



FAITH'S LODGE™

**June 11, 2016**

8:30 a.m.

**Rock IT Fitness Studio**

7256 Kruger Road

Webster, WI 54893

## **Social Fundraising Instructions**

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For the purposes of this guide, we assume that you have been given a link to an existing Social Fundraising page, or you have received an email asking you to create a fundraising page. If you need help getting to an account creation page, please visit [www.faithslodge.org/hope-spins](http://www.faithslodge.org/hope-spins) or contact us at 612.825.2073 or email [info@faithslodge.org](mailto:info@faithslodge.org).

## Creating an Account

In order to create a fundraising page, you need to create an account. You can either create a login name and password unique to your account with this organization, or you can use an existing Facebook or Twitter account to log in instead.

## Creating a NeonCRM Account

Begin by clicking **Create New Account**.

Create an account to start fundraising.

**CREATE NEW ACCOUNT**

f Sign in with Facebook

Sign in with Twitter

Already have an account?

Login Name:

Password:

Remember me

**Log In**

Forgot your password? [Get help](#)

Enter your **First Name**, **Last Name**, and **Email**.

Create a new **Login Name** and **Password**.

Enter the numbers shown in the image.

Click **Submit** when finished.

## Create Fundraiser Account

\*First Name:

\*Last Name:

\*Email:

\*Login Name:

\*Login Password:

\*Retype Password:

[Privacy & Terms](#)

**SUBMIT** 

Now that you have created an account, **click the Login Link** to log in using the login name and password you just entered.

Thank you for submitting your information!  
An acknowledgement email will be sent to you shortly.

We have created an account for you. You can log into our system using the following information:

Login Link: <https://uat.z2systems.com/np/clients/test/login.jsp>

Login: jennytest

Password: jen\*\*\*\*\*

(Note the length of this encrypted password may not be accurate.)

Enter your new login name and password and click **Log In**.

*It's a good idea to bookmark this page so you can easily find your fundraising page later.*

## Account Login

Login Name:

Password:

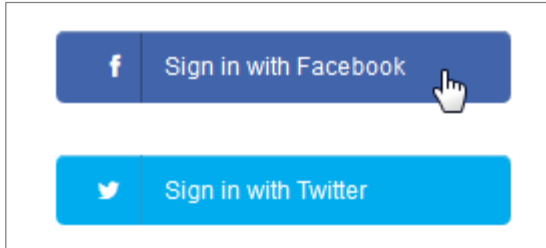
Keep me signed in  
for 2 weeks unless I sign out.  
[ Uncheck if on a shared computer. ]

Once you have logged in, you will be taken to the Social Fundraising Overview page.

## Creating an account using Facebook

Instead of creating a new login name and password, you can use your existing Facebook account to sign in.

Click the **Sign in with Facebook** button.

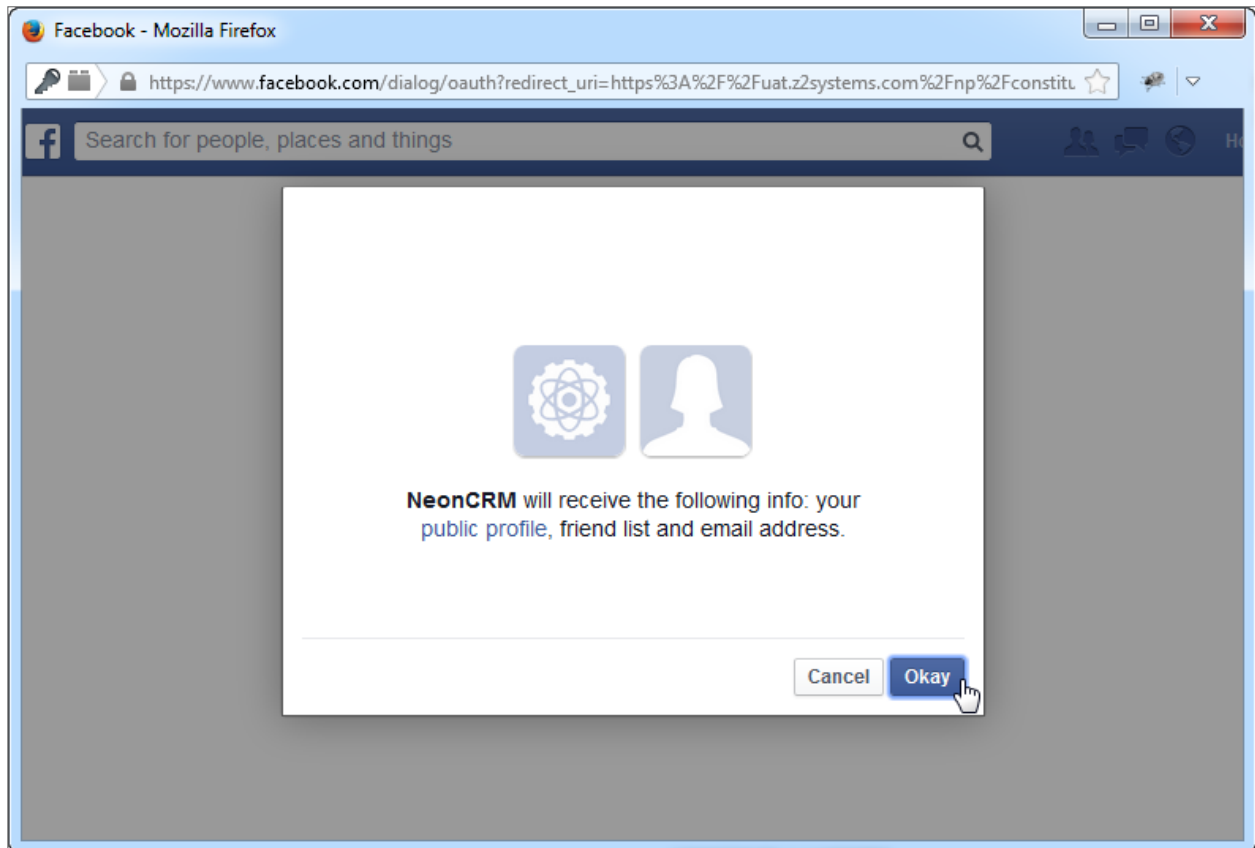


A pop-up window will appear. Ensure that your web browser is not blocking pop-ups on this page.

Enter your Facebook user name and password. Click **Log In**.



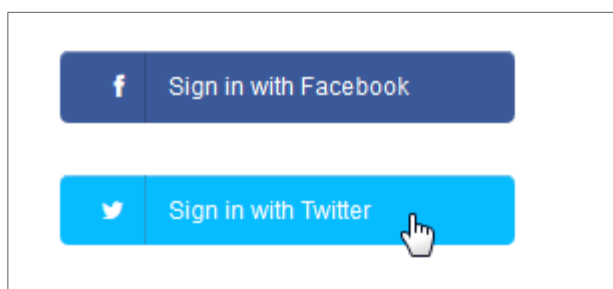
Click **Okay** on the next page.



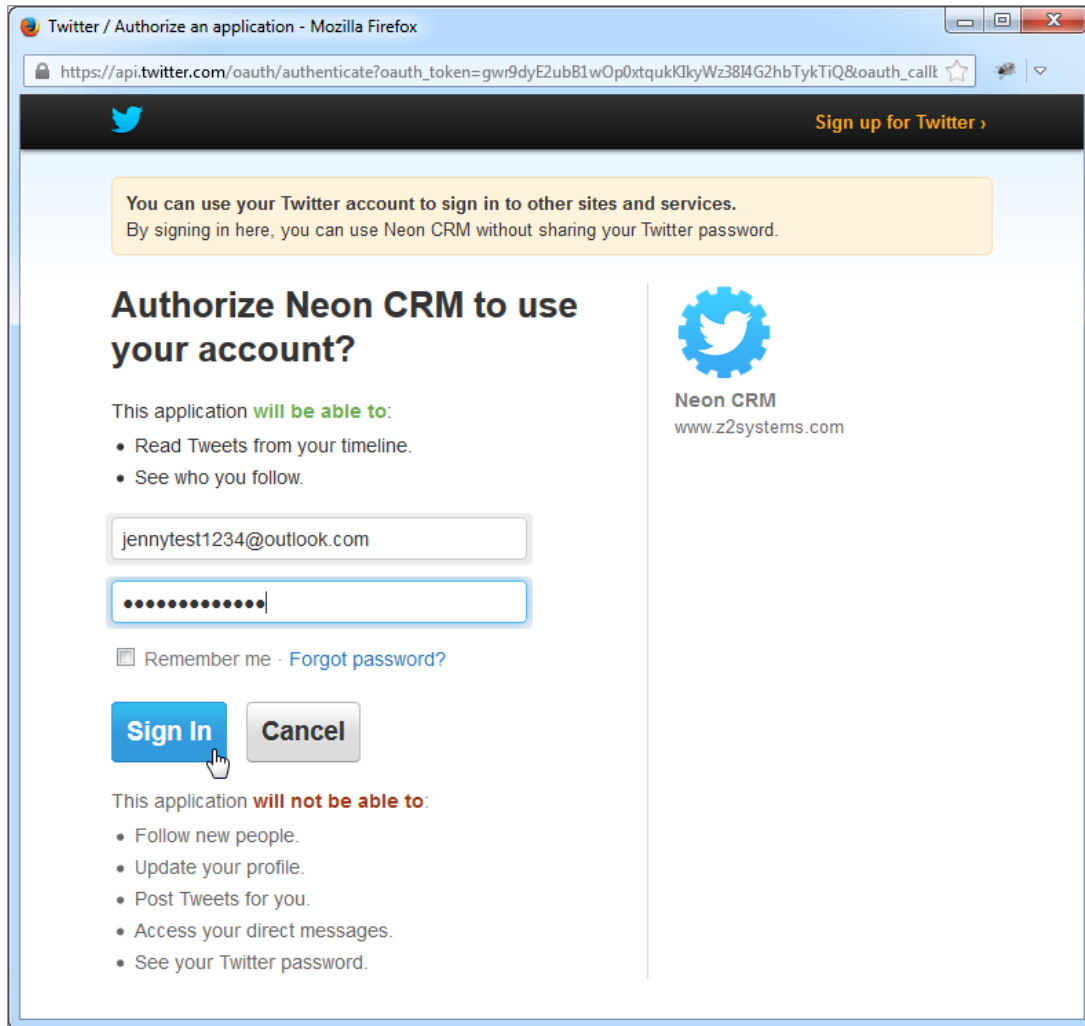
Once you have logged in, you will be taken to the Social Fundraising Overview page.

## Creating an account with Twitter

Click the **Sign in with Twitter** button.



Enter your Twitter user name and password and click **Sign In**.

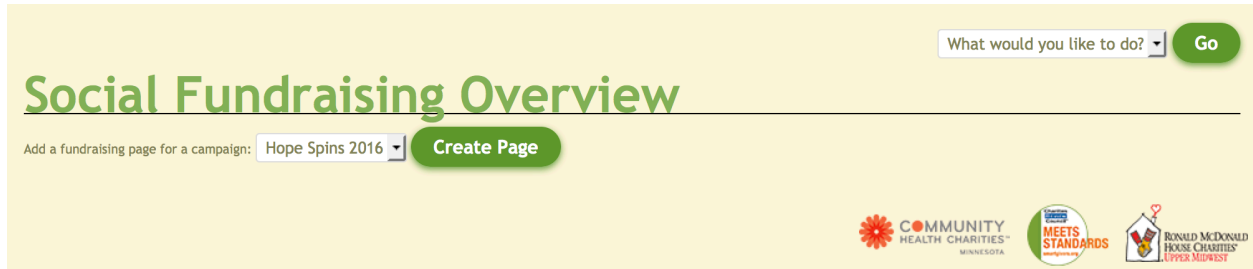


Once you have logged in, you will be taken to the Social Fundraising Overview page.



## Creating a Fundraising Page

Once you have logged in, you will be taken to the Social Fundraising Overview page. Ensure the correct campaign is selected, then click **Create Page**.



The screenshot shows the 'Social Fundraising Overview' page. At the top right, there is a search bar with the text 'What would you like to do?' and a green 'Go' button. Below this, the title 'Social Fundraising Overview' is displayed in a large green font. Underneath the title, there is a form that says 'Add a fundraising page for a campaign:' followed by a dropdown menu showing 'Hope Spins 2016' and a green 'Create Page' button. At the bottom right of the page, there are three logos: 'COMMUNITY HEALTH CHARITIES MINNESOTA' with a red flower icon, 'MEETS STANDARDS' with a circular icon, and 'RONALD MCDONALD HOUSE CHARITIES UPPER MIDWEST' with a house icon.

This creates a new fundraising page and brings you to your management page.


Welcome Jenny Testor (Account# 66201) What would you like to do?


[Back To Fundraising Page List](#)


Your Fundraising Page For: [View My Fundraising Page](#)

An Example Campaign

**YOUR PAGE**      **CAMPAIGN CONTRIBUTIONS**      **TOP FUNDRAISERS**

 **\$0**  
RAISED  
GOAL \$0

 **\$170**  
RAISED  
GOAL \$5,000



[Page Content](#)   [Share My Page](#)   [Donations](#)   [Event Registrations](#)   [Comments](#)

### Page Content

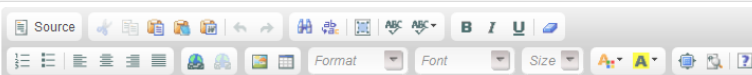
Manage your personal fundraising page.

Your Fundraising Goal \*:

Current Photo: Upload a personal photo to your fundraising page.

(No Photo)  No file chosen

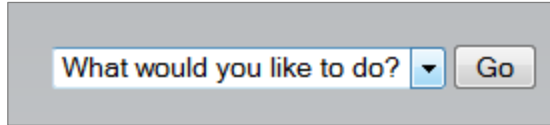
My Page Content

Source 

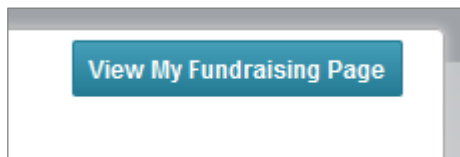
Copyright © 2013 Z2 Systems, Inc. All rights reserved.

## Managing Your Fundraising Page

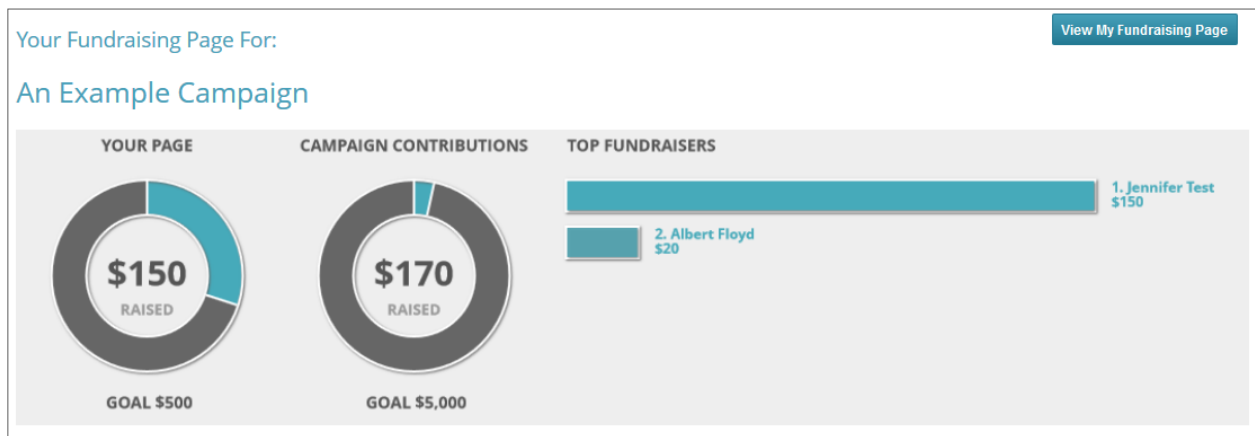
The drop-down menu in the upper-right corner of the screen allows you to navigate to other pages provided by the organization. You may be able to access information about your own donations, update your personal contact information, or access membership information.



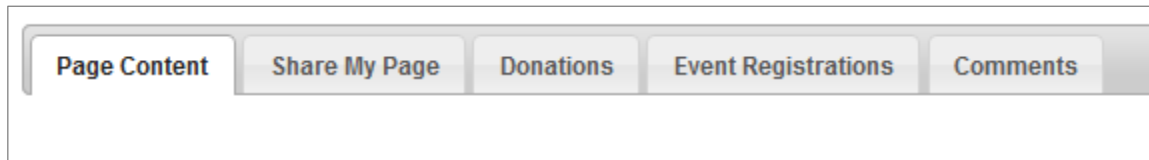
The **View My Fundraising Page** button in the upper-left corner of the screen opens your live fundraising page in a new browser tab. You can click this any time to see what your fundraising page looks like.



The charts on this page show your fundraising page's progress toward your fundraising goal, as well as the overall progress towards the campaign's goal. It also shows you a list of top fundraising pages for this campaign.

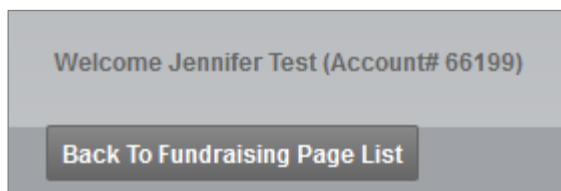


You can use the navigation bar below the charts to navigate through the features provided to help your fundraising efforts.



- **Page Content** – Edit the text and images that appear on your fundraising page.
- **Share My Page** – This helps you get the word out to your friends about your fundraising page through social media.
- **Donations** – This is a list of all of the donations that you have received.
- **Event Registrations** – This is a list of all the people who have signed up for a related event and credited you for their sign-up. You'll only use this if your campaign has an event associated with it.
- **Comments** – When your donors make a donation, they can leave a comment. Use this page to hide any comments that you don't want displayed on your page.

The **Back to Fundraising Page List** button immediately above the charts will take you back to the Social Fundraising Overview.



If you have more than one fundraising page, they will be listed here. Clicking the **Manage Page** link takes you back to your fundraising management page. If you click **Deactivate**, your fundraising page will no longer be visible to the public. Nobody will be able to access your page or make donations. Your data will not be deleted, and you can easily re-activate the page from this screen.

Welcome Jennifer Test (Account# 66199)

What would you like to do?

## Social Fundraising Overview

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Total: 1 fundraising pages.

Add a fundraising page for a campaign:

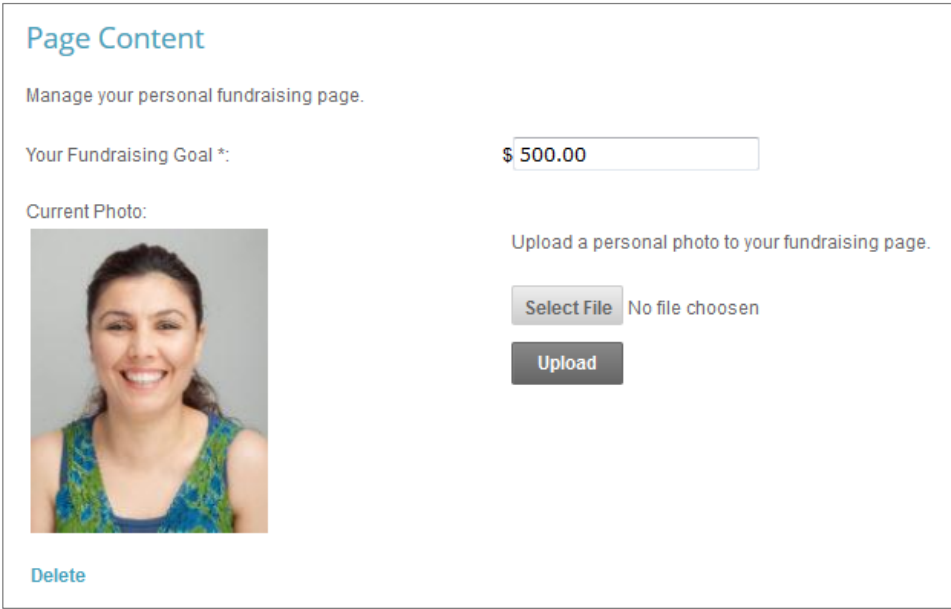
**Social fundraising pages:**

Campaign Name	Contribution Total	Goal	Actions
An Example Campaign	\$50.00	\$500.00	<a href="#">Manage Page</a>   <a href="#">Deactivate</a>

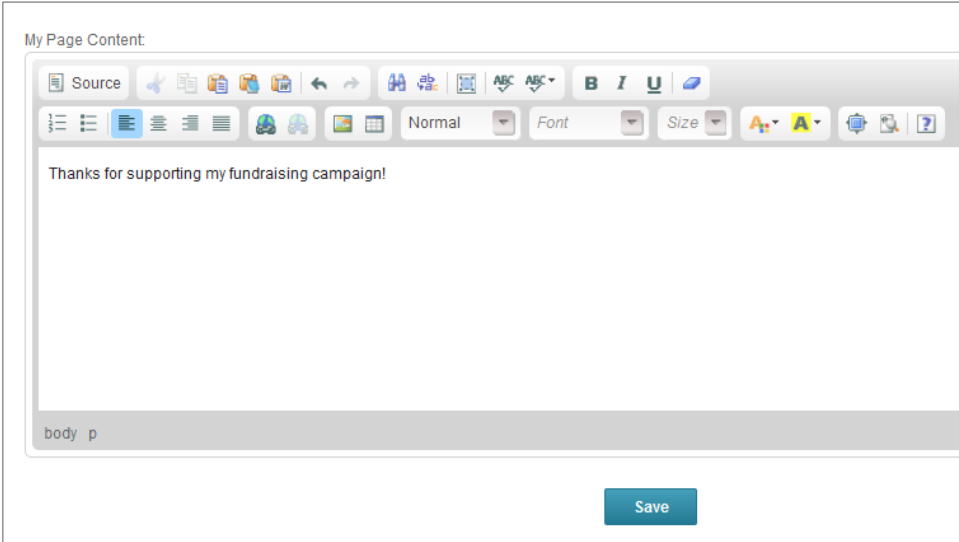
# Page Content Tab

It's a good idea to specify a fundraising goal. This goal will show up on your fundraising page. You'll see a progress bar that shows you your progress.

You should also upload a personal photo. This will appear on both your fundraising page and the fundraiser listing page (All Fundraisers).



Adding personal content is a great way to tell your supporters about your fundraising efforts. Use this content editor, which works similarly to Microsoft Word, to add text and images to your fundraising page. Be sure to click **Save** to save your changes.



## Share My Page Tab

The **Share My Page** tab gives you tools for sharing your fundraising page with your personal networks. You can copy and paste the direct link for use on web pages and sharing through emails.

Use the **Social Media** links to use your existing social media accounts to share your fundraising page with your personal networks.

### My Fundraising Page


Share your fundraising page by copying this direct link.

Donation Link: <https://uat.z2systems.com/np/clients/test/campaign.jsp?campaign=60&fundraiser=71200&team=240&>

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### Social Media

Use these links to share your page with your personal network.



## Spread the Word!

Share the event details and team fundraising page with everyone you know! Here's suggested content you can use in social media or email.

Dear <Name>,

On Saturday, June 11, 2016 I/we will be participating in Hope Spins, a spin-a-thon benefiting Faiths Lodge. Faiths Lodge supports parents and families coping with the death or medically complex condition of a child in a peaceful environment to reflect on the past, renew strength for the present and build hope for the future. I invite you to support our/my fundraising efforts ([insert your page link here](#)) and help us/me reach our/my goal of \$XXXX.XX for Faiths Lodge. To donate to our/my team simply click on the donation button on our team page.

As you know <insert your story here on why you support Faiths Lodge>.

I do hope you will support my Hope Spins fundraising efforts!

Warm Regards  
<your name>

## Donations Tab

The **Donations** tab displays a list of all donations that have been credited to you. This includes the name of the donor, the donation amount, the date they donated, and any comments they left. These donations may have either come through your donation page or have been added manually by a staff member of the organization for which you are fundraising.

Click the **Export to CSV** button to export this list to a .CSV file. You can open this file in a spreadsheet program such as Microsoft Excel.

### Manage Donations

View donations, export them to CSV, or hide them from displaying on your fundraising page.

[Export to CSV](#)

Donation List			
Donor	Amount	Date	Comments
Jennifer Test	\$100.00	11/04/2013	
Jim Bob	\$50.00	11/04/2013	Way to go!

View 1 - 2 of 2

## Event Registrations Tab (not applicable for this event)

The **Event Registrations** tab displays a list of all event registrations that have been credited to you. You will only see data on this page if the organization for which you are fundraising has created a corresponding event for your campaign. It is entirely possible that you will see nothing here.



## Comments Tab

The **Comments Tab** allows you to manage the comments on your fundraising page. You can turn comments completely off by clicking the large **On/Off** button. This does not delete any existing comments, nor does it prevent people from adding new comments when they donate. It merely prevents them from displaying on your page. You will still be able to see all comments on this page.

You can also hide individual comments by clicking the **Hide** button next to the specific comment.

### Comments

Turn the comments section of your fundraising page on or off. If you turn comments off, they will be saved but not visible to the public.

**ON**

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### Manage Comments

Donation Comment List				
<input type="checkbox"/>	Donor	Comment	Date	Action
<input type="checkbox"/>	Jim Bob	Way to go!	11/04/2013	<b>Hide</b>

View 1 - 1 of 1

Bulk actions