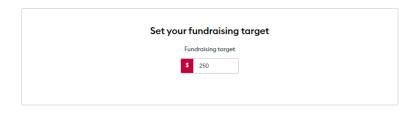
CREATE YOUR TEACHER PAGE

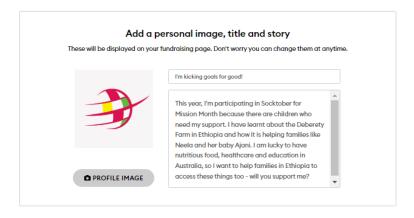
- Edit your own personal fundraising page to inspire your students.
- Optional step hit Skip if you don't want to edit.
- Your personal page will exist by default (required to manage school page).
- Add an avatar or photo and your personal mission statement.





Inspire your students with your own Socktober page!





SET UP TEAMS

- Create the first of your house, class or year group teams (optional).
- Each house/class/year group etc.
 must be created with a separate
 email account.
- We suggest recruiting colleagues to set these up individually (see Step 5).

REGISTER

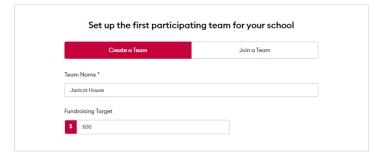


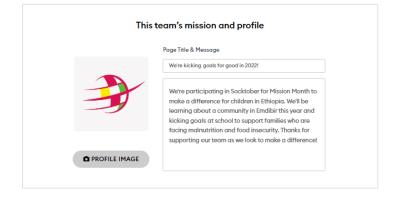
ACCOUNT SCHOOL DETAILS YOUR PAGE YOUR CLASS INVITE OPTIONAL DONATION

Set up your school's first team (optional)

Will your school have participating houses, year groups, or classes?

Set up the first one here, and recruit colleagues to set up subsequent teams (one team per account).









INVITE TEAM MEMBERS

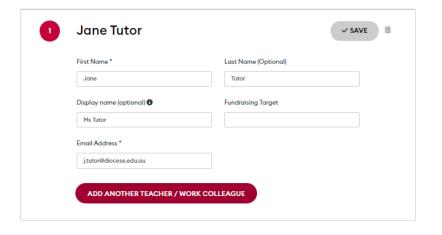
- Invite your colleagues to join the school page as team members.
- They will get a notification and a link to join and complete their own registration.
- Add up to ten colleagues here (or share another link later).





Invite your colleagues to help your school kick your goals!

Each new colleague can create another team for your school or help to recruit Socktober Stars and sponsors.



NEXT STEP Skip



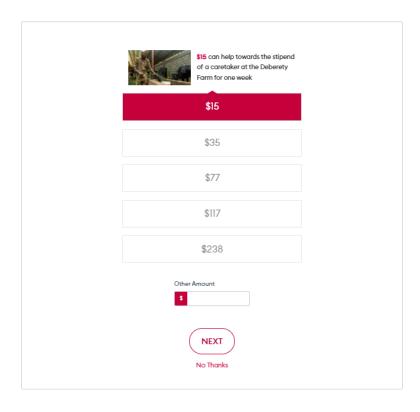
KICK START YOUR FUNDRAISING

- The final step is to kick off your Socktober campaign with a donation to inspire your students.
- This donation will go to your personal Socktober page (by system default).
- Alternatively, wait and donate to your school page after registration.





Inspire your students and supporters with a donation to your page!



TEACHER LANDING PAGE



- After registration, the first page you see will be your personal Socktober page.
- This is home base, from where you can manage your school, team or personal pages.
- Click My Team, My School, or My Account to manage each section.
- Use the drop down in the top right corner to toggle between personal and school pages or to take other actions.



