

Fundraising Page How-To

1. How to Create your Account and Register

- To begin, click either the register or login button. You may choose to sign up using Facebook, Google, X, Instagram or your email.
 - Keep in mind that there are special features you can use when you link your social media accounts!
- Fill out your personal information including your name, email, street address and phone number and then click “next”.
- Choose your registration option and fill out any additional questions on the page. If you feel so inclined, you can make a donation at this point in the process. Accept the terms of the waiver and click “next”.
- Add any additional registrants if you would like to register your friends and family. Click “next”.
- Review your registration information. If everything looks correct click “finish”.

2. How to Set-Up your Fundraising Page

- Once you’ve clicked “finish” you will be taken to a page confirming that your registration is complete. Scroll down and click “Registration Complete - Set up your page”.
- This will take you to the back end of your fundraising page. Click through the pop-ups for a quick walk through of how the page works.
- Navigate the back end of your page by clicking through the titles on the left hand side. Here you can set up your page, join or start a team, upload photos or videos, invite your friends to join the event and ask for donations.

3. How to Ask for Donations

- In the back end of your fundraising page you can send out asks for donations. Simply click on the last title on the left hand side that says “Raise at least \$500”.
- When in this section you will see the options make your donation, ask your friends, thank your donors and enter cash/checks.
- Click on “Ask your friends” and decide how you would like to contact your potential donors. You can choose from email, text, Facebook or X.
- When you put out the ask using email, you will see a list of all the people you have already asked. This list will update to show you when the people you asked have donated.

4. How to Switch from Viewing your Page to Editing your Page

- From the back end:
 - To view the front end of your page, simply click on the “view my page” button on the left hand side. To switch to the back end of the page, click “manage my page”.
- From the Home Page:
 - If you want to view your page from the home page, scroll over your icon in the top right hand corner. From there, choose either “view my page” or “manage my page” from the drop down menu.