# **Fundraising Page User Guide**

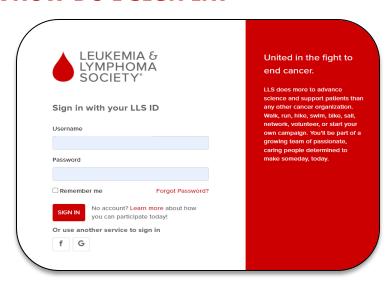
#### **GETTING STARTED**

- Sign into your personal fundraising page
- Check out the Fundraising Toolbox resources
- Edit & personalize your fundraising page

#### WHERE IS MY FUNDRAISING PAGE & HOW DO I SIGN IN?

Within a day or two of being registered for your campaign, you will receive an email containing your fundraising tools username & password, as well as links to the personal fundraising page where you can collect donations, and the fundraising tools account where you will sign in & customize your page.

If you have not received an email, it may have been sent to spam. You can go to **fundraise.lls.org** and click **'forgot password,'** then enter the email you provided to your campaign staff contact. You can also ask your staff contact to resend you the link at any time. If you have further technical issues, reach out to **support.services@lls.org** or **1-888-LLS-7177**.



#### **CUSTOMIZE YOUR FUNDRAISING PAGE**

Go to **'Fundraising Pages'** in the menu on the left side of your screen, then click **'My Page'** to edit your text and add photos. Have fun! Post regular updates and add new photos to showcase your fundraising efforts!



**Preview** shows you what your page currently looks like.

Manage Posts allows you to edit the current post/content of your page.

**Manage Comments** allows you to manage comments from your friends & donors.

**Page Options** gives you the option to change your page Title, URL, name, etc.

## FUNDRAISING TOOLBOX RESOURCES

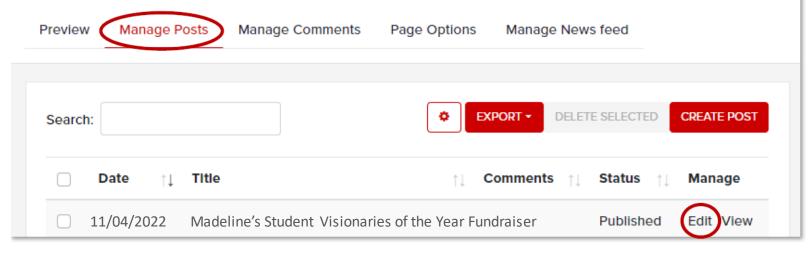
Select **'Fundraising Toolbox'** in the menu on the left side of your screen (see above). Here you will find Resources & Tips for how to get started, including instructions for the first 48 hours after Kickoff,

By linking your LLS account to a Facebook Fundraiser, you agree to allow your campaign goal as well as any funds raised via Facebook to be visible to anyone who can see your Facebook Fundraiser.

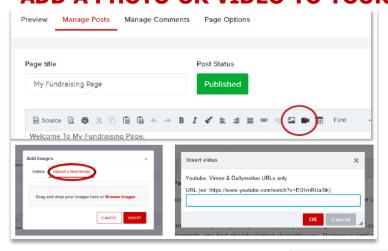


## **EDIT & PERSONALIZE YOUR FUNDRAISING PAGE**

#### MADELINE SULLA PAGE



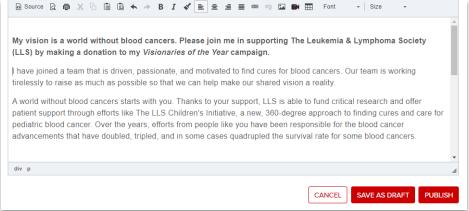
## ADD A PHOTO OR VIDEO TO YOUR PAGE



- 1. Edit or add a new post and click on the photo or video icon.
- 2. To upload photo, click **'Upload A New Image'** and select your desired image from a saved file on your computer. To upload a video, copy & paste the video's URL intro the 'Insert Video' section.
- 3. Click 'insert' or 'ok'

## **HOW TO ADD TEXT**

Simply type or copy the text your wish to display on your page into the text box. When you are done, click 'publish,' then go to 'preview' to make sure everything looks correct.



# HOW TO FIND MY FUNDRAISING LINK/U Page Options

From the screen above select **'Page Options'** to find your link/URL. Include this link in fundraising emails, letters, your email signature, etc.

