[YOUR NONPROFIT] Fundraising Page Setup

Thank you for partnering with us! You can create your personal [YOUR CAMPAIGN NAME] fundraising page in 2 minutes by following the steps below:

1. Go to [ORGANIZATION’S CROWDFUNDING PAGE URL] to access the [YOUR CAMPAIGN NAME] fundraising page template.

2. Click on **Create my own fundraising page!** to build your personal page. 

3. Enter the **Name** for the fundraising page owner, such as “*John Smith’s Team.*” This name will be visible to everyone who visits your page.



4. Enter the fundraising page owner’s **email address**. Your confirmations will go to this email address.

5. Click **Create My Page** and then click on **Okay.**

6. In your email inbox, find the email with the subject line ***“Personalize your Crowdfunding page.***” (If you cannot find it, please check your *Junk* or *Spam* folder.) Save this email so that you can edit your page later if needed.

7. In the email, click on the **Personalize my page!** button to go to your personal fundraising page.



8. In the Page Editor, you can personalize your page by clicking the **edit (pencil) icon** next to certain sections: (These are all **optional**)

* Update how **your name** appears under the page’s title.
* Set a **personal fundraising goal** for just your page. The overall goal for [CAMPAIGN NAME] is [$AMOUNT].
* Turn on/off **Show Supporter List**. (checkbox)
* Replace the default [CAMPAIGN NAME] image with **your own image.**
* Type **your own message** to everyone who views your page.

9. When finished editing your page, click on **Save and Publish.**



Then, click **Got It!** in the window that pops up.



10. In your inbox, find the email with the subject line “***Support my fundraising effort.***” Save this email so that you can use it later if needed.

11. Forward this email to as many family, friends, and colleagues as you can. Before sending:

* Change the **subject line** to avoid your email going into others’ Junk email folders.
* **Delete the “Forward” tip** message at the top of the email.
* **Personalize** your email message.

12. To **share your page on social media**, right-click **Donate to my cause** and select **copy link address**. Then, paste the link into your social media accounts.



**You have finished. Thank you for your support!**

Questions? Please contact [CONTACT NAME + TITLE]

at [CONTACT EMAIL ADDRESS] or [CONTACT PHONE NUMBER].