How to complete a Fundraising Page for the Rev3 Olympic Triathlon

Sign into your fundraising page.

-Click "Manage my fundraising campaign"

-This will bring you to the "Dashboard" section of the fundraising site that will show a list of recent donations and the total amount donated to date. At the bottom of the page you will see two links.

> The fist link is the web address to your personal fundraising page.

> The second link is where you can "customize your website".

-Click on "Customize your website" and you will be directed to the "My Site" tab.

> Title: Here you can change the title to something that reflects your race, goal, or your support for Women, Work, and Community.

> Personal Message: The most effective fundraising campaigns give a personal reason for competing in the race and also tell about why you are supporting the organization that you're fundraising for.

> Photo: You can upload a photo of yourself from your computer or use the stock image provided. Add a caption if you wish to describe your photo. A personalized picture helps donors feel more connected to the race and the cause they are supporting.

> Goals: Include your fundraising goal amount. (A minimum of $100 is required.) Pick a date to have your fundraising completed by. Also check the boxes that you wish to include on your page regarding fundraising.

> Donations: You can input the donation amounts that you want to suggest or leave them as is.

> At the bottom **remember to hit the "Save" button**. This page can be edited at any time so feel free to update friends and family with your training progress and fundraising progress.

-Click on the "Mail Center" tab on the left side of the page. Here you can use two prepared templates, the thank you form and the donation request.

> -Donation Request: a standardized form is provided and can be customized any way you wish. Note that anything shown within the {…} will be automatically generated and doesn't need to be edited unless you feel it is necessary. The more personal information you provide the more donors are likely to view your fundraising page.

Women, Work, and Community—celebrating 35 years in 2013

-Thank you: a standardized form is provided or you may craft your own note. Additionally there is a box that can be checked to send a thank you note to every donor after a donation is made.

-New Message- Insert your friends and family's email addresses, choose which template to use and insert a subject. Click "send" at the bottom and wait for the donations to come rolling in. You will then see an entry for each email address with the date you sent it.

-Click on the "Contacts" tab on the left side of the page. You will see three tabs across the top, "All", "My Contacts" and "Donors".

-All: this shows every contact you have entered, and those that have donated.

-My Contacts: this shows the email addresses that have been added.

-Donors: this shows the donor, date of donation and the amount.

-Click on "Fundraising Tips" for additional thoughts on fundraising and managing your campaign.