



## Instructions for Setting Up Fundraising Pages on Stay Classy

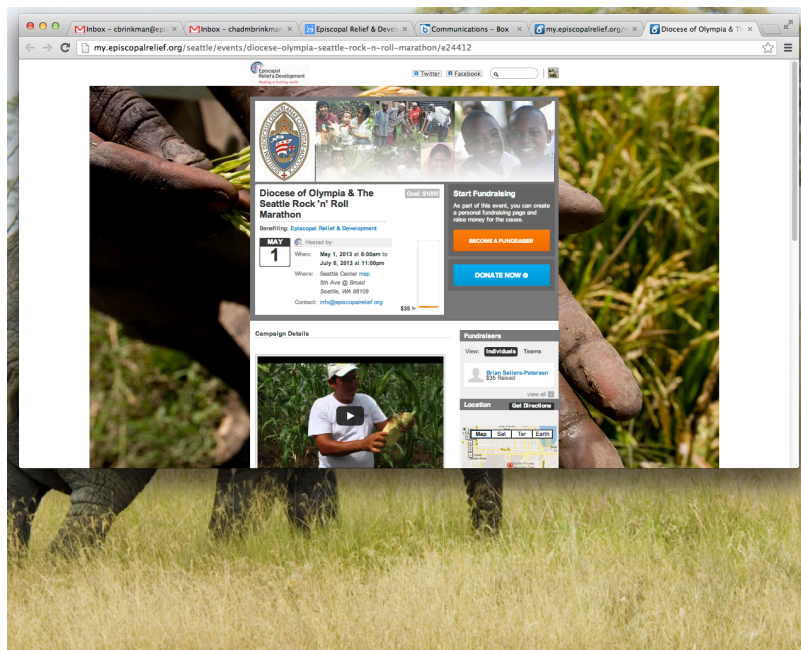
### Step 1 – Select a Campaign:

If you are creating an individual fundraising page for a specific campaign, you should first go to <http://my.episcopalrelief.org>.

Click on the Events & Campaigns Tab and select the campaign that most interests you.

### Step 2 – Create an individual fundraising page:

On that page, there is a button that says, “Become a Fundraiser.” A pop up will ask you a number of questions:



- What is your email address?
- What is your first and last name?
- Create a password.
- What is your birthday?

When you have finished answering the questions, click the big red button that says – Sign up with your email. You can also sign up with your Facebook account.

You will then be asked:

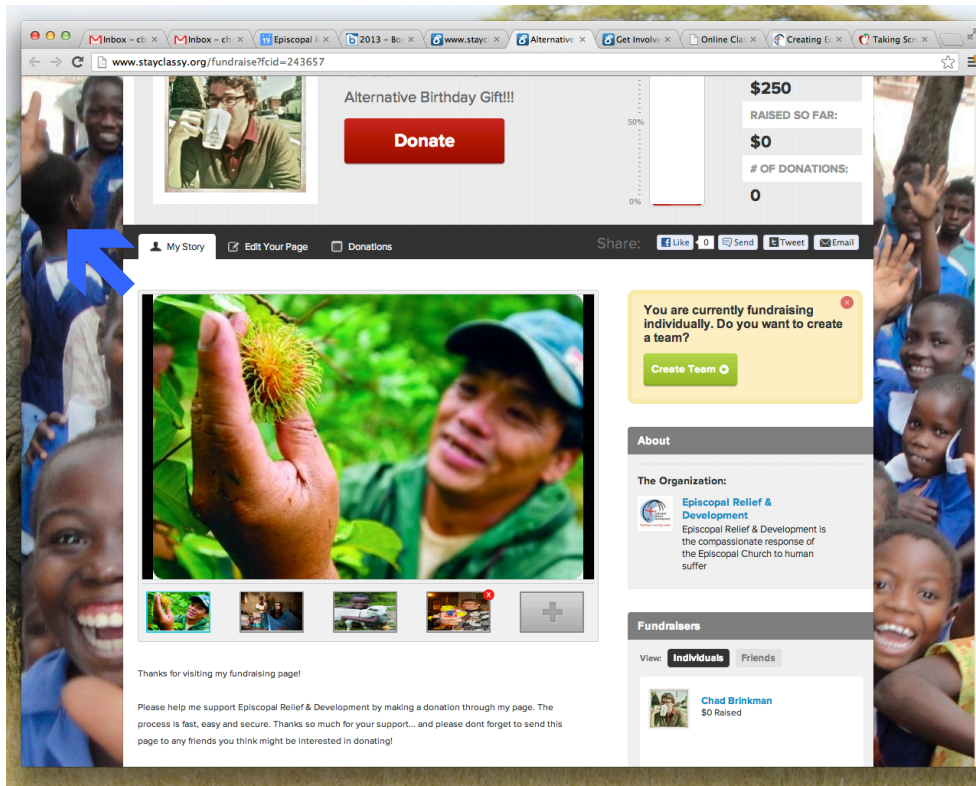
- What would you like to title your page?
- What is your personal fundraising goal?
- Create a custom URL.

Your page will be built within seconds.

### Step 3 – Customize your page:

Now you have your brand new Fundraising page...what to do?

The first thing you want to do is orient yourself to the page:



Under the **“My Story”** tab, you will see your page as the public views it, with the exception of the task bar. On this page, you will be able to add photos.

Under the **“Updates”** tab, you will be able to Post videos, pictures, and text in your updates section. When you post updates here you make the decision to automatically inform all your supporters by email about your update. It's like a personal blog for your fundraising effort!

Under the **“Edit Your Page”** tab, you will be able to change your page title, goal and custom URL. You will also be able to load a profile photo and personalize the message on your page and thank you email to donors. When are done with your updates, click on the **“Update Your Page”** button on the bottom of the screen.

Under the **“Donations”** tab you will see a report of the people that have made donations to your cause. You are able download that report as an excel document for your records.

**“Thank you”** letters will be generated automatically and sent to your donors once they have made a contribution.

### Step 4 – Create a team

Now that your fundraising page is set, create a team to widen your circle!

In the sidebar on the right, you will see a heading that reads, **“You are currently fundraising individually. Do you want to create a team?”** Underneath this header, click the button that reads **“Create Team.”**

Once you've clicked the button, you will be instructed to create a team name and decide on a team goal. (These can be edited after you've created the team, so don't stress over this too much.) Once you've done this, click **“Create My Team.”**

Your team page is now ready to be edited. Just like your personal page, click through the **“Team Page”**, **“Team Activity”** and **“Edit Team”** tabs to customize your team page.

## **Step 5 – Publicize your campaign**

Under the “Share” tab of your personal or team page, you will be able to share your fundraising page on Facebook, Tweeter, or via email. These are quick ways to spread the word about your fundraiser, and to recruit donors as well as others to potentially create their own pages to support your cause. Don’t be shy, you should send your page information to anyone you think would be willing to support the work that you are doing to raise funds and awareness for Episcopal Relief & Development. Be sure to utilize your vanity URL option to promote your campaign via diocesan or parish websites.

**Questions?** Please contact [engagement@episcopalrelief.org](mailto:engagement@episcopalrelief.org) or contact our office at 855.312.HEAL (4325). Ask for an Engagement Team staff member.

**Thank you for supporting Episcopal Relief & Development!**