

2018 Business Chicks Senegal Journey

Setting up a personalised fundraising page

You can create a fundraising page on our website where your family, friends and colleagues can make donations directly to THP via page dedicated to you, taking away the complexities of dealing with money and receipts. Once you have created your fundraising page, you will have your own URL to share.

Follow the steps below to create your page.

Step 1: Prepare

Before you begin setting up your page we recommend saving the text that you would like to appear on your page in a word document so you can easily copy and paste onto the webpage – this ensures your content is saved in separate document in case of any site or internet connection issues.

The great thing about our web platform is that it is editable and you can make it your own with photos, blog posts and the ability to send emails to your donors.

The content you will need is:

- Personalised fundraising page title
- A paragraph or two about 'why' you're fundraising – think about why are you asking people to support you. Try and keep this under 300 words re of yourself –
- A Photo of yourself – Square jpeg -72-96 DPI, preferably 600 x 600

We have drafted a few templates to get you started. They can be found at the end of this document and easily copied into your page. If you want to create your own, you may want to consider creating some or all of the following;

- A short description of program and the reason you have made a commitment raise funds for The Hunger Project
- An 'ask' email template that you can send to people to get support, to let them know that you are fundraising, for what and how to donate
- A Thankyou email that can be sent to people that donate to you
- A blog post or two!

Step 2: Setting up your page

You can find the set-up page by going to <https://join.thp.org.au/event/bcsenegal/home>

You will be directed to the home page, look for the **Get Started** button

Click Get Started to create your page



Step 3: Enter personal details to create account

Note: We have created a template description to which you can add, edit or completely revamp to give your own style

Enter personal details

A screenshot of the "REGISTER NOW" page. The page has a navigation bar with "HOME", "ABOUT US", "LEADERBOARD", "GET STARTED", and "DONATE". Below the navigation bar is a large banner with the text "REGISTER NOW". Underneath the banner are three buttons: "CREATE ACCOUNT", "CREATE YOUR PAGE", and "OPTIONAL DONATION". The "CREATE ACCOUNT" button is highlighted. Below this is a "Create Account" form with a "Personal Details" section containing fields for First Name, Last Name, Email Address, Password, Phone, and Mobile. There are also radio buttons for Gender (Male, Female, Other). Below the personal details section is a "Postal Address" section with a text input field. A red arrow points from a text box on the left to the "Personal Details" section. Another red arrow points from a text box on the right to the "NEXT STEP" button at the bottom of the form.

Click Next Step to create account

Find out more about the impact your donations make

First Name Last Name Email Address



RETURN TO THE HUNGER PROJECT AUSTRALIA WEBSITE



Step 4. Enter Page title with photo, title for page and description about your fundraising.

CREATE ACCOUNT ✓ CREATE YOUR PAGE OPTIONAL DONATION

Your personal URL to share

Create a Fundraising Page
 Customise your fundraising page using the options below.

Personal URL:

Fundraising target:

Set your fundraising target, minimum \$10,000

Fundraising page title

Add a personal image, title and description
 These will be displayed on your fundraising page. Don't worry you can change them at anytime.

Page Title:



PROFILE IMAGE

Personal page description

Upload your photo

NEXT STEP

Step 5 – Personal Optional Donation

Get yourself started with a personal optional donation or just click no thanks to confirm page

CREATE ACCOUNT ✓ CREATE YOUR PAGE ✓ OPTIONAL DONATION

Enter an optional personal donation to get started

Would you like to make an optional personal donation?
 If not, simply click the 'complete entry' button below to complete your registration.

or enter your own amount

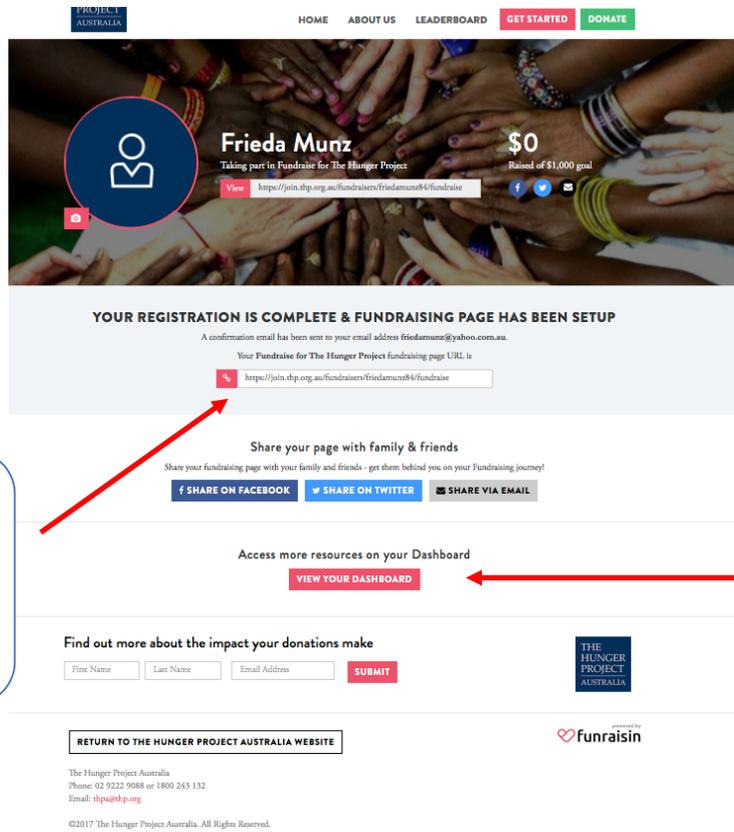
\$

NO THANKS, JUST CONFIRM MY ENTRY

Or click to continue

Step 6 – Registration complete

Now that your registration is complete you are ready to start fundraising. You are able to edit your pages with blog posts, images, send messages to supporters and track your donation



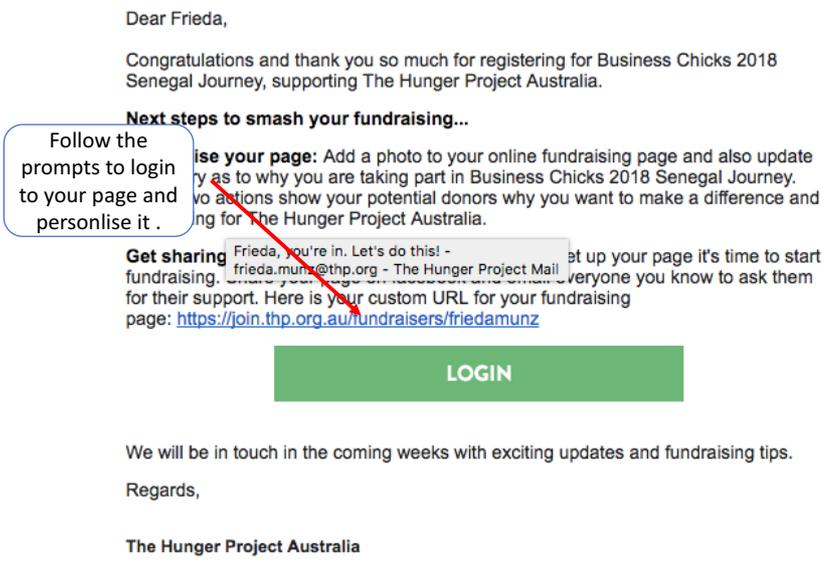
Your registration is complete !

Your personal URL where you can view and update your page

Click to view your dashboard with up to date fundraising info, send emails or add blog posts

Step 7 – Go to your email, Open the email subject title: You're in, Lets do this!

Confirm fundraising page via Hunger Project email by logging into your page



Follow the prompts to login to your page and personalise it .

use your page: Add a photo to your online fundraising page and also update your page as to why you are taking part in Business Chicks 2018 Senegal Journey. Your actions show your potential donors why you want to make a difference and how you are supporting The Hunger Project Australia.

Get sharing: Frieda, you're in. Let's do this! - It's time to start fundraising. Here is your custom URL for your fundraising page: <https://join.thp.org.au/fundraisers/friedamunz>

LOGIN

We will be in touch in the coming weeks with exciting updates and fundraising tips.

Regards,

The Hunger Project Australia

Step 8 – Manger your account and donations

MANAGE YOUR EVENTS

YOUR OVERALL FUNDRAISING PROGRESS

You have raised overall **\$0**
Your pages have been viewed **0** times

Find out more about the impact your donations make

First Name Last Name Email Address **SUBMIT**

RETURN TO THE HUNGER PROJECT AUSTRALIA WEBSITE

The Hunger Project Australia
Phone: 02 9222 9088 or 1800 243 132
Email: thpa@thp.org

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Callout 1: Your Dashboard
This the place to manage blog posts, send emails and track your incoming donations

Callout 2: Click My Account to update personal details

Callout 3: Click manage to get started on uploading images, blogs and sending emails

Step 9. Personalise your page with blog posts, images and emails to your supporters

FUNDRAISE FOR THE HUNGER PROJECT

MANAGE EVENT PAGE **CREATE A TEAM**

GET SUPPORT **MY DONATIONS** **EVENT PAGE SETTINGS**

PAGE CHECKLIST
Follow the steps below to get the most from your fundraising page

0% Completed

- Upload a Profile Image
- Add a Blog Post
- Sponsor Yourself

SAVE CHANGES

Callout 1: Click **Get Support** to send emails to your network

Callout 2: Click **Event Page Settings** to create blog posts and upload images

Callout 3: Click **My Donations** to add offline donations, create your personalized thankyou message and set donation amounts

Callout 4: Don't forget to **Save Changes** at bottom of page

Step 10.

Start Fundraising!

If you have any questions or would like some assistance setting up your personalised fundraising page contact Frieda Munz at The Hunger Project

Frieda Munz

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