1) Click this link to go to the donation website:  [www.mda.org/ftb](http://www.mda.org/ftb)

2) Click the Account Login:
   a. Your Username is your email address
   b. If you don’t know your password, click “Forgot Password?” to reset it

3) When you are logged in, make sure you are in “2023 IAFF Fill the Boot” Dashboard

4) From the Dashboard page you can customize both your personal fundraising page and your team page.
   a. If you are the Team Captain, you’ll have access to make customizations to the team page! Click on the “Your Team Fundraising” tab and then on “View Your Team Page” on the right to begin customizing your team page.
   b. If you want to customize your personal fundraising page, simply click on the “Your Fundraising” tab and on “View Your Page” on the right.
5) Customize away!! Anywhere you see the PENCIL icon, you can click and edit. You can customize both Your Page and the Team Page.

6) You can also access customizations by clicking on the SETTINGS tab – scroll down to see this bar. You can change your goal, customize your URL, and add incentives and milestones! See how-to instruction sheet on Incentives & Milestones for more detailed instruction.