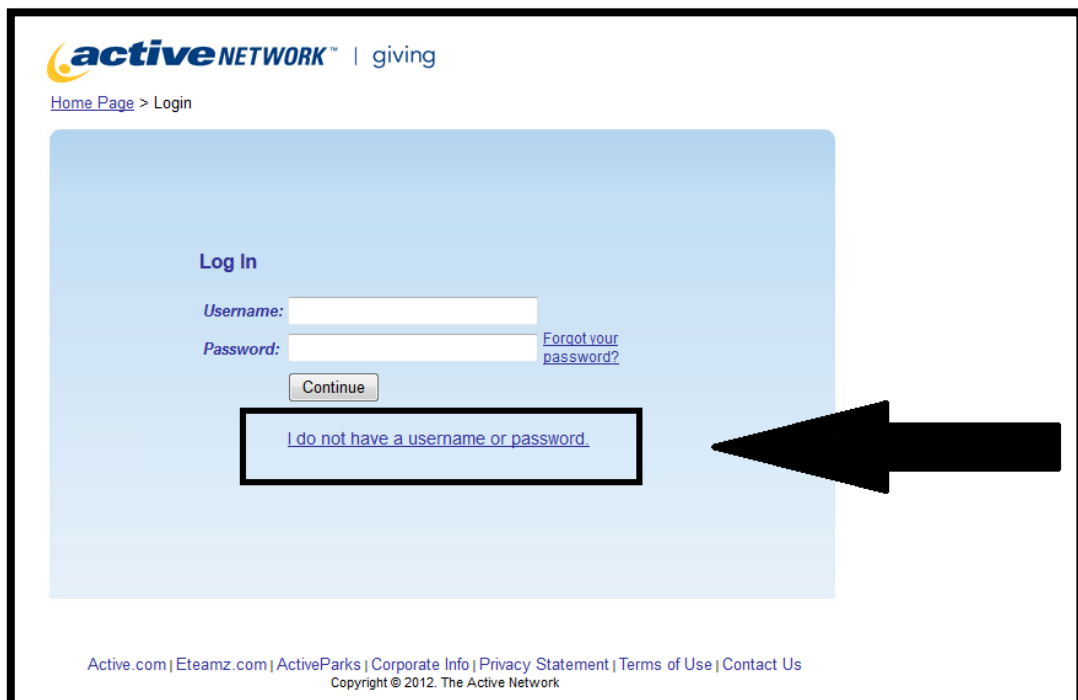


# Active Giving Fundraising Getting Started

1. Go to <http://www.active.com/donate/BarberBeast2017>
2. Click on **Become A Fundraiser**



3. You will need to create another Active.com account, separate from your account you created during your registration. Click **I do not have a username or password** to create your username and password. If you already have an Active.com account from previous fund-raising registrations, the system will tell you that there is already an account attached to that name. If you get this message, and remember those logins, fill them in here. If you do not remember them, you can reset your password here as well. For ANY issues with this process, call 1.877.228.4881.



4. To Create Your Fundraising Web Page, type your **Title** and **Create your web address**. Click to continue at the bottom of the page.

**activeGIVING**  
part of the **activeNETWORK**

Step 1: Login or Create an Account | Step 2: Create Campaign Pages

**Create Your Fundraising Web Page**

**Fundraising Page Details**

NOTE: You are only required to fill out Title and Web Address.

\*Title:   
i.e. Jon's Race for a Cause, Team Ruff Riders, etc...

\*Create your web address:   
(no spaces)

[click to continue >>](#)

5. Customize Your Fundraising Web Page.
- Fundraising Page Details
    - Title
    - Tagline
    - Welcome Message

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My ActiveGiving HQ | [Customize My Webpage](#) | [Send Emails](#) | [View Reports](#) | [Fundraising Tips](#)

[Edit Campaign Details](#) | [Change Layout Design](#) | [Set Color Schemes](#)

**Customize Your Fundraising Web Page**

**Fundraising Campaign - Bob Smith's Fundraising Page**  
www.active.com/donate/BarberBeast2015/BobSmith

\*You can customize your fundraising page now or skip it and customize later.

**Fundraising Page Details**

NOTE: You are only required to fill out Title and Web Address.

\*Title:   
i.e. Jon's Race for a Cause, Team Ruff Riders, etc...

Tagline:   
i.e. Racing to save lives...

Welcome Message:   
TIP: Here's your chance to introduce your cause, give details on why you're raising money and how it will benefit your cause. (2,000 chars max)

\*Create your web address:   
(no spaces)

- Create your web address

**\*\*Your basic fundraising page is now set up! You can email to your link to your contacts. If you would like to further personalize your page, continue following these steps.\*\***

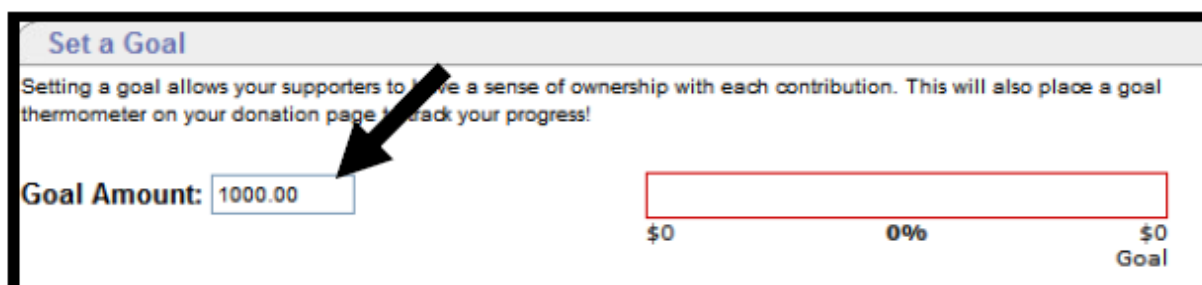
b. Add an Image



i. Click **Upload Images** to browse images on your computer. Click **Upload** once you have selected your image.



c. Set a Goal- Setting a goal allows your supporters to have a sense of ownership with each contribution.



- d. Display Options- Click the display formats you want for your web page.

**Display Options**

**Standard Display Formats**

Show Total Donations Collected:  Yes  No

Show Top 5 Contributors:  Yes  No

**Enhanced Display Formats**

All scrolling list displays are limited to the top 75 contributors, fundraisers, or teams.

Display All Contributors as a Scrolling List  Yes  No

Order By (select one):

Amount

Name

6. **Change Layout Design** shows you a screenshot of each web page layout option. Click the radio button above the screenshot that best matches your web page needs and preferences.
7. **Set Color Schemes** gives you complete control over the colors and fonts shown on your campaign page. Select a color and the palette will show up.

**Set Campaign Colors**

Customize the colors and fonts for your campaign web page below. Find color codes by clicking on the swatch or select one of the preset color schemes from the box below.

Color Schemes:

Primary Color:

Secondary Color:

Background Color:

Goal Bar Color:

Box Title Font Color:

Box Content Font Color:

Title Font Color:

Title Font:

Title Font Size:

Preview - [click here to view full screen.](#) | [Save](#) - [click here to save your changes.](#)

Chances for CHILDREN arizona

In Life Every Individual Deserves the Opportunity for Success

Home Page | Become A Fundraiser | Invite Others To Contribute

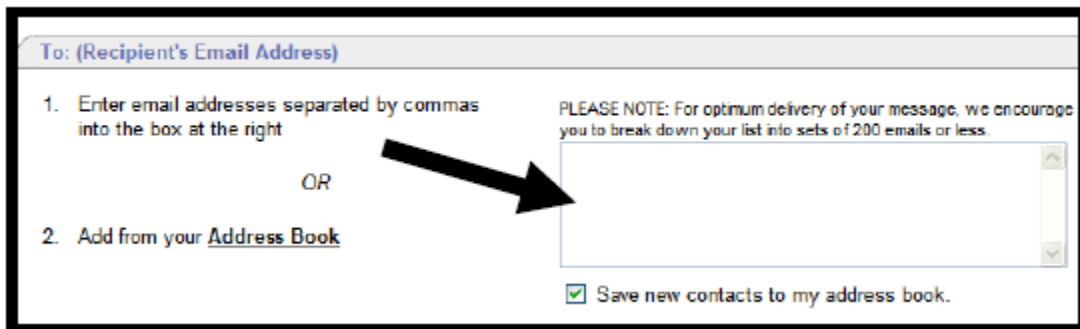
Kimberly Margel's Fundraising Page

- a. Set Campaign Colors:
  - i. **Color Schemes:** Select an already prepared color for your whole web page.
  - ii. **Preview:** A real time preview of your modifications, but the updates will not be permanent until you save the changes.

## SEND EMAILS

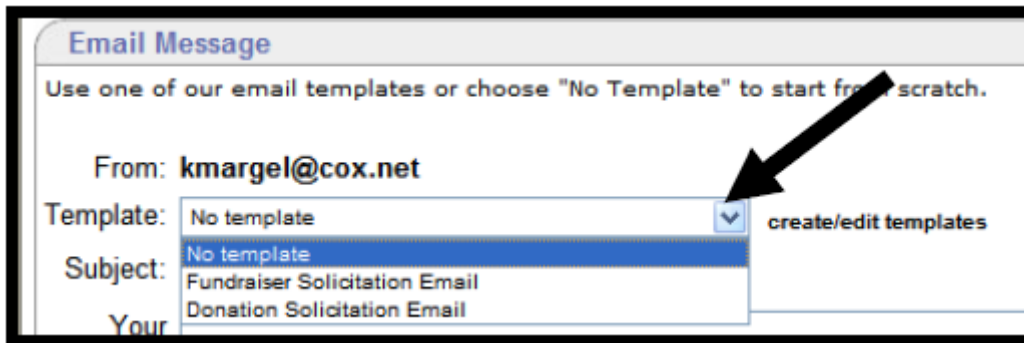


1. **To: (Recipient's Email Address)** – Enter the desired recipients' email addresses separated by commas in the box provided or input addresses from your address book.



## 2. Email Message:

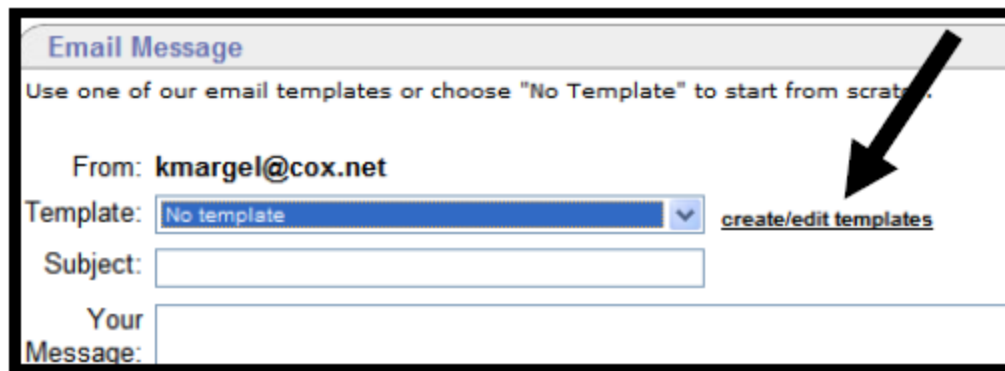
- a. **Template:** Use the email template provided in the drop down box for prewritten standard communication messages.



The screenshot shows the 'Email Message' form with the following fields and options:

- From:** kmargel@cox.net
- Template:** A dropdown menu with 'No template' selected. A black arrow points to the dropdown arrow. To the right of the dropdown is a link labeled 'create/edit templates'.
- Subject:** A dropdown menu with 'No template' selected. Other options visible are 'Fundraiser Solicitation Email' and 'Donation Solicitation Email'.
- Your** (partially visible)

- b. **Create/Edit Templates:** Click the link to write and save new messages in the future.



The screenshot shows the 'Email Message' form with the following fields and options:

- From:** kmargel@cox.net
- Template:** A dropdown menu with 'No template' selected. A black arrow points to the 'create/edit templates' link to the right of the dropdown.
- Subject:** An empty text input field.
- Your** (partially visible)
- Message:** (partially visible)

- c. **Subject:** Topic of the email message.
- d. **Your Message:** Use the text box to create a personal message to your fundraisers or contributors. *\*Note: Your personal URL will appear at the bottom of the email.*

# MANAGE ADDRESS BOOK

### Bob's Address Book

#### Add New Contact

First Name	Last Name	Email (required)	<input type="button" value="ADD"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	

[Click here](#) to import email addresses from Outlook or a \*.csv file.

#### Current Address Book

You do not have any contacts in your address book.

1. **Add New Contact:** Enter name and email address for new contact. Click **Add**.
2. **Current Address Book:** All current contacts stored in Address Book. To edit/delete, click the links to update the contact information

Current Address Book			
Last Name	First Name	Email Address	Action
Margel	Kendra	skmargel@msn.com	<a href="#">edit</a>   <a href="#">delete</a>

# Create/Edit Templates

**Create/ Edit Templates** allows you to create and save a standard email regarding your campaign cause. The message will be saved in template form for you to access at any time.

The screenshot shows a web interface titled "Bob's Template Center". It is divided into two main sections. The top section, "Create Your Email Template", contains three input fields: "Template Name:", "Template Subject:", and "Template Message: (Please Customize)". The bottom section, "Edit/Copy Email Templates", contains a table with the following data:

Template Name	Date Created	Action
Fundraiser Solicitation Email	08/18/03	copy
Donation Solicitation Email	08/18/03	copy

At the bottom right of the interface, there is a blue bar with the text "mail sample | save template". Two black arrows point to the "Template Message" field and the "save template" link.

## 1. Create Your Email Template

- Template Name:** name used to store email template. Be specific so you can easily distinguish the template in the future.
- Template Subject:** stored email subject line automatically inputted when using template.
- Template message:** a customized message about your campaign.
- Share this Template with My Fundraisers:** check this box if you would like your fundraisers to have access to this template from their email tools.

- Edit/ Copy email templates:** All templates stored in your campaign email tools. All templates can be edited by clicking on the template name and copied by clicking the copy link.





## Sent Mail

**Sent Mail** stores all outgoing messages and recipients. Click on Recipient, Subject, or Message to view more details.



# View Reports



My ActiveGiving HQ | Customize My Webpage | Send Emails | **View Reports** | Fundraising Tips

General Donation Report

## Fundraiser Donation Report

[www.active.com/donate/BarberBeast2015/BobSmith](http://www.active.com/donate/BarberBeast2015/BobSmith)

**Fundraiser Title:** Bob Smith's Fundraising Page  
**Fundraiser:** Bob Smith

Donation Summary

	Online	Offline	Total
<b>Number of Donations</b>	0	0	0
<b>Total donated</b>	\$0.00	\$0.00	\$0.00
<b>Average donation</b>	\$0.00	\$0.00	\$0.00

Donation Details

No donations have been made.

**Donation Report** Provides an overall summary of all contributions made to your campaign.