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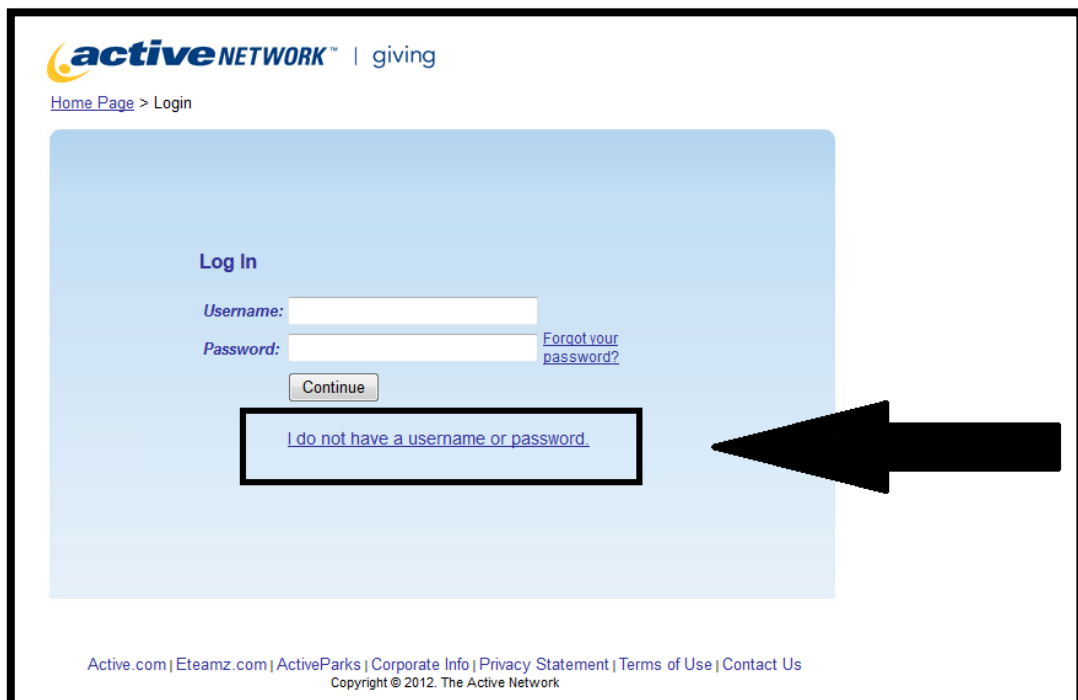
4. To **Create Your Fundraising Web Page**, type your **Title** and **Create your web address**. **Click to continue** at the bottom of the page.

5. Customize Your Fundraising Web Page.
    a. Fundraising Page Details
        i. Title
        ii. Tagline
        iii. Welcome Message

        iv. 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.
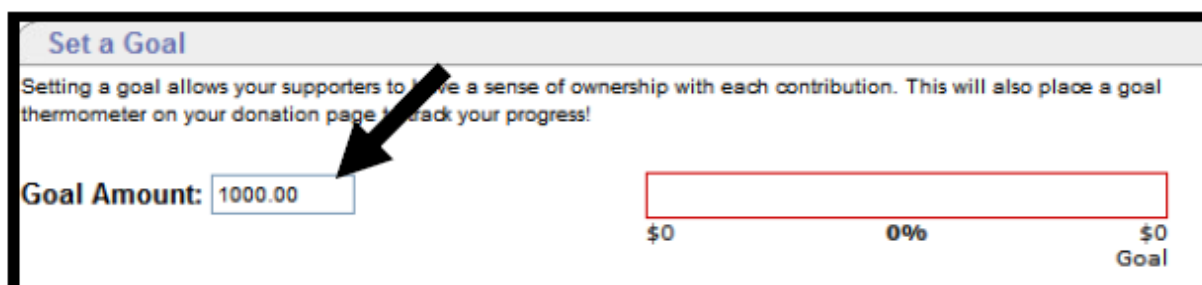
b. Add an Image

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.

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.

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.
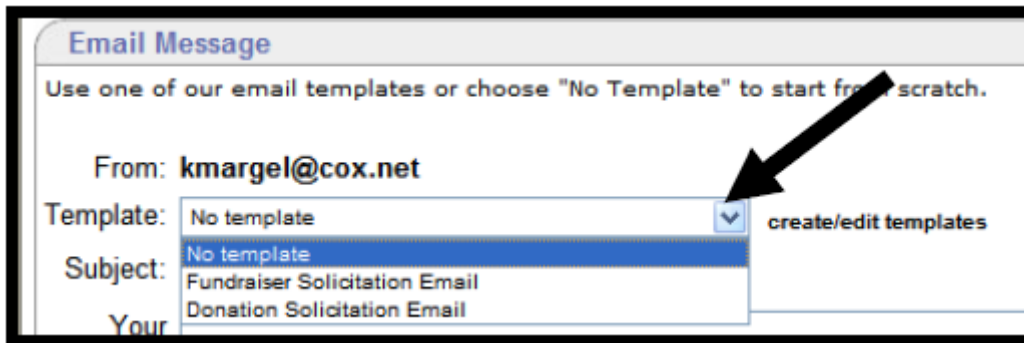
SEND EMAILS

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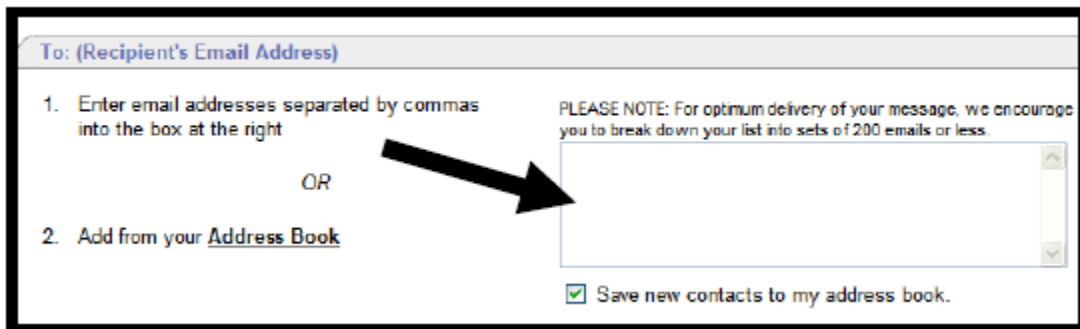
2. **Email Message:**
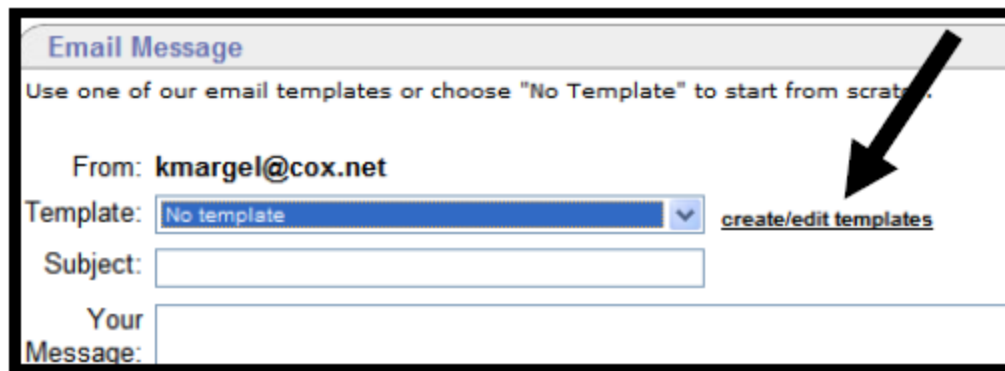
   a. **Template**: Use the email template provided in the drop down box for prewritten standard communication messages.

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

   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)

[   ] [   ] [   ] [ADD]

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	edit	delete

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.

1. **Create Your Email Template**
   a. **Template Name**: name used to store email template. Be specific so you can easily distinguish the template in the future.
   b. **Template Subject**: stored email subject line automatically inputted when using template.
   c. **Template message**: a customized message about your campaign.
   d. **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.
2. **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

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