Becoming a Fundraiser How-Tos

Personalizing your page:
- **Your fundraising name**
- **Creating your custom URL to share**
- **Sharing your story**
- **Uploading your picture**
- **Creating your fundraising goal**
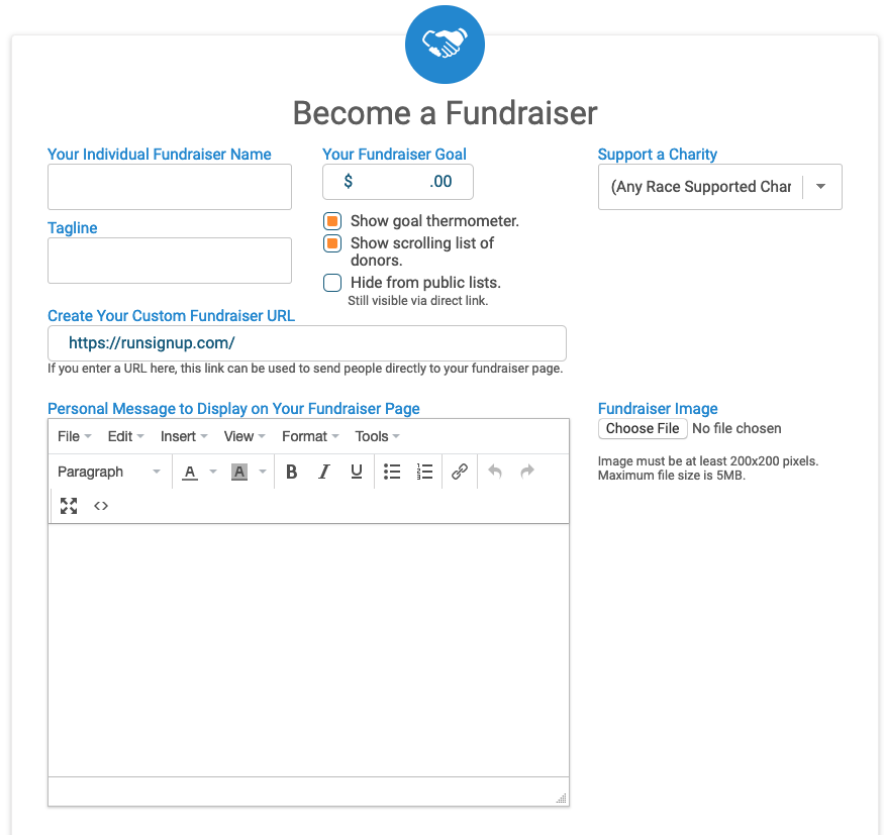
Creating a Team
- **Initial Team Creation**
- **Team Management**
    - **How to get to your Team page**
    - **How to add more captains to your Team**

Creating your fundraising name

The process of becoming a fundraiser is very straightforward and begins with you entering in "Your Fundraiser Name." By default, fundraiser names auto-fill to be your name if logged in, because you are the fundraiser.
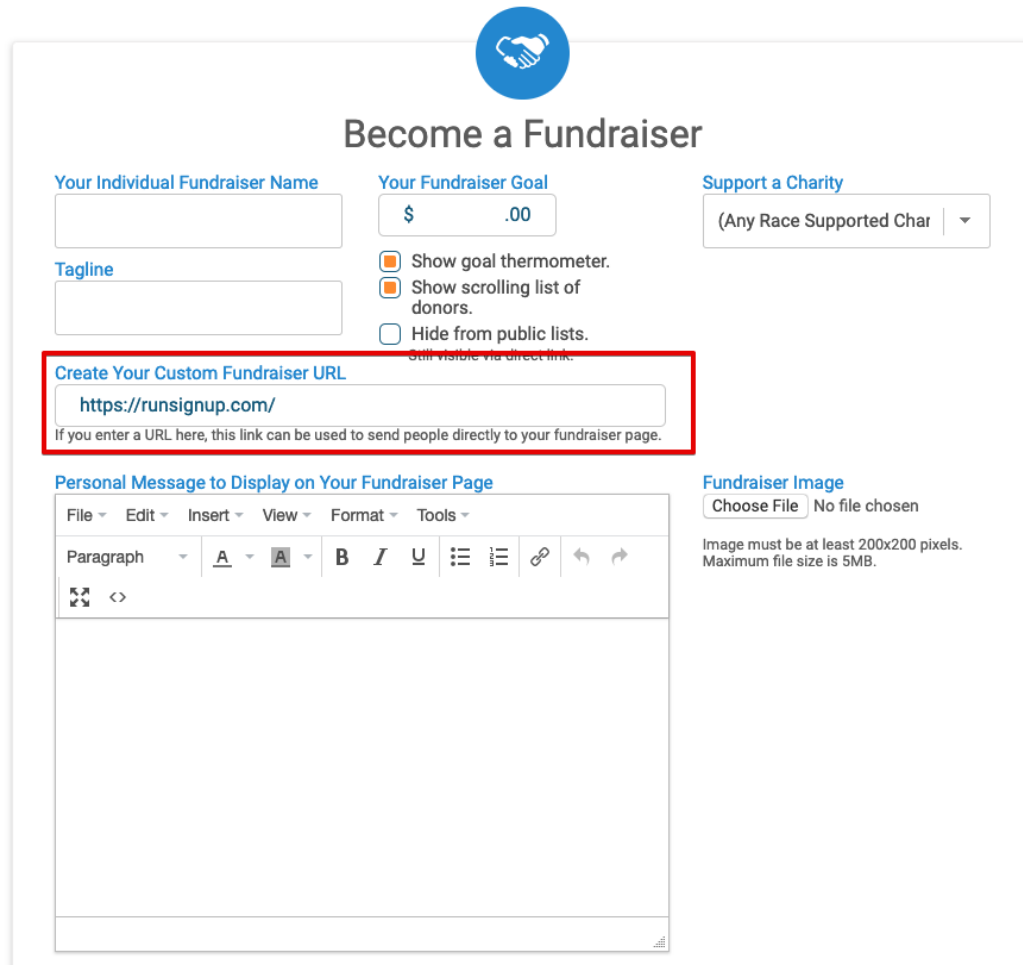
IMPORTANT: "Your Fundraiser Name" is not a "Fundraising Team Name". "Fundraising Teams" are groupings of "Fundraisers" working towards a collective goal, which is why the norm for "Fundraiser Names" is usually your name.

During registration, you will be asked to enter the same information regarding your fundraiser. A fundraising page will automatically be created for you as a part of registering for the Heritage Hero event

Become a Fundraiser

Your Individual Fundraiser Name

Your Fundraiser Goal
$ .00

Support a Charity
(Any Race Supported Char

Tagline

☑ Show goal thermometer.
☑ Show scrolling list of donors.
☐ Hide from public lists.
Still visible via direct link.

Create Your Custom Fundraiser URL
https://runsignup.com/
If you enter a URL here, this link can be used to send people directly to your fundraiser page.

Personal Message to Display on Your Fundraiser Page

File   Edit   Insert   View   Format   Tools

Paragraph   A   A   B   I   U   ≣   ≣   🔗   ↶   ↷

Fundraiser Image
Choose File   No file chosen

Image must be at least 200x200 pixels.
Maximum file size is 5MB.

Fundraiser Page URL

Your "Fundraiser Page URL" can also be customized to allow for easier sharing amongst friends and family. Simply enter in text that is unique to your fundraiser after "https://runsignup.com/", and remember that spaces are not permitted in a URL. The URL must contain only alphanumeric characters, underscores (_), or dashes (-).

Personal Message

You can enter in a "Personal Message to Display on Your Fundraising Page." This text can be customized with different headings and content, including links and lists, and will appear on your RunSignup fundraiser page. When you are crafting your personal message, think about all of the reasons why you're fundraising for Heritage Christian Services. We have a template in the personal message section, but **someone is more likely to donate when you share a personal story.**

Fundraiser Image

You can upload a "Fundraiser Image" by clicking "Choose File" and selecting one from your computer.

To delete a fundraiser image that has already been set, check off the box for "Remove Current Image." To replace a fundraiser image, simply upload the new image by clicking "Choose File," and the old fundraiser image will be overwritten.

Fundraiser Goals

Enter in the amount of money you hope to collect with donations into the "Your Fundraiser Goal" field.

We set the fundraising goal to automatically be $250, but you can change that goal to be less or more! It's easier to think of reaching a goal if you break it down into smaller increments. If you ask 25 friends to donate $10, or 10 friends to donate $25, then you've reached your goal!

You can also use the checkboxes to decide whether you would like to "Show Goal Thermometer" and/or if you would like to "Show Scrolling List of Donors".

On the next page, you will learn how to create and manage a fundraising team!

Creating a Fundraising Team

Do you have a group of heroes that you'd like to fundraise with? Consider creating a fundraising team! With a team, you each work to fundraise money. As a team captain, you are in charge of creating your team and managing your page. We'll show you how to create and manage your fundraising team here!

When registering, you'll be taken to this page. If there is a team that already exists that you'd like to join, use the drop-down menu to find the team. Otherwise, select "Yes" under "Create a Hero Team." **You do not need to be on a team to be a fundraiser!**

When creating a team, you will see this page. Choose your Hero Team name first. This is how other fundraisers will find your team! Next, set a fundraising goal. We set it at $500, but you can change the goal to whatever you'd like. You can also decide if you'd like to show a goal thermometer and/or a scrolling list of donors. After setting a fundraising goal, it's time to share your personal message. We have included a pre-written message, but including a personal message will be more influential to potential donors.

After that, your page has been created! You can either leave it as is, or you can go in and edit it. We'll show you how to manage your Hero Team on the next page.

Hero Team

(This step is Optional)

Join together with friends and family to create your own team of heroes and raise money for Heritage Christian Services!

Join a Hero Team

(New Hero Team)

[Search Hero Teams]

Create a Hero Team

[Yes]

New Hero Team Name

New Hero Team Goal

$ 500

☑ Show goal thermometer.
☑ Show scrolling list of donors.

Personal Message Heading

Story

Personal Message to Display on **New** Hero Team Page

File   Edit   View   Insert   Format   Tools

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Join us in supporting Heritage Christian Services!

Heritage Christian Services partners with thousands of people throughout Rochester and to ensure that everyone – including children and people with intellectual and developmental disabilities – feels valued and respected. Most of the agency's 3,000 employees work to support people so they can find the best place to live, work and build strong community connections through residential, day, respite, self-direction and employment supports. The agency is also known
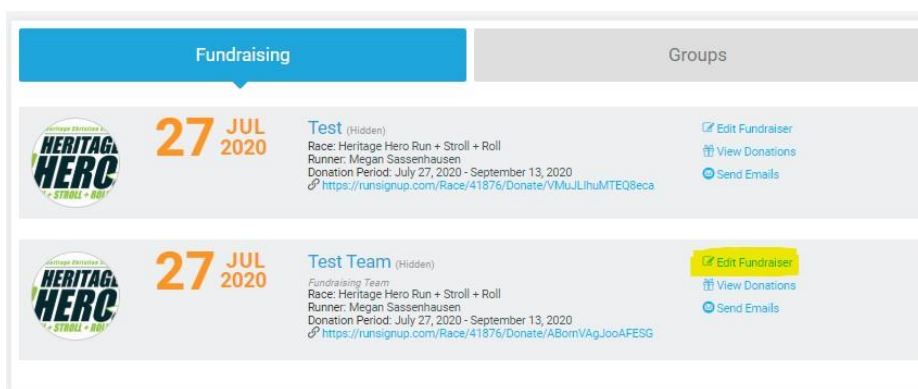
P » STRONG

Managing your Hero Team

To manage your team, you first need to visit your profile. To do that, you click on the gray head and select profile.
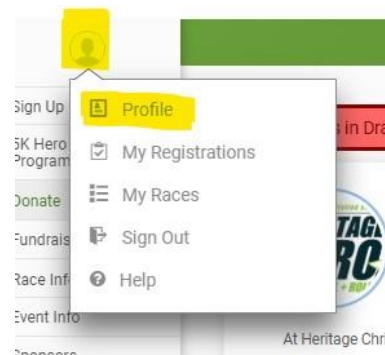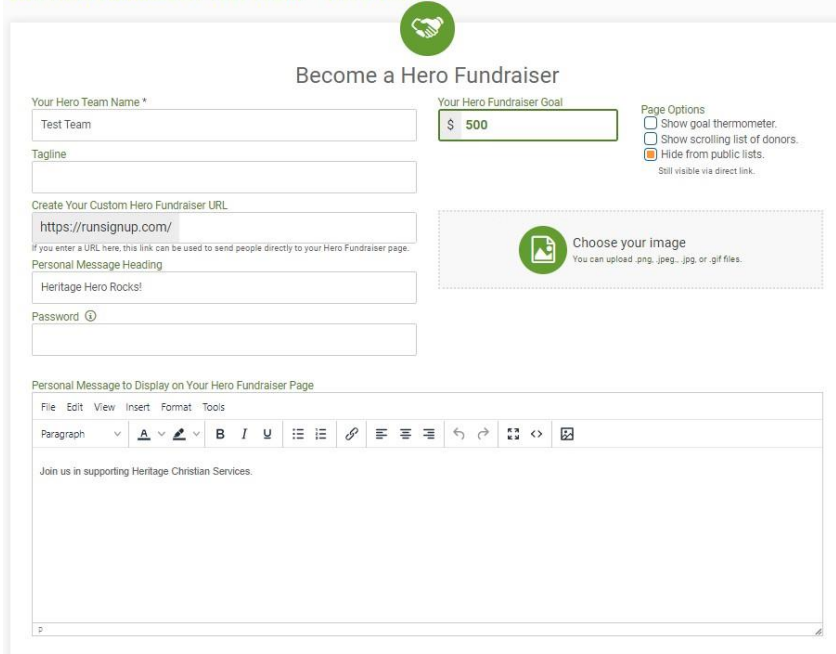
Once you are in your profile, you will scroll down to find the fundraising section. You will see your individual fundraising page as well as your Hero Team page. Click "Edit Fundraiser" for your Hero Team's page.

You'll see this page next. You can change any of the information that you would like to show on your page, and you can also insert an image here.

If you scroll down further, you will find a place to enter the emails of other people you would like to be in charge of the Hero Team page.

Hero Fundraiser Captains

You can allow other people to manage this Hero Fundraiser. They must set up a RunSignup account first. If they do not have an account, they can create one by visiting our Create Account page. Once they have an account, you can enter the E-mail address they used to set up their account.

example@example.com	example@example.com	example@example.com
example@example.com	example@example.com	example@example.com

If you have any further questions, please do not hesitate to ask Kelly Nash at knash@heritagechristianservices.org or Megan Sassenhausen at megan.sassenhausen@heritagechristianservices.org!

Thank you for becoming a fundraiser for Heritage Christian Services!