

Adding a logo or an image to an Active Giving Campaign

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



4. Click on the **Customize My Webpage** tab
5. Scroll to the **Add an Image** section
6. Click **Upload Image**



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

edit profile | log out

change campaign here --> Campaign - ActiveGiving Sample Campaign

Customize Your Campaign Web Page

Campaign - ActiveGiving Sample Campaign
www.active.com/donate/ActiveGivingTEST

Customize your donation form below and click on 'save & finish' at the bottom.

Campaign Details

NOTE: You are only required to fill out Title and Web Address.

***Title:** ActiveGiving Sample Campaign
i.e. Jon's Race for a Cause, Team Ruff Riders, etc...

Tagline: The Ultimate Campaign
i.e. Racing to save lives...

Welcome Message: 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!

TIP: Here's your chance to introduce your cause, give details on why you're raising money and how it will benefit your cause.

***Create your web address:** <http://www.active.com/donate/> ActiveGivingTEST (no spaces)

Add an Image

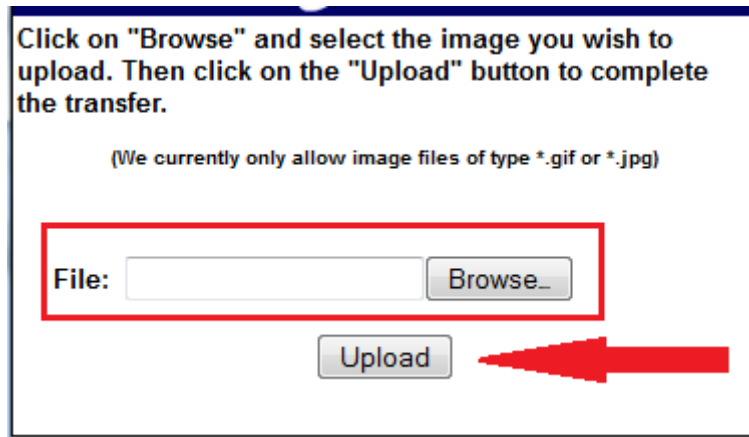
Personalize your welcome page with a logo, photo, or any online image. Images must be in *.JPG or *.GIF format.

Select an image: AG Logo.jpg

Upload Images **Share Images**



7. A new window will pop up
8. Click **Choose File**
9. A window will pop up for you to choose the image from your computer. Double click on the file you would like to use (**NOTE: the image MUST be either a .gif or .jpg file and 30KB or less in size**).
10. After you have selected the file, click **Upload**. (**NOTE: This can take a few minutes to upload depending on the file size and the speed of your Internet connection**)



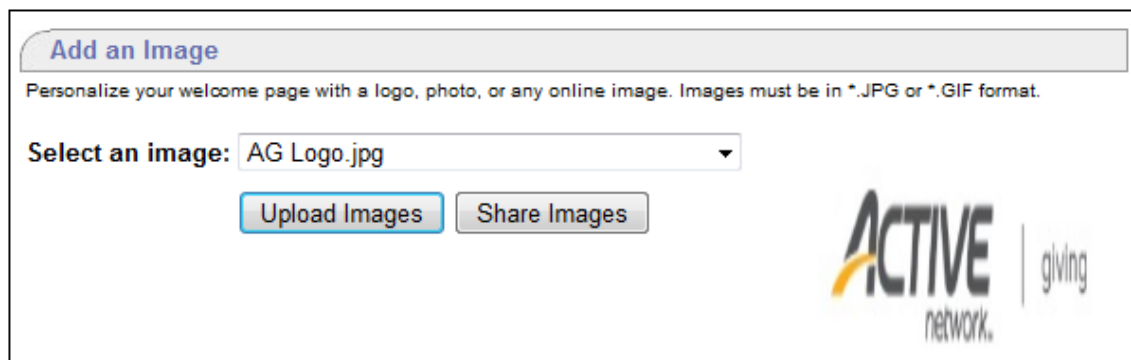
Click on "Browse" and select the image you wish to upload. Then click on the "Upload" button to complete the transfer.

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

File:

A red box highlights the "File:" input field and the "Browse..." button. A red arrow points to the "Upload" button.


11. A notification will pop up to advise that your image has been uploaded successfully. Click **OK**. (**NOTE: A preview of the image will also on the page and will now be available in your drop down menu.**)



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:



12. Scroll to the bottom of the page and click **save & finish**.



exit without saving | preview |

A red box highlights the "save & finish" button.