How to login and edit your fundraising page

This is once you have already registered for a fundraising page. If you haven't registered please see our guide.

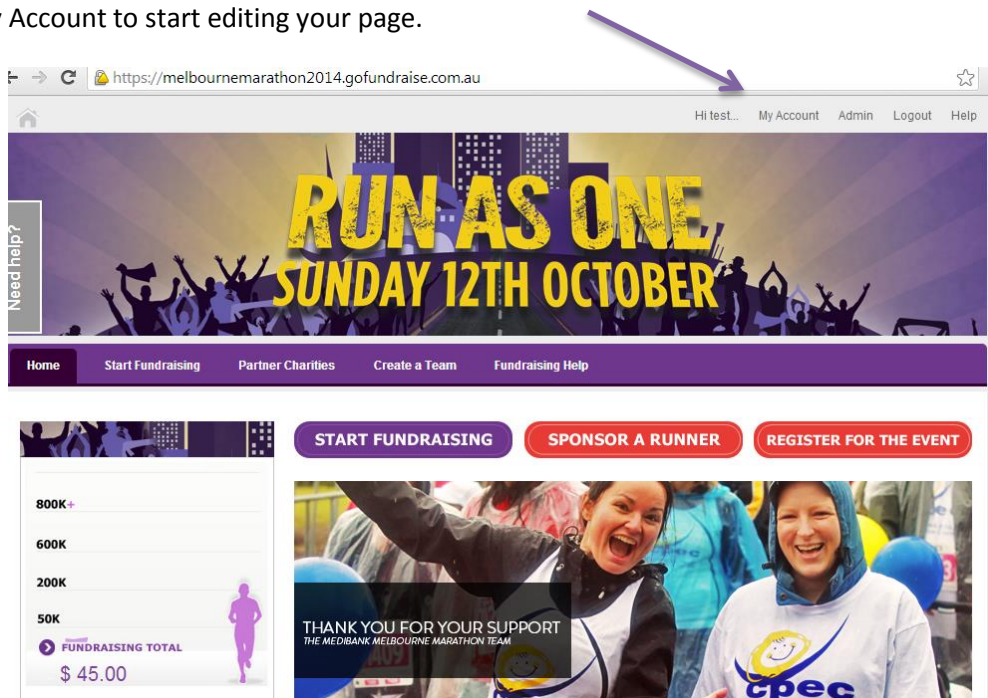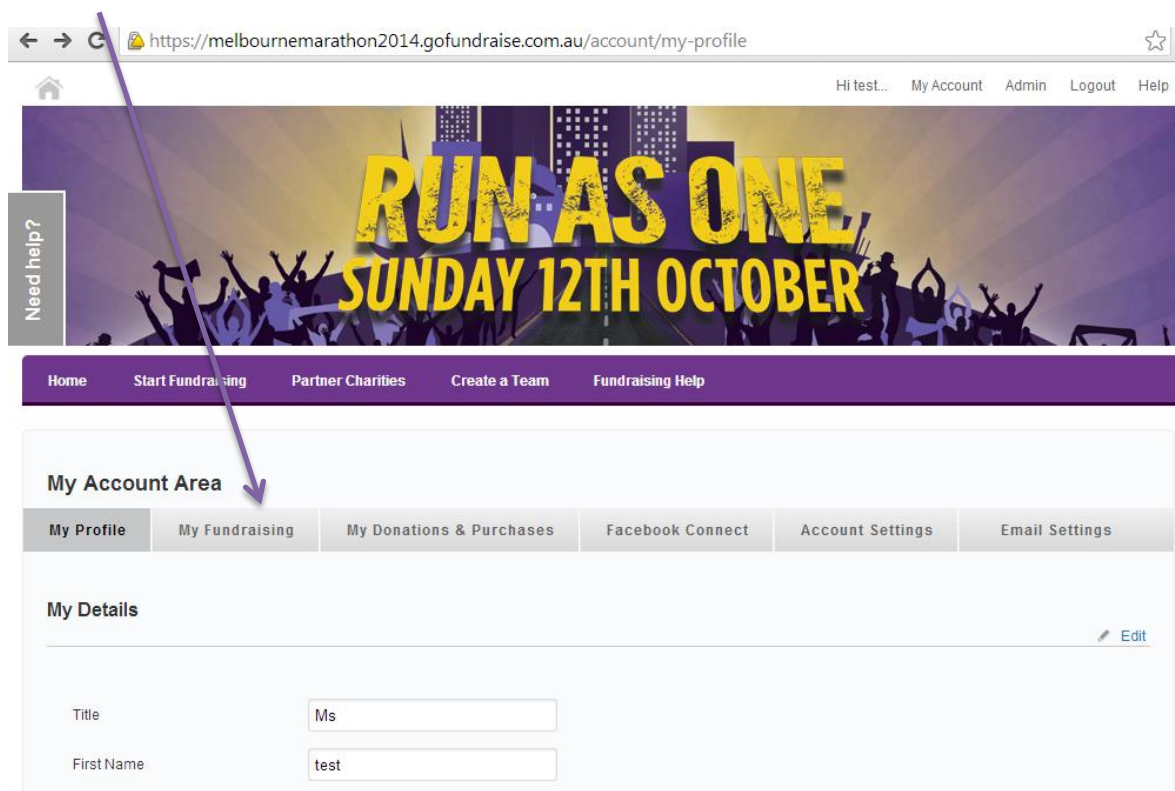1) Visit https://melbournemarathon2014.gofundraise.com.au and click Login.

2) Enter your email address and password to login. This should have been confirmed to you in an email from Go Fundraise. Alternatively login with your Facebook account.
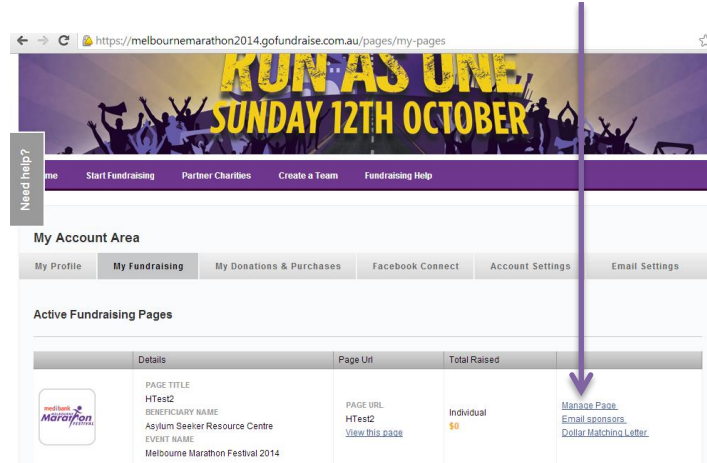
3) Once logged in your name will appear in the corner of the screen.
   Click My Account to start editing your page.

4) Then you will be taken into your account details.
   Edit your personal details if necessary.
   Click on My Fundraising to manage your page.

5) A list of all your fundraising pages will come up (this may feature other events you have or are taking part in) Select your fundraising page for the Run 4 Refugees 2014 and click Manage Page.

6) Then you will be taken to the 'back end' of your fundraising page to edit the details.
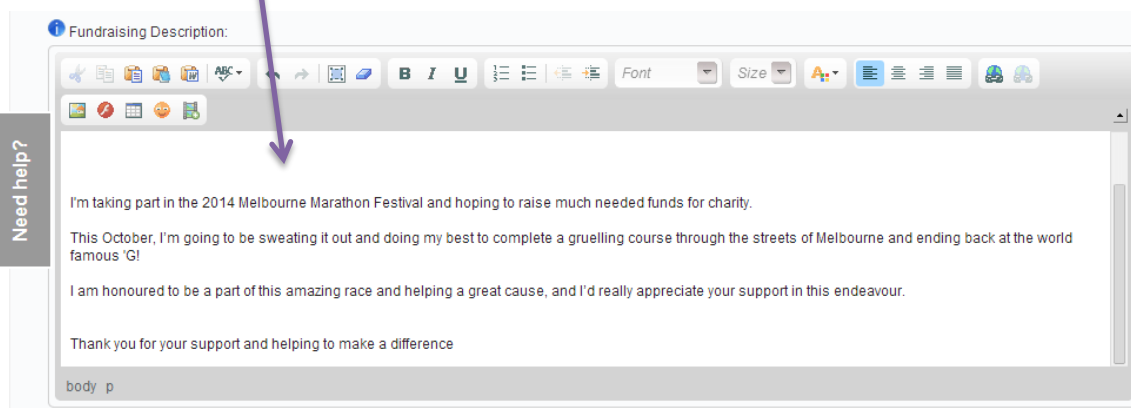   You can edit:
   a) Your fundraising page title
   b) Your name
   c) Your fundraising target
   d) Your photo
   e) Your personal message
   f) Your thank you email copy to your supporters
   g) You can also embed image and video clips into the personal message and email copy
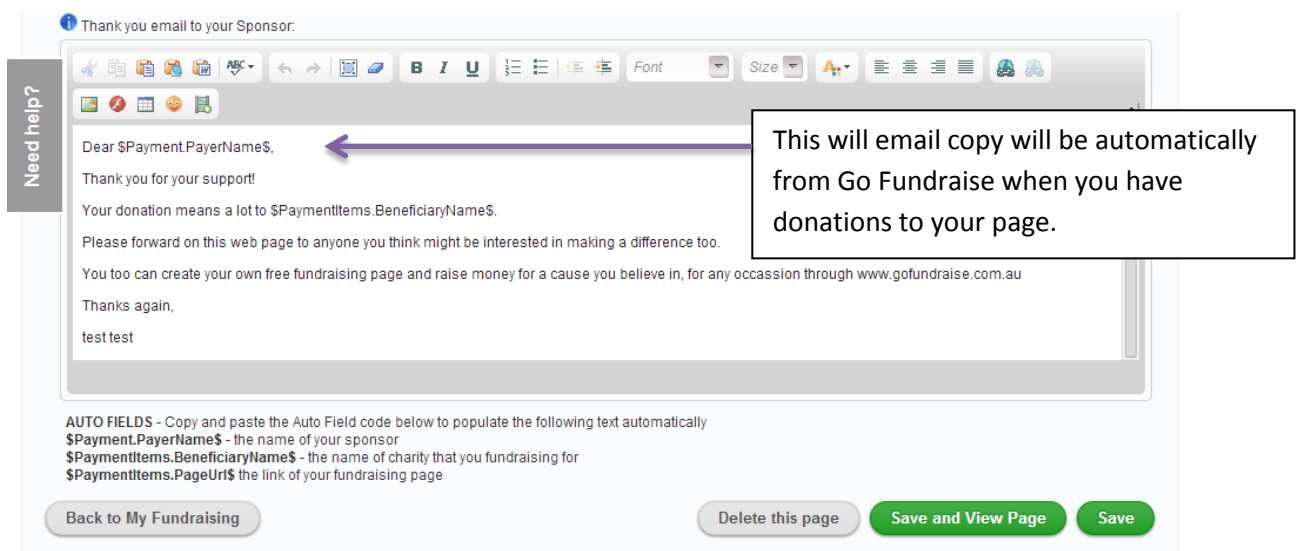
These images are set and cannot be edited.

Leave this date open as it means you can still collect donations after the event.

a) Alter your Fundraising page title

b) Alter your name/page creators name

c) Alter your fundraising target

Tick these boxes so your supporters can see how they are helping.

d) Click Upload File to change your photo from your computer/smart phone.

e) Edit the copy below to make it personal to your supporters.

Include why you are taking part in the Run 4 Refugees and what it means to you to support the ASRC. This will help increase your support to reach your goal.
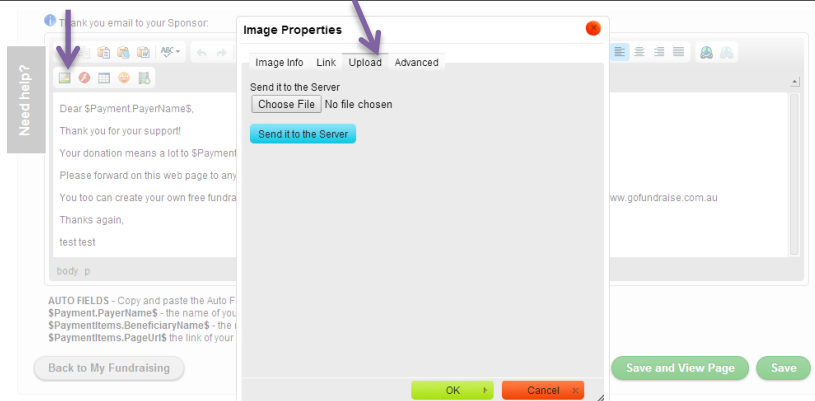

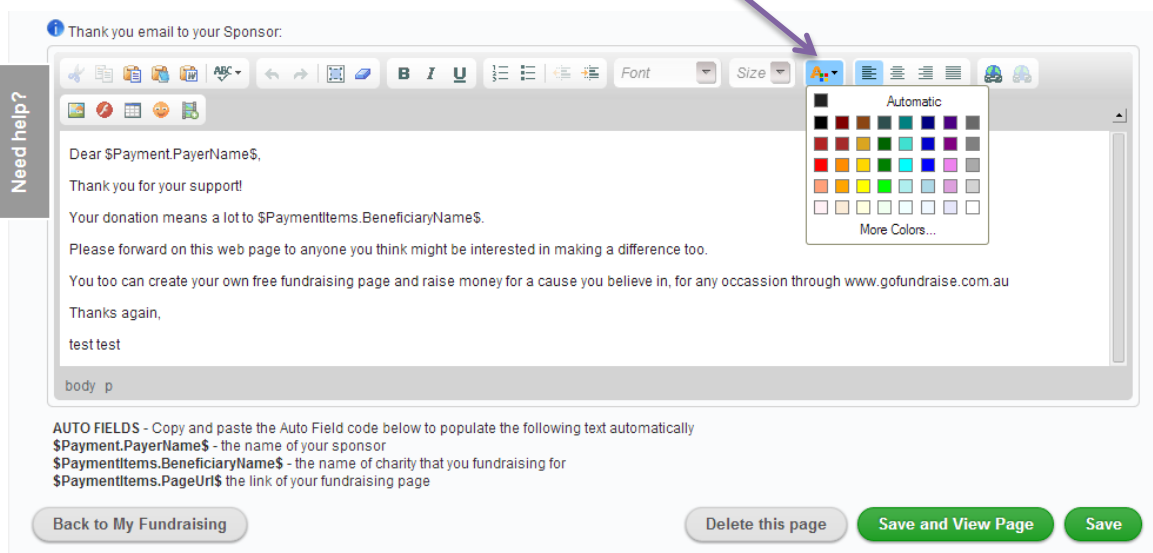f) Edit your personal thank you message to your supporters.

This will email copy will be automatically from Go Fundraise when you have donations to your page.

g) Personalise your fundraising page and thank you email content using the toolbar at the top of the box.

Click on the Image icon to embed an image or video onto your fundraising page or in your thank you email.
Click the Upload button and add the file directly from your computer or smart phone – the file will need to exist on the internet already to fully embed – ie a link from a website or Facebook.
(Make sure you have the users permission to use the image!)

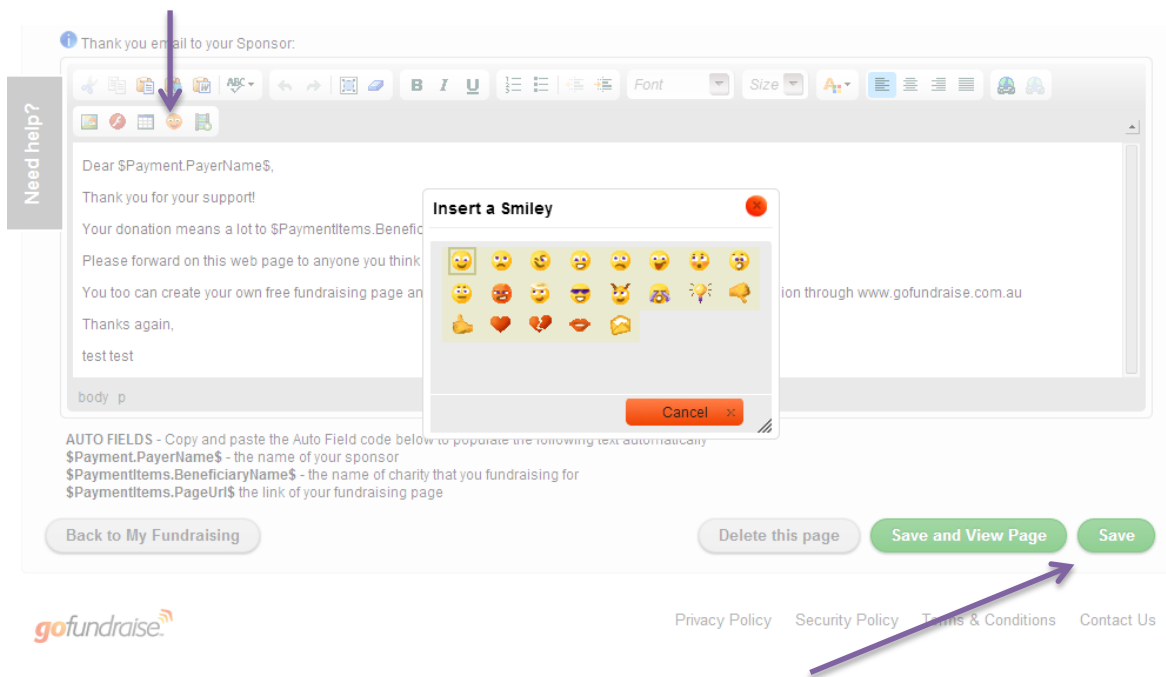Why not pre-record a thank you message to surprise your donors?

Make your message colourful by changing the colour of the text. Highlight the text and click the A button to select your chosen colour!

Make your message personal and fun by adding a Smiley! Click on the Smiley face icon to choose your emoticon.

Whatever changes you make - click Save/Save and View Page!

Experiment with the toolbar to see what else you can do!

Other features include:

- Adding a table
- Inserting a Flash file
- Changing your text size and formatting

When you are happy with the changes – make sure you email your link and put it on Facebook too!

Example – A fundraising page with no edits:

A personalised fundraising page: