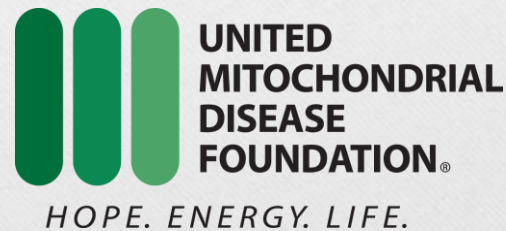
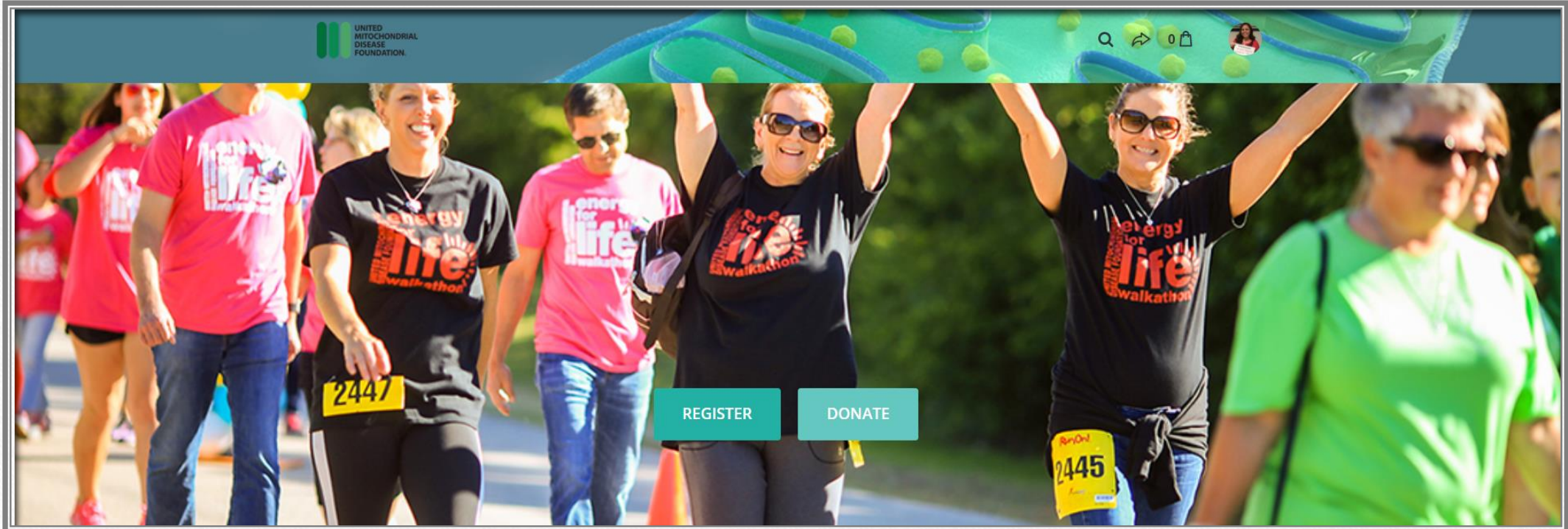


Energy for Life Walkathon

Fundraising Website How-To - 3.2





Part 2 – Setting up your Fundraising Pages

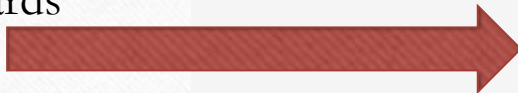
Setting Up Your Fundraising Page

This is it! You are registered to walk and now you are taking the extra step to be a Fundraiser! GO YOU!!!
Ok – here's what to do next, you can follow the 'cards' as provided OR you can click on the menu links across the top. Both do the same thing! It's great right??

Menu links



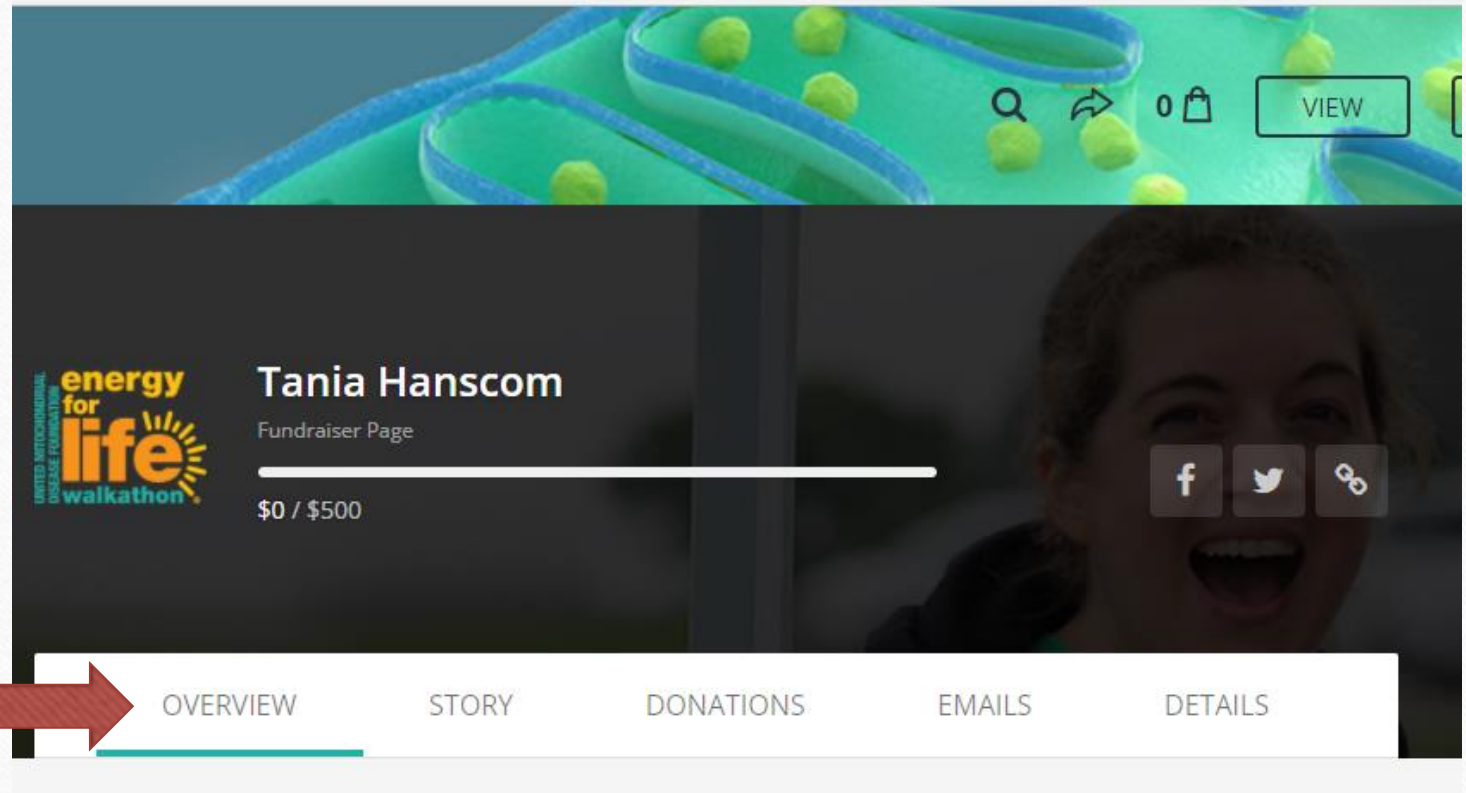
Cards



A screenshot of a fundraising page for the United Mitochondrial Disease Foundation. The page features a header with the foundation's logo and a navigation menu with links: OVERVIEW, STORY, DONATIONS, EMAILS, and DETAILS. Below the menu, a card prompts the user to 'Add your photo' with a camera icon and the text 'Add your photo' and 'People are more likely to donate if they see your sweet face.' The card has 'SKIP' and 'ADD' buttons. At the bottom, there is a link to 'Skip all the cards'.

➤ Overview

- From here, you will be able to come back to those cards that you may have skipped (it's ok, we all do!)
- View your donation stats & join a team (if you didn't upon registration)




➤ Story

- 'This is it – your time to tell YOUR WHY! Why are you fundraising for the Energy for Life Walkathon? Let your donors know how mitochondrial disease affects your family and/or why you have a passion for the UMDF.
- You can use the easy to use editor across the bottom to change your font size (use **BOLD** and *ITALIC* to make things pop), add links, photos or videos.
 - Photos
 - Upload from your computer
 - You can then edit the size by clicking on the photo and hitting the 'Change Size' (it looks like a X with arrows) button, or click and drag the blue corners of the photo. You can also hit the 'trash can' to delete or hit the 'star' to change the alignment of the photo within your text.
 - Videos
 - Videos will need to be a URL link to a YouTube or Vimeo video
- Once you are finished – don't forget to hit the 'SAVE' button!

STORY

UPDATES







Personalize your story

This is the default story behind our campaign, but you can make it your own. Add photos, video, and text to tell people why you are fundraising!

Thanks for visiting my fundraising page!

Please help me support United Mitochondrial Disease Foundation by making a donation through my page. The process is fast, easy and secure. Thanks so much for your support... and please don't forget to send this page to any friends you think might be interested in donating!





B

I

U

T

Link

List

Image


Video

[Reset story](#)

SAVE

- Also on this page is your 'UPDATE' tab, here you will be able to share updates with your donors or anyone who visits your fundraising page. These can be updates from the UMDF, updates about your fundraising, about your family or photos – anything that shows your progress!
 - You can then go back in and edit the update if you make an error (click the three dots in a circle ...)
 - You can view the comments to your update
 - Or delete it
- Be sure to come back often to give more updates – the more you communicate with your network and provide updates the more you'll raise!


STORY**UPDATES**



Create a new update

Update family and friends with your progress


CREATE NEW

 Search your updates Most recent ▼

Just showing things off

Dec 11, 2017

0
Comments



➤ Donations

- From this tab, you will be able to see all of your donors and THANK them right here on your page!
- It is always nice to send a hand written thank you note as well!




Thank your donors

You still need to get your first donation!


We recommend [donating to your own page](#) first to show your friends and family you're dedicated to raising funds.

➤ Details

- Here is where you will be able to edit your profile



Edit your details



Your Picture
For best quality, use a 300 x 300 px image

UPLOAD

Fundraiser Nickname *

Tania Hanscom

Page Headline *

Help us raise money for United Mitochondrial Disease Foundation

63/180

[Reset campaign headline](#)

Goal

USD	\$ 500.00
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Fundraising Page Short URL <https://give.classy.org/ExampleShortUrl>

Start typing 0 / 100

Fundraiser Notifications

Note: If you have any additional teams or fundraising pages for this campaign, these settings will also apply to those pages.

Comments on my fundraising page ☒

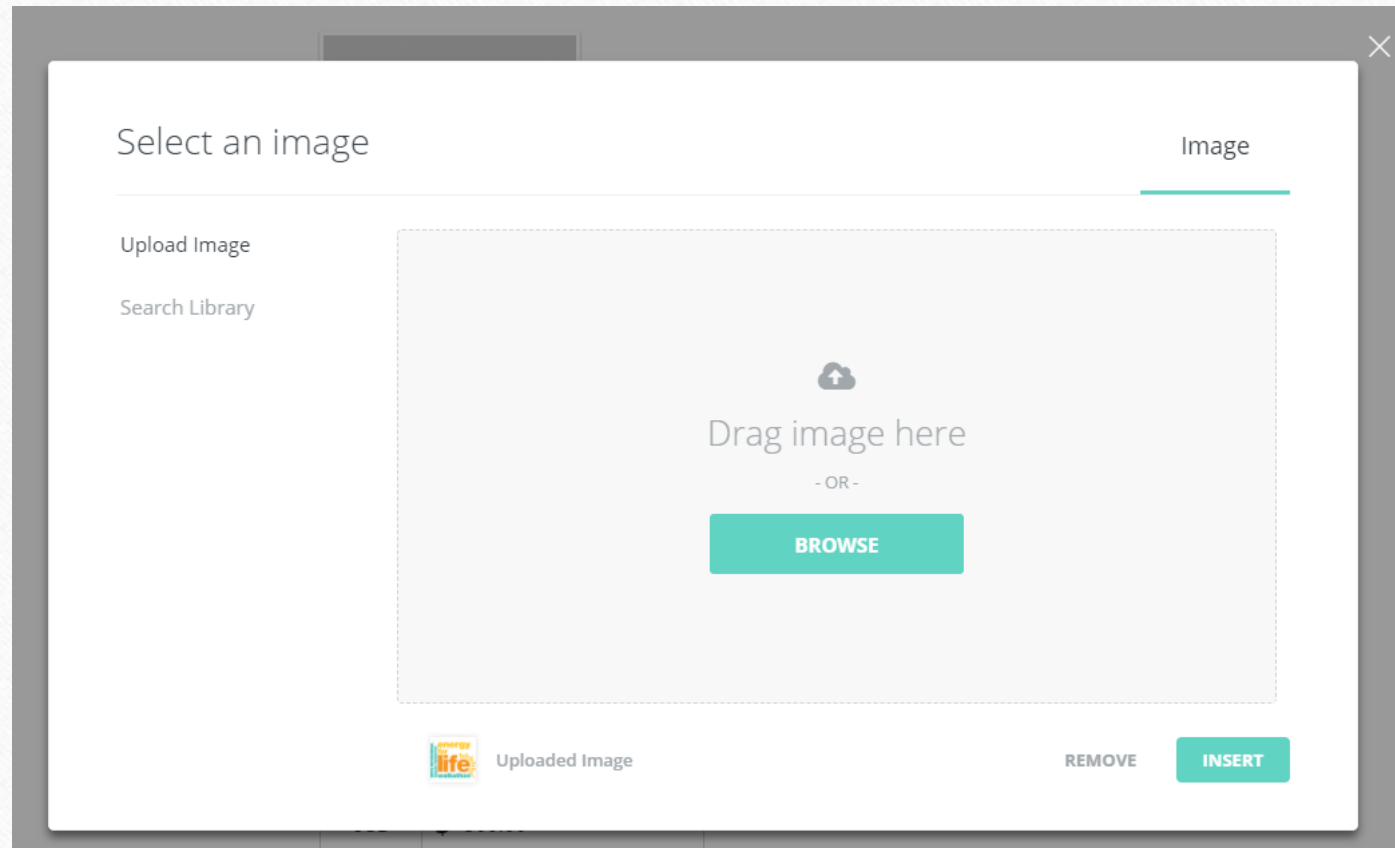
Donations on my fundraising page ☒

Encouragement emails (% of goal reached, \$ amount raised, etc.) ☒

SAVE CHANGES

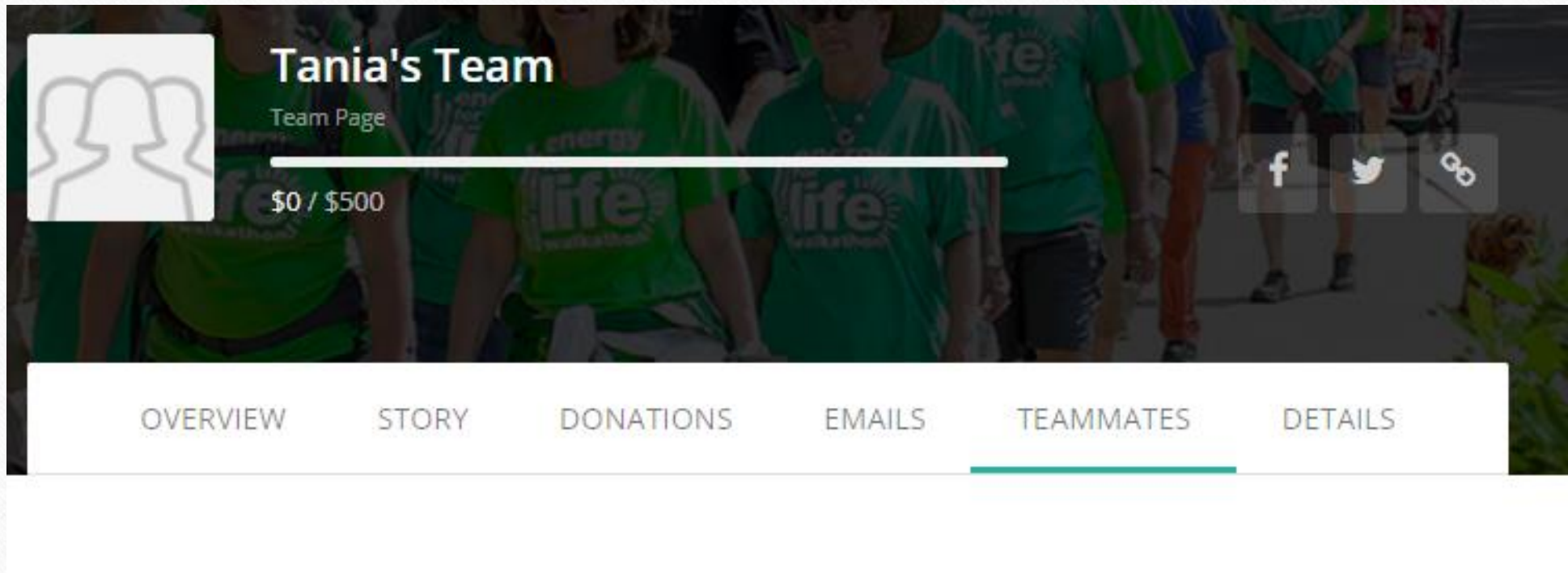
➤ Photo

- Upload a photo by selecting the 'UPLOAD' button.
- A new box will open, click 'Browse' to select a photo from your device. Note – they suggest a photo of 300x300px image for best resolution. You will be able to re-position upon upload.
- Hit 'Insert'




- Fundraiser Nickname
 - Change the name that you show on your page
- Page Headline
 - Change the headline of your page
- Goal
 - Change your fundraising goal. You will want to do this everytime you hit your goal so your donors keep supporting you to reach your goal!
- Fundraising Page Short URL
 - Just type in the portion that goes after the /
 - Example: taniahanscom
 - Would be – <http://give.classy.org/taniahanscom>
- Fundraiser Notifications
 - Here you can turn on or off the notifications that Classy will send you. They are:
 - Comments on my Fundraising Page
 - Donates to my Fundraising Page
 - Encouragement Emails (these will be sent as you reach your goals, hit certain percentage of goal, ect.)
- Lastly – you can delete your fundraising page if you need to – but why would you want to do that??

- Manage your Team Page
 - If you are a team captain, just like you can manage your personal page, you can also manage your team page! All of the options are the same – with the addition of the ‘Teammates’ tab!




- The Teammates tab shows you the activity of those who are registered on your team. We even show you some fun 'badges' for those team members who are your superstars!
- You can search your teammates using the Search function.




Manage Your Team

MOST DONORS




Teammate with the most donors

MOST RAISED




Teammate with the most money raised

WEEKLY WINNER



Teammate with the most money raised this week

MOST ACTIVITY




Teammate with the most wall activity

Teammates (1)

☐

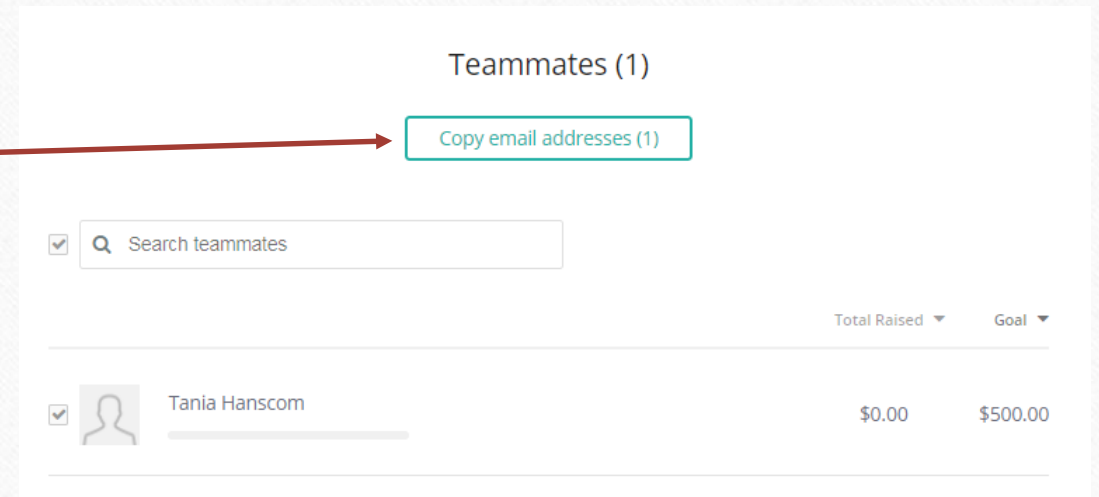
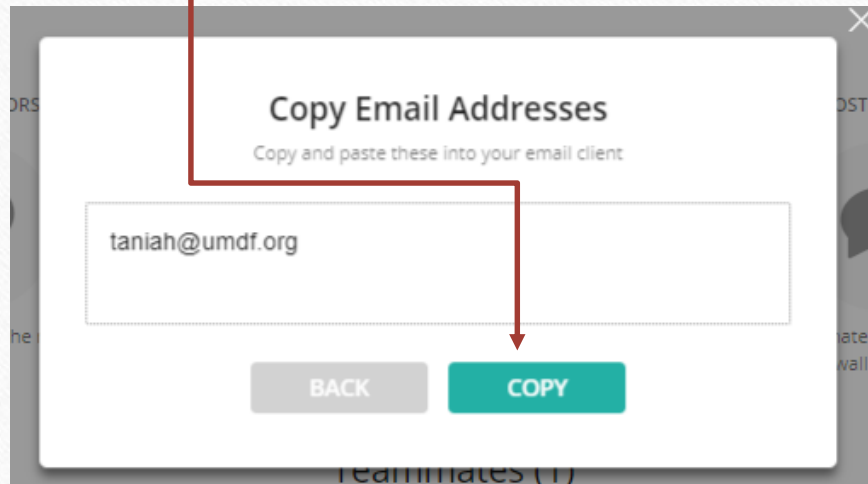
Total Raised ▼

Goal ▼

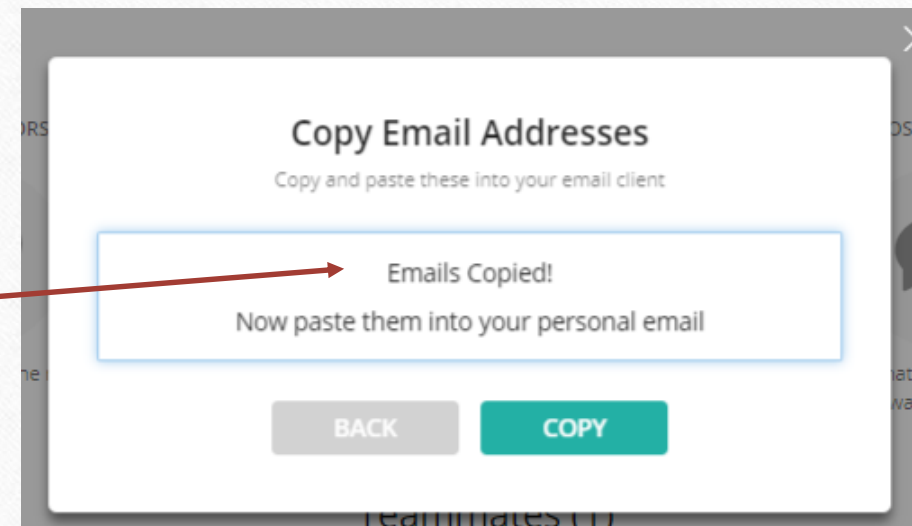
<input type="checkbox"/>	 Tania Hanscom	\$0.00	\$500.00
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- You can capture your teammates email addresses by clicking the box next to their name and then hit 'Copy email addresses'

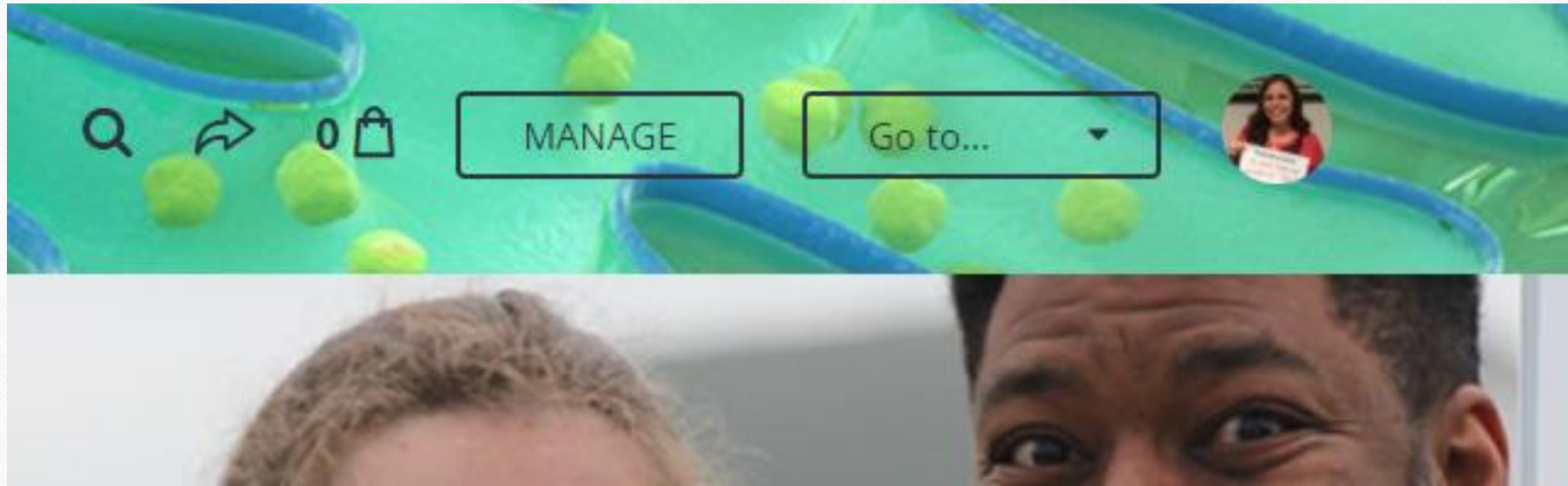
- Then hit 'Copy'



- You will then see a message that your 'Emails Copied!' Then, go to your personal email account and paste the email addresses it the 'TO' box.



You can come back to this page anytime by clicking on the 'MANAGE' button across the top of the website



If you registered more than one person, you can click the 'Go to...' box to select which page you'd like to edit!