

How to Setup/Customize your Fundraising Page

When you register for one of our events, we'll automatically generate a fundraising page for you so friends and family can donate. This support article will walk you through how to claim, set up, and customize your fundraising page.

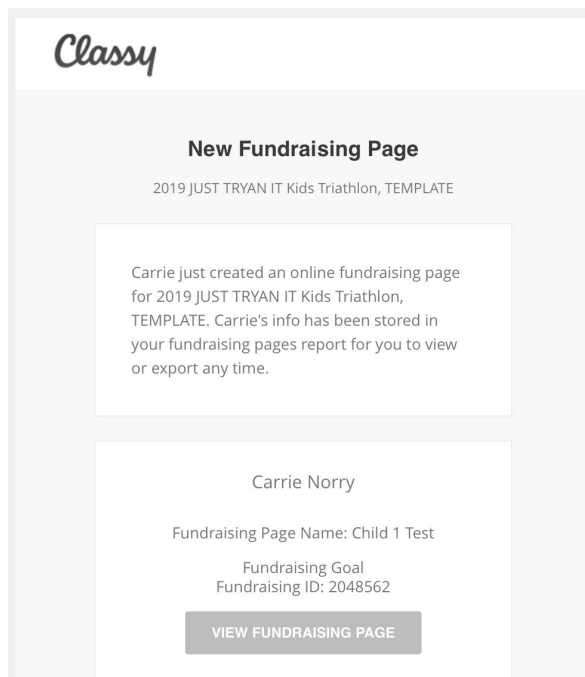
Claim Your Fundraising Page

To manage and edit your fundraising page, please look for a "Claim Your Fundraising Page" email that contains the link to access your fundraising page dashboard. The "Claim Your Fundraising Page" email goes to the registrant so, if you registered your child under his/her own email address, he/she will get it and not you. You will need to login with the participant's email address.

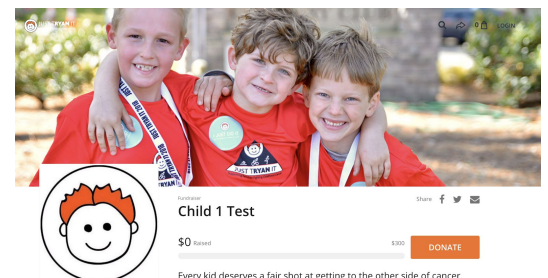
Classy.org

Carrie Norry has created a fundraising page

To: classytransactions@justtryanit.org



- 1) Click the "View your Fundraising Page" button in the email and you will be taken to the individual fundraising page.



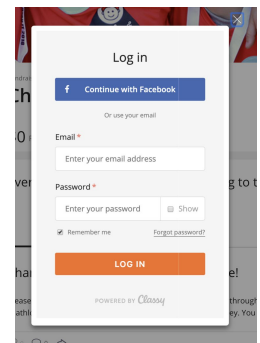
From here, it is difficult to see, but there is a “LOGIN” prompt in the top right corner.



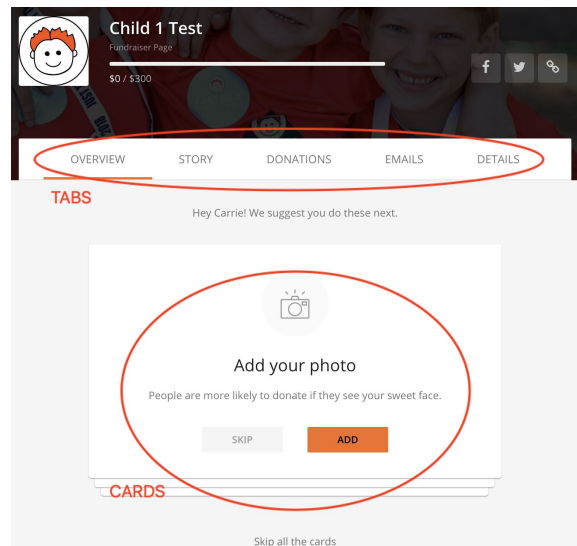
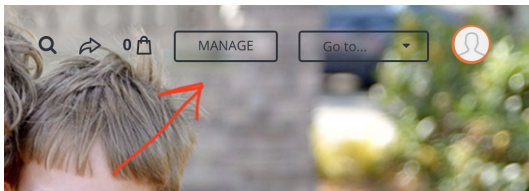
- 2) Login.
Use the same email address that you did when registering.

If you have forgotten your password, you can reset it here by clicking “Forgot password?” Password must contain a capital and lowercase letter, a number, and a special character.

You will now see a new header with added functionality.



- 3) Using the “MANAGE” button, customize your page by following the “cards” or the using the tabs.



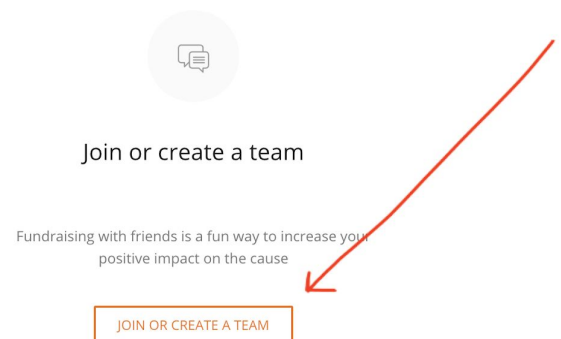
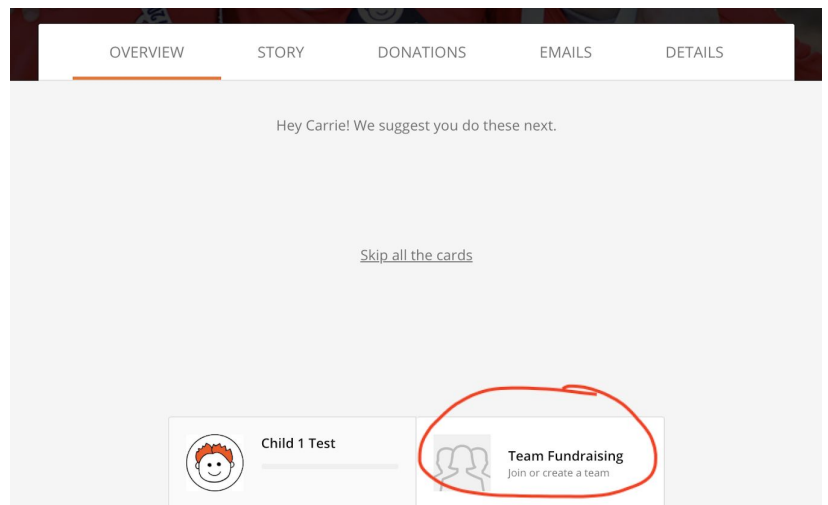
- 4) Add a Photo card or Details tab:
- add a photo
 - give your fundraising a nickname
 - change you Page Headline
 - edit you goal amount
 - create a vanity url
 - and change your notification settings

- 5) Edit your story card or Story tab:
 - a) There is a default “story” already loaded onto you page but you are welcome to add to it, change it completely, or delete it (not recommended). You are welcome to chose a STAR that you want to race for and add their story here as well.
 - b) Update friends and family. You can post updates from this section as well.
- 6) Donate to your campaign card or Donations tab.
 - a) Here you can donate to your campaign or manage the donations that have come in so far.
- 7) Ask for donations card or Emails tab.
 - a) There are 2 loaded templates for your use. One is to ask for donations and the other is to thank donors.
 - b) Feel free to edit these messages as you wish, copy the contents, and paste them into your own email application to send to friends and family.

Join or Create a Team

If you wish to join or create a team, you can do so at the bottom of the overview tab.

- 1) From the Overview tab, select “Team Fundraising” on the bottom half of the page.
- 2) Click Join or Create Team and follow the prompts.



Setup a Second or Subsequent Fundraising Page

From the header, find the “Go to...” drop down will allow you to switch between your various pages. In the example, Child 1 and Child 2 were registered using the same email address for all. If you used unique email addresses for each participant, you will have to login in with the different email addresses to access and customize the page.

