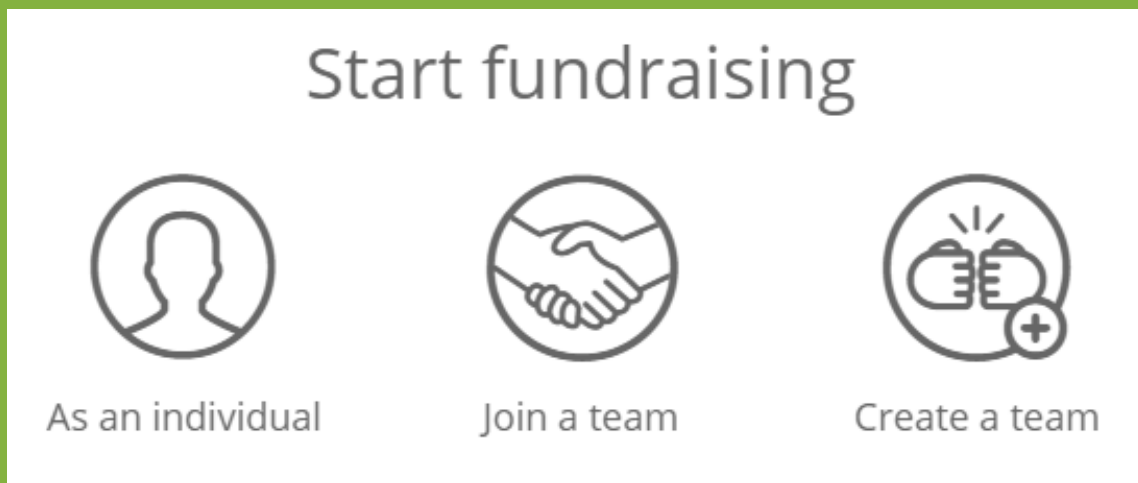






HOW TO CREATE YOUR ONLINE FUNDRAISER

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



- 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 **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

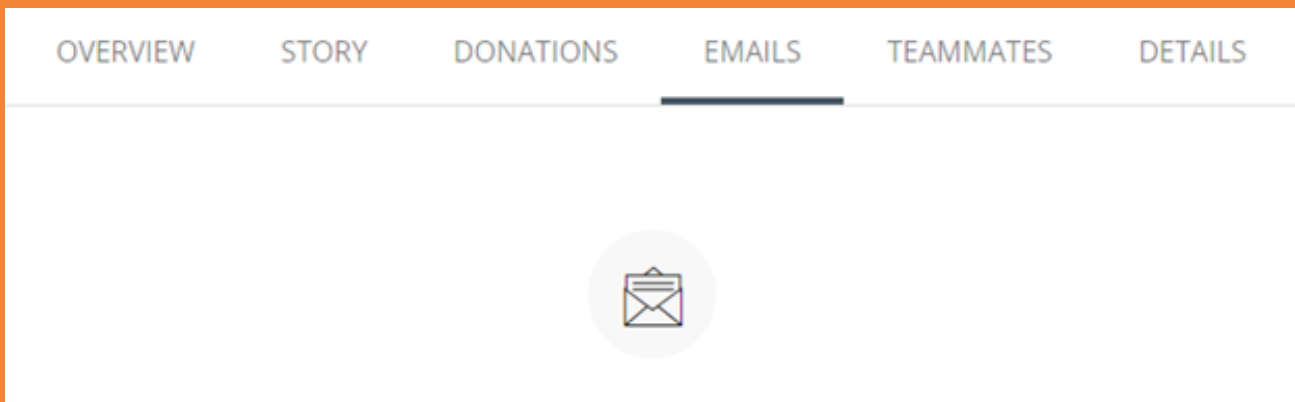
**Create a team: for those who want to start a team and invite other fundraisers to join. The individual who created a team page becomes a team captain, who is responsible for recruiting team members, encouraging those team members throughout the process, and making sure that the overall fundraising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



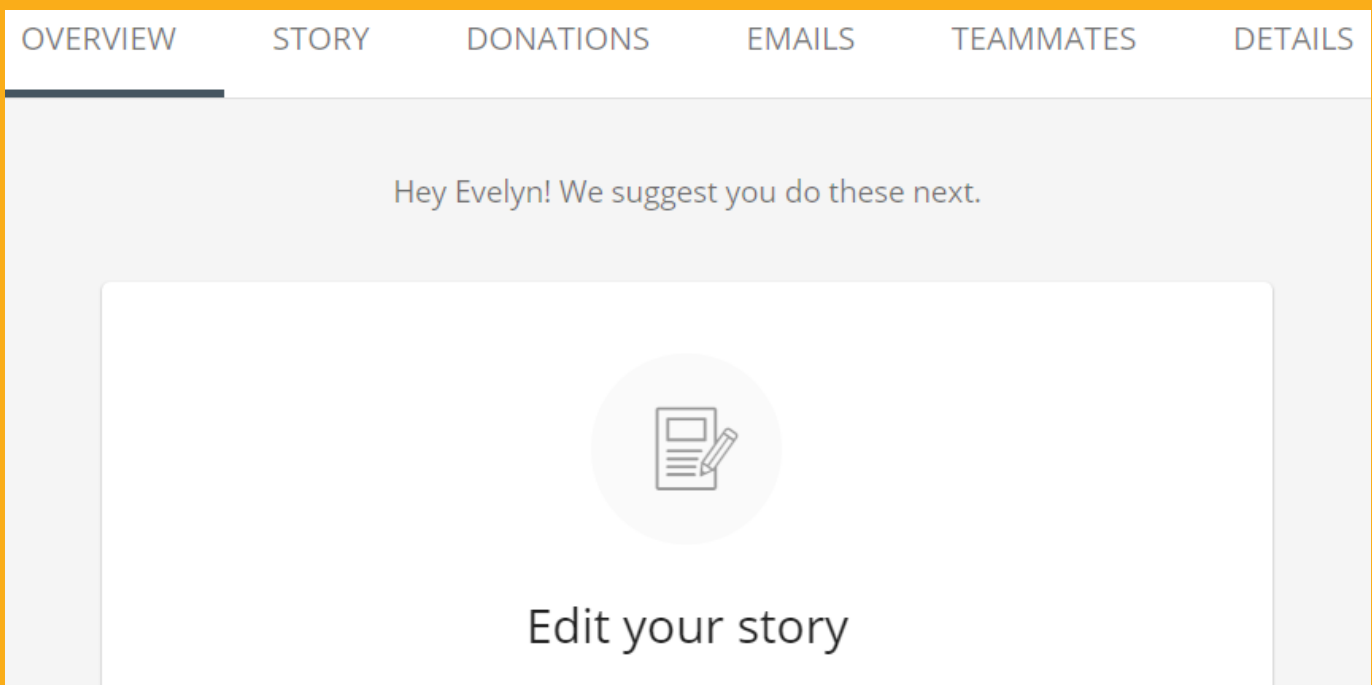
4. Click **COPY MESSAGE** to copy the invite message
5. Paste the message into your email and send it to the person you want to invite
6. Once an individual accepts your invitation and sets up a fundraising page, they'll appear in your **Teammates** list. This list contains all your current team members. To view your list: Click **Teammates** in your team page editor.





HOW TO EDIT YOUR TEAM PAGE

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.

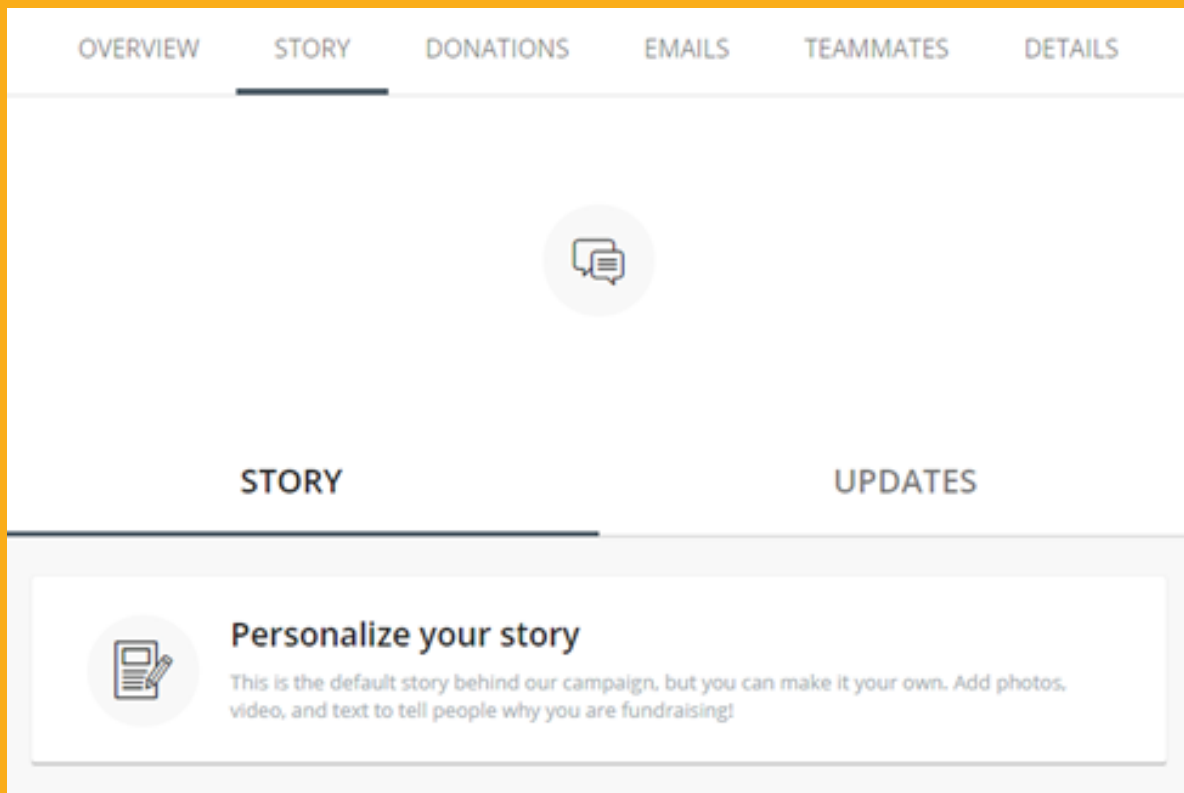




HOW TO EDIT YOUR TEAM PAGE

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.



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.



HOW TO EDIT YOUR TEAM 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.

The screenshot shows the 'Edit team details' page with the following elements:

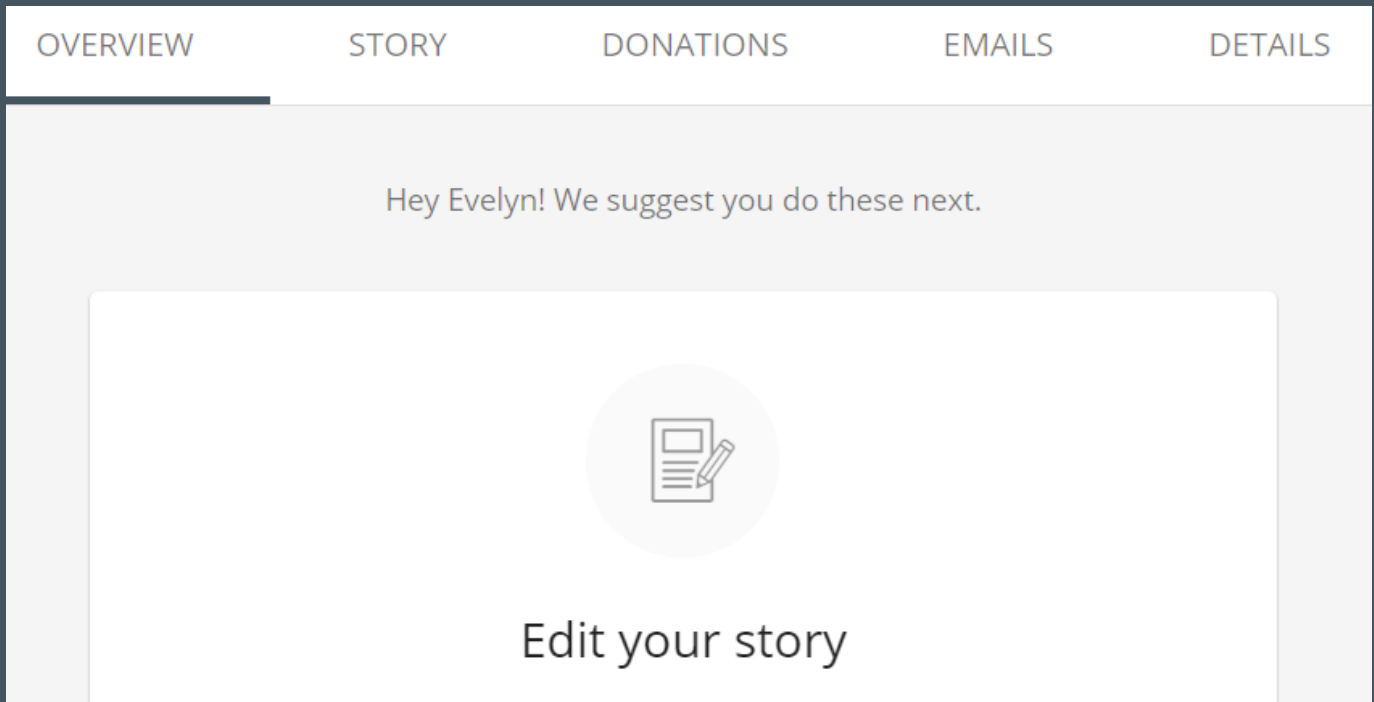
- Navigation tabs: OVERVIEW, STORY, DONATIONS, EMAILS, TEAMMATES, **DETAILS** (selected).
- Section header: Edit team details
- Team Picture section: Includes a placeholder image of a smiling boy, the text 'Team Picture', and the instruction 'For best quality, use a 300 x 300 px image'. An 'UPLOAD' button is present.
- Team Name section: Labeled 'Team Name *', with a text input field containing 'CFBNJ Virtual Fundraiser User Guide' and a character count '35/128'.
- Page Headline section: Labeled 'Page Headline *', with a text input field containing 'Type something' and a character count '0/255'. A 'Reset team headline' link is below the field.
- Goal section: Labeled 'Goal', with a dropdown menu set to 'USD' and a currency symbol '\$'.

- 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.



HOW TO EDIT YOUR FUNDRAISER PAGE

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.

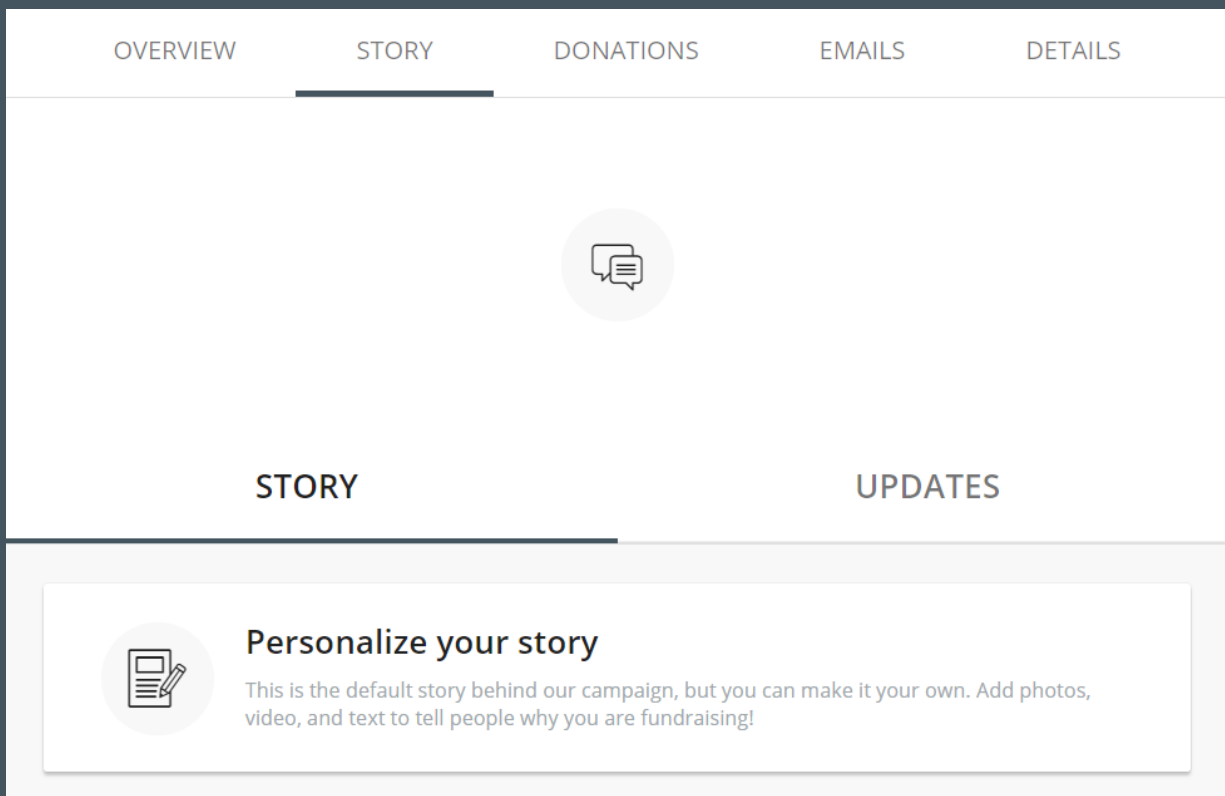




HOW TO EDIT YOUR FUNDRAISER PAGE

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.



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.



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.

The screenshot shows the 'Edit your details' page in a fundraising dashboard. At the top, there are navigation tabs: OVERVIEW, STORY, DONATIONS, EMAILS, and DETAILS (which is currently selected). Below the tabs, there is a circular icon with a document symbol and the text 'Edit your details'. Underneath, there is a section for 'Your Picture' with a placeholder image of a smiling child. To the right of the image, there is a text input field for the 'Fundraiser Nickname' containing 'CFBNJ Virtual Fundraising User Guide' and a character count of '36/100'. Below that is a 'Page Headline' section with a text input field containing 'Type something' and a character count of '0/255'. At the bottom, there is a 'Goal' section with a dropdown menu set to 'USD' and a text input field for the amount, currently showing '\$'.

- 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.

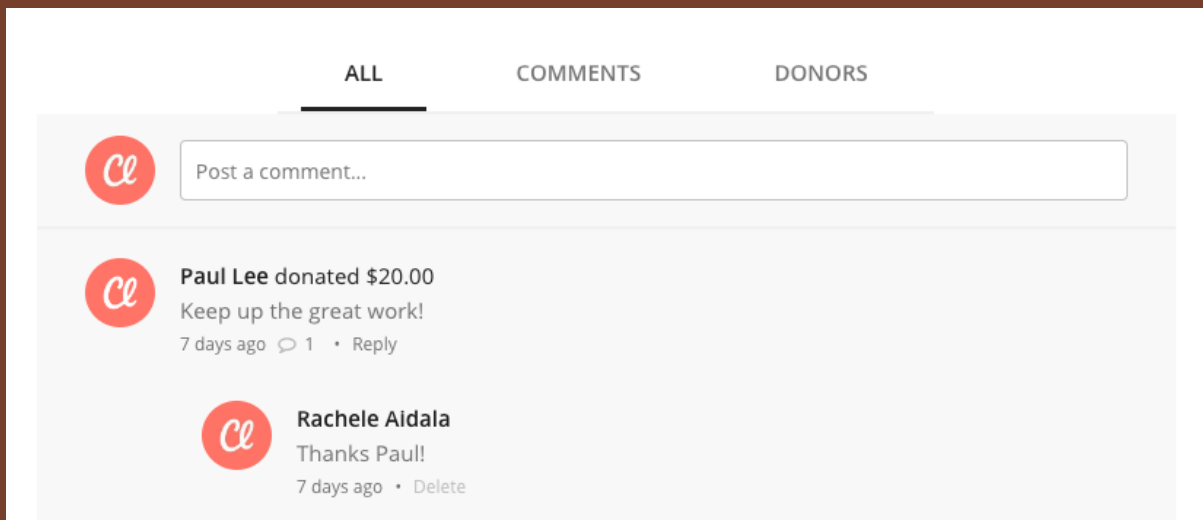


HOW TO SEND THANKS TO YOUR DONORS

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.

Search your donors Most recent ▾

P Paul Lee donated \$20.00
a few seconds ago

Thanks Paul!

[Mark 'thanked'](#) CANCEL COMMENT

R Rachele Aidala \$20.00 THANK
a minute ago

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**.

< BACK TO TEMPLATES

Thank you for donating to Classy Edu through my fundraising page for Forest Protectors Fundraiser! Feel free to check back on my fundraising progress as I attempt to reach my goal!

 Rachele
[View my page](#)

[What do I do here?](#)

[VIEW DONORS](#) [COPY MESSAGE](#)

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.