



BEAST FUNDRAISER

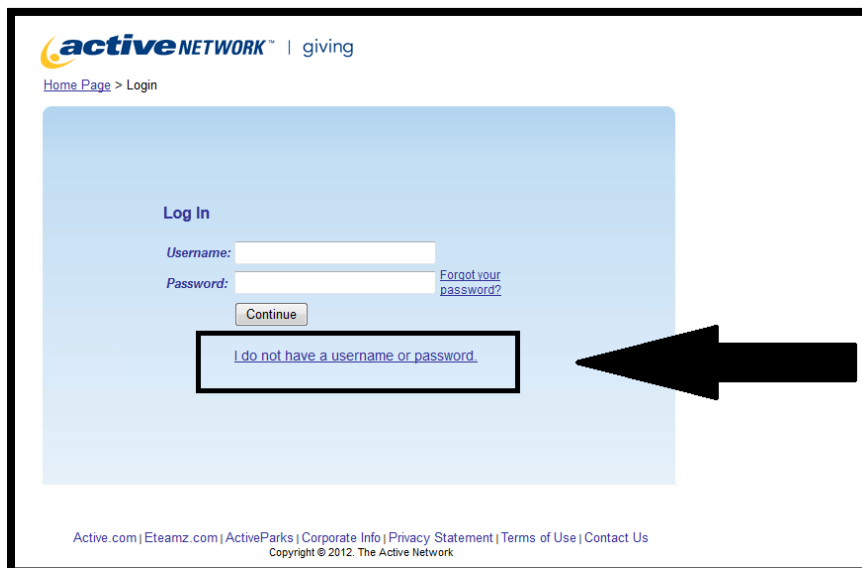
Active Giving - Creating an Individual Page

Getting Started

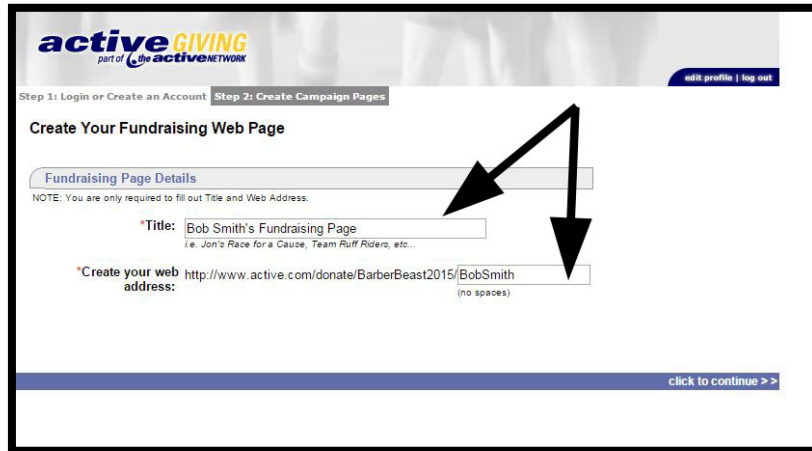
1. Go to <http://www.active.com/donate/BarberBeast2018>
2. Click on **Become A Fundraiser**



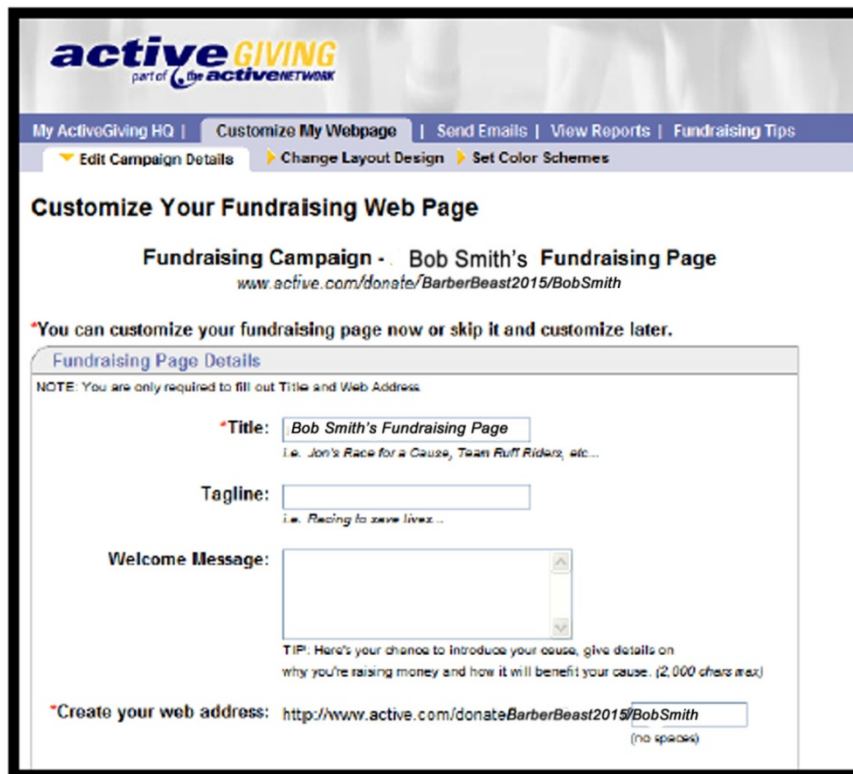
3. You will need to create another Active.com account, separate from your account you created during your registration. Click **I do not have a username or password** to create your username and password. If you already have an Active.com account from previous fundraising registrations, the system will 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. Images must be under 100KB. If you need help resizing an image, call Jaclyn at 814.878.4017.

Add an image
Personalize your welcome page with a logo, photo, or any online image. Images must be in *.JPG or *.GIF format.

Select an image: None

Image Caption:

Upload Images

NO IMAGE SELECTED

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

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Click on "Browse" and select the image you wish to upload. Then click on the "Upload" button to complete the transfer.

(We currently only allow image files of type *.gif or *.jpg)

File: Browse...

Upload

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

Set a Goal

Setting a goal allows your supporters to have a sense of ownership with each contribution. This will also place a goal thermometer on your donation page to track your progress!

Goal Amount:

\$0 0% \$0 Goal

- 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.
- a. Set Campaign Colors:

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:

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

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:

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

- 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

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

Send an Email | Manage Address Book | Create/Edit Templates | Sent Mail

Kimberly's Email Center

Fundraising Campaign - Bob Smith's Fundraising Page
<http://www.active.com/donate/BarberBeast2015/BobSmith>

To: (Recipient's Email Address)

1. Enter email addresses separated by commas into the box at the right

OR

2. Add from your [Address Book](#)

PLEASE NOTE: For optimum delivery of your message, we encourage you to break down your list into sets of 200 emails or less.

Save new contacts to my address book.

Email Message

Use one of our email templates or choose "No Template" to start from scratch.

From: kmargel@cox.net

Template: No template create/edit templates

Subject:

Your:

2. In the box provided or input addresses from your address book.

To: (Recipient's Email Address)

1. Enter email addresses separated by commas into the box at the right

OR

2. Add from your [Address Book](#)

PLEASE NOTE: For optimum delivery of your message, we encourage you to break down your list into sets of 200 emails or less.

Save new contacts to my address book.

3. Email Message:

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

Email Message

Use one of our email templates or choose "No Template" to start from scratch.

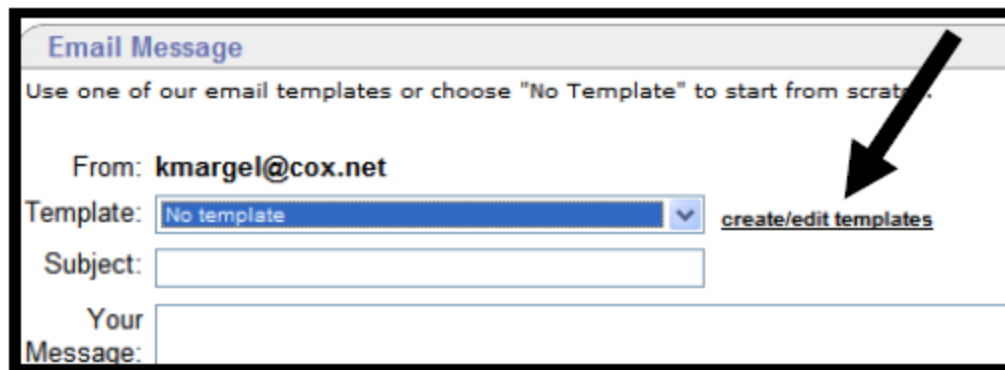
From: kmargel@cox.net

Template: No template Fundraiser Solicitation Email Donation Solicitation Email create/edit templates

Subject: No template

Your:

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

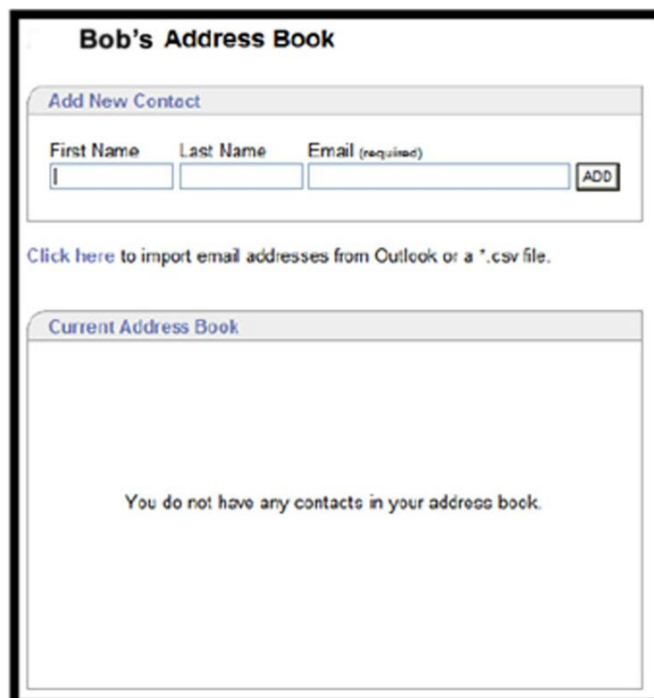


The screenshot shows an email composition interface. At the top, it says "Email Message" and "Use one of our email templates or choose 'No Template' to start from scratch...". Below this, the "From" field is populated with "kmargel@cox.net". The "Template" dropdown menu is set to "No template". To the right of the dropdown is a link labeled "create/edit templates" with a black arrow pointing to it. Below the template dropdown is a "Subject:" text box, and at the bottom is a "Your Message:" text area.

- 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

1. **Add New Contact:** Enter name and email address for new contact. Click **Add**.



The screenshot shows a web interface titled "Bob's Address Book". It features a section for "Add New Contact" with three input fields: "First Name", "Last Name", and "Email (required)". An "ADD" button is located to the right of the "Email" field. Below the input fields, there is a link that says "Click here to import email addresses from Outlook or a *.csv file.". A second section titled "Current Address Book" is shown below, which contains the text "You do not have any contacts in your address book."

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.

Bob's Template Center

Create Your Email Template

Template Name:

Template Subject:

Template Message:
(Please Customize)

Edit/Copy Email Templates

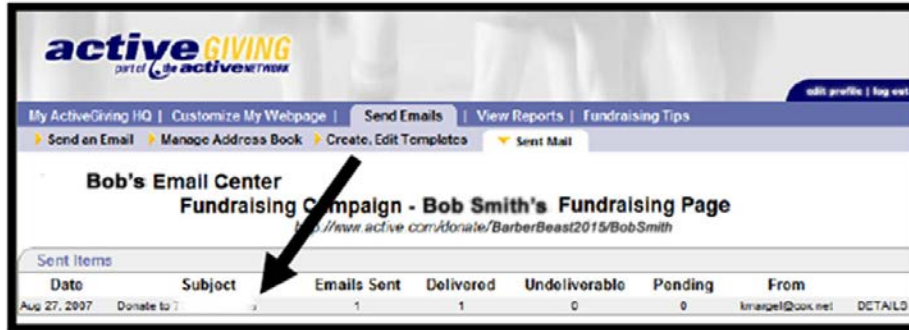
Template Name	Date Created	Action
Fundraiser Solicitation Email	08/18/03	copy
Donation Solicitation Email	08/18/03	copy

mail sample | save template

1. **Create Your Email Template**

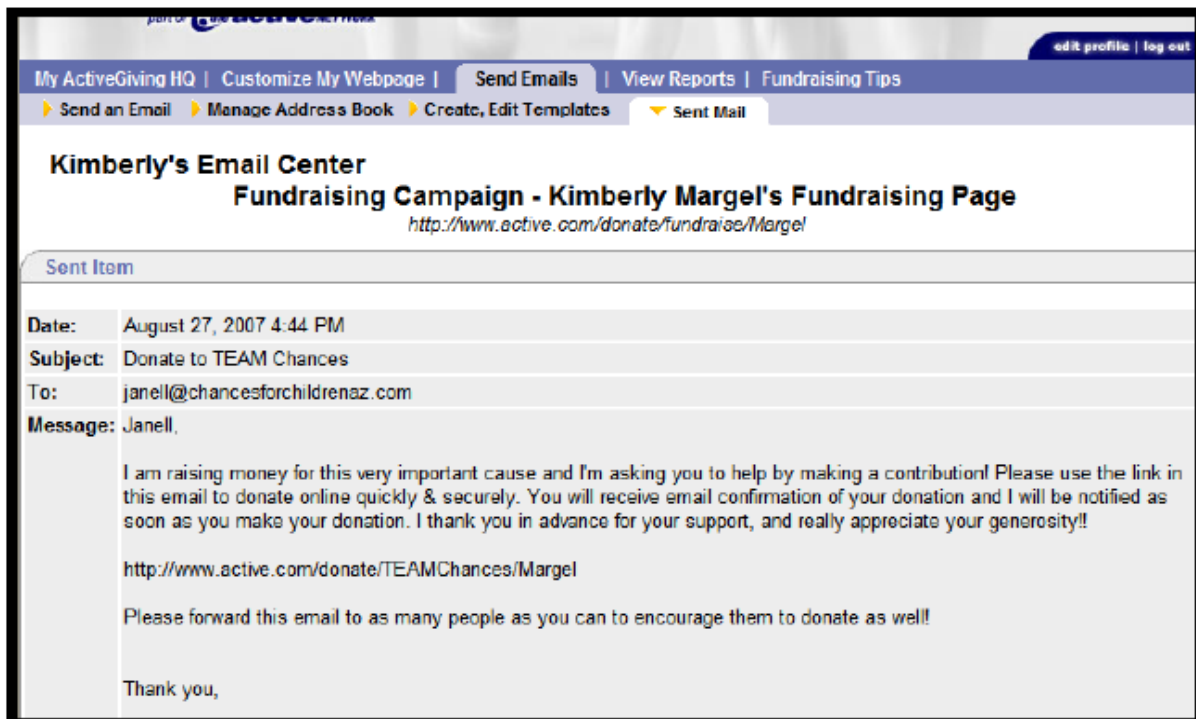
- a. **Template Name:** name used to store email template. Be specific so you can easily distinguish the template in the future.
- b. **Template Subject:** stored email subject line automatically inputted when using template.
- c. **Template message:** a customized message about your campaign.
- d. **Share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

- 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.

The screenshot shows a web interface for a fundraiser report. At the top, there is a navigation bar with links: "My ActiveGiving HQ", "Customize My Webpage", "Send Emails", "View Reports", and "Fundraising Tips". Below this is a sub-header "General Donation Report". The main title is "Fundraiser Donation Report" with the URL "www.active.com/donate/BarberBeast2015/BobSmith". The fundraiser details are: "Fundraiser Title: Bob Smith's Fundraising Page" and "Fundraiser: Bob Smith".

The "Donation Summary" section contains the following table:

	Online	Offline	Total
Number of Donations	0	0	0
Total donated	\$0.00	\$0.00	\$0.00
Average donation	\$0.00	\$0.00	\$0.00

The "Donation Details" section below the table is currently empty, displaying the message: "No donations have been made."