



2010 walk for water

Online Fundraising Help

Online fundraising is by far the most effective way to organize your fundraising efforts and ensure success!

An online fundraising page makes it easy for you to let your friends and family know why you are participating in the Walk for Water and ask them to support your efforts by donating towards your fundraising goal. Your page also allows your supporters to make fast, easy, secure online donations that will be applied directly to the goal you establish. With online fundraising, you'll be sure to exceed your Walk for Water goals!

If you need help or have questions, please refer to the instructional video or step-by-step guide below. If your questions are unanswered by the tutorials provided or you need assistance with creating your fundraising page, please email walk@watermissions.org or call 843.769.7395.

Steps to Take

Before getting started, it is important to know that there are two types of online fundraising pages: a Team Fundraising Page and a Personal Fundraising Page. We'll review how to create both types of pages in the steps below.

Personal fundraising pages are for people who register individually and families who register together in one transaction. For example, if you, your spouse and your child registered and paid your commitment fees online in one transaction, the three of you will share a fundraising page.

Individuals and families can also set up a team fundraising page in addition to their personal fundraising page. Skip to step 14 to learn how to do this now.

1. Navigate to [Create an Online Fundraising Page](https://atl.etapestry.com/fundraiser/WaterMissionsInternational/walkforwatercharleston/login.do) [https://atl.etapestry.com/fundraiser/WaterMissionsInternational/walkforwatercharleston/login.do].
2. Enter your Email and Password, which you selected during the registration process. Login.



You will be directed to your personal fundraising center. Once logged in to your personal fundraising center, you will have the ability to see your most recent and top sponsors and check progress toward your fundraising goal. You can also access and update your fundraising page, goal and contact information using the links in the left menu column. Please note that you will share this fundraising center with family members who were registered at the same time as you – in the same transaction.

3. Select **Edit My Page** from the left menu column.
4. Click **Browse** to access photo files on your computer. Be sure the photo you want to use meets the appropriate size requirements. Then select your image and click Upload to finalize your selection. Your photo will appear on the refreshed page.
5. To customize the message that will appear on your personal fundraising page, delete the existing text in the **Message on Your Page** box and type your desired text in its place.

Use the tool bar at the top of the box to further customize your message with text formatting options. Save.

If you are not sure of what to say in your email, feel free to use the default text provided in the **Message on Your Page** box.

6. At any time, select **View My Page** to see how your personal fundraising page looks.
7. Select **Edit My Profile** from the left menu column. This will allow you to further edit your contact information and fundraising goals.

If you choose to edit your name in this section, it will change the title of your personal fundraising page. For instance, if you are sharing the page with your family, you may want to change the name to “The Smith Family”.

If you wish to edit your fundraising goal, you may do so at any time on this profile page. Simply change the amount listed in the appropriate line item. Any other profile information may be changed here as well.

One other selection that can be made on the profile page is whether or not you wish to receive email notifications when someone makes a donation to your fundraising page. This option is automatically activated when you create your page. However, if you do not wish to receive these notifications, uncheck the box to deactivate the feature.

Save.

8. If you are part of a team, select **View Team Page** from the left menu column. This page allows you to view participants on the team and the total team fundraising goal and progress.



You may not make edits to your team's fundraising page unless you are listed as the Team Captain. Instructions for editing a team fundraising page are detailed in step 14.

9. Select **Emails** from the left menu column.

On this page, you will find important links associated with your personal fundraising page: a **My Page Link** and a **Team Page Link**. If you did not register as a part of a team, you will not see a **Team Page Link**.

10. Copy (highlight and right click or press Ctrl C on your keyboard) your **My Page Link**.

Draft an email in your preferred email program, such as Gmail, Yahoo or Hotmail, and paste the link into the body of the email. If you are unsure of what to say in your email, feel free to use the default text provided in the example "**Sponsor Me**" **Email**.

Send this email to people you know and ask them to support you by making a donation to your page. You may want to include information about why you are walking, the Walk for Water, Water Missions International, your fundraising goal and additional links to WMI's Web site. Also, invite others to participate in the event as well.

If you are part of a team, you may want to include a link to your team fundraising page, which can be copied and pasted from the **Team Page Link** provided.

11. When you receive donations to your page, or if you just want to keep people updated on your progress, create a thank you email (using the same method described above) and be sure to include your **My Page Link** in the message.

Don't forget to ask your supporters to forward the link to others who may be interested in supporting your cause.

Again, if you're unsure of what to say in your email, you may choose to use the default text provided in the example "**Thank You**" **Email**.

12. At any time, use the other links in the left menu column, which allow you to search for other participants or teams, make donations, change your password or return to the main Walk for Water page.

13. Congratulations! You've successfully created your personalized fundraising page. We hope you'll take some time to familiarize yourself with the tools available to help you in your Walk for Water fundraising efforts!

If you are a Team Captain, please read on to learn how to set up your team fundraising page. Only Team Captains have the ability to create and edit a team fundraising page.



14. If you're a Team Captain, when you log in, you should see an extended left menu column that includes links for **Team Fundraising Center**, **Edit Team Page**, **View Team Page** and **Edit Team Profile**.

Select **Team Fundraising Center** from the left menu column.

This directs you to your Team's Fundraising Center where you can view a list of the team members, your team's fundraising goal and progress and also details about who has donated toward your team's goal. Navigate to this page anytime you would like to view an administrative snapshot of your team.

15. Next, select **Edit Team Page** from the left menu column.

Here, just as you did with your personal fundraising page (in steps 4 and 5 above), you can upload an image of your choice and customize the message that will appear on your team's fundraising page. Save.

16. Select **View Team Page** from the left menu column.

Just as your personal fundraising page, your team page is where others can view your progress and make donations toward your team goal.

Your team fundraising page will display your photo, your customized message and a list of your team members and links to their personal fundraising pages. Your Team Page also displays a progress tracking thermometer and information about donations.

17. Now, select **Edit Team Profile** from the left menu column.

Adjust your team information as needed.

Here, you may also choose to change the privacy settings of your team. To make your team private, meaning that people who wish to join your team must enter a password to do so, check the **Password Protect Team** box. This will allow you to choose a password that you can provide to people which will allow them to join your team.

If you would like to allow anyone to join your team, just leave the check box blank.

Save.

It is important to note that new members to your team must register themselves and join your team on their own. Team Captains cannot add walkers to their team. Once new team members register and join your team, their names and fundraising goals will appear on your team page.

18. Select **Emails** in the left menu column.



On this page, you will see a **Team Page Link**. Copy and paste the **Team Page Link** into any of your emails and messages to potential supporters so they can track your Team's progress (this process is detailed in steps 10 and 11 above).

19. Congratulations! You have now completed your personal and team fundraising pages!

As you begin your fundraising efforts, remember that links to your pages are not only great for emails, but you can paste your links into blogs and social networking sites like Facebook, MySpace and Twitter. This will help you reach even more people who may want to help support your cause!

Thank you again for your participation in the 2010 Water Missions International Walk for Water!

