Set Fundraiser Defaults and Create a Fundraising Page

1. Go to www.active.com/donations
2. Enter your username and password, click **Continue**
3. Select the campaign from the drop down menu at the top of the page

4. Under **Menu of Services**, click on **Fundraising Management**

5. Click on the **Set Fundraiser Defaults** tab
    a. There are two required fields:
        i. **Title** – defaults to the First & last name of the fundraiser (i.e. John Smith's Fundraising Page). You can either leave this as defaulted or update – keep in mind these are defaults for ALL pages, not a specific individual
        ii. **URL Prefix** – enter a URL, preferably less than 5 characters (an acronym for your organization or the event, year, etc. – i.e. – AG or 2012)
    b. All other fields are optional
    c. Scroll to the bottom of the screen and click **Save & Finish**

Fundraising Page Details

By completing the following information, you will be helping new fundraisers get a head start on their campaign. At minimum, please be sure to enter a title and url prefix.

*Title: <<fname>> <<lname>>'s Fundraising Page

i.e. Jon's Race for a Cause, Team Ruff Riders, etc...

Tagline:

i.e. Racing to save lives...

Welcome Message:

TIP: Take this opportunity to introduce your cause. Give details on why you're raising money and how it will benefit your cause and those who contribute.

*URL Prefix: 2012 *(alphanumeric only)*

The URL prefix will help differentiate your fundraising pages from other campaigns. For best results, use less than 5 characters. Note* - placeholders will not work in the url prefix.

Note* - You can automatically substitute the new fundraiser's information into these fields by using the following place-holders.

Key:

<<fname>> = First Name
<<lname>> = Last Name
<<email>> = Email Address

6. Click on **Create a Fundraising Page**

7. Enter in the fundraiser's first and last name and email

8. Select Yes if you would like for the fundraiser to receive an email with the username/password for their page as well as instructions on how to access their page

9. If you have allowed Fundraising Teams, select if this is a team page

10. If you have allowed Fundraising Teams, you can assign this participant to a team (team page must already be created)

11. Click on **save this fundraising page –** a new screen will appear with the information for the new fundraiser's page

New Fundraising Participant

Please complete the following information and click "Save" to create a new fundraising page.

Participant Information

First Name:

Last Name:

Email:

Send a welcome email to this participant? ○ yes ● no
The welcome email will include their username and password as well as instructions on how to access their page.

Team Information

Is this a team page? ○ yes ● no

☐ **Automatically create a Team Captain Page for this participant in addition to the team page.**

Custom Team Title?

Assign this participant to a team? Select Team ▼

return to main | save this fundraising page