1) Click this link to go to the donation website: Fill the Boot

2) Click the Account Login:
   a. Your Username is your email address
   b. If you’ve created a password THIS YEAR, use it or click “Forgot Password?” to reset and login

3) When you are logged in, make sure you are in “2022 IAFF Fill the Boot” Dashboard
4) Click on Your Page (see above graphic)
   a. Once on “Your Page”, scroll down to the bar with “My Story”, “Donations”, and “Settings” – Click on “Settings’

![Image of settings]

5) You can manage your page from here! Scroll through the options of customizing your URL, changing your personal goal, creating your Facebook Fundraiser and create your Incentives and Milestones (super easy 1, 2, 3 steps!)
   a. **Incentives**: Use incentives encourage donors to donate a certain amount and to reward them for their support. You can also do an activity for a large donation amount.
      i. If you donate $50 or more, we’ll send you a fire fighter t-shirt
      ii. If you donate $100 or more, we’ll do XXXXXXXX
      iii. You get the idea – make it fun!! Chief washes the rigs, Captain pays for dinner, etc. There are a lot of ways to get creative.
   b. **Milestones**: Use the milestones to create mini goals to inspire your donors.
      i. First $100, Next Milestone: $500, or First $1,000 – A-shift will do 1,000 push-ups (collectively)

**MILESTONES AND INCENTIVES ARE ONLY AN OPTION ON YOUR PAGE – NOT THE TEAM PAGE**

![Image of milestones and incentives]

All the steps are easy to follow – BE CREATIVE!! If you want some guidance or direction, reach out to your MDA Director for help.