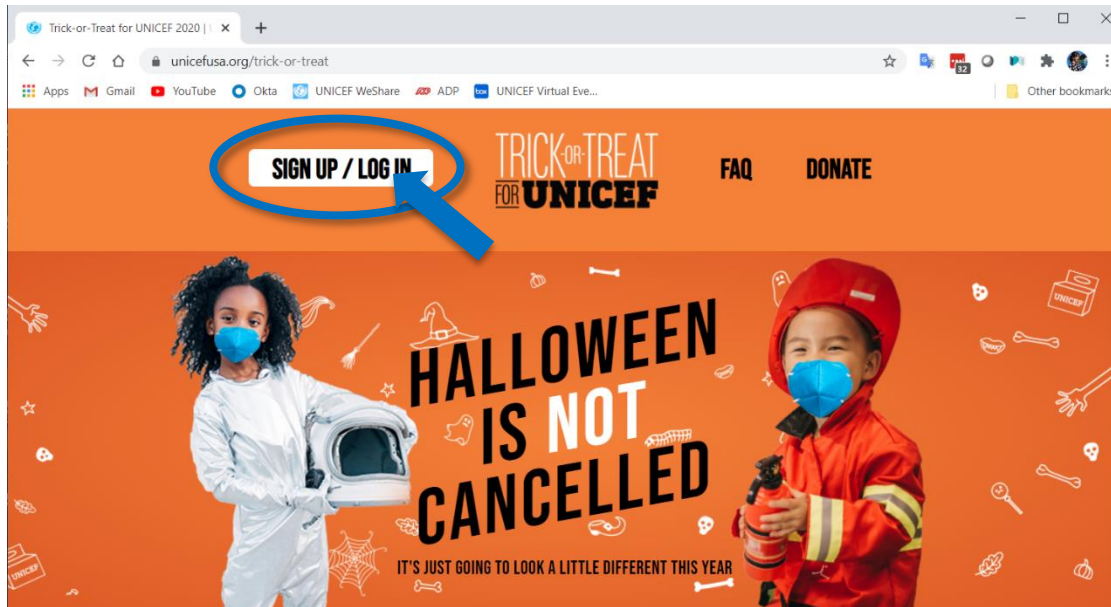


TRICK-OR-TREAT FOR UNICEF

How to Register Your Club/Chapter for a Virtual Box

1. Go to www.TrickorTreatforUNICEF.org
2. Click the [SIGN UP / LOG IN] button



3. Click the GROUP/EDUCATOR button. (Note: DO NOT click Individual if you would like your fundraising to count towards an organization, even if you are registering for yourself/your family.)
Fill in your First Name, Last Name, email address, password, and your birth year;
Make the appropriate selection for “Your Group, Org, or Edu Type”.

ALREADY A MEMBER? [Sign in](#)

[Sign Up with Clever](#)

OR

Sign Up for FREE

YOU ARE GROUP/EDUCATOR INDIVIDUAL

ABOUT YOU

First Name: Jane

Last Name: Smith

CREATE AN ACCOUNT

Email: jane.smith@email.com

Password:

Birth Year: 1956

HOW DID YOU HEAR ABOUT US? (Optional)

Choose one option

YOUR GROUP, ORG, OR EDU TYPE

K-8 Educator

High School Educator

Club or after school program **Press enter to select**

University or College

Faith Based Org

Corp or Business Org

Kiwanis

Other

4. Write in your Organization's chapter name and Zipcode, then click NEXT. Please be as specific as possible.

The image shows three sequential screenshots of a registration form. Each form has the following sections: 'HOW DID YOU HEAR ABOUT US? (Optional)' with a dropdown menu; 'YOUR GROUP, ORG, OR EDU TYPE' with a dropdown menu; 'GROUP INFORMATION' with a text input field and a zip code input field; and a checkbox for 'Please send me news and updates from UNICEF USA about other ways to support children around the world.' with a 'Next' button at the bottom.

- Screenshot 1: Group information is 'GFWC Women's Club of NYC' and zip code is '11238'.
- Screenshot 2: Group information is 'ABC Elementary School (UNA-USA Davis)' and zip code is '11238'.
- Screenshot 3: Group information is 'UNA-USA Davis Chapter' and zip code is '11238'.

5. Now you're in your account! This is your virtual Trick-or-Treat for UNICEF Box. As people donate to your "box", you'll see it fill up with coins.

6. First thing to do is to change the name on your Virtual Trick-or-Treat for UNICEF Box.

The screenshot shows a page titled 'JANE'S VIRTUAL COLLECTION BOX' with a 'Share' button in the top right. Below the title is a 'TRICK-OR-TREAT FOR UNICEF' logo. The main heading is 'Your Virtual Trick-or-Treat Box'. Below this is a status bar: 'Donated \$\$ from Family and Friends are converted into Coins. \$1 = 10 🪙'. At the bottom, there are two columns: 'Donations RECEIVED' showing '0 🪙' and 'Remaining BALANCE' showing '0 🪙'. A blue arrow points to an 'Edit Name' button in the top left corner.

Click "Edit Name" and re-name it to something that works for your group. Click Apply.

This screenshot shows the same page as above, but with a text input field containing 'ABC High School Key Club' and an 'APPLY' button. Below the input field is a note: 'The name you enter here will also appear on your donation page so others will know their donations will go directly to you!'. The 'Edit Name' button is still visible in the top left.

Now, you'll see the name on the box has changed!

The final screenshot shows the page with the name updated to 'ABC HIGH SCHOOL KEY CLUB'S VIRTUAL COLLECTION BOX'. The 'Edit Name' button is still present in the top left corner.

7. Next, enter in your **Partner Code**. Below are some organizations that we have partnered with.

Partner Organization	Partner Code
Kiwanis, Key Club, K-Kids, Builders	TOT-KIWANIS
Circle K	TOT-CIRCLE K
United Nations Association of the USA	TOT-UNA-USA
Delta Kappa Gamma Society International	TOT-DKG
Lions Club International	TOT-Lions
Physician Moms Group	TOT-PMG
Sudanese American Medical Association (SAMA)	TOT-SAMA
Delta Sigma Theta Sorority Inc.	TOT-DST
Dharma Drum Buddhist Mountain Buddhist Association	TOT-DharmaDrum
General Federation of Women's Clubs (GFWC)	TOT-GFWC

**Unsure if you have a partner code? Email gcp@unicefusa.org for support.*

8. If you click [DOWNLOAD TOOLKIT] you'll download a PDF that explains how the QR code works, as well as other fundraising ideas. Go ahead and send this PDF to all of your students/chapter members!

Start collecting donations!

Download or share the toolkits below to learn how to promote your unique donation page with your team!

Download PDF Copy url

DOWNLOAD TOOLKIT DESCARGA KIT

HOST A VIDEO GET-TOGETHER

WHAT TO DO SHARE TOOLKIT

PRINT A FLYER/POSTER

WHAT TO DO SHARE TOOLKIT

9. You can also send various toolkits to your members – Just click [SHARE TOOLKIT] of the activity you want to share. This will generate a URL code. Copy this code and email/text it out!



10. Note: If you click on the triangle at the right of the screen, you'll see more activities to do!

11. Your group can also earn bonus coins by participating in activities. Share these activities with your members (Click [SHARE ACTIVITY] and send out the URL via email/text).

12. If you have any questions, reach out to gcp@unicefusa.org. Happy Trick-or-Treating!