

E-Fundraiser Guide



This guide will show you how to set up your very own fundraising web page. You can then email the address to all your supporters and get them to sponsor you online.

Fundraising pages are very easy to set up and use - you can have your very own fundraising page in a matter of minutes.

Fundraising online is a great way of getting sponsored by family, friends and colleagues - everything is very secure.

To get started visit our mini fundraising site at:

<https://digitalpipeline.workwithus.org/fundraise>

A good tip before you do get started is to have all the necessary information you might need handy. Don't worry though, you have complete ownership of your page so that you can go in and edit any of the fields at a later date. Things you might need to edit are the target, how much you have raised offline and an update on how the event went.

1 Selecting the Type of Page:

Sponsorship page - for an events such as fun runs and marathons

Celebration page - to celebrate a special event such as a wedding or a birth



2 Creating your Fundraising Page:

First complete the fields to create your login account, this is so you can come back and edit it at any time.

Then start filling in all the fields: description of how and why you are raising funds for Digital Pipeline; Target Amounts; and how much you have raised offline.

Don't forget to add up a picture, this helps to make your page standout.

Show Donor List: Describe how you would like your page to be displayed; with donor names only, with donor names along with any comments they make, or with no list at all.

You may like to alter the thank-you message that is both displayed and emailed to each donor after they make a donation.

Then hit save...

Now you have your own fundraising page!

A screenshot of the 'Create a Sponsorship Page' form. The title is 'Create a Sponsorship Page' with a subtitle 'All fields are mandatory unless otherwise stated.'. There is a note: 'If you have created a fundraising page in the past or have a workwithus.org login for any other purpose, please login before completing this page. Otherwise complete the fields below and we'll set up a new login for you. [Already got a login? Please log-in...](#)'. The form includes fields for 'Forename:', 'Surname:', 'Your Email Address:', 'Password:', and 'Enter your chosen password again:'. Below these are 'Team or Individual's Name:' and 'Description:' fields. The 'Description:' field has a rich text editor toolbar with options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, and undo. At the bottom, there is a 'Picture:' field with a note '(GIF, JPEG and PNG images accepted.) (optional)' and a 'Browse...' button.

3 Activating your Fundraising Page

If this is the first time you have set up a fundraising page, you will receive a confirmation email. You will need to click the confirmation link in this email in order to make the page active.

If you have any problems you can email helpdesk@workwithus.org

At any stage you can edit your page.

When you first start off you will not have any donations displayed. Don't worry about that because it will soon change!

4 Promoting your Fundraising Page

Now that you have set up your own online fundraising page, you can start promoting it!

Each page gets its own website address which you can give out or email to all your friends and family. You will find the unique address in the confirmation email we send you when you create your page.

You can also ask to set up a special address with your name at the end, just email helpdesk@workwithus.org

Fun Run

Direct link to this page: <https://demo.workwithus.org/fundraising/funrun>

Event: Great Big Fun Run
Venue: Any Town
Date: Sunday, 16 April 2006

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[Donate Now >>](#)



Date	Donor	Amount	Gift Aid
17th Apr 2006	Alan Key	£10	£2.52
13th Apr 2006	John Smith Good luck for the walk on Sunday.	£10	£2.52
13th Apr 2006	Victoria Sponge	£10	£2.52
13th Apr 2006	A Norman	£10	£2.52
12th Apr 2006	Phil Mitchell Good luck to both of you for the walk and thanks for what you're doing.	£10	£2.52
12th Apr 2006	L. Da Vinci	£10	£2.52
11th Apr 2006	C. Risp	£10	£2.52
11th Apr 2006	Kate Jones Good luck and have fun!	£10	£2.52
11th Apr 2006	Debbie Morse Good luck.	£20	£5.04
11th Apr 2006	Mike Boyd Good Luck	£5	£1.41
You go!			

Raised Online: £2000 • Gift Aid Online: £280.00 • Total: £1280

Thank you for your support!