SDCBC #GivingTuesday

Your Guide to Creating and Customizing Your Fundraising Page

San Diego County
Breastfeeding Coalition

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If you still have questions after reading this guide, please email
sdcbc@breastfeeding.org.

HOW TO CREATE YOUR SDCBC #GIVINGTUESDAY FUNDRAISING PAGE

1. Go to bit.ly/fundraisesdcbc to create your page.

Create an account to start fundraising.

CREATE NEW ACCOUNT

f   Sign in with Facebook

t   Sign in with Twitter

Already have an account?

Login Name:

test

Password:

••••••••••

☐ Remember me

Log In

Forgot your password?
Get help

2. Create a new account or you can sign in with Facebook or Twitter.
3. Once you create an account, you will be sent an email with a link.
4. Click on the link in the email and you will be able to set up your login.

Set Login/Password
Please select the account for which you would like to reset your password:
◉ **Account:** Test Test
   Login Name:
   Individual Constituent User

Please enter a login name you would like to use (at least 4 characters)

Please enter a login password you would like to use (at least 8 characters, including at least one number)

Please re-enter your login password

Submit

5. Once you have logged in, you will be taken to the backend of your fundraising page. Here is where you can customize your page, see how much you and your team has raised, how much the campaign in total has raised, who the top fundraisers are, etc.

   Below is a guide to each section and how to customize your page.

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USING AND CUSTOMIZING YOUR SDCBC FUNDRAISING PAGE

1st Tab: Page Content

*** If you adjust anything on this page, hit Save at the bottom to make sure your changes are saved!

Fundraising Page Title
> The default is your first and last name's Fundraising Page. You can also create a custom title. The title of your page is important because when people make a donation and want to credit your page, they will either be able to search by your name if you select the default option or they will see the custom title you chose. You want to make sure the title is easy for people to credit your page so we recommend using the default title or including your first and last name in the custom title!

Fundraising Page URL
> You can stick with the default link or choose your own!

Your Fundraising Goal
> This is different from the campaign goal, this is your personal goal. Aim high! Encourage friends, family, businesses, and community partners to help you reach your goal! Every dollar helps!
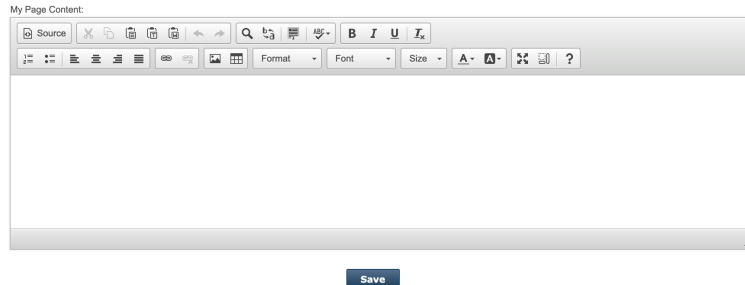
Current photo
> Upload a personal picture to your fundraising page. This helps those coming to your page to see who is behind the fundraiser!

<u>My Page Content</u>

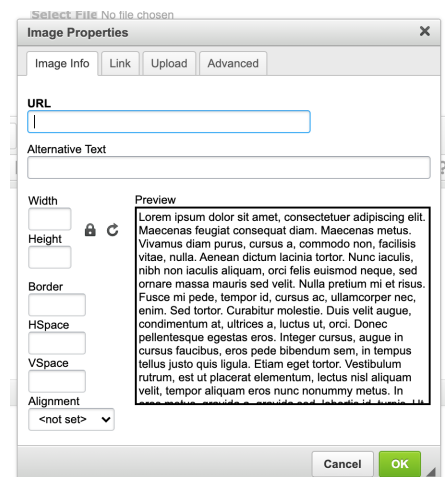Here you can tell your story and why you think fundraising for SDCBC is important.

My Page Content:

[Save]

Here are some things to think about when creating your page content:
How has the Coalition helped you? How has breastfeeding impacted your life? Did you ever receive help from a Lactation Consultant or Counselor that helped you immensely? Why do you think it is important to support funding for scholarships for lactation education in order to increase lactation support in underserved communities?

You can customize the font, size, color, etc. Make it your own! Make sure it is easy to read for your audience but is appealing!

Want to insert additional pictures?
1. Click on the picture icon. The box to the right will appear.
2. Click the Upload tab.
3. Choose your file, then send it to the server. Once you have done that, it will take you back to the Image Info tab. You will see a URL has been populated and your image along with the sample text will appear in the Preview box.
4. You can adjust the Width and Height to make the picture smaller to fit your page. Make sure the lock next to the Height and Width boxes is closed so your picture does not become distorted. If it is open, click on the lock to close it.
5. You can also select an alignment for your picture.
6. Once you have made your adjustments, hit OK and your picture should appear in your Page Content text box.
7. If you would like to move your picture to a different line than your text, put the cursor in front of the picture and hit Enter on your keyboard. You can also double click the picture if you need to edit the size. You can click and hold to move the picture in your Page Content box.

Select File No file chosen

Image Properties ✕

Image Info | Link | Upload | Advanced

URL

Alternative Text

Width
Height
Border
HSpace
VSpace
Alignment
<not set>

Preview
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum sem, in tempus tellus justo quis ligula. Etiam eget tortor. Vestibulum rutrum, est ut placerat elementum, lectus nisl aliquam velit, tempor aliquam eros nunc nonummy metus. In

Cancel | OK

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2nd Tab: Share My Page

On the "Share My Page" tab, you will find the link to your fundraising page to copy and share. You will also find the source code if you would like to embed a fundraising widget on another web page. At the bottom, you will find a link to Facebook, Twitter, and Linkedin to easily share to your personal network. The more you spread the word, the easier it will be to hit your goal!

Page Content	Share My Page	Donations	Event Registrations	Comments	Team

My Fundraising Page
Share your fundraising page by copying this direct link.

Donation Link: `https://secure.breastfeeding.org/campaign.jsp?campaign=9&fundraiser=7750&`

Fundraising Widget
You can embed a widget specific to this fundraising page on a separate web page by embedding this code snippet in the source code.

```
<!-- BEGIN z2systems.com Fundraising Sidebar Code -->
<script language='javascript' src="https://secure.breastfeeding.org/np/publicaccess/campaignSidebar.do?
campaign=9&fundraiser=7750&orgId=sandiegobreastfeedingcoalition&"></script>
<!-- END z2systems.com Fundraising Sidebar Code -->
```

Social Media

Use these links to share your page with your personal network.

3rd Tab: Donations

On the Donations tab, you will be able to view your donations, export them to CSV, or hide the name of donors from displaying on your fundraising page.

4th Tab: Event Registrations

There are no events that are associated with the #GivingTuesday event so this tab will not be used for this fundraiser.

5th Tab: Comments

On the Comments tab, you can choose whether you would like to have the comment section on your fundraising page turned on or off. You can also manage individual comments here.

6th Tab: Team

On the Team tab, you can indicate if you are part of a team, fundraising on your own, or team captain.

Being Team Captain

If you are Team Captain, you can create a custom Team Fundraising Page. To customize is just like customizing your individual fundraising page. You can set a title, URL, goal, picture and content.

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LOGGING BACK INTO YOUR ACCOUNT

In order to go back to your fundraising page, you can bookmark it or you can visit our website, breastfeeding.org, and click "Member Login" at the top of the webpage.

You will be taken to the login page where you will enter the login name and password you set up or sign in with Facebook or Twitter.

Account Login

Login Name

test

Password

☐ Remember me for 2 weeks

Or sign in with

🔒 Log In

Once logged in, you will see a list of options on the right hand side of the page. Click on Peer-to-Peer Fundraising.

What would you like to do?

- Volunteer
- My Donation
- My Orders
- Update My Profile
- Current Events
- Setup My Login
- My Membership
- Peer-to-Peer Fundraising
- My Registered Event
- Manage My Addresses
- Gift Store
- Re-Subscribe Email
- My Projects
- Login Home
- Log out

You then will see a list of your Fundraising Pages. Click "Manage Page" next to "2021 SDCBC #GivingTuesday". Then you will be taken to your fundraising page for SDCBC #GivingTuesday.

Peer-to-Peer Fundraising Overview

Total: 1 fundraising pages.

Add a fundraising page for a campaign:

Create Page

Fundraising pages:

Campaign Name	Contribution Total	Goal	Actions
2021 SDCBC #GivingTuesday	$0.00	N/A	Manage Page	Deactivate

What would you like to do?

- Volunteer
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- Update My Profile
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- My Registered Event
- Manage My Addresses
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- My Projects
- Login Home
- Log out