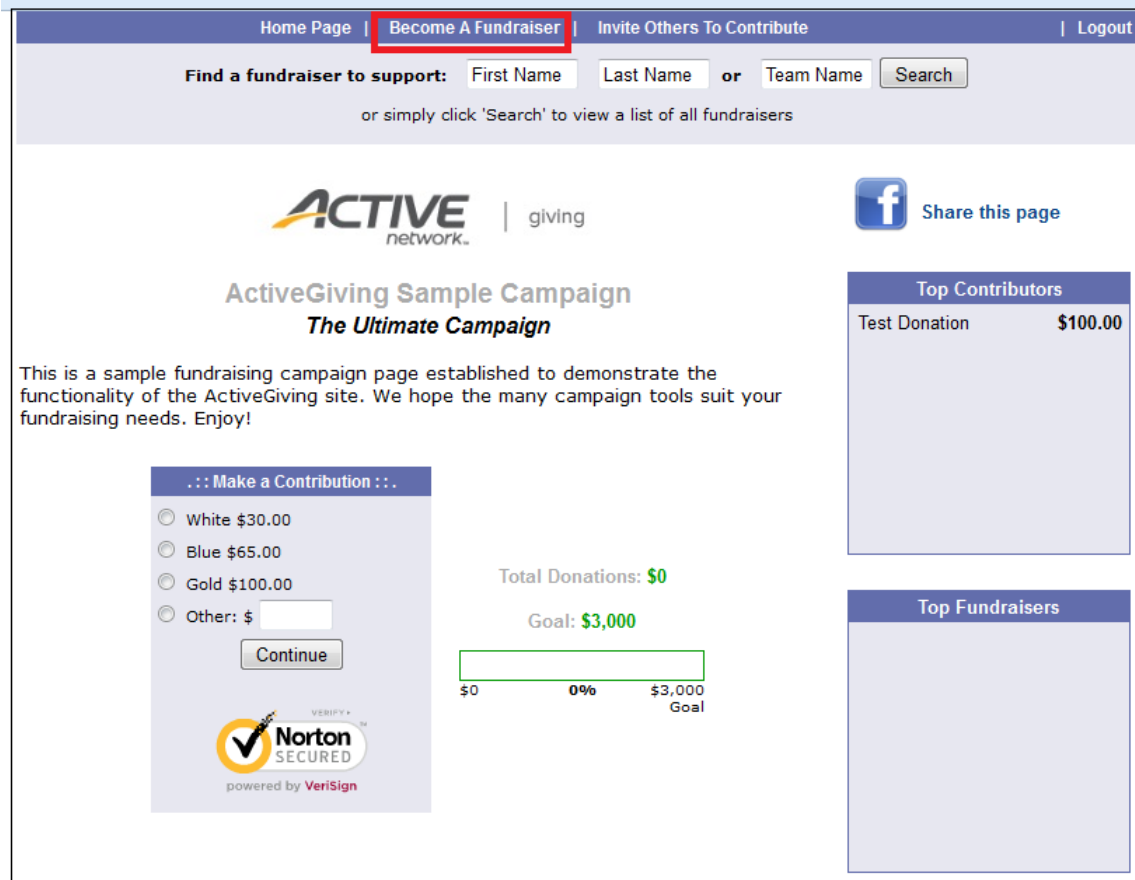


How to Create a Fundraising Team

1. Go to <http://www.active.com/donate/>"organizationname" (please note this is not a real link and you should receive the link to your organization during registration)
2. Click on "Become A Fundraiser"
3. Click on "Create a Fundraising Team"



The screenshot shows the ActiveGiving website interface. At the top, there is a navigation bar with links for "Home Page", "Become A Fundraiser" (highlighted with a red box), "Invite Others To Contribute", and "Logout". Below the navigation bar is a search area with the text "Find a fundraiser to support:" followed by input fields for "First Name", "Last Name", and "Team Name", along with a "Search" button. Below the search area, there is a message: "or simply click 'Search' to view a list of all fundraisers".

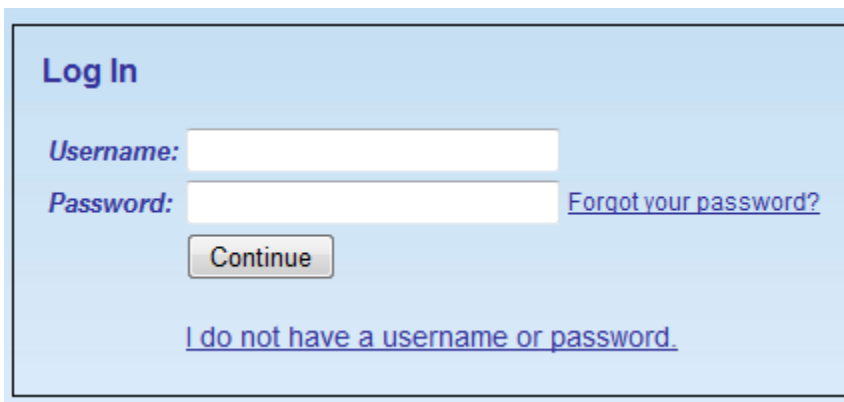
The main content area features the ActiveGiving logo and the text "giving". Below this is the title "ActiveGiving Sample Campaign" and "The Ultimate Campaign". A paragraph of text reads: "This is a sample fundraising campaign page established to demonstrate the functionality of the ActiveGiving site. We hope the many campaign tools suit your fundraising needs. Enjoy!".

On the left side, there is a "Make a Contribution" section with radio buttons for "White \$30.00", "Blue \$65.00", "Gold \$100.00", and "Other: \$" followed by an input field and a "Continue" button. Below this is a Norton Secured logo with the text "powered by VeriSign".

In the center, there is a progress bar showing "Total Donations: \$0" and "Goal: \$3,000". The progress bar is currently at 0%.

On the right side, there are two sections: "Top Contributors" and "Top Fundraisers". The "Top Contributors" section shows a table with one entry: "Test Donation" with a value of "\$100.00". The "Top Fundraisers" section is currently empty.

3. Login with your username & password or create an account!



The screenshot shows the login page with the following elements:

- Log In** header
- Username:** input field
- Password:** input field with a [Forgot your password?](#) link to its right
- Continue** button
- [I do not have a username or password.](#) link at the bottom

4. Create an account if you do not already have one.

JOIN

NEW USERS: CREATE AN ACCOUNT

Already have an Active.com account?

(* Indicates required information.)

Login Information:

Email Address:*

Your Email Address will be your Username when logging in.

Password:* (8 - 12 characters)

Confirm Password:*

Personal Information: [[Read our Privacy Policy](#)]

Display Name:*

First Name:*

Middle Name:

Last Name:*

Birthdate:* MM / DD / YYYY

Gender:* Male Female

Day Phone: xxx-xxx-xxxx Ext.

Evening Phone: Ext.

Address 1:*

Address 2:

City:*

Country:*

State:*

Zip/Postal Code:*

Sign Up for Free Newsletters

- Exclusive Deals & Discounts
- Local Events Near You
- Expert Tips & Advice

In order to join Active.com, you must by law be 14 or older.

By checking this box, I agree that I am 14 or older.

By clicking the button below, you indicate that you have read and agree to the Active Network's [Terms of Use](#) and [Privacy Policy](#).

Agree & Continue

5. Create Your Team Fundraising 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:
http://www.active.com/donate /ActiveGivingTEST/
(no spaces)

Team Fundraising

Allow others to join your team/group and fundraise as a team. Monies are tracked and credited to both the individual and team accounts.

Are you creating a team fundraiser? Yes No

[click to continue >](#)

Getting Started

1. To begin personalizing your page, click on Customize My Webpage

My ActiveGiving HQ | [Customize My Webpage](#) | [Send Emails](#) | [View Reports](#) | [Track Offline Donations](#) | [Fundraising Tips](#) [edit profile](#) | [log out](#)

Welcome, Logan Widdicombe!

Fundraising Campaign - Logan Test's Test Page

Click here to view your website: <http://www.active.com/donate/ActiveGivingTEST/TESTING12345>

1 GET READY


Your personal webpage is your chance to customize your fundraising message to your family, friends, and other donors.

- Customize your message
- Upload Images
- Pick a template
- Set a color scheme

Help Center

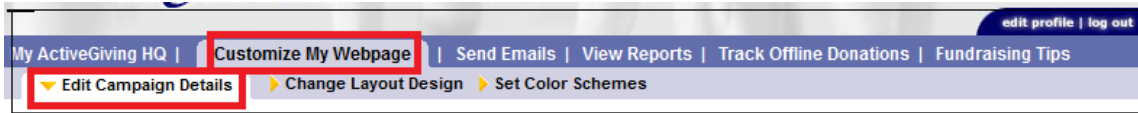
To download an ActiveGiving Fundraising Help Guide [CLICK HERE](#)

Note: In order to view this guide, you must have Adobe Acrobat.



To contact customer support, email givingsupport@active.com or call 1-877-228-4881 option 2

CUSTOMIZE MY WEBPAGE



Edit Campaign Details allows you to customize your webpage with as much detail as you would like. These details provide basic structure for your fundraising page.

1. Enter your Fundraising Campaign Details

- **Tagline:** slogan for your fundraising campaign.
- **Welcome Message:** description of your personal involvement in the fundraising cause and a note to your contributors.

2. Add an Image

- **Upload Images:** a logo or image to personalize your fundraising webpage (***Note: Width cannot exceed 800 pixels**).

3. Set a Goal

- **Goal Amount:** a dollar amount you hope to raise.
- **Goal Date:** the end date to your fundraising program.

4. Display Options

- **Show Total Donations Collected:** click yes to shows the total dollar amount you raised.
- **Show Top 5 Contributors:** click yes to show the name and amount of your top 5 contributors.

Note: Click Save & Finish to ensure all your changes are stored. You can also click Preview to see how your additional information affects your campaign page before you save your changes.

Change Layout Design shows you a screenshot of each webpage layout option. Click the radio button above the screenshot to best match the needs of your webpage.

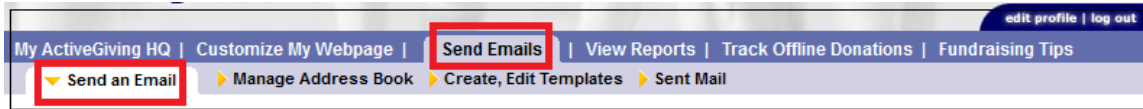
Note: Click Save & Finish. You can also click Preview to see how the additional information affects your campaign page.

Set Color Scheme gives you complete control over the color and font shown on your campaign page. Select a color tile and the palette will show up. If you know the HTML design color you desire, enter the HTML color code in the space provided.

1. **Color Schemes:** ready prepared color themes for your whole webpage.
2. **Preview:** shows you real time changes, but the updates will *not* be made until you save the changes.

Note: Click Save & Finish to ensure all your changes are stored.

SEND EMAILS



Send an Email

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. **Save New Contacts:** check the box to save the email addresses entered to your email address book.

Email Message

3. **Template:** use the email template provided in the drop down box for prewritten standard communication messages.
4. **Create/Edit Templates:** click the link to write and save new messages to use in the future.
5. **Subject:** topic of email message.
6. **Your Message:** use the text box to create a personal message to your fundraisers or contributors.

Note: If you click Send Test Email, you can send the message to yourself. Click Send Email to deliver to your recipients. All emails automatically include a link to your campaign website. This message can also be deleted.

Manage Address Book

1. **Add New Contact Name:** name and email address for new contact.
2. **Import Your Email Addresses:** import all your email addresses from Outlook or a *.csv file (*Note: If you click the "Click Here" link, a Wizard will pop up and give you step-by-step instructions on how to import your email addresses).
3. **Current Address Book:** all current contacts stored in Address Book.
4. **Edit/Delete Contacts:** click the links to update contact information.

Note: Click Close Window to save updates.

Create/Edit Templates

1. **Template Name:** name used to store email template. Be specific so you can easily distinguish the template in the future.
2. **Template Subject:** stored email subject line to be automatically imputed into your emails when using template.
3. **Template Message:** enter a customized message about your fundraising campaign.

Edit/Copy Email Templates shows 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.

Note: Click Mail Sample to save the template and receive a copy via email.



Sent Mail stores all outgoing messages and recipients. Click on any sent email to view **Date, Subject, Emails Sent, Delivered, Undeliverable, Pending, or Details** of your sent mail.

Sent Items						
Date	Subject	Emails Sent	Delivered	Undeliverable	Pending	
Feb 28, 2005	Thank You!	2	2	0	0	DETAILS

VIEW REPORTS

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

edit profile | log out

General Donation Report

Fundraiser Donation Report

www.active.com/donate/ActiveGivingTEST/TESTING12345

Fundraiser Title: Logan Test's Test Page
Fundraiser: Logan Widdicombe

* This report reflects donations that were received before 9/25/12 2:00:00 PM PDT . It may not include your most recent transactions

Donation Summary

	Online	Offline	Total
--	--------	---------	-------

General Donation Report

1. Donation Summary: a real time summary of your daily progress.

TRACK OFFLINE DONATIONS

edit profile | log out
My ActiveGiving HQ | Customize My Webpage | Send Emails | View Reports | **Track Offline Donations** | Fundraising Tips

▼ Detailed Offline Donations
▶ Undetailed Offline Donations

Offline Donations

Fundraising Campaign - Logan Test's Test Page
<http://www.active.com/donate/ActiveGivingTEST/TESTING12345>

This feature allows you to record the "offline donations" you collect, i.e. the cash and checks handed outside of ActiveGiving's credit card processing system. All of this information will be reflected in your reports and downloads.

Offline Donation Details

Fill out the form to keep track of donations received offline.
Fields marked with a red (*) are required.

*First name:

*Last name:

Phone:

E-mail:

Address:

City: State:

Country: Province/Other:

Zip/post code:

Offline Donations List

No offline donations have been entered.

Undetailed Donations

No undetailed donations have been entered.

- Click to Modify -

Donation Amount Details

*Amount: \$

Payment Type:

Make this donation anonymous:

Hide this donation amount:

[exit without saving](#) | [save this donation](#)

Detailed Offline Donations

1. **Offline Donation Details:** donor information for contributors who have submitted cash or checks.
2. **Offline Donations List:** all offline donations by name and amount.

Update Undetailed Donations

Undetailed Donations

This feature allows you to track "Offline" contributions without adding individual donor details. For example, if you have received \$200 from 5 different contributors but don't wish to enter their individual information. *(Offline donations are those you collect outside of ActiveGiving's credit card system, i.e. checks and cash)*

Set Your Undetailed Offline Amount to: **\$**
(currently \$0.00)

Set Number of Undetailed Donations to:
(currently 0)

Undetailed Offline Donations allows you to enter the dollar amount given by offline contributor without specifying name, address, etc.

tips FOR SUCCESS

Setting up your online account at ActiveGiving is the first step to supercharging your fundraising efforts. Based on our experience, we've learned it only takes a few simple steps to ensure a successful campaign. Here are a few tips:

CUSTOMIZE AND PERSONALIZE YOUR PAGE

Your personal webpage is your chance to customize your fundraising message to your family, friends, and other donors. Generally speaking, people contribute to your cause based on the personal message you convey. Therefore, it is important to spend time customizing your ActiveGiving page.

- **Include a Message**
- **Upload Images**
- **Pick a Template** to best match your logo
- **Use Colors** to personalize your page

Remember, a more compelling site leads to better results!

Note: Once you've logged in to your ActiveGiving account, click the 'Customize your donation page' link to personalize your page further.

HAVE A PLAN, AND STICK TO IT

The most effective way to achieve your fundraising goal is to create a detailed plan outlining the steps you'll need to complete in order to meet your objectives.

- **Set a Goal**
- **Start Early** so you can give people ample time to donate.
- **Educate your Donors** on your cause
- **Stress the Benefits** of contributing
- **Follow Through** by sending emails
- **Send Thank You notes**
- **Ask BIG** before going small
- **Stay Positive** and remember the reason
- **Never Feel Guilty** about asking for donations
- **Ask, Ask, Ask**

Remember, sticking to your plan will ensure success!

Note: Once you've logged in to your ActiveGiving account, click the 'Invite others to donate' link to send and save emails to your contacts

PROMOTE THE AVAILABILITY OF YOUR DONATION PAGE

Make sure people realize how easy it is to donate online. Your webpage and emails give people an immediate link to donating. They won't have to fill out a form, copy down postage information, or write a check. They also automatically receive a confirmation email with tax deduction information.

We hope you enjoy your ActiveGiving account! We also wish you lots of luck with your campaign. As always, your feedback is welcome and encouraged. We would love to learn more about what works best for you!



EMAIL IS KEY

Email is the key to a successful online fundraising campaign because dynamic links in your email letter offer donors direct access to your fundraising page. You also catch the donor online and at the computer so they can immediately contribute at the point of interest. Most importantly, email allows you to reach all of your family and friends without the hassle of postage, returned mail, and bounced checks. So make your email campaign count!

Email Tips and Guidelines

Here are some tips and guidelines for writing an effective email:

- **Make it Personal**
- **Use Humor** to gain donor interest
- **Keep It Short**
- **Ask** and make expectations clear
- **Educate Donors** on your cause
- **Provide Suggested Donation Amounts**
- **Set a Deadline** for donations
- **Include the Web Address** for your fundraising page

Email Tracking

Make sure you keep a record of all your solicitation emails and a list of the recipients. This will help you follow-up and send reminder emails in an organized manner. Also, remember to send thank you emails to show your appreciation!

Try Asking These Contacts

Spouse or Significant Other
Mom
Dad
Sister
Brother
Best friend
Friends

Co-workers
Boss
Coach
Teacher
Doctor
Dentist
Vendors

Roommate
Aunt
Uncle
Cousins
Grandma
Grandpa
Neighbors