



## **Managing Your School's Fundraising Page**

Follow these simple steps below to help you manage your school's fundraising page or click our full playlist of [Online Fundraising Video Tutorials](#).

How To...

### **Log in to your school page:**

1. Click on your school's fundraising page link (sent to you via email from us) and click "Login" (top right corner)
2. Enter your email address and click "Next". If you participated last year, you can enter your password and you are signed in!
3. If you are new, enter your email and an email will automatically be sent to you to reset your password.
4. Click the link, enter your new password, hit save, Click sign in and re-enter your email and password and click sign in again.
5. Click on "My School" in the top left to view your school page.
6. Click "Manage My Fundraiser" to make edits, access reports or view your fundraising.

### **Edit your school's fundraising goal, date or message:**

1. Click on your school's fundraising page link and click LOGIN (top right corner)
2. To edit your goal or event date, click "Edit Goal/Event Date" on the left and make your changes by scrolling down to the goal or date.
3. Click "Save" at the bottom of your page.
4. To make changes to your message, click the "Dashboard" on the left and click "Edit School Page Message".
5. Scroll down and you will see the defaulted school message. Click Edit Page in the right corner and make your messaging changes. You can also upload images or photos at this time. Be sure to click save.
6. Click Dashboard and then "View live Page" to see your changes.

### How to set up a personal student page:

1. Go to [terryfoxschoolrun.org/findaschool](http://terryfoxschoolrun.org/findaschool) and search for your school name or click the link that your school has shared with you.
2. On your school's page, click "Start Fundraising" and select "Set up a personal page" or "Join A classroom".
3. Enter a name for your page. Ie. My Terry Fox fundraising page.
4. Enter a fundraising goal.
5. Enter a name for your Personal Page link if you wish.
6. Scroll down and choose to use our default description and make any edits. You can also add an image if you choose.
7. Scroll down and use the default image and video. Be sure to insert a rectangular image or video. (horizontal)
8. Check the box to Accept the waiver.
9. Enter the student first and last name and address. This info is for your account profile and will not be public.
10. If you are participating as part of a classroom, select "Join existing Classroom" to search for the correct one.
11. Click "Start a Fundraising Page".
12. Enter your email address and click "Next"
13. To finish creating your account, enter your first and last name again and create a password.
14. Click "Create Account".
15. You will then be able to see your page with access to your dashboard to manage your page and make any other edits. Don't forget to bookmark your page to find it easily.

### How to set up a classroom/team page:

1. Login to your personal or classroom page.
- 2 Click "Start Fundraising" and select "Start a classroom/team".
3. Check the bilingual box if you would like your page to appear in both English and French.

4. Enter your page name. ie. Grade 4 Eagles
5. Enter a classroom fundraising goal amount.
6. Enter a url name that you would like to have your url named as ie. /team/grade4eagles.
7. You can toggle on the "Use default description" to have this messaging on your classroom page or you can edit it to create your own. You can also add an image or video to your message if you like. Click save.
8. You can toggle on the "Use default image and video" that we have provided or you can select your own. Be sure to select a horizontal pic. Click save.
9. Once this is complete, click "Set Up A Classroom" at the bottom right corner.
10. Enter your email, First name, last name and create a password to create your account.
11. Click "Create Account". You will now be logged in on your page.
12. On the top right, click "Manage My Class Page" to access your dashboard to make edits, email supporters, access your fundraising reports or add offline donations to your classroom page.

#### **Send fundraising emails from a school page:**

1. Go to [terryfoxschoolrun.org/findaschool](http://terryfoxschoolrun.org/findaschool) and search for your school name or click the link that your school has shared with you.
2. Click "Manage My Class Page or My fundraising Tools" to go to your dashboard.
3. Click "Email Supporters" from the left menu.
4. Click on "Add & Manage Contacts"
5. Click on the "Add Contacts" button and either add one a time manually or import a CSV file with headers First Name, Last Name, Email, Language. Once you have the file created, save it and upload your file.
6. Once contacts have been added, click "Mailing List" that is just above "Add & Manage Contacts".
7. Click "Send Emails" button on the right select "Choose Recipients".
8. Scroll down and you can write your own message or choose a sample template from the "My Templates" field. You can also edit and customize the subject line. Be sure to

keep the link that has been added automatically to your email. Don't forget to add your signature to the bottom of your email.

9. If you have chosen to create your own email template, you can save it and add it to your templates by naming it.

10. Emails will appear in both English and French.

11. When you are ready to send, click "I'm not a robot" and either select the preview or click "Send".

12. You will then see the status of your email being sent.

#### Pull reports of your fundraisers or individual student/classroom pages:

1. Click on your school's fundraising page link and click "Login" (top right corner)

2. Click "Manage my Page"

3. Click "Reports" from the left menu.

4. The summary on the top of this page will show you all the online donations. If students or classrooms have added any offline donations, then your total funds raised on your main school page will include them.

5. Scroll down and select/download the report you want: "Classroom Teams", "Individual Student Pages" or a full "Detailed Report" of all fundraising activity. Reports will appear in excel format.

6. If you are looking for a report of all general donations where a donor might have entered the name of a student, download the "Detailed Report" and go to column AB for the student names or column AC for the classroom names.

#### Send fundraising emails from a student or classroom page:

1. Login to your page (if you are the administrator of it).

2. Click "Manage My Class or My Fundraising Tools or Manage My School Page"

3. Select "Email Supporters" from the left menu.

4. Click on the "Add Contacts" button and either add one a time manually or import a CSV file with these headers: First Name, Last Name, Email, Language. Once you have the file created, save it, and download your file.

5. Once contacts have been added, go back to mailing list, click on "Send Emails" button, choose recipients. You could choose from your donors, previous donors from last year if

you participated last year, or Classroom Members if you are the captain of a classroom and want to email your classroom participants. If you don't see your recipient on the list, you can manually add them. When you do this, a code will go to your email for you to grab and verify.

6. Scroll down and you can write your own message or choose a sample template from the "My Templates" field. You can also edit and customize the subject line. Be sure to keep the fundraising link that has been added automatically to your email. Don't forget to add your signature to the bottom of your email.

7. If you have chosen to create your own email template, you can save it and add it to your templates by naming it.

8. Emails will appear in both English and French.

9. When you are ready to send, click "I'm not a robot" and either select the preview or click "Send".

10. You will then see the status of your email being sent.

#### [How to share your fundraising page to get donors:](#)

1. Click on your school's fundraising page link and click "Login" (top right corner)
2. Click the "Share" button on your school page to access various platforms, email, QR code.
3. You can also copy your page link here to share it in other ways by email or text.
4. To email, follow the instructions to add contacts, select email templates and messaging.

#### [How to display offline fundraising on your page:](#)

1. Click on your school's fundraising page link and click "Login" (top right corner)
2. Click "Manage my Page"
3. Select "Offline Donations" from the left menu.
4. Click "Add Donation"
5. Enter any first and last name into the field ie. First Name: Bake Sale Last Name: Grade 5 class (the email field is not required)
6. Scroll to the bottom and click "Save".

7. Go back to your school page and you will see that it has been added to your main school page thermometer.