

20 for 20 Fundraiser Instructions

The 20 for 20 Fundraiser is an easy way for the basketball program to solicit donations with very little effort on the parents and/or players.



Follow the instructions below to submit your list of 20 or more names of the person, person(s) or company you want to receive a letter asking for a donation to our basketball program.

- Go to hhs-basketball.com using a web browser.
- Click  in the left pane.
- Click  link.



Decide on the *file format* that you would like to use to enter, save and submit your 20 names. Your choices are Word, PDF and Excel file formats.

Note: Excel is best file format for this use, if you can edit and save Excel workbooks on your computer.


Word Format

- Click  [20 for 20 Document \(Word\)](#)
- Click  [Save as](#) - **DO NOT CLICK OPEN.**
- Save the document to your computer and name the file with your player's name.
- Open the document on your computer.
- Fill in all the correct information in the correct cells.
- Save the document.
- E-mail the document as an attachment to hhspantherhoops@gmail.com

Excel Format

- Click  [20 for 20 Worksheet \(Excel\)](#)
- Click  [Save as](#) - **DO NOT CLICK OPEN.**
- Save the workbook to your computer and name the file with your player's name.
- Open the workbook on your computer.
- Fill in all the correct information in the correct cells.
- Save the workbook.
- E-mail the workbook as an attachment to hhspantherhoops@gmail.com

PDF Format

- Click  [20 for 20 PDF *](#)
- The PDF will open automatically on your screen if you have Adobe Reader installed on your computer.
- Select **File – Save As...** from the menu bar.
- Save the document to your computer and name the file with your player's name.
- Open the document on your computer.
- Fill in all the correct information in the correct cells.
- Save the document.
- E-mail the document as an attachment to hhspantherhoops@gmail.com