Peer-to-Peer Set Up Guide — Illinois Green Alliance

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Creating a Fundraising Page

Once you have logged in through the social fundraising link given to you by your organization, you will be taken to your fundraising management page.

Managing Your Fundraising Page

The drop-down menu in the upper-right corner of the screen allows you to navigate to other pages provided by the organization. You may be able to access information about your own donations, update your personal contact information, or access membership information.
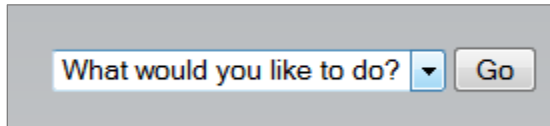
The **View My Fundraising Page** button in the upper-left corner of the screen opens your live fundraising page in a new browser tab. You can click this any time to see what your fundraising page looks like.
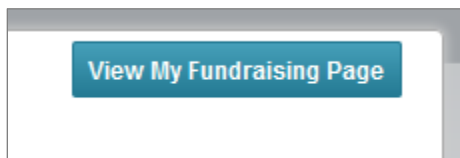
The charts on this page show your fundraising page's progress toward your fundraising goal, as well as the overall progress towards the campaign's goal. It also shows you a list of top fundraising pages for this campaign.
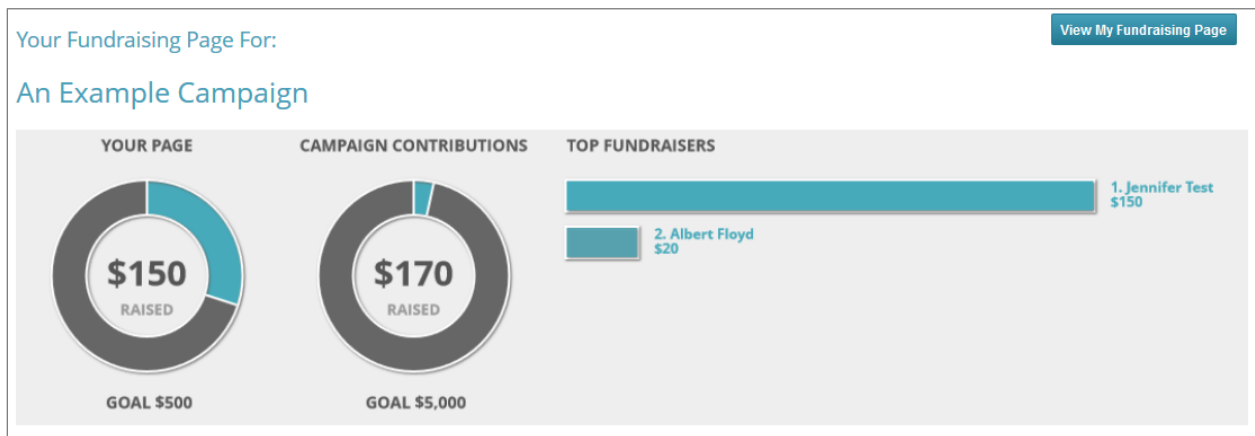
You can use the navigation bar below the charts to navigate through the features provided to help your fundraising efforts.
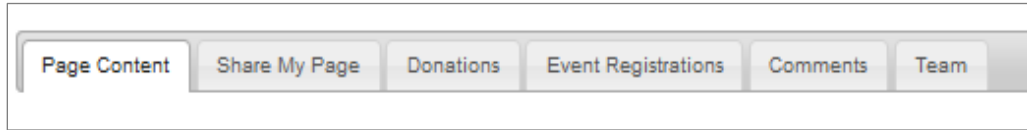
- **Page Content** – Edit the text and images that appear on your fundraising page.
- **Share My Page** – This helps you get the word out to your friends about your fundraising page through social media.
- **Donations** – This is a list of all of the donations that you have received.
- **Event Registrations** – This is a list of all the people who have signed up for a related event and credited you for their sign-up. You'll only use this if your campaign has an event associated with it.
- **Comments** – When your donors make a donation, they can leave a comment. Use this page to hide any comments that you don't want displayed on your page.
- **Team** – If teams are enabled for this campaign, you can choose to join a team or create your own in this tab.

The **Back to Fundraising Page List** button immediately above the charts will take you back to the Social Fundraising Overview.
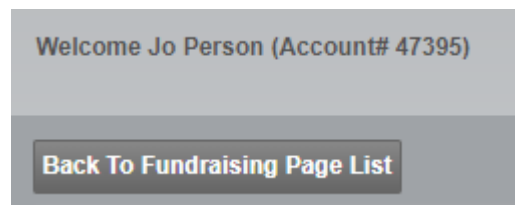
If you have more than one fundraising page, they will be listed here. Clicking the **Manage Page** link takes you back to your fundraising management page. If you click **Deactivate**, your fundraising page will no longer be visible to the public. Nobody will be able to access your page or make donations. Your data will not be deleted, and you can easily re-activate the page from this screen.

Welcome Maggie Olson(Account# 1845)

Your membership is currently active. Details

Peer-to-Peer Fundraising Overview

Total: 1 fundraising pages.

Add a fundraising page for a campaign:

Create Page
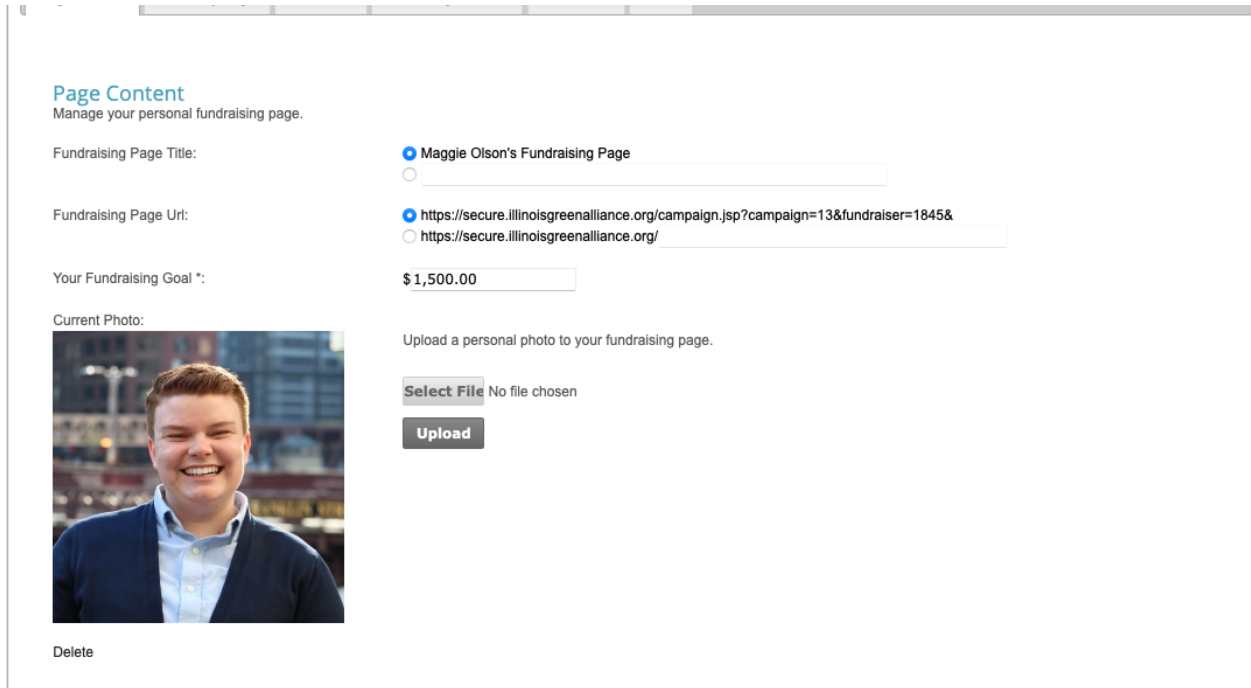
Fundraising pages:

Campaign Name	Contribution Total	Goal	Actions
Illinois Green Alliance 20th Anniversary Campaign	$20.91	$1,500.00	Manage Page | Deactivate
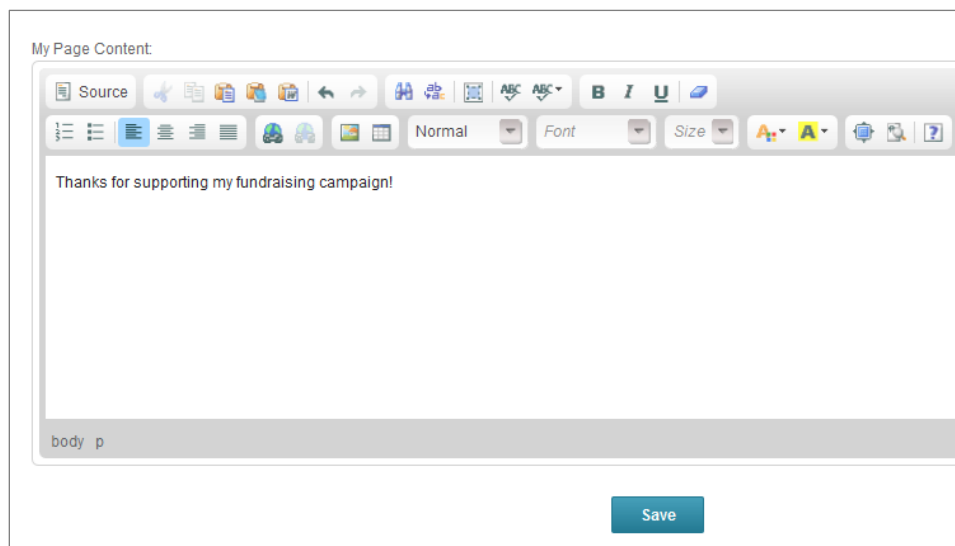
Page Content Tab

It's a good idea to specify a fundraising goal. This goal will show up on your fundraising page. You'll see a progress bar that shows you your progress.

You should also upload a personal photo. This will appear on both your fundraising page and the fundraiser listing page (All Fundraisers).

Adding personal content is a great way to tell your supporters about your fundraising efforts. Use this content editor, which works similarly to Microsoft Word, to add text and images to your fundraising page. Be sure to click **Save** to save your changes.

Share My Page Tab

The **Share My Page** tab gives you tools for sharing your fundraising page with your personal networks. You can copy and paste the direct link for use on web pages and sharing through emails.

Use the **Social Media** links to use your existing social media accounts to share your fundraising page with your personal networks.

My Fundraising Page

Share your fundraising page by copying this direct link.

Donation Link: https://uat.z2systems.com/np/clients/test/campaign.jsp?campaign=60&fundraiser=71200&team=240&

Social Media

Use these links to share your page with your personal network.

Donations Tab

The **Donations** tab displays a list of all donations that have been credited to you. This includes the name of the donor, the donation amount, the date they donated, and any comments they left. These donations may have either come through your donation page or have been added manually by a staff member of the organization for which you are fundraising.

Click the **Export to CSV** button to export this list to a .CSV file. You can open this file in a spreadsheet program such as Microsoft Excel.

Manage Donations

View donations, export them to CSV, or hide them from displaying on your fundraising page.

Export to CSV

Donation List

Donor	Amount	Date	Comments
Jennifer Test	$100.00	11/04/2013	
Jim Bob	$50.00	11/04/2013	Way to go!

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Comments Tab

The **Comments Tab** allows you to manage the comments on your fundraising page. You can turn comments completely off by clicking the large **On/Off** button. This does not delete any existing comments, nor does it prevent people from adding new comments when they donate. It merely prevents them from displaying on your page. You will still be able to see all comments on this page.

You can also hide individual comments by clicking the **Hide** button next to the specific comment.

Team Tab

If you would like to fundraise as part of a group/organization, you can join a team in this tab. Your options are:

- **No thanks, I'm fundraising on my own** – This will keep you unaffiliated from any team.
- **Yes, and I'm team captain** – This will prompt you to create a team page with its own title and content separate from your individual page.
- **I'd like to join a team.** – This will list all other teams currently available for you to join.

If you are team captain, you oversee adding content to your team page. Be sure to add a compelling story that inspires others to give to your campaign. Team pages themselves do not accept donations. Instead, visitors will be encouraged to donate to you and your teammates' individual pages.

Team
Manage your team's fundraising page.

Are you part of a team:
- ○ No thanks, I'm fundraising on my own.
- ◉ Yes, and I'm team captain.
- ○ I'd like to join a team. [Select a Team... ▼]

Team Page Title:
- ◉ Guy Neal's Fundraising Team
- ○ [   ]

Team Page Url:
- ◉ https://test.z2systems.com/campaignTeam.jsp?campaignId=71&teamId=10&
- ○ https://test.z2systems.com/ [   ]

Your Team Goal *: $[0.00]

Current Photo:

Upload a personal photo to your Team page.

(No Photo)   [Select File] No file choosen

[Upload]

Team Page Content:

[Source] [✂ ⧉ 📋 📋 📋 | ↩ ↪ | 🔍 🔁 | ▤ ABC▾ | **B** *I* U̲ I̲ₓ]

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