How to Set Up a JustGiving Fundraiser Page

Navigate to the Campaign you wish to Join OR the main YCF page:
https://www.justgiving.com/yavapaicollegefoundation

Click the "Start Fundraising" button

If you already have a JustGiving account, log in. Otherwise, complete the Sign Up and Address form.

> **What Are You Doing?**
>
> >Select "Doing Your Own Thing" under the lightbulb icon
>
> **Tell us more about your activity**
>
> > If you intend to do a physical activity of some sort, select the appropriate event type. Otherwise, select **"an appeal for a charity"**
>
> > Enter any additional details
>
> > <u>Do not</u> enter a date
>
> **<u>Click Next</u>**
>
> **How much would you like to raise?**
>
> > You may set a personal fundraising target – *we suggest that you do* – it's more fun 😊
>
> **<u>Click Next</u>**
>
> **Personalise your page**
>
> **Page Title** can reference the specific activity if selected above or simply call it "[your name]'s Fundraiser for Yavapai College Foundation"
>
> **Why are you raising money?:** We've prepopulated some information about YCF, but **PLEASE** feel free to change this text and tell people how you are connected with YC Foundation and why it's important to donate to us.
>
> **Custom URL:** Your Fundraising page address should be simple and reflect the event title you have chosen above
>
> **<u>Click Next</u>**
>
> **Page Cover:** Again, we've prepopulated an image for you, but feel free to add a photo that better expresses who you are or why you are fundraising for YC Foundation OR a video
>
> **Stream:** Unless you are a streaming guru, don't worry about anything with this label
>
> **<u>Click Next: Finalise</u>**

You're Almost Finished!

> Review your summary

> Select your communication preference

Click "Launch my Page"

You will be sent an email with a link to this fundraising page and automatically taken to the **"back end" version of your page** with popup to donate to yourself.

> This is where you post updates and can activate Strava or FitBit integrations

> Make updates at bottom of page – enter info and "Post"

> Share on SM: Copy and paste a link to post or click SM icons or email

Click "Edit your page" to adjust anything you completed above/to access additional settings

Donations

This is where you can track who has given what to your fundraiser, and even enter offline donations (say a friend hands you a check to give to the Foundation – great! You can be sure it counts toward your goal by entering it here).

Updates

Clicking here will take you to your "back end" view to make a post (bottom of page)

Share

Provides direct links to SM, a URL to copy and **access to your QR code**

Edit Page

Lets you adjust key elements of your page PLUS **Add more photos** (bottom of page)

View Page

Takes you to the "back end" view of your page. This is where you can share your page through social media, post updates and optionally track fitness activity.

We recommend you post updates and share your page multiple times in order to keep your friends and family interested in the fundraiser.

Page Settings

> We have prepopulated a thankyou message, but feel free to personalize this element

> <u>Do not</u> extend your page

> <u>We do not recommend</u> teams or connecting your page to a company

If for any reason you need to delete your page, this is the screen to do it. Click Permanently delete page.

To customize your JustGiving profile picture: Click the carrot next to your name in the upper right corner, select Profile and click the silhouette image.

When Returning to JustGiving Log in and select your fundraising page under **Fundraising** OR click the link in the "You've created a JustGiving page email" you'll receive once you launch your page.