

Tips for using the Fundraising Centre

When you open your Advocate/Fundraising Centre you will see different tabs each tab is explained as follows

OVERVIEW:

This tab contains general information on your fundraising centre and certain information displays on your online donation form.

- Picture if you have uploaded one (will not be there the first time you log in)
- Your name and email address (you registered online with)
- Your personal message to your supporters (will not be there the first time you log in)
- Your commitment goal if one is set up for your campaign
- Your amount remaining if commitment goals were set on the campaign
- Recent Donations if donations have been made on your personal donation page
- Jumpstart your fundraising link which links to your personal donation page on our website

PROFILE:

This tab contains the area for you to personalize your donation page

- **Your name and email address cannot be changed**
- Create your personal statement (appropriate content please)
- Upload a picture for your webpage (appropriate content please)
- Upload a picture for your reply email to all your donors (appropriate content please)
- You can edit your commitment goal (if goals have been set for this campaign)

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Once you have made your updates scroll down and save your changes. At any time you can come back and make changes to your personal donation page. Don't wish to do any personalization not to worry we create a general message and picture that appears on everyone's page, until you make changes yourself.

TEAMS:

This tab/option is only available if it is an event that is set up to accept teams. Teams are set up as follows:

The first person to register for a team should be the designated Team Captain.

Instruction for the Team Captain:

- Name your team
- Name yourself captain (if name that appears is incorrect)
- Choose the type of membership you would like for your team allow anyone or by invitation only*

*if you choose the invitation only option the only way people can join your team is for you to send them the team invitation link click the send invite button, if the link does not open up your email program simply copy and paste the link provided into your email. Every time someone joins your team you will receive a message advising you who they are.

Team Members:

- Join the team either by using the link provided by your team captain, or click on a team name* on our website click the button that says join this team, once you fill out the registration form you will be sent a personal donation page via email with a link to manage your page.

*if a team is set up to only accept members by invitation only you, will not be able to join the team from the website, you must contact the team captain and ask them for the teams personal link to join.

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- For both the team captain and team member to manager your page, please go to the instruction above under profile to complete your personal donation page.
- The team tab will always provide you with everyone's name on the team, how much each person has raised via the website or if they manual add in cheque or cash (this option will be explained below under the recognition tab)
- Other options on this page are to Edit the team, Disband the team (captain only, if you have other team members they must leave the team first), Leave the team (team member only), or a team member has the option to start their own team.

ALL DONATIONS:

- This tab will list all donations made on your behalf via your personal online donation page. It will give you the first and last name of who made the donation with the amount they sponsored you with.
- If you manual add cheques and cash on the Recognitions tab they too will be listed here

RECOGNITIONS:

- Use this tab to manually add cheque and cash to your fundraising efforts so you can keep track of how much you have raised to date. The system is only set up to add automated donations via your personal donation page. All other monetary donations must be manually entered here.

MY TOOLS:

- This section is to add your donation page on your own website (company or personal if allowed) or if you have a blog site etc. just follow the instruction provided.

If at any time you need assistance please contact Michele Happy at 204-233-5160 ext. 203 or via email mhappy@habitat.mb.ca

For more great fundraising tips, please see our Fundraising Tips sheet on the website.