Fundraising

Participant Guide

2009

**Follow these easy steps to start your
Online fundraising!**

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Participants

Be a Successful Fundraiser (Part #1)

There are three key elements in becoming a successful fundraiser.

1. Customize your web page

To add a photo to your website, pick a JPG or GIF photo that is stored on your computer by clicking Browse to find it.

Customize Your Web Page

Log into your account and check out your 'To Do List'. Now is the best time to personalize your fundraising page. Personalize your headline and message that appears on your page to make it more compelling for your friends and family. Include information about your previous participation in this event. During the course of the event, you can come back to this page often to update the information, add personal details as to why you chose this cause and how it has impacted your life.

Update My Photo

Customize your personal donation page by including a personal photo.

You can upload a photo from your computer by following these directions:

1. To choose a JPG or GIF photo stored on your computer, click 'Browse'. This opens a window that lets you see files on your computer.
2. Choose the photo you want to display on your personal page, and click 'Open' to upload the image.
3. To save your changes, click the 'Save my changes' button below.

My Photo: [size will be converted if larger than 450 x 550 pixels]

Browse...

Update Donation Message on My Fundraising Page

Customize the message that is displayed to your friends & family on your personal fundraising page. To save your changes, click the 'Save my changes' button below. To preview your changes click the 'Preview Page' above.

My Headline:

Welcome to my personal fundraising page

My Message:

I am participating in the Run for the Cause in an effort to raise as much money as possible to support Martian children. Please sponsor me and help the kids.

This is my 3rd time running in this event, I am trying to beat my record in both time and pledges collected.
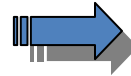
Thanks in advance!

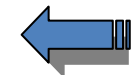Customize your personal donation page for a family or couple instead:

⦿ Sponsor Me

○ Sponsor Us

Here is a sample website. Note the icons to link this page to popular social networking sites. You can easily add a link back to this page on your Facebook account for example, and text the link to your friends and family. The key to really successful fundraising is providing as many people as possible with a link back to this page.
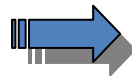
Be a Successful Fundraiser (Part #2)

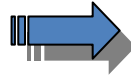There are three key elements in becoming a successful fundraiser

2. Send Emails

There are a minimum of two email templates already set up for you, and one option to start an email from scratch. It's a good idea to send a follow up email a few weeks after sending your original emails. A link to your fundraising web page will automatically be added to the bottom of your email.

In this area of your account, you can import your computer's address book.

To import your email contacts, first click the appropriate name of your email client.

This will open some easy to follow information that describes how to save your contact list to your computer. Then you simply click browse to find it on your computer and watch it upload.

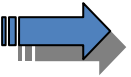You can also manually enter email addresses one at a time. Don't forget to click "Add Email Addressess" when finished.
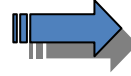
Be a Successful Fundraiser (Part #3)

There are three key elements in becoming a successful fundraiser

3. Collect Pledges

In this area of your account, you can print blank pledge forms. Print off as many forms as you need and hand them out to friends, family and colleagues to help collect pledges. By clicking the 'Add Pledge' button, you can record all of the pledges you have received offline to automatically update the thermometer on your fund-raising page.

All the pledges you have entered are considered 'pending' pledges, until the organization has received and confirmed them. At that point, they will be counted towards your fundraising progress. Donations made by credit card, will automatically be added in. To view any of the details of your progress, you can click here or the manage progress section.

My Progress

Fundraising Goal:	$800.00	Change
Credit Card Donations:	$0.00	View
Confirmed Pledges:	$0.00	View
Total Amount:	$0.00	
% Achievement:	0.0%	
Pending Pledges:	$450.00	View
Recurring Monthly:	$0.00	
Emails Sent:	27	Send More

Recap Summary

So remember, as a participant, you can really personalize your web page, send lots of emails, request donations, ask family and friends to support you and keep your eye on your goal! It's fun!

Be a Successful Fundraiser

1 Personalize Your Web Page

2 Send Emails
   ...LOTS of Emails!

3 Collect Pledges

We wish you all the best with your online fundraising!

*gift*tool