

# COMMUNITY FUNDRAISING

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Thank you!

Dedicated, motivated, caring individuals like you help to make our communities stronger and kinder places to live.

Now, let's look at how you can set up your personal fundraiser and spread the word to family and friends to support your effort!

## STEP I: CREATE A LOGIN

1. Click "Start Fundraiser" and complete the sign up form.
2. You will receive an authorization email. Open it and click on the link to sign in and design your fundraising page.



START FUNDRAISER

DONATE

### Login

Email / Username

Password

SIGN IN

[Forgot Password?](#)

Don't have an account?

### Sign Up

First Name\*

Last Name\*

Email\*

Password\*

Confirm Password\*

at least 8 characters

Upload an Avatar



UPLOAD

JPG, GIF, or PNG. Maximum size of 700k.

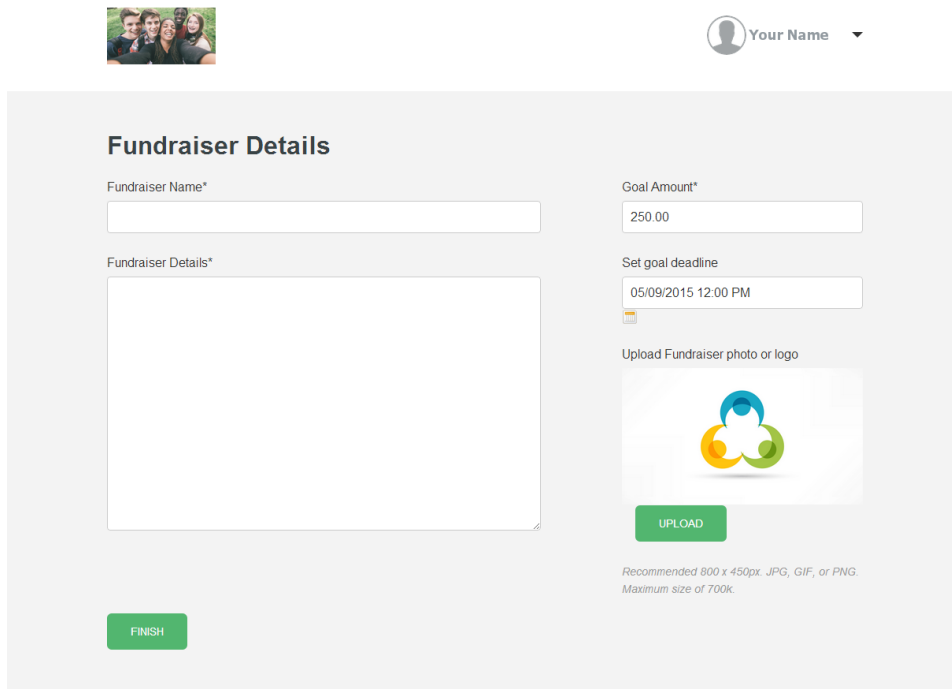
[agree](#) to the [Terms of Use](#)

REGISTER

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## STEP II: DESIGN YOUR FUNDRAISING PAGE

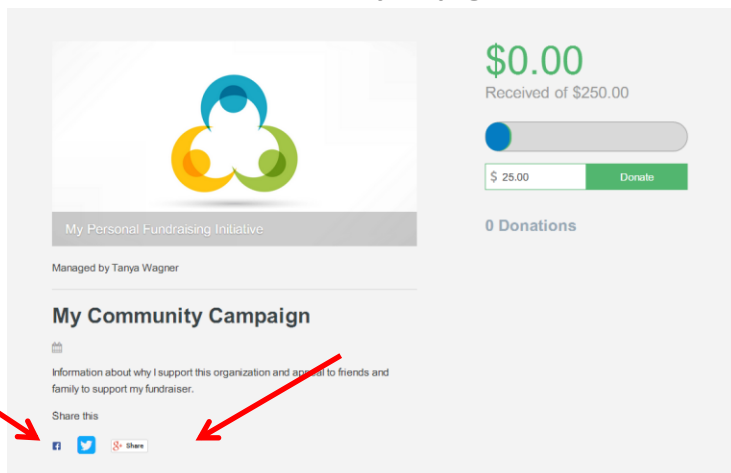
1. Name your fundraiser.
2. Communicate why you support this organization and encourage your friends, family and colleagues to support your fundraiser.
3. Set a fundraising goal. (A default goal may be present, but you can always change this.)
4. Upload an image
5. Click "Finish"



The screenshot shows a web interface for creating a fundraiser. At the top left is a profile picture of three people. At the top right is a user profile icon labeled "Your Name" with a dropdown arrow. The main area is titled "Fundraiser Details" and contains several input fields: "Fundraiser Name\*" (empty), "Fundraiser Details\*" (a large empty text area), "Goal Amount\*" (set to 250.00), "Set goal deadline" (set to 05/09/2015 12:00 PM), and "Upload Fundraiser photo or logo" (with a placeholder image of a recycling symbol and an "UPLOAD" button). Below the "Fundraiser Details" section is a green "FINISH" button. At the bottom right, there is a note: "Recommended 800 x 450px. JPG, GIF, or PNG. Maximum size of 700k."

## STEP III: GET SOCIAL

1. Use the built-in tools to share your page on Facebook, Twitter and Google+

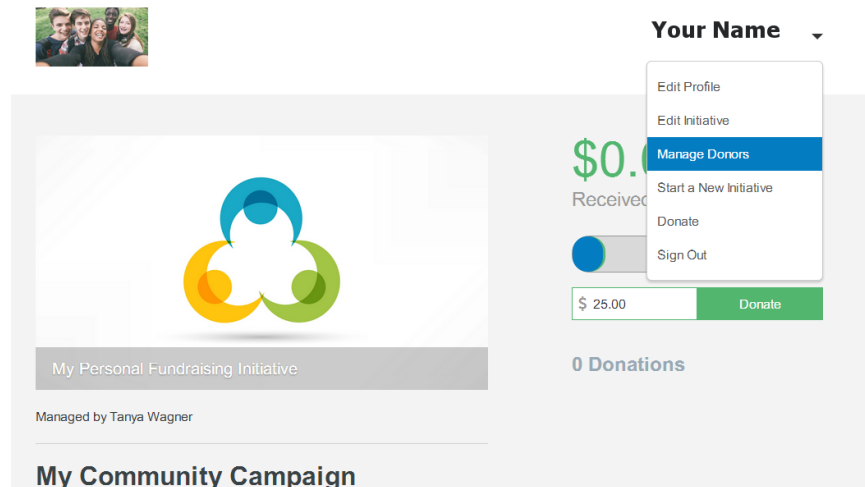



The screenshot shows the final fundraiser page. It features a recycling symbol logo and the title "My Personal Fundraising Initiative" managed by Tanya Wagner. The page displays a fundraising goal of \$0.00 out of a total of \$250.00 received, with a progress bar and a "Donate" button set to \$25.00. Below the campaign information, there is a section titled "My Community Campaign" with a description: "Information about why I support this organization and appeal to friends and family to support my fundraiser." At the bottom, there are social sharing icons for Facebook, Twitter, and Google+, with red arrows pointing to each icon.

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## STEP IV: INVITE DONORS

1. When you are logged in, you will always see your name and navigational options on the top right.
2. Select “Manage Donors” from the menu.



3. Once on the Manage Donors page, click the  button.
4. Use Import Contacts to upload a list of email addresses from a spreadsheet. (Click here for sample import file) Choose Manually Input Contacts to type in email addresses one at a time.
5. Add a subject line and message, and click “Submit” to send your email.

Invite Donors ✕

Import Contacts  Manually Input Contacts

Select if you would like to import contacts from an excel spreadsheet or input contacts manually.

Must be an Excel file, not CSV or TXT.

Subject\*

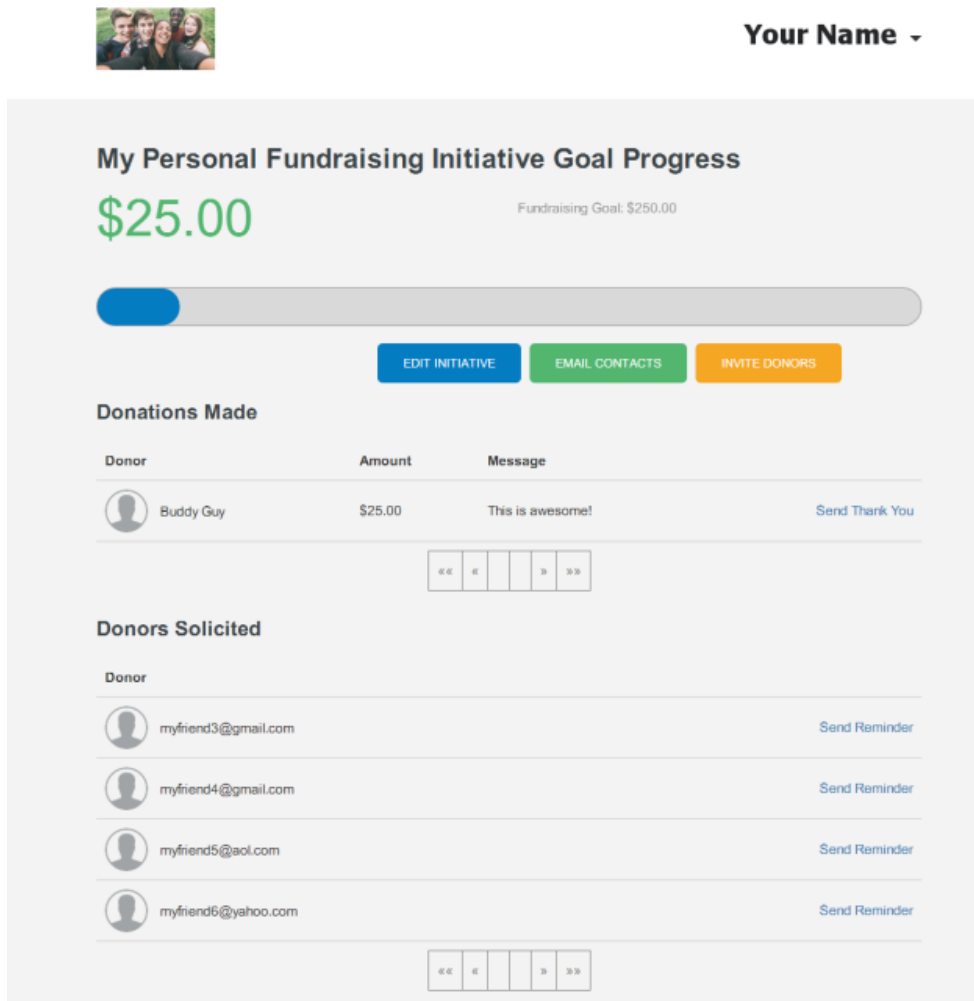
  
  

Message

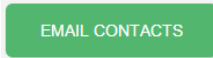
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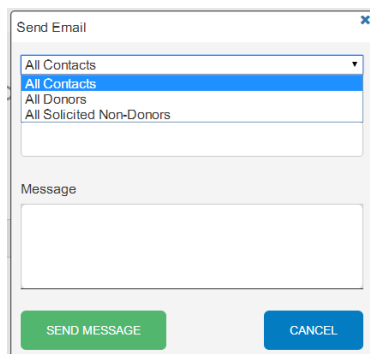
## STEP V: MANAGE DONORS

1. Visit your “Manage Donors” page to keep track of your donors. Send “Thank You” emails to those who have donated, or “Reminders” to those who have not yet responded.



The screenshot shows a user interface for managing a fundraising initiative. At the top right, the user's name is displayed as "Your Name" with a dropdown arrow. Below this is a profile picture of three people. The main section is titled "My Personal Fundraising Initiative Goal Progress" and shows a current amount of "\$25.00" in green, with a fundraising goal of "\$250.00" in smaller text. A progress bar is partially filled with blue. Below the progress bar are three buttons: "EDIT INITIATIVE" (blue), "EMAIL CONTACTS" (green), and "INVITE DONORS" (orange). The "Donations Made" section contains a table with columns for Donor, Amount, and Message. One donor, Buddy Guy, has donated \$25.00 with the message "This is awesome!". A "Send Thank You" link is next to the message. Below the table is a pagination control with five buttons. The "Donors Solicited" section lists four donors with their email addresses and a "Send Reminder" link for each. The donors are myfriend3@gmail.com, myfriend4@gmail.com, myfriend5@aol.com, and myfriend6@yahoo.com. A pagination control is also present at the bottom of this section.

2. Want to communicate something to all your donors, or all those who have yet to contribute? Want to send an update to everyone on your list? Click  to send a bulk email.



The screenshot shows a "Send Email" dialog box. It has a dropdown menu with four options: "All Contacts", "All Donors", and "All Solicited Non-Donors". The "All Contacts" option is selected. Below the dropdown is a text input field for the message. At the bottom of the dialog are two buttons: "SEND MESSAGE" (green) and "CANCEL" (blue).

**MOST IMPORTANTLY, HAVE FUN!**