

## GO TO

<https://give.classy.org/BIAVTwalk2024> and *click on “REGISTER” button to get started!*

## FIRST THINGS FIRST

you'll want to create an account (if you already have an account, log on in the upper right-hand corner).

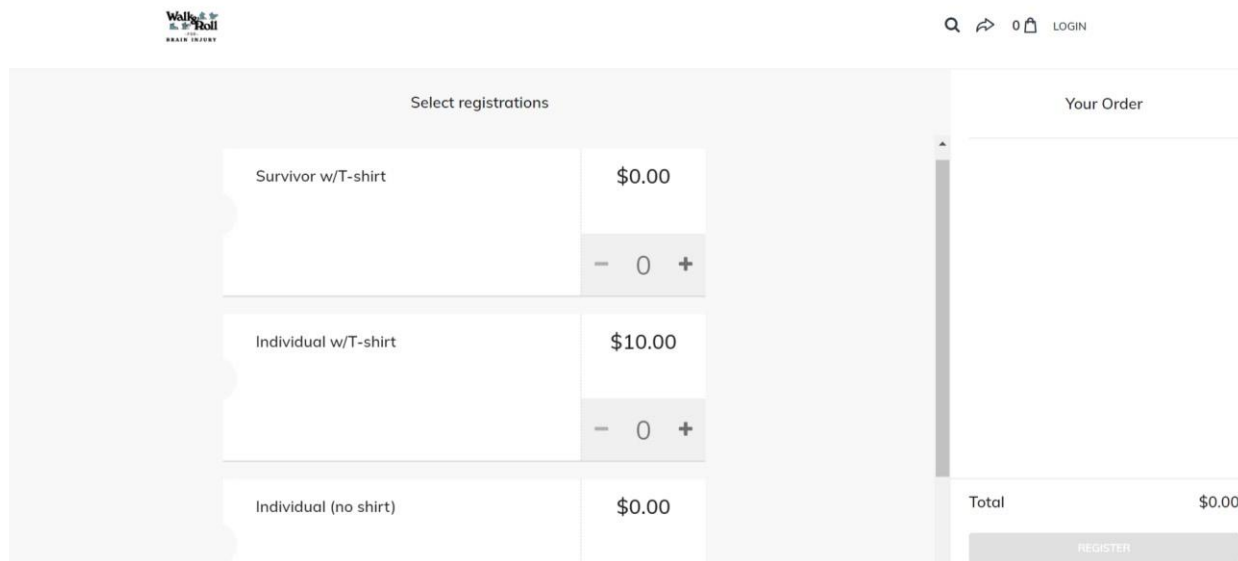
[Here is an extra resource page](#) for creating your page if you need it.

### 1. HOW TO CREATE A FUNDRAISING PAGE AS AN INDIVIDUAL

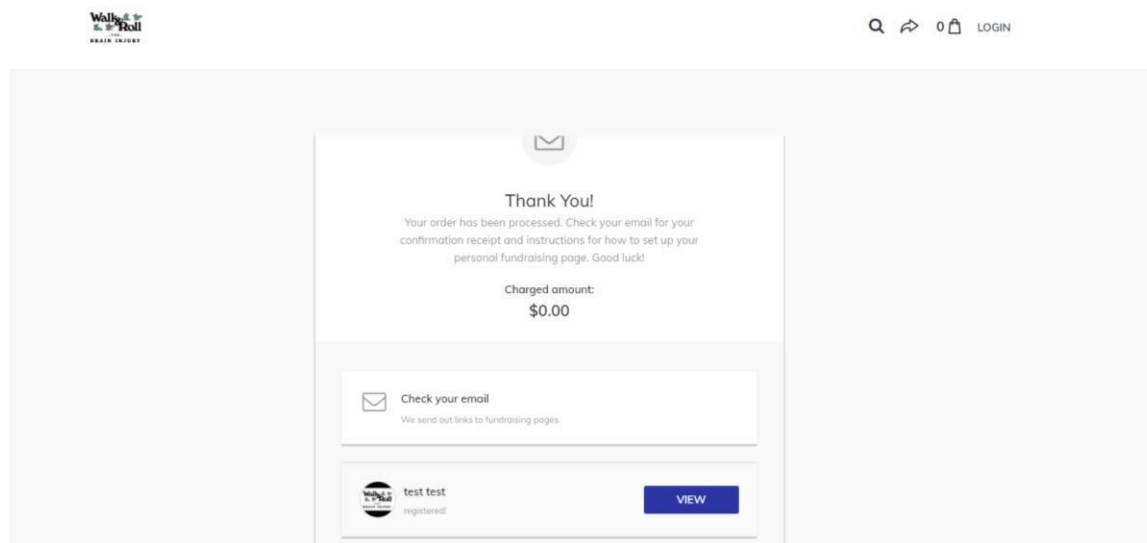
Indicate how you would like to start fundraising (individual):



If you click “individual” you will then come upon this screen (see next page):



Choose your option! And then click the “register” button on the bottom right and fill out the forms accordingly. When you complete the forms, you will come upon this screen:



Click the “view” button to head to your own fundraising page! **See Step 4** of this guide to learn more about how to set up your page.

## 2. HOW TO CREATE A FUNDRAISING PAGE BY JOINING A TEAM

Select how you would like to fundraise (Join a team)

## Start fundraising



As an individual



Join a team



Create a team

You will then be given the option to choose your team. Choose your team and then you will be brought to this screen:

| Select registrations  |         |
|-----------------------|---------|
| Survivor w/T-shirt    | \$0.00  |
|                       | - 0 +   |
| Individual w/T-shirt  | \$10.00 |
|                       | - 0 +   |
| Individual (no shirt) | \$0.00  |

Your Order

---

Total \$0.00

REGISTER

Choose your option! And then click the “register” button on the bottom right and fill out the forms accordingly. When you complete the forms, you will come upon this screen:

Thank You!

Your order has been processed. Check your email for your confirmation receipt and instructions for how to set up your personal fundraising page. Good luck!

Charged amount:  
\$0.00

Check your email  
We send out links to fundraising pages.

test test  
registered

VIEW

Click the “view” button to head to your own fundraising page! **See Step 4** of this guide to learn more about how to set up your page.

### 3. HOW TO CREATE A FUNDRAISING PAGE BY CREATING A TEAM

Select how you would like to fundraise (Create a team)



You will then come upon this screen to create your team:

Saturday, August 21nd, 2021  
11:00 am - 1:00 pm  
Outside  
location  
Regi  
now.

Create your team

Team name \*

Name your team 0/127

Set Team Fundraising Goal \*

1.000

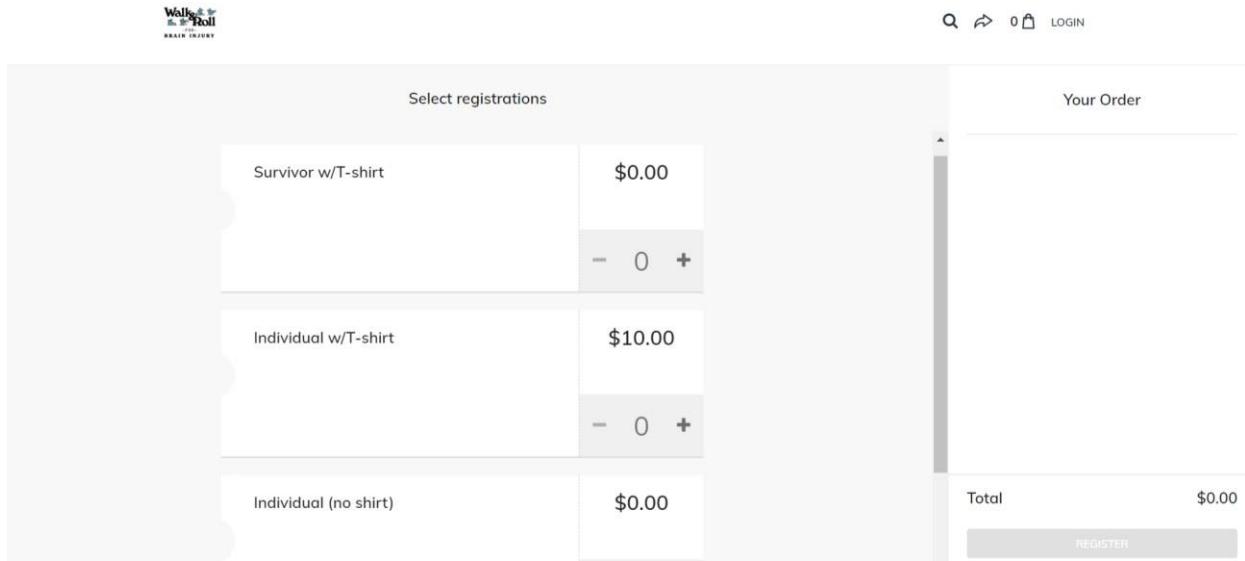
Team Page Headline \*

0/255

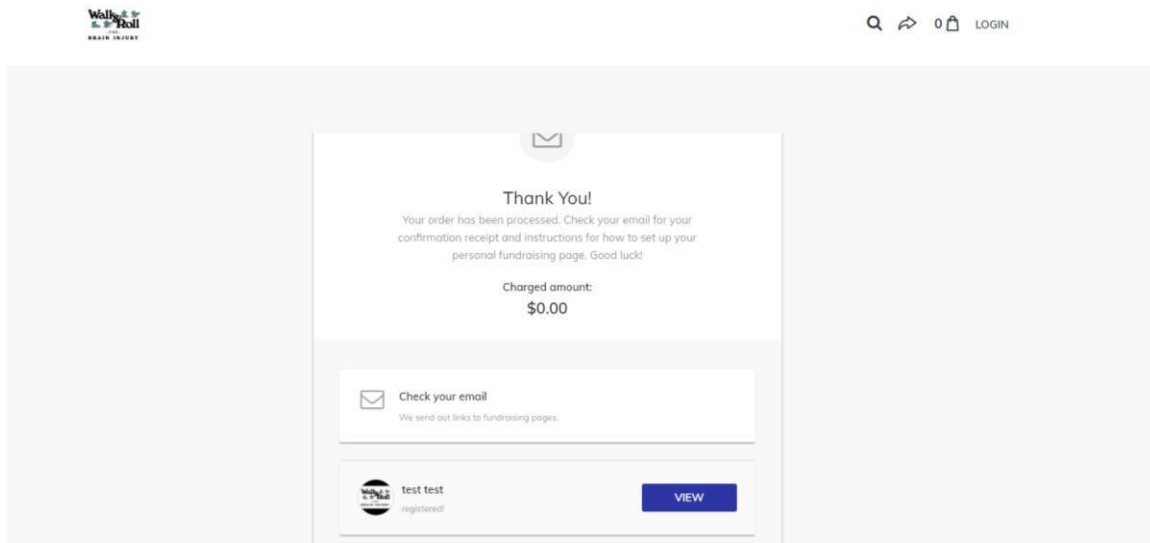
CREATE TEAM

Create your team

Follow the prompts, and then you will come upon this screen:



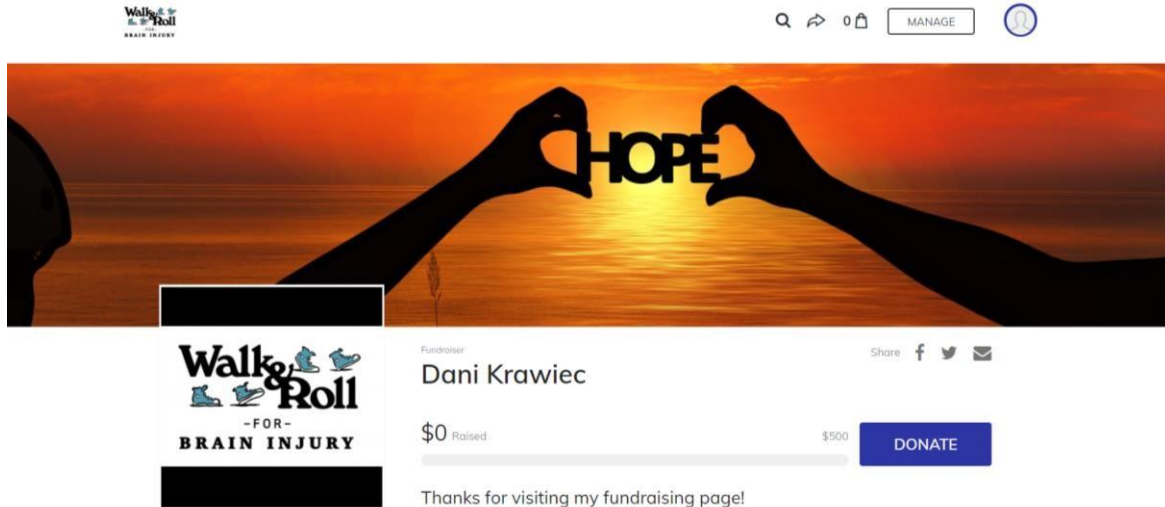
Choose your option! And then click the “register” button on the bottom right and fill out the forms accordingly. When you complete the forms, you will come upon this screen:



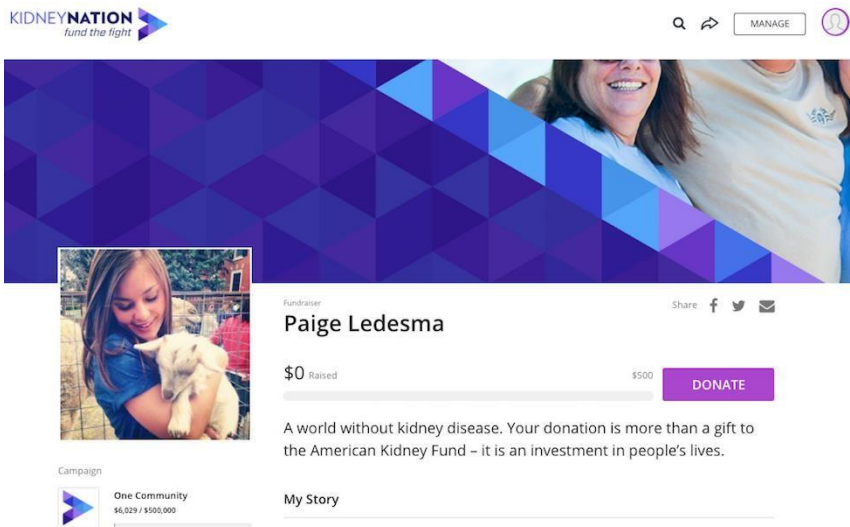
Click the “view” button to head to your own fundraising page! **See Step 4** of this guide to learn more about how to set up your page.

#### 4. BASIC PAGE SETUP & EDITING YOUR PAGE

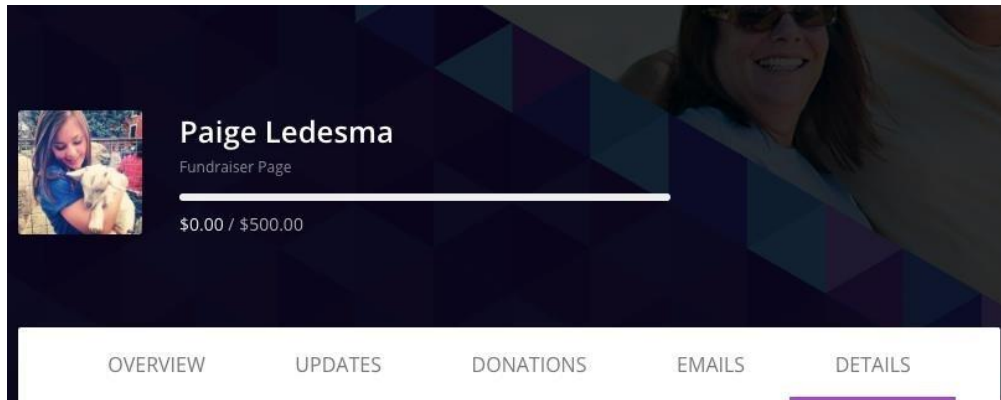
Click the “manage” button at the top right to get started editing and customizing your page!



Congratulations, your fundraising page has been created! The next section will walk you through the steps of further customizing your page to amplify your voice and personality!



Click on the **Details** tab to further customize your page.



**Profile Picture:** Choose a profile picture so that your family and friends will know who they are donating to! Your profile picture for the campaign can be different from your member profile picture. The recommended size is 300px by 300px.

**Fundraiser Nickname:** This name will appear on your fundraising page. It does not have to match the name associated with your Classy account and is most commonly used to display nicknames or other creative monikers.

**Headline:** This is your opportunity to explain why you are fundraising for this particular cause. Is there a particular way you will be fundraising, like running a marathon, or fundraising in lieu of wedding gifts? Write about that here!

**Program Designation:** A Program Designation is enabled by the organization as a way for supporters to designate funds for a specific project.

**Fundraising End Date:** We suggest you use June 30<sup>th</sup>, 2022 to give people plenty of time to get those donations in!

**Fundraising Goal:** How much are you hoping to fundraise? Shoot for the stars here; your friends and family might surprise you with their support! Remember, you can always come back and adjust your fundraising goal at any point if you find that you were a little bit overly optimistic, or if you underestimated the generosity of your loved ones.

**Custom URL:** Setting a Custom URL makes it easy to direct friends and family to your Fundraising Page! This URL is unique to your page and can be any creative combination of letters and numbers. Your name or nickname or a catchy phrase works well when sharing the link and spreading the word!

**Fundraiser Notifications:** Stay on top of activity on your page by adjusting the Fundraiser Notifications here. Turning these options to 'on' will ensure you can engage with your supporters and stay up to date on your fundraising progress! Be sure to thank them for their donations!

[LOOKING TO DELETE YOUR PAGE?](#)

Simply go to the **Details Tab** and select **Delete Fundraising Page**

#### Fundraiser Notifications

Note: If you have any additional teams or fundraising pages for this campaign, these settings will also apply to those pages.

- Comments on my fundraising page
- Donations on my fundraising page
- Encouragement emails (% of goal reached, \$ amount raised, etc.)

SAVE CHANGES

#### Delete your fundraising page

Only delete your fundraising page if you no longer want it. All of your settings will be lost.

DELETE FUNDRAISING PAGE

