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 <u>https://melbournemarathon2014.gofundraise.com.au</u> 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.

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Password Eorgotten your password? Login or Sign up now	 Share your fundraising activities with your friends Promote your cause and make a bigger difference f Connect with Facebook

 Once logged in your name will appear in the corner of the screen. Click My Account to start editing your page.

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

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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



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.

	Fundraising Description:	
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Need help?	I'm taking part in the 2014 Melbourne Marathon Festival and hoping to raise much needed funds for charity. This October, I'm going to be sweating it out and doing my best to complete a gruelling course through the streets of Melbourne and ending back at the world famous 'G! I am honoured to be a part of this amazing race and helping a great cause, and I'd really appreciate your support in this endeavour.	
	Thank you for your support and helping to make a difference	
	body p	

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

	Dear \$Payment.PayerName\$, Thank you for your support! Your donation means a lot to \$PaymentItems.BeneficiaryName\$. Please forward on this web page to anyone you think might be interested in making a difference too.	This will email copy will be automatically from Go Fundraise when you have donations to your page.
1	You too can create your own tree tundraising page and raise money for a cause you believe in, for any oc Thanks again, test test	cassion through www.gotundraise.com.au
AU \$P \$P	ITO FIELDS - Copy and paste the Auto Field code below to populate the following text automatically ayment.PayerName\$ - the name of your sponsor aymentItems.BeneficiaryName\$ - the name of charity that you fundraising for aymentItems.PageUrI\$ the link of your fundraising page	
Ra	ck to My Fundraising Dele	te this page Save and View Page Save

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?

Finank you email to your sponsor.	Image Properties	8
	Image Info Link Upload Advanced	
	Send it to the Server	*
Dear \$Payment.PayerName\$,	Choose File No file chosen	
Thank you for your support!	Send it to the Server	
Your donation means a lot to \$Payment		
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You too can create your own free fundra		ww.gofundraise.com.au
Thanks again,		
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Back to My Fundraising		Save and View Page Save
	OK 🕨 Cancel 🕫	

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.

	Thank you email to your Sponsor:														
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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:

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Cies Cies	RUN AS ONE SUNDAY 12TH OCTOBER	
me Start Fundraising	g Partner Charitles Create a Team Fundraising Help	
Page settings have bee	en updated successfully	
	HTest2	DONATE
Creator: test test Close at Thursday, 5 March 2015	Donate & share to show your support I Like { 0 Y Tweet { 0 } Welcome to my fundraising page! Still { 0 } On October 12th I'm Running 4 Refugees to raise vital funds for the Asylum Seeker Resource Centre. The ASRC provides direct legal, couselling and health services as well as providing assistance with a food bank and community meals - plus much more. Please give generously and help me hit my target of \$1000 and support my Half Marathon Run! \$1000 can provide all of this: - 2 weeks worth of community meals to asylum seekers - around 1500! - an ESL class for 500 asylum seekers - medical care for 40 asylum seekers children 0 above 0 above	FUNDOMETER
	So you can see how together, our support can make a real difference to the lives of people seeking asylum in Australia. Wish me luck and I shall keep you updated with my progress! Thank you very much for your support in advance! HTest2	Share to help raise more