



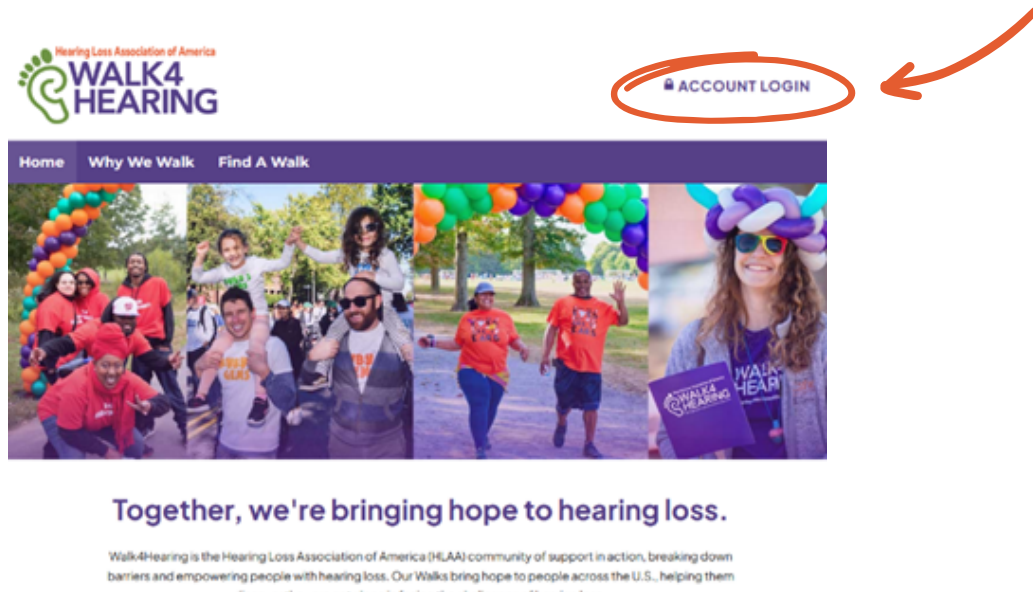
Fundraising Dashboard How-to Guide

Registered participants can log in to their Fundraising Dashboard to maximize the tools provided to raise funds and support the community.

Signing in to your Fundraising Dashboard

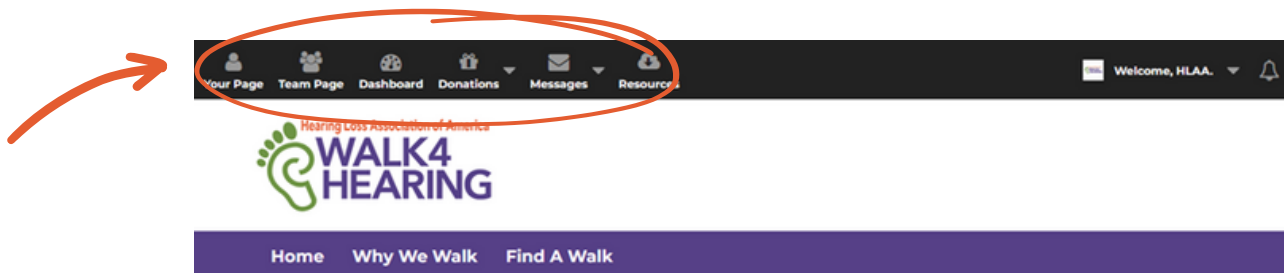
1. Register.

Ensure you are registered for the event you are participating in. If you are registered for an event, visit walk4hearing.org to log in to your Fundraising Dashboard.



2. Your Fundraising Dashboard.

When you sign in, you should see a black bar at the top with options to help you ensure a successful Walk experience. Options include your page, dashboard, donations, messages, and resources. You will also see "Welcome, [your name]" on the upper right of your screen.



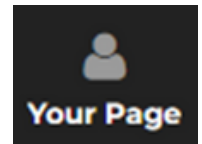


Personalize and Manage your Fundraising Dashboard

You signed in, what's next? Familiarize yourself with your Fundraising Dashboard, take a few minutes to navigate the dashboard, and review the options at the top of your screen where there is a black bar with tools at your disposal (your page, team page, dashboard, etc.).

1. Your Page

This is where you can share your story. Your friends, family, co-workers, or anyone in your network will see this page when you ask for their support.

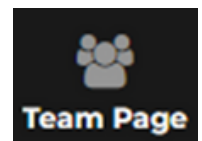


Customize your personal page:

- Upload a profile image of you.
- Update your page banner with a group photo or of you doing your favorite activity.
- Change your display name, if applicable.
- Set your fundraising goal.
- Write your story.

2. Team Page

If you're a Team Captain or Co-Captain, this option will appear on the black navigation bar at the top of your screen. The team page allows you to share your team's story, and write a call to action asking your friends, family, co-workers, and network to join your team and walk with you on Walk Day.



Customize your team page:

- Upload a profile image for your team page.
- Update your team page banner with a group photo.
- Change your team's name, if applicable.
- Set your team fundraising goal.
- Write your team story.



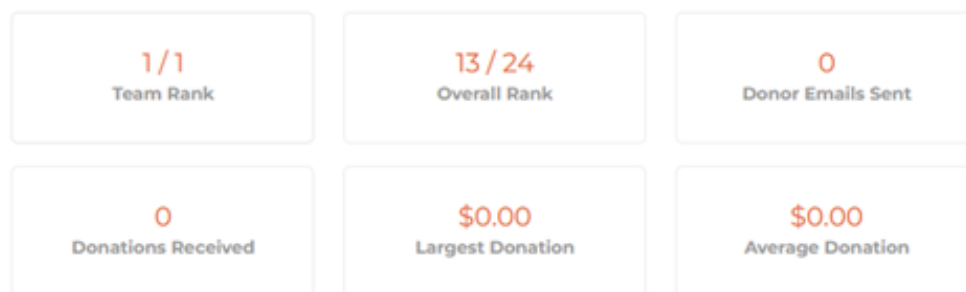
3. Dashboard

Your dashboard is the brain of your fundraising and awareness campaign. This is where you can access all the tools and resources at your disposal to maximize your Walk experience.

Tools available:

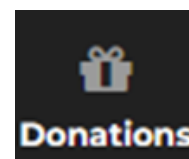
- Manage your **personal** and/or **team fundraising pages** – How-To Guide[LINK] .
- Create your **Facebook Fundraiser** – How-To Guide[LINK] .
- Ask friends and family to donate by sending **messages** – How-To Guide[LINK] .
- View donations and send thank you messages – How-To Guide[LINK] .
- Connect your fundraising page to your **social accounts**.
- **Register** another participant.
- Download **resources** to help you raise funds – see resources below.
- Use your **fundraising or team stats** to motivate yourself and/or your team members to see where you rank among your follow Walk4Hearing participants!

Your Stats



4. Donations.

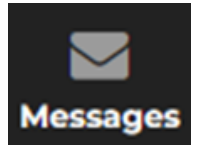
View all the donations you've received as an individual and/or the donations that your team raised and enter any offline donations. It's a great way to keep track of your progress and see who donated to your fundraising campaign. This is also where you submit your personal thank you message to the donor.





5. Messages

An excellent tool to raise awareness about your mission to support our cause to your friends, family, co-workers, and network. You can upload your contacts from your webmail account or an Excel spreadsheet to easily reach your community of supporters. Messages are pre-populated for you to make the experience quick and easy!



Messages available to fuel your Walk experience:

- Ask a friend to donate.
- Share a fundraising update.
- Ask a friend to join.
- Team Update.

6. Resources

This section includes documents that HLAA Walk4Hearing uploaded for your reference throughout your fundraising campaign. Here you can find and download How-To Guides, Fundraising Toolkit, and many other resources to make your experience fun and easy!

