How to Create Your Online Fundraiser

1. Go to: cfbnj.org/fundraise
2. Click on Online Fundraiser
3. Click on START YOUR FUNDRAISER and choose one from below

Start fundraising

- As an individual
- Join a team
- Create a team

a. If you choose create a team* or as an individual**
   i. Log in to your account or follow the steps to create an account
   ii. Proceed with page setup
b. If you choose to join a team
   i. Search to find the team or team captain name
   ii. Log in to your account or follow steps to create an account
   iii. Proceed with page setup

*Create a team: for those who want to start a team and invite other fundraisers to join. The individual who created a team page becomes a team captain, who is responsible for recruiting team members, encouraging those team members throughout the process, and making sure that the overall fundraising goal is achieved.

**As an individual: for those who want to fundraise on their own and not join a team.
HOW TO INVITE OTHERS TO JOIN YOUR TEAM

1. Log in to your team page

2. Tap on the **MANAGE** button at the top-right corner of the screen on a desktop (or at the bottom-right of the banner image on mobile devices)

3. Select **Emails > Recruit new teammates**

4. Click **COPY MESSAGE** to copy the invite message

5. Paste the message into your email and send it to the person you want to invite

6. Once an individual accepts your invitation and sets up a fundraising page, they’ll appear in your **Teammates** list. This list contains all your current team members. To view your list: Click **Teammates** in your team page editor.
1. Log in to your page

2. Tap on the **MANAGE** button at the top-right of the screen on a desktop (or at the bottom-right of the banner image on mobile devices)

   a. **Overview**
   
   1. From here, view sample cards beginning with **Edit your story**. Continue to next steps for additional content tabs.

Hey Evelyn! We suggest you do these next.

**Edit your story**
b. **Story**

i. Your story is the main content that appears on your fundraising page. To edit the content, tap on the **Story** tab and make your changes in the text block. Click **Save** to save your edits.

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ot to save your edits.

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ii. **Post updates:**

- Use updates to keep friends and family engaged with your fundraising progress.
- Share a picture about your goal, share why you're proud to support CFBNJ, or create a donation challenge (ex. pushups, running a mile).
- To post updates, open the **Story** tab and select **Updates**. Select **Create New** button to post a new update or click the three dots on an existing post to edit it.
c. **Details**
   i. The **Details** tab is where you can edit the key details of your fundraising page such as your profile picture and fundraising goal. Simply make the edits you need and click the **Save Changes** button when you're finished.

   ![Edit team details](image)

   - **Team Name**: CFBNJ Virtual Fundraiser User Guide
   - **Page Headline**: Type something
   - **Goal**: $ USD

ii. **Notifications**: Team notifications are sent to the team captain’s email. The notifications are designed to keep team captains up-to-date on your team’s fundraising activity. Toggle them on or off to control your preferences.
1. Log in to your page

2. Tap on the **MANAGE** button at the top-right of the screen on a desktop (or at the bottom-right of the banner image on mobile devices)

   a. **Overview**
      i. From here, view sample cards beginning with **Edit your story**. Continue to next steps for additional content tabs.

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Hey Evelyn! We suggest you do these next.

**Edit your story**
b. Story
   i. Your story is the main content that appears on your fundraising page. To edit the content, tap on the Story tab and make your changes in the text box. Click Save to save your edits.

   • Use updates to keep friends and family engaged with your fundraising progress.
   • Share a picture about your goal, share why you’re proud to support CFBNJ, or create a donation challenge (ex. pushups, running a mile).
   • To post updates, open the Story tab and select Updates. Select Create New button to post a new update or click the three dots on an existing post to edit it.
HOW TO EDIT YOUR FUNDRAISER PAGE

c. Details
i. The Details tab is where you can edit the key details of your fundraising page such as your profile picture and fundraising goal. Simply make the edits you need and click the Save Changes button when you’re finished.

ii. Notifications: Fundraising notifications are sent to the email provided when creating your account. The notifications are designed to keep you up-to-date on your fundraising activity. Toggle them on or off to control your preferences.
There are three ways to thank donors.

1. Send thanks from your activity feed.

The easiest way to track and thank your donors is from your fundraising page. Visit your page and scroll down to your activity feed. Hit **Reply** under a donation and write your thank you message in the text block. Tap **Post Comment** to post your message and to send a notification email to the donor.

If you need to edit or delete your message, click **Delete** under your comment. After, you can write a new one or simply leave the comment deleted.
HOW TO SEND THANKS TO YOUR DONORS

2. Send thanks from your editor.

You can also thank donors from within your editor. To do so, select the Donations tab to view your list of donations. Any donors who haven’t been thanked will have a Thank button next to their donation. Hit the button to write a thank you message.

![Image of Thanking a donor from editor](image)

When your message is done, tap the Comment button to send it. The message will appear on your fundraising page’s activity feed and be sent as an email to the donor. Thanking a donor also automatically marks them as ‘thanked’ (they’ll have a check mark instead of the Thank button).
How to send thanks to your donors

3. Send thanks using email.
When donors submit donations to your fundraising page, they’ll be asked to enter their email. Thank you messages and comments are sent to the email they enter. But if they change their email or you need to thank them at a different email address, you can.

We have a template message that you can copy and send to your donors. To access it, open your fundraising page editor and select Emails > Thank your donors.

You can copy and paste the default message or you can customize it by typing in the text block. You can return to this template at anytime so you don’t have to start new messages from scratch.