FUNDRAISER SET-UP INSTRUCTIONS

Thank you for joining us in AMWA’s fundraiser on Classy. AMWA is excited that you are participating in this opportunity to expand programming that is meaningful to you.

There are 3 ways to raise funds:
— Start an individual Fundraising Page
— Join an existing Team
— Create a Team (see the TEAM FUNDRAISER SET-UP INSTRUCTIONS)

STEP 1: GET STARTED

1. Go to the URL of the fund-raiser.

2. Click the “BECOME A FUNDRAISER” button on the screen

3. Select
i. Click on “As an individual” → go to Step 2  
(most members will be in this category)

ii. Click on “Join a team” → Click on a Team → go to Step 2  
(For members of branches, committees, or other groups)

STEP 2: SET UP YOUR ACCOUNT

1. Select either “LOG IN” or “CREATE AN ACCOUNT” (you may have made Classy donations in the past).

   To create an account on Classy.org – select “CREATE AN ACCOUNT.” You can use your Facebook account or your email.

   (a) Click “NEXT” and add your name to complete your profile.
   (b) Then click “SIGN UP.”

STEP 3: SET UP YOUR INDIVIDUAL FUNDRAISING PAGE

1. Choose your currency.
2. Pick your **target goal**.
3. You can leave the page’s headline as the default message or make a headline of your own.
4. Optional: **choose a short URL** for your page – this could be your name. Write down the URL to send to friends and family.
5. Confirm that you can be contacted by AMWA.
6. Click “NEXT.”
7. Choose your **profile photo**. You can leave this as the default photo (AMWA logo) or change it to a photo of your choice.

**Congratulations!**
Your basic Fundraising Page is now set up!

8. To personalize your page further, select “**Manage**” in the upper top right corner.

9. Click on “**Story**” to personalize the goals and purpose for your campaign. Be sure to select “Save” when you are done.
10. Select “Emails” to draft an email to ask for donations (or later to thank donors). You will see customizable templates that can copied and used in your personal email account.

![Email screenshot]

11. **Tracking progress:** To see who donated to your page and how much has been collected, select “Donations.” You will also have the option to send thank you notes.

![Donation screenshot]

12. **To edit your Fundraising Page** or change notification settings, click on “Details.” You can create a fundraiser nickname or edit the headline, goal, or shortcut url.

To find and edit your Fundraising Page at a later time, select the “Go To…” at the top of the Home Page or the Team Page and select your Fundraising Page.

![Fundraising page screenshot]