

Fundraising Guide

How to use DonorDrive's Fundraising Portal to be a successful fundraiser

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Tips for Success

Thank you for fundraising for our cause! Your efforts make a difference to our organization. We hope the tools available to you will help you succeed. Start with these Best Practices and you'll be there in no time.

- 1 **Donate to yourself.** This sets the tone and shows that you are dedicated.
- 2 **Personalize your fundraising page.** Upload a photo, highlight your connection to our cause, set your fundraising goal, all from the Dashboard.
- 3 **Start asking right away.** The earlier you begin, the more you will raise. Use the email tool to send and track messages.
- 4 **Share your page on social media.** Take advantage of the sharing power of social media to help you reach more people, and include the link to your fundraising page.
- 5 **Say Thank You.** When a friend supports you, send a Thank You note right from your Messages area.

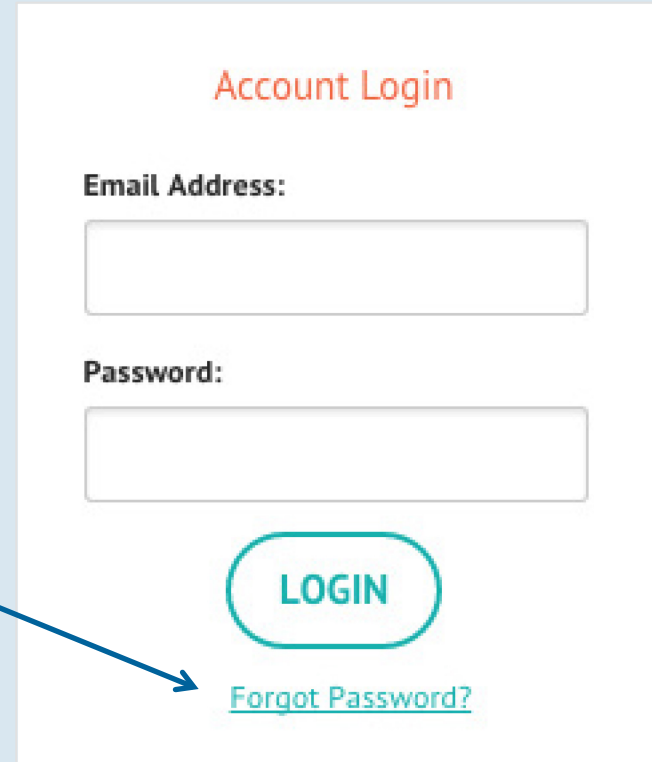
Your Fundraising Account

When you log in, you'll be able to personalize your fundraising page, send emails to friends, spread the word using social media, and track donations made toward your fundraising goal.

Log In using the email address and password you used when you registered for the event.

Forgot your password? Click the Forgot Password link to have a link to reset your password emailed to you. There can be up to a 15 minute delay between clicking this link and receiving the email.

Note: The link you receive in the email to reset your password can only be clicked once. You can get another link by clicking Forgot Password again. Every time the Forgot Password email is sent, the prior link becomes inactive.



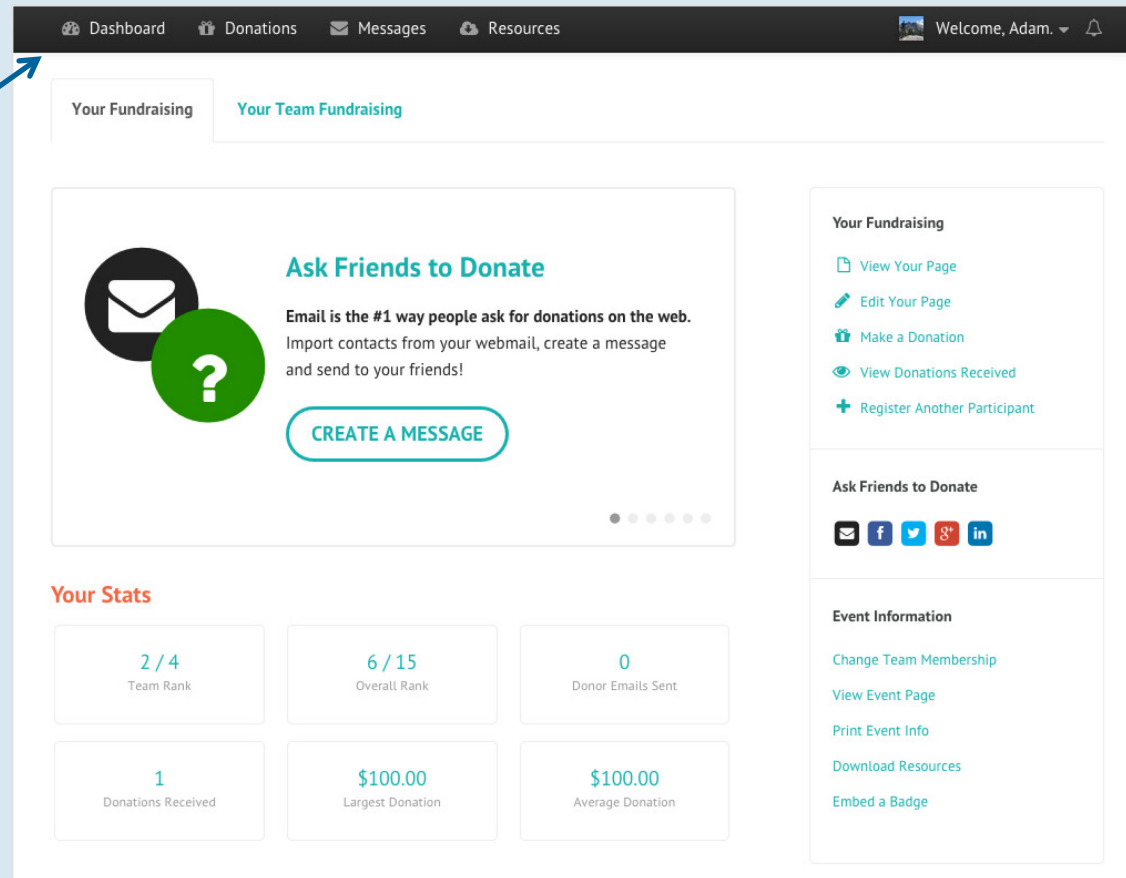
The screenshot shows a white rectangular box representing a login form. At the top center, the text "Account Login" is displayed in a red font. Below this, the label "Email Address:" is followed by a white rectangular input field with a thin grey border. Underneath, the label "Password:" is followed by another white rectangular input field with a thin grey border. At the bottom center of the form is a teal-colored rounded rectangular button with the word "LOGIN" in white capital letters. Directly below the button is a teal-colored underlined link that reads "Forgot Password?". A blue arrow originates from the text "There can be up to a 15 minute delay between clicking this link and receiving the email." in the text block to the left and points directly to the "Forgot Password?" link.

Fundraising Tools

Dashboard

Go to the Dashboard to

- Edit your Fundraising Page
- Ask friends to donate
- Download event information



Dashboard Donations Messages Resources Welcome, Adam

Your Fundraising Your Team Fundraising

Ask Friends to Donate
 Email is the #1 way people ask for donations on the web. Import contacts from your webmail, create a message and send to your friends!
 CREATE A MESSAGE

Your Stats

2 / 4 Team Rank	6 / 15 Overall Rank	0 Donor Emails Sent
1 Donations Received	\$100.00 Largest Donation	\$100.00 Average Donation

Your Fundraising
 View Your Page
 Edit Your Page
 Make a Donation
 View Donations Received
 Register Another Participant

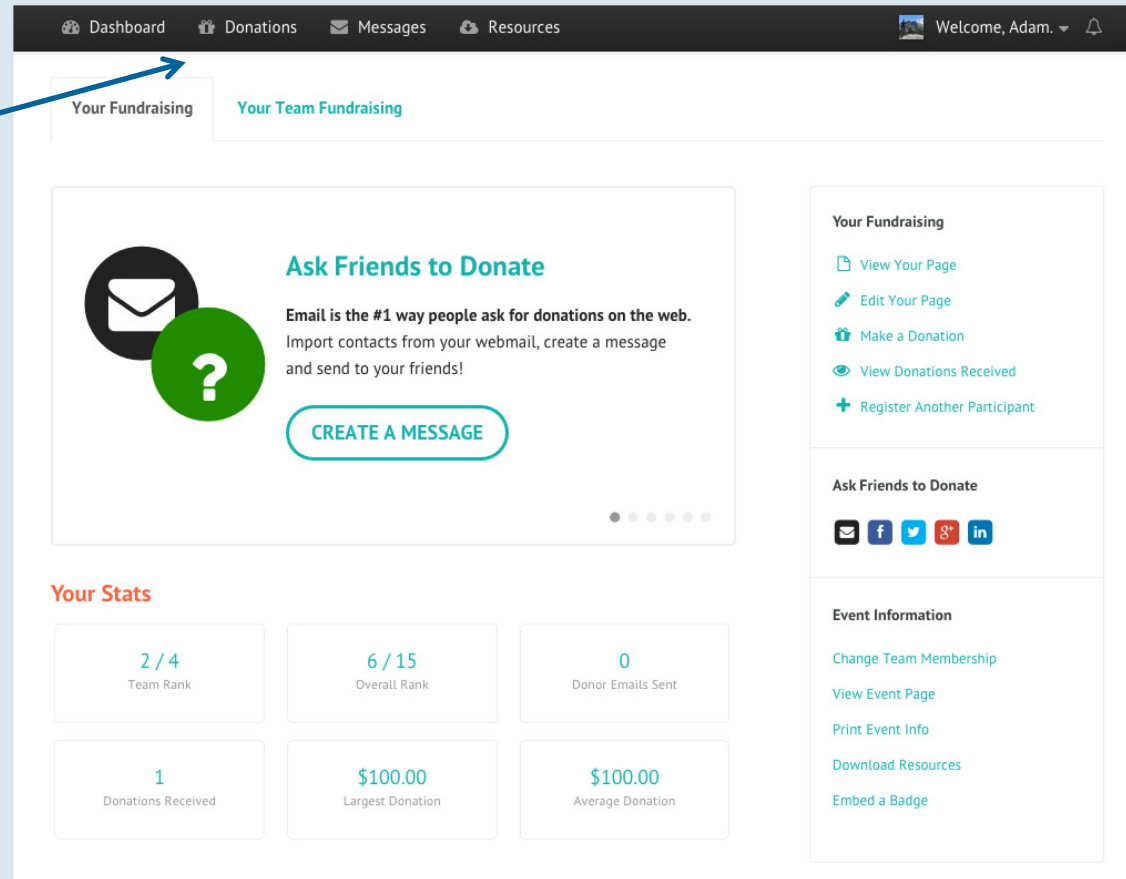
Ask Friends to Donate
 [Email] [Facebook] [Twitter] [Google+] [LinkedIn]

Event Information
 Change Team Membership
 View Event Page
 Print Event Info
 Download Resources
 Embed a Badge

Fundraising Tools

Donations

View who has donated to you, send them Thank You emails.



Dashboard Donations Messages Resources Welcome, Adam.

Your Fundraising Your Team Fundraising

Ask Friends to Donate
Email is the #1 way people ask for donations on the web.
Import contacts from your webmail, create a message and send to your friends!
[CREATE A MESSAGE](#)

Your Stats

2 / 4 Team Rank	6 / 15 Overall Rank	0 Donor Emails Sent
1 Donations Received	\$100.00 Largest Donation	\$100.00 Average Donation

Your Fundraising

- View Your Page
- Edit Your Page
- Make a Donation
- View Donations Received
- Register Another Participant

Ask Friends to Donate

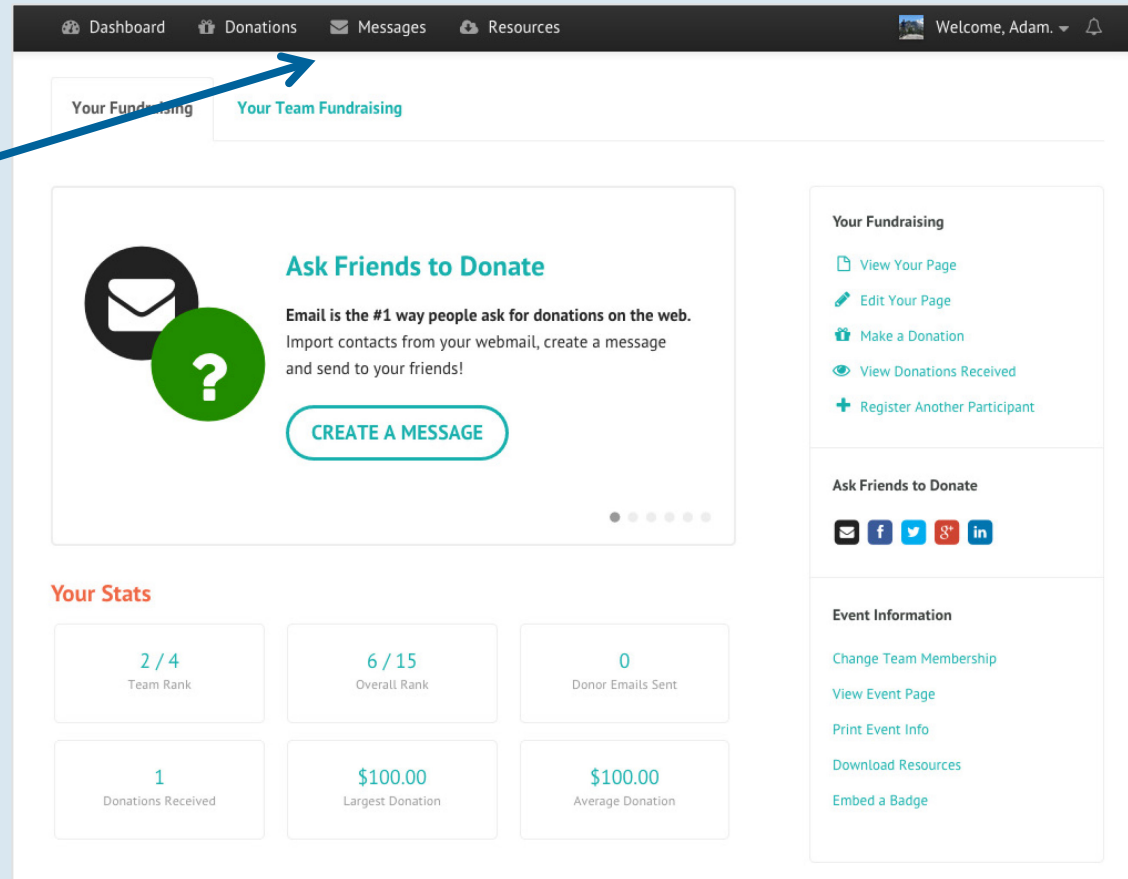
Event Information

- Change Team Membership
- View Event Page
- Print Event Info
- Download Resources
- Embed a Badge

Fundraising Tools

Messages

Upload your Contact list, send emails asking friends to donate, view Sent Messages, and more.



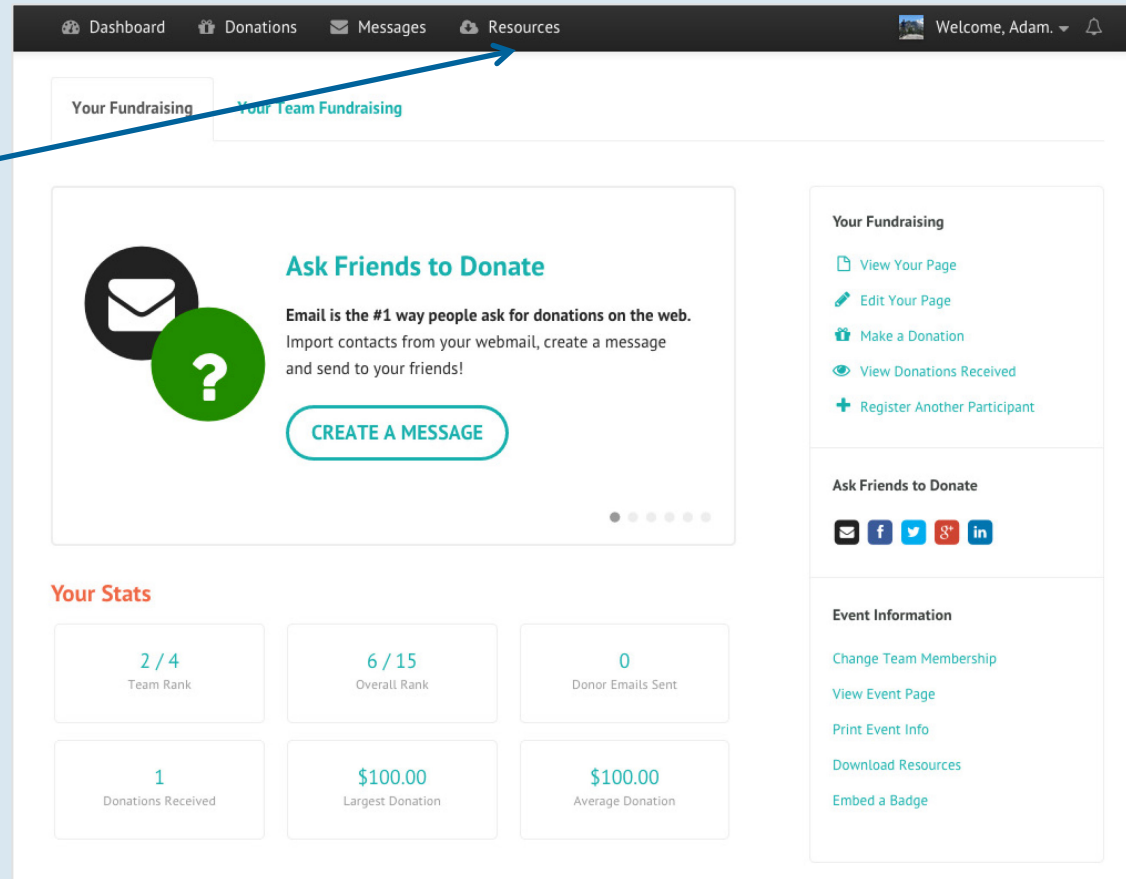
The screenshot shows a dashboard with a top navigation bar containing 'Dashboard', 'Donations', 'Messages', and 'Resources'. The user is logged in as 'Adam'. The main content area is divided into several sections:

- Your Fundraising** (selected) and **Your Team Fundraising**
- Ask Friends to Donate**: A card with an envelope icon and a question mark icon. Text: "Email is the #1 way people ask for donations on the web. Import contacts from your webmail, create a message and send to your friends!" A button labeled "CREATE A MESSAGE" is present.
- Your Stats**: A grid of six stat cards:
 - Team Rank: 2 / 4
 - Overall Rank: 6 / 15
 - Donor Emails Sent: 0
 - Donations Received: 1
 - Largest Donation: \$100.00
 - Average Donation: \$100.00
- Your Fundraising** (sidebar):
 - View Your Page
 - Edit Your Page
 - Make a Donation
 - View Donations Received
 - Register Another Participant
- Ask Friends to Donate** (sidebar):
 - Icons for email, Facebook, Twitter, Google+, and LinkedIn.
- Event Information** (sidebar):
 - Change Team Membership
 - View Event Page
 - Print Event Info
 - Download Resources
 - Embed a Badge

Fundraising Tools

Resources

Includes important documents, fundraising tools, and other valuable information about your event.



Dashboard Donations Messages Resources Welcome, Adam

Your Fundraising Your Team Fundraising

Ask Friends to Donate

Email is the #1 way people ask for donations on the web. Import contacts from your webmail, create a message and send to your friends!

[CREATE A MESSAGE](#)

Your Stats

2 / 4 Team Rank	6 / 15 Overall Rank	0 Donor Emails Sent
1 Donations Received	\$100.00 Largest Donation	\$100.00 Average Donation

Your Fundraising

- [View Your Page](#)
- [Edit Your Page](#)
- [Make a Donation](#)
- [View Donations Received](#)
- [Register Another Participant](#)

Ask Friends to Donate

[Email](#) [Facebook](#) [Twitter](#) [Google+](#) [LinkedIn](#)

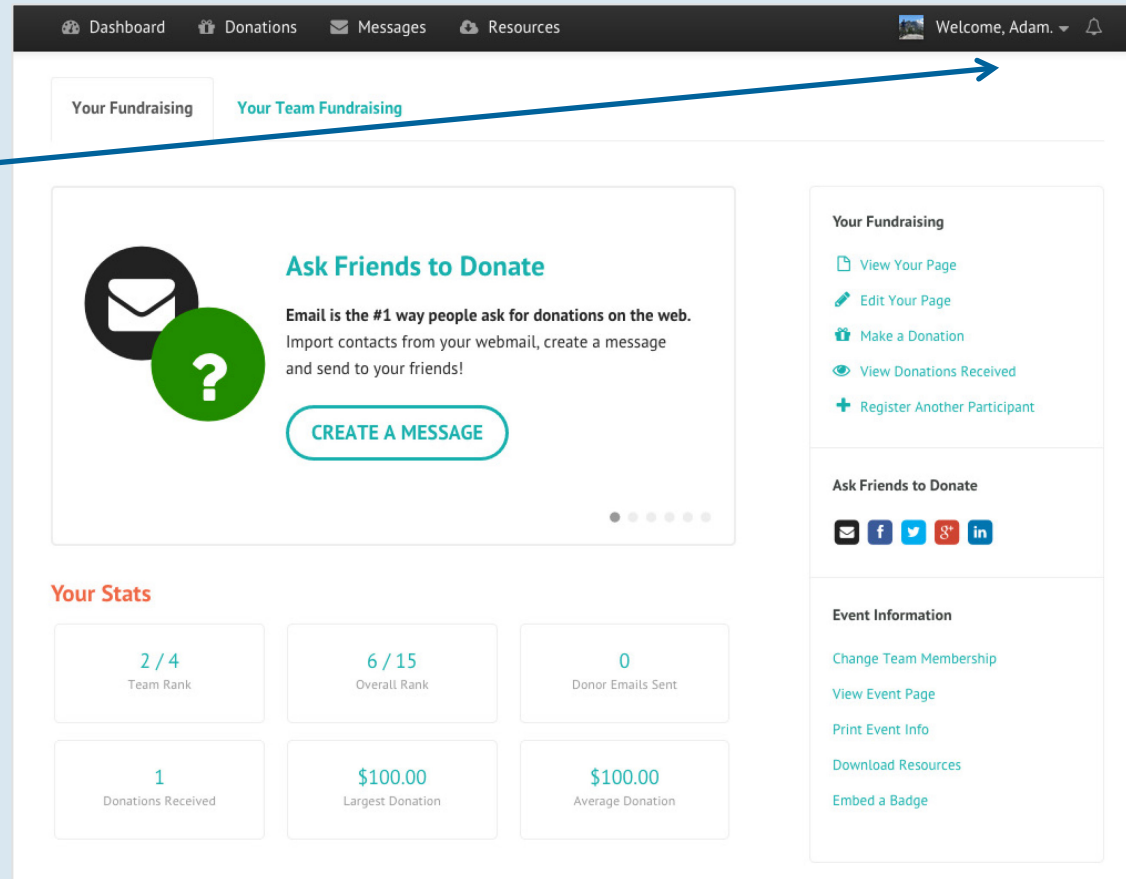
Event Information

- [Change Team Membership](#)
- [View Event Page](#)
- [Print Event Info](#)
- [Download Resources](#)
- [Embed a Badge](#)

Fundraising Tools

Profile

Update your profile photo and information, view donations you have given and other events you might be registered for.



Dashboard Donations Messages Resources Welcome, Adam

Your Fundraising Your Team Fundraising

Ask Friends to Donate
Email is the #1 way people ask for donations on the web. Import contacts from your webmail, create a message and send to your friends!
[CREATE A MESSAGE](#)

Your Stats

2 / 4 Team Rank	6 / 15 Overall Rank	0 Donor Emails Sent
1 Donations Received	\$100.00 Largest Donation	\$100.00 Average Donation

Your Fundraising

- [View Your Page](#)
- [Edit Your Page](#)
- [Make a Donation](#)
- [View Donations Received](#)
- [Register Another Participant](#)

Ask Friends to Donate

[Email](#) [Facebook](#) [Twitter](#) [Google+](#) [LinkedIn](#)

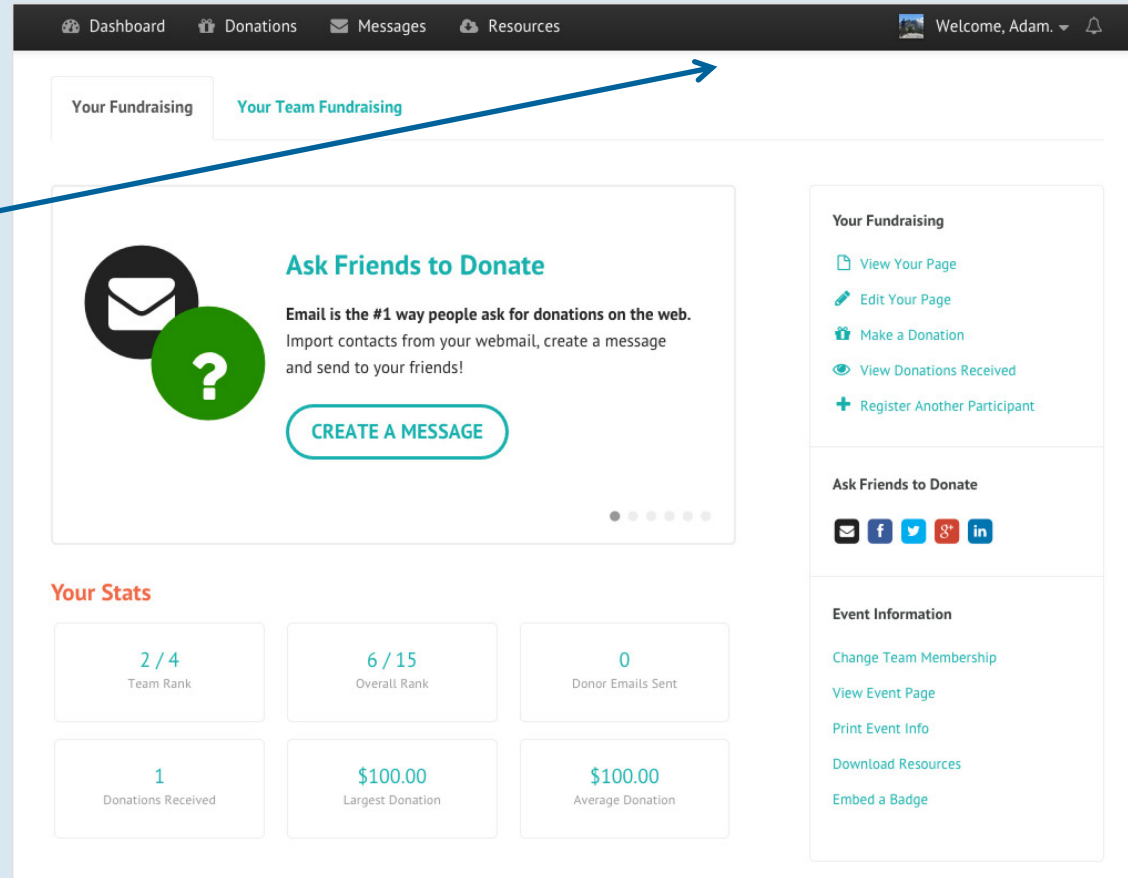
Event Information

- [Change Team Membership](#)
- [View Event Page](#)
- [Print Event Info](#)
- [Download Resources](#)
- [Embed a Badge](#)

Fundraising Tools

Black Navigation Bar

When you are logged in, the black navigation bar will stay in place as you navigate to other pages on the site. This way you can easily get back to your fundraising tools at any time.



Dashboard Donations Messages Resources Welcome, Adam.

Your Fundraising Your Team Fundraising

Ask Friends to Donate
 Email is the #1 way people ask for donations on the web. Import contacts from your webmail, create a message and send to your friends!
 CREATE A MESSAGE

Your Stats

2 / 4 Team Rank	6 / 15 Overall Rank	0 Donor Emails Sent
1 Donations Received	\$100.00 Largest Donation	\$100.00 Average Donation

Your Fundraising

- View Your Page
- Edit Your Page
- Make a Donation
- View Donations Received
- Register Another Participant

Ask Friends to Donate

Event Information

- Change Team Membership
- View Event Page
- Print Event Info
- Download Resources
- Embed a Badge

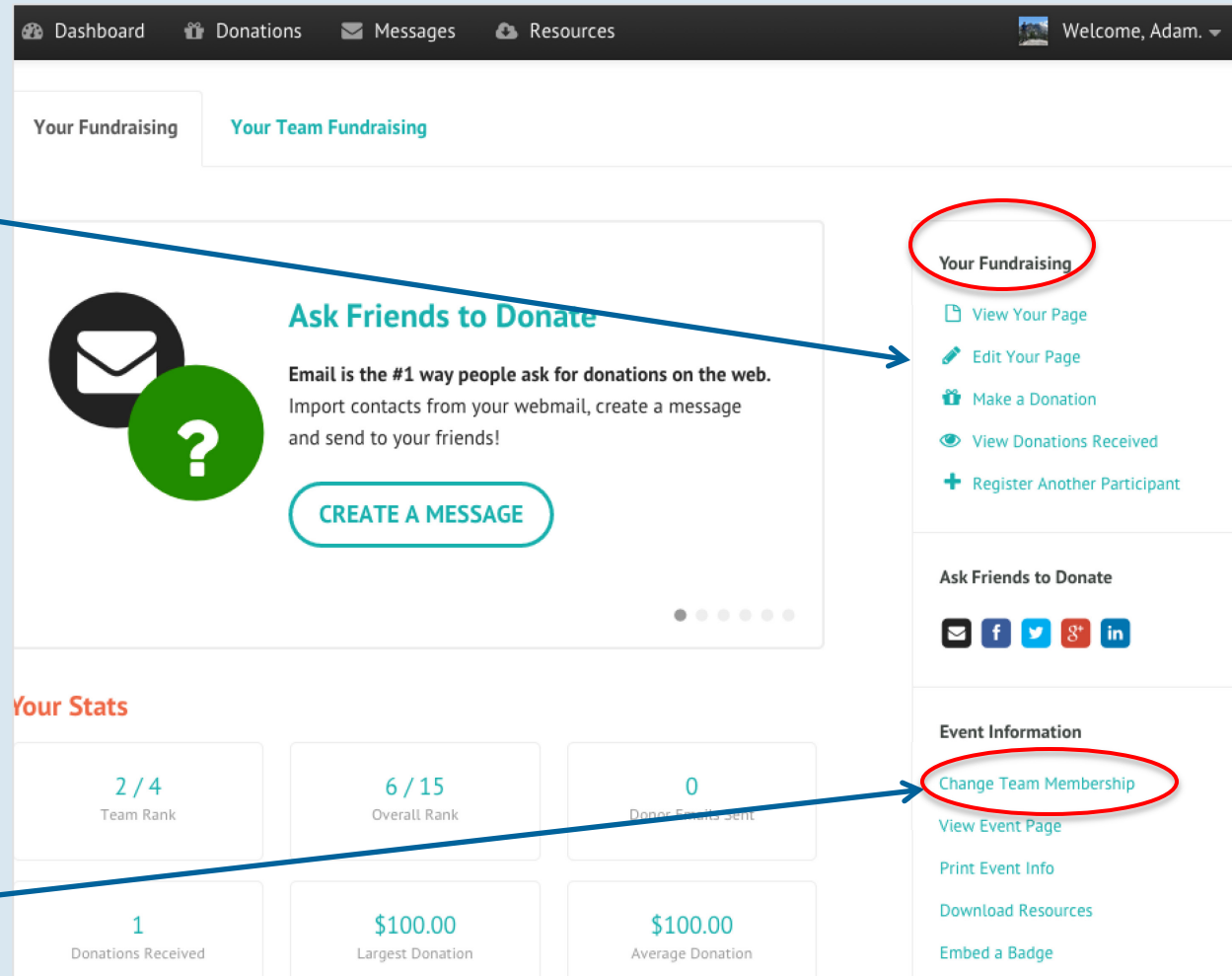
Your Fundraising Page

Your Fundraising

When you are logged in and viewing your dashboard, you'll see some helpful links under the right side menus. The **Your Fundraising** section has quick links for you to view your page, edit your page, make a donation, view donations received, and register another participant.

Create or Join a Team

Already registered but need to change your team status? Scroll down to the **Event Information** section and click "Change Team Membership."

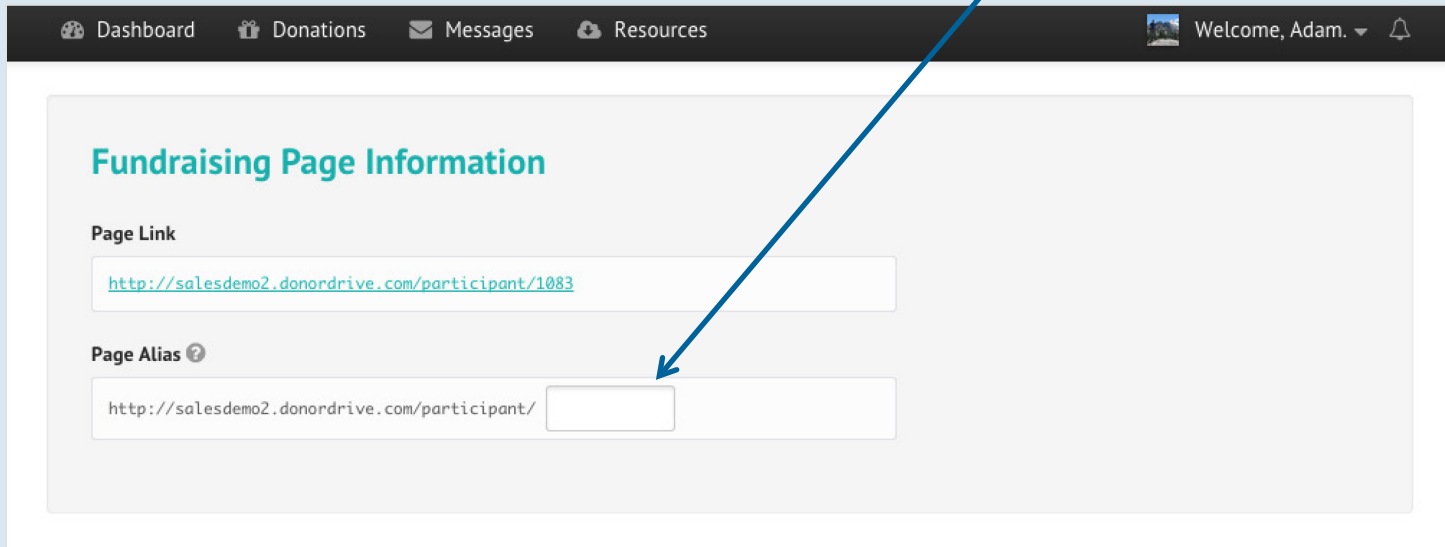


The screenshot shows the fundraising dashboard with a navigation bar at the top containing 'Dashboard', 'Donations', 'Messages', and 'Resources'. The user is logged in as 'Adam'. The main content area is divided into two tabs: 'Your Fundraising' (selected) and 'Your Team Fundraising'. Below the tabs, there is a large section titled 'Ask Friends to Donate' with a sub-header 'Email is the #1 way people ask for donations on the web.' and a 'CREATE A MESSAGE' button. To the right of this section is a sidebar menu with the following items: 'Your Fundraising' (circled in red), 'View Your Page', 'Edit Your Page', 'Make a Donation', 'View Donations Received', and 'Register Another Participant'. Below this is another section titled 'Ask Friends to Donate' with social media icons for email, Facebook, Twitter, Google+, and LinkedIn. At the bottom of the dashboard is a 'Your Stats' section with six cards: 'Team Rank' (2/4), 'Overall Rank' (6/15), 'Donor Friends Sent' (0), 'Donations Received' (1), 'Largest Donation' (\$100.00), and 'Average Donation' (\$100.00). In the bottom right corner, there is an 'Event Information' section with the following items: 'Change Team Membership' (circled in red), 'View Event Page', 'Print Event Info', 'Download Resources', and 'Embed a Badge'. Two blue arrows point from the text on the left to the 'Your Fundraising' link and the 'Change Team Membership' link in the sidebar.

Your Fundraising Page

Use your fundraising page to tell your story.

1. Create an easy-to-remember link (or “alias”) for your fundraising page.



Dashboard Donations Messages Resources Welcome, Adam.

Fundraising Page Information

Page Link

Page Alias ?

Your Fundraising Page

Use your fundraising page to tell your story.

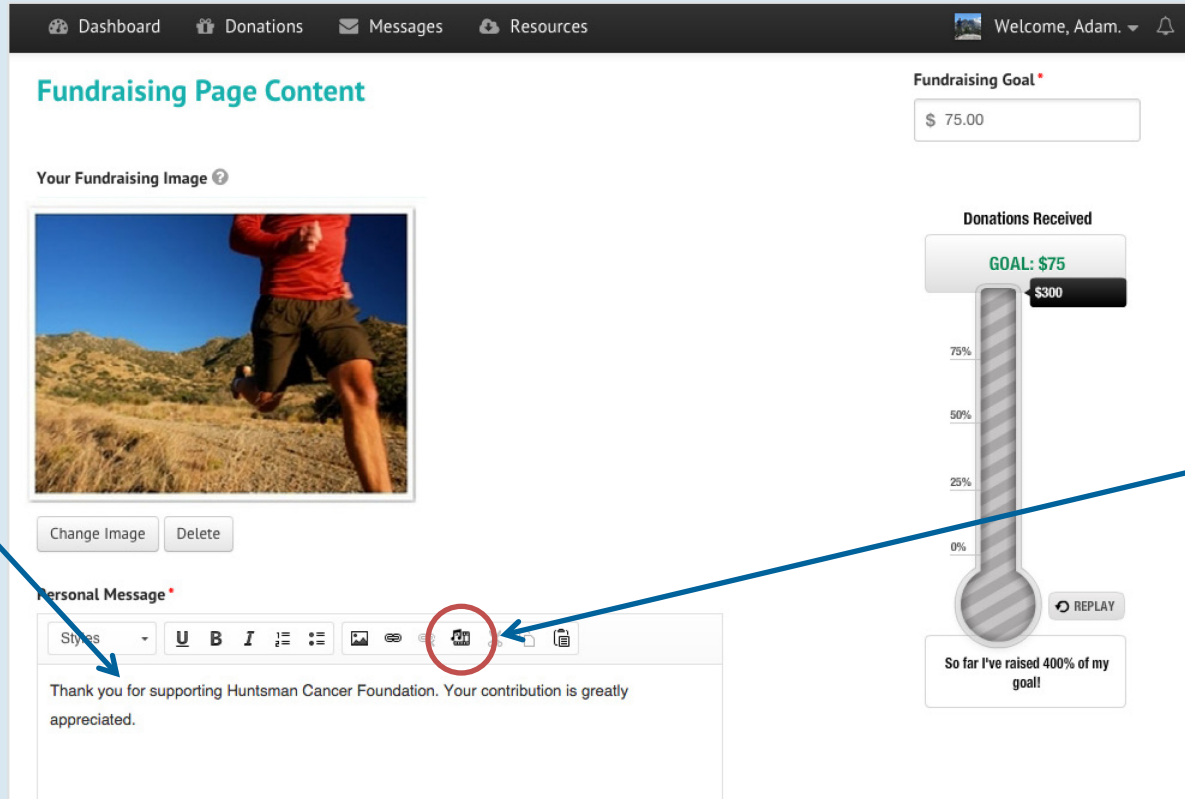
The screenshot shows a fundraising page dashboard with a dark navigation bar at the top containing 'Dashboard', 'Donations', 'Messages', and 'Resources'. On the right of the navigation bar, it says 'Welcome, Adam.' with a dropdown arrow and a bell icon. The main content area is titled 'Fundraising Page Content'. On the right side of this area, there is a 'Fundraising Goal' section with a text input field containing '\$ 75.00'. A blue arrow points from the text '2. Set your fundraising goal.' to this input field. Below the goal is a 'Donations Received' section featuring a progress bar. The progress bar has a 'GOAL: \$75' label at the top and a '\$300' label on the right side, indicating the amount raised. The progress bar is filled with a grey and white striped pattern. Below the progress bar is a 'REPLAY' button and a text box that says 'So far I've raised 400% of my goal!'. On the left side of the main content area, there is a 'Your Fundraising Image' section with a photo of a person running in a field. A blue arrow points from the text '3. Upload a personal photo' to this image. Below the image are 'Change Image' and 'Delete' buttons. At the bottom of the main content area is a 'Personal Message' section with a rich text editor toolbar and a text box containing the message: 'Thank you for supporting Huntsman Cancer Foundation. Your contribution is greatly appreciated.'

2. Set your fundraising goal.

3. Upload a personal photo

Your Fundraising Page

Use your fundraising page to tell your story.



The screenshot shows a fundraising page dashboard with the following elements:

- Navigation Bar:** Dashboard, Donations, Messages, Resources. Welcome, Adam.
- Fundraising Goal:** \$ 75.00
- Your Fundraising Image:** A photo of a person running on a trail. Buttons: Change Image, Delete.
- Donations Received:** A progress bar showing 400% completion. GOAL: \$75, Amount Raised: \$300. Includes a REPLAY button.
- Personal Message:** A text area with a rich text editor toolbar. The message reads: "Thank you for supporting Huntsman Cancer Foundation. Your contribution is greatly appreciated." A red circle highlights the video embed icon in the toolbar.

4. Edit your Personal Message. (This appears on your fundraising page. It is not the same message that gets emailed out to your contacts.)

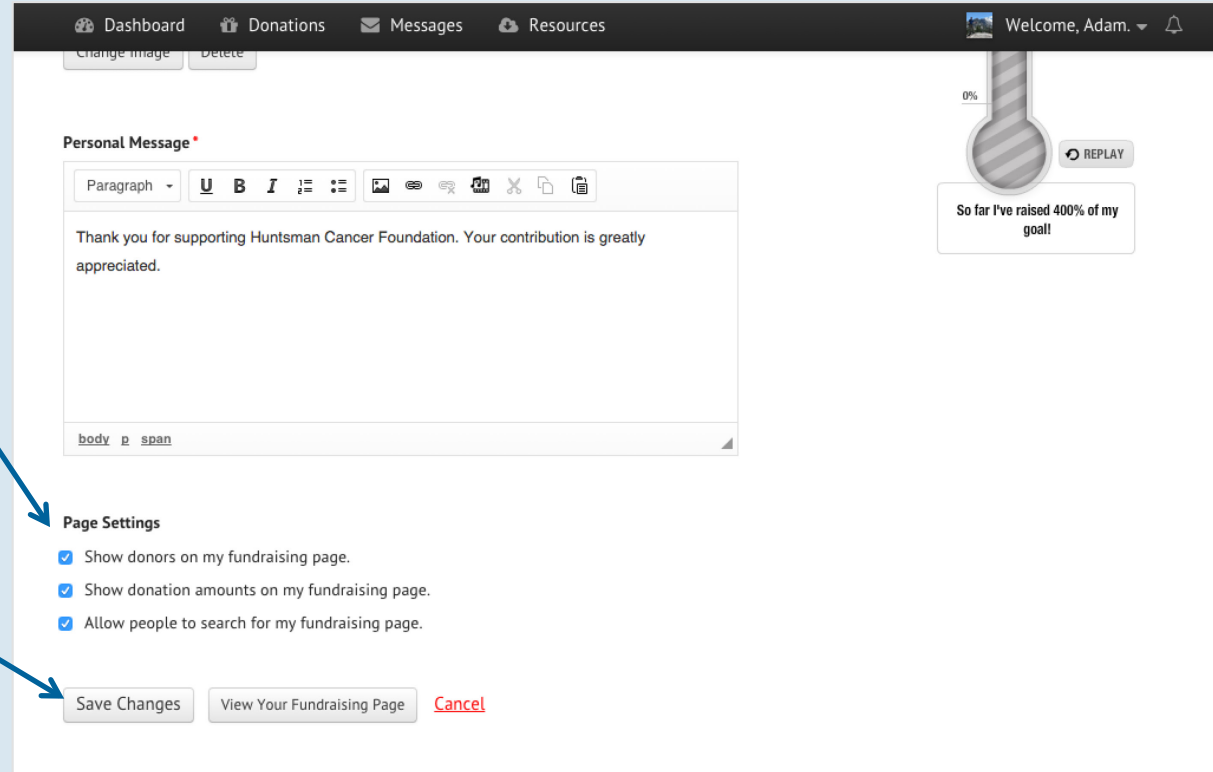
5. Embed videos from YouTube and images from Flickr.

Your Fundraising Page

Use your fundraising page to tell your story.

6. Manage Privacy Settings for your fundraising page

7. Save changes to your fundraising page.

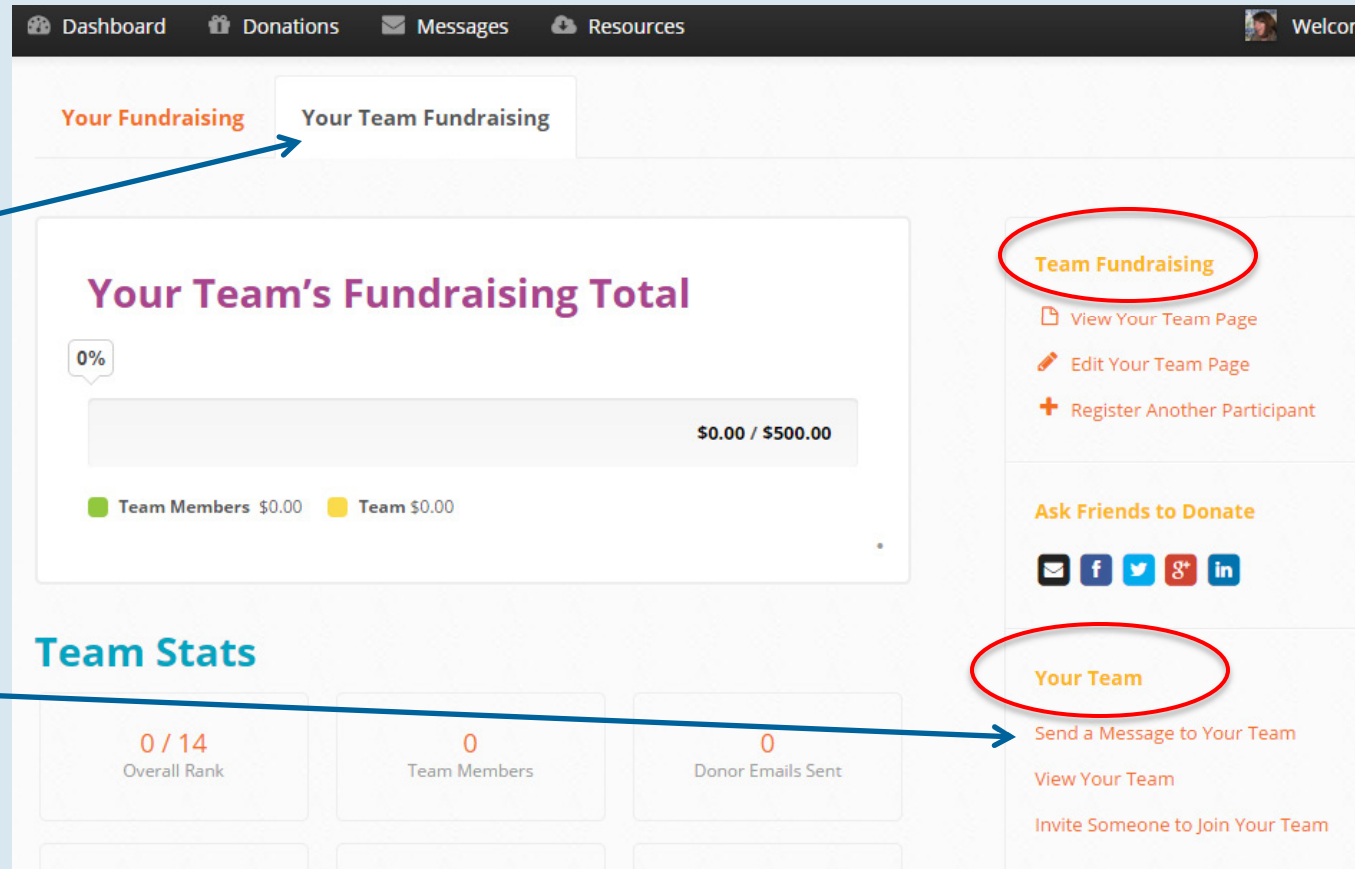


The screenshot shows a user interface for managing a fundraising page. At the top, there is a navigation bar with links for Dashboard, Donations, Messages, and Resources. A user profile for Adam is visible in the top right corner. Below the navigation bar, there are two buttons: "Change image" and "Delete". The main content area is divided into two sections. The first section is titled "Personal Message" and contains a rich text editor with a toolbar (Paragraph, Bold, Italic, Bulleted List, Numbered List, Image, Link, Unlink, Undo, Redo, Copy, Paste) and a text area containing the message: "Thank you for supporting Huntsman Cancer Foundation. Your contribution is greatly appreciated." The second section is titled "Page Settings" and contains three checkboxes, all of which are checked: "Show donors on my fundraising page.", "Show donation amounts on my fundraising page.", and "Allow people to search for my fundraising page." At the bottom of the settings section, there are three buttons: "Save Changes", "View Your Fundraising Page", and "Cancel". On the right side of the page, there is a progress indicator showing "0%" and a "REPLAY" button. Below the progress indicator, there is a text box that says "So far I've raised 400% of my goal!"

Team Captains Only

Your Team Fundraising

If you're a team captain, you'll see an additional link on your dashboard – **Your Team Fundraising**. Click this link for access to your team fundraising page, which can be updated similarly to your personal fundraising page.



Dashboard Donations Messages Resources Welcom

Your Fundraising Your Team Fundraising

Your Team's Fundraising Total

0%

\$0.00 / \$500.00

Team Members \$0.00 Team \$0.00

Team Stats

0 / 14 Overall Rank

0 Team Members

0 Donor Emails Sent

Team Fundraising

- View Your Team Page
- Edit Your Team Page
- Register Another Participant

Ask Friends to Donate

Facebook Twitter Google+ LinkedIn

Your Team

- Send a Message to Your Team
- View Your Team
- Invite Someone to Join Your Team

Your Team

This section allows you to send a message to your teammates, view your team, and invite others to join your team.

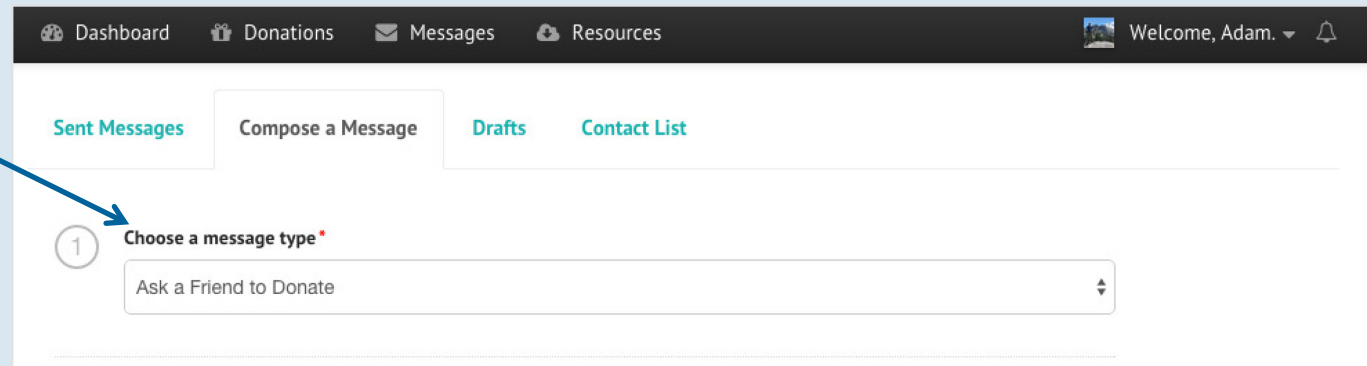
**Please note:* donations can only be made to individual team members, not teams in general.

Send Emails

Message Type

Choose from preset templates: Invite Friends to Donate, Join Your Team, or General Update.

Note: If you want to send a different message, simply select any message type and change the email in the Message box below.



Dashboard Donations Messages Resources Welcome, Adam. ▾

Sent Messages Compose a Message Drafts Contact List

1 Choose a message type *

Ask a Friend to Donate

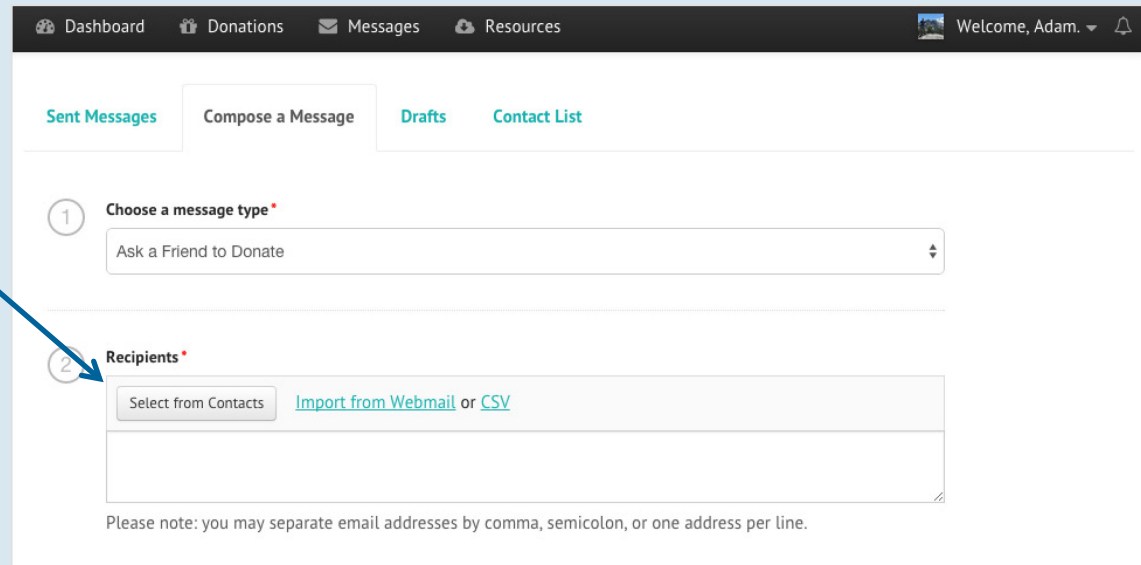
Send Emails

Recipients

Choose people to receive your message.

You can:

- Select from contacts you've already uploaded into your Contact list
- Select contacts who have responded to you (by donating or joining your team)
- Select contacts who haven't responded
- Import contacts from webmail like Gmail, Yahoo, AOL, Hotmail, Live, etc.
- Import a CSV file



Dashboard Donations Messages Resources Welcome, Adam. ▾

Sent Messages Compose a Message Drafts Contact List

1 Choose a message type*
Ask a Friend to Donate

2 Recipients*
Select from Contacts [Import from Webmail](#) or [CSV](#)

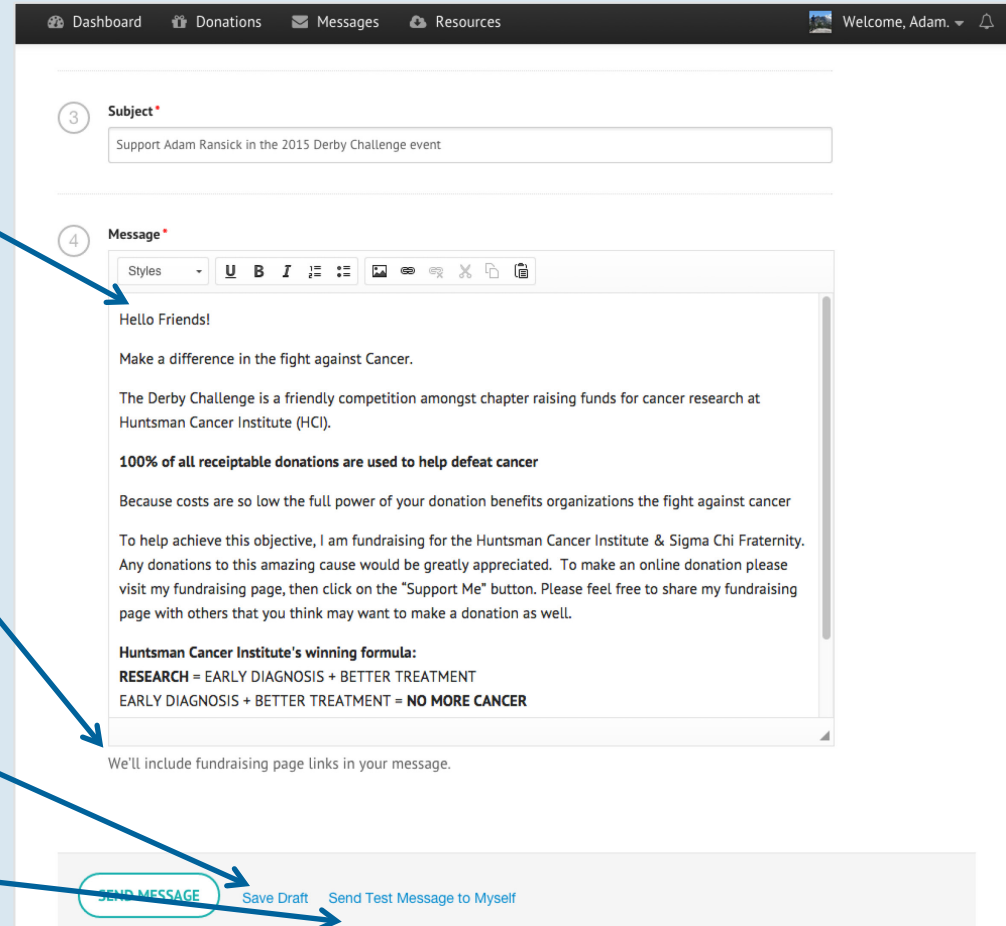
Please note: you may separate email addresses by comma, semicolon, or one address per line.

Send Emails

Edit Your Message

Add, delete, and edit text, add links, and formatting just like in other email programs.

*A link back to your Fundraising Page will be included in each email that you send out.



Dashboard Donations Messages Resources Welcome, Adam

3 Subject*

Support Adam Ransick in the 2015 Derby Challenge event

4 Message*

Styles U B I ;: := [Image] [Link] [Quote] [Code]

Hello Friends!

Make a difference in the fight against Cancer.

The Derby Challenge is a friendly competition amongst chapter raising funds for cancer research at Huntsman Cancer Institute (HCI).

100% of all receiptable donations are used to help defeat cancer

Because costs are so low the full power of your donation benefits organizations the fight against cancer

To help achieve this objective, I am fundraising for the Huntsman Cancer Institute & Sigma Chi Fraternity. Any donations to this amazing cause would be greatly appreciated. To make an online donation please visit my fundraising page, then click on the "Support Me" button. Please feel free to share my fundraising page with others that you think may want to make a donation as well.

Huntsman Cancer Institute's winning formula:
RESEARCH = EARLY DIAGNOSIS + BETTER TREATMENT
EARLY DIAGNOSIS + BETTER TREATMENT = NO MORE CANCER

We'll include fundraising page links in your message.

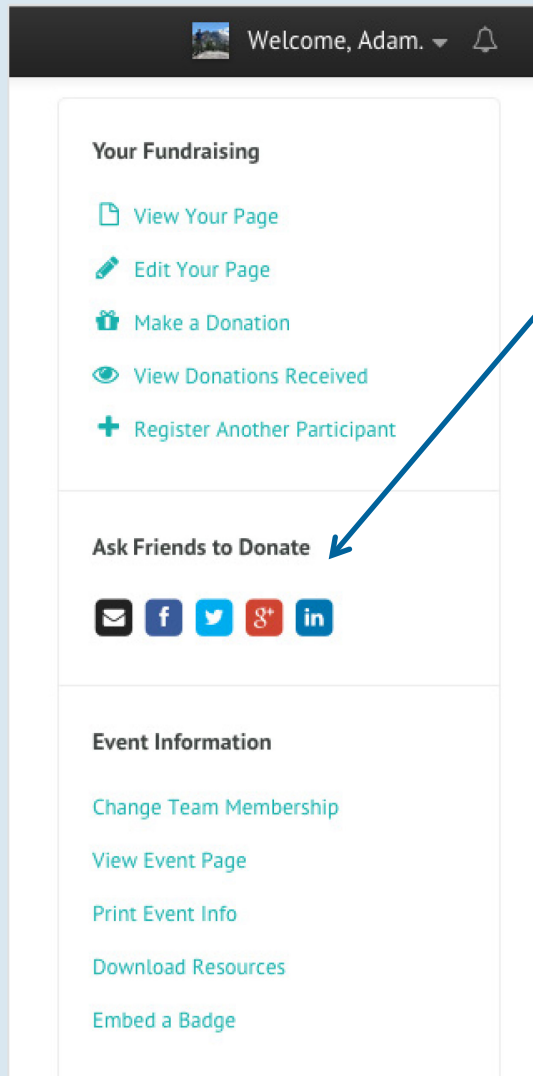
SEND MESSAGE Save Draft Send Test Message to Myself

Saving and Sending Your Message

You can:

- Save a Draft that you can come back to later
- Send a Test Message to Yourself to see what it will look like.

Share on Social Media



Spread the Word

Use these tools to share with friends and family, keep followers updated on your progress, and ask supporters to help you spread the word.

- **Email:** Refer to page 17

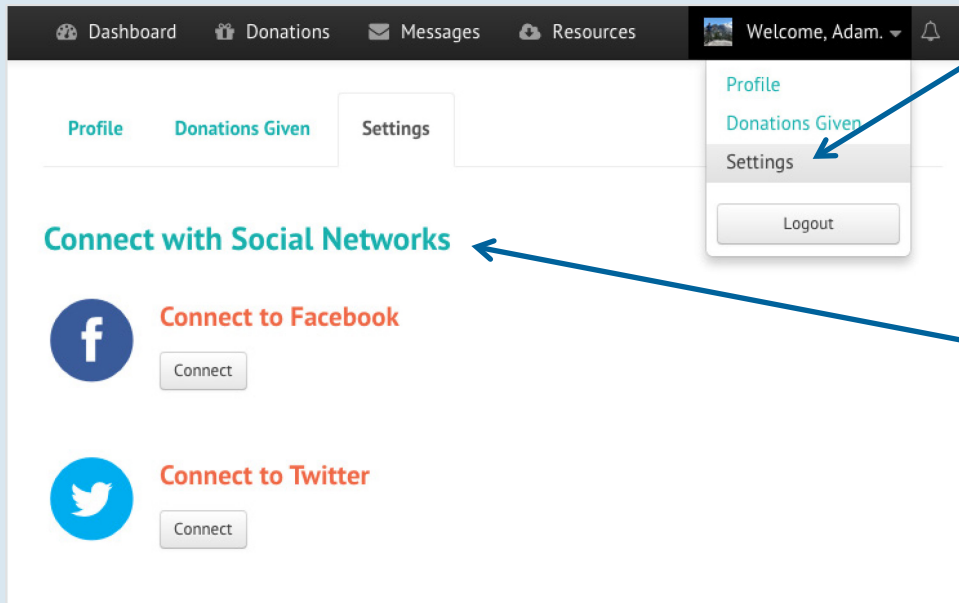
- **Facebook:** Post an update that will appear in your Friends' News Feed. A link back to your Fundraising Page will be included in your post.

- **Twitter:** Tweet to your followers

- **Google+:** Post an update that will appear in the Home tab for anyone in your circles.

- **LinkedIn:** Post an update that will appear in your Connections' News Feed. A link back to your Fundraising Page will be included in your post.

Share on Social Media



Connect your Social Networks

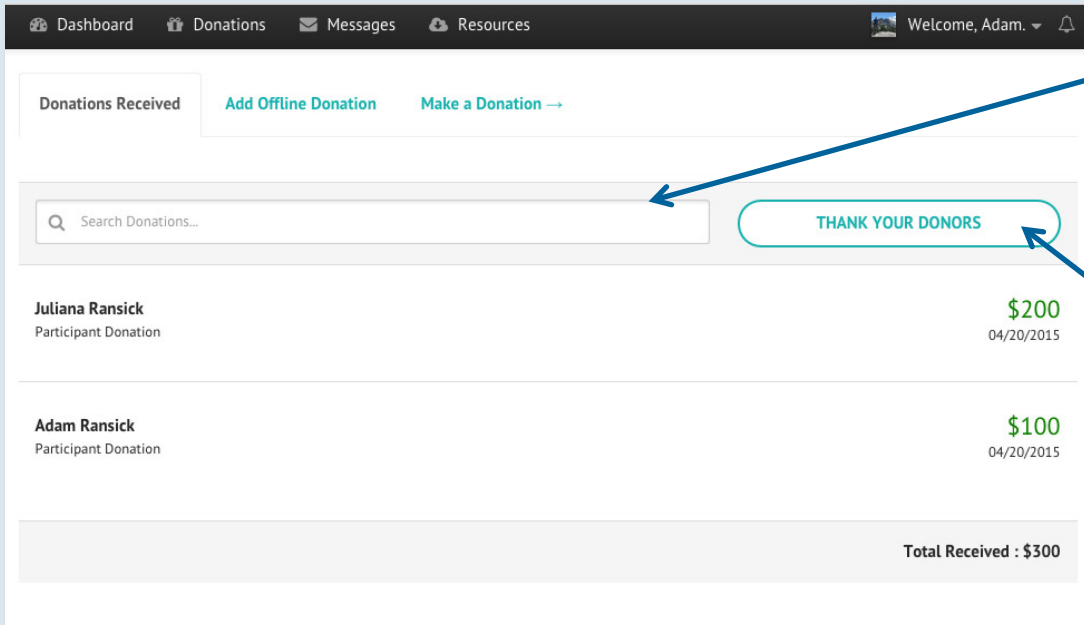
Make sharing updates on social media easier and more effective.


Connecting to **Facebook** facilitates quicker posting.

Connecting your **Twitter** account allows for automatically tweeted updates, for example, when you receive a donation, or reach your fundraising goal.*

*Depends on how your event is set up.

Track Donations & Send Thank You Emails



Dashboard Donations Messages Resources Welcome, Adam. 

Donations Received [Add Offline Donation](#) [Make a Donation →](#)

[THANK YOUR DONORS](#)

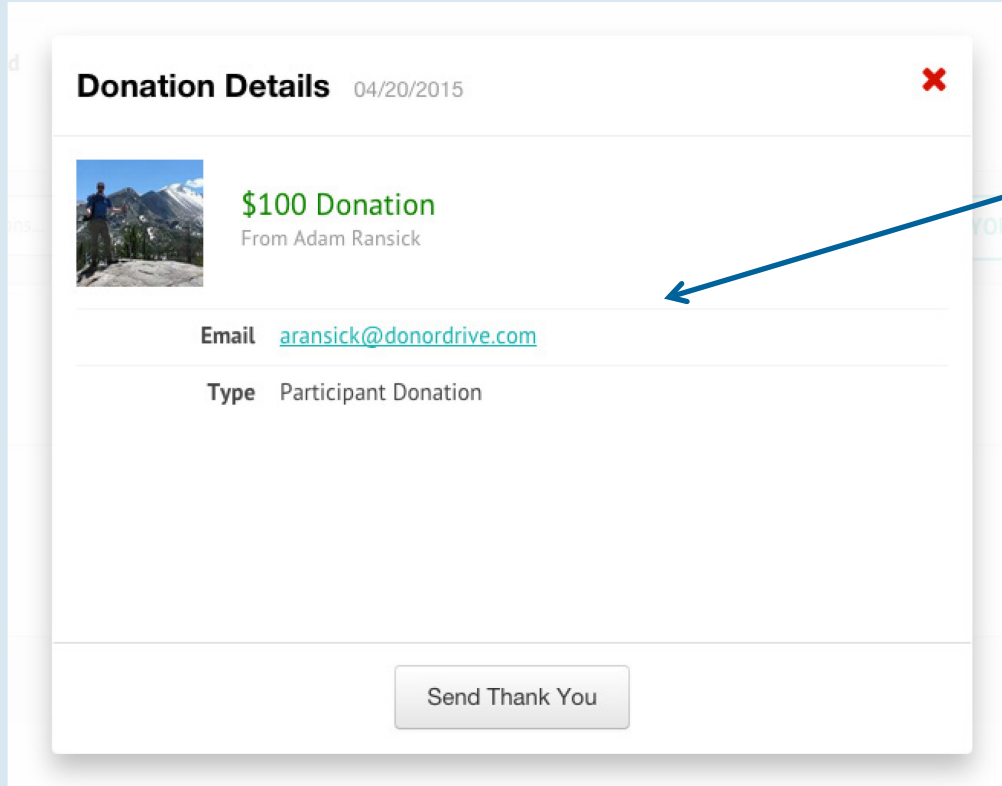
Juliana Ransick Participant Donation	\$200 04/20/2015
Adam Ransick Participant Donation	\$100 04/20/2015

Total Received : \$300

Use the **Search box** to look for specific donors and amounts.

Click the **Thank Your Donors** button to select individuals to send Thank You notes to donors you haven't thanked yet, and then click Send Thank You.

Track Donations & Send Thank You Emails



Track Donations

When you click a donation, a pop up will appear that provides their name, amount donated, and email address.

*Some donors may choose to remain anonymous and hide their email address