How to Manage Your Fundraising Page

Make sure you are using Google Chrome, Safari or Firefox before beginning.
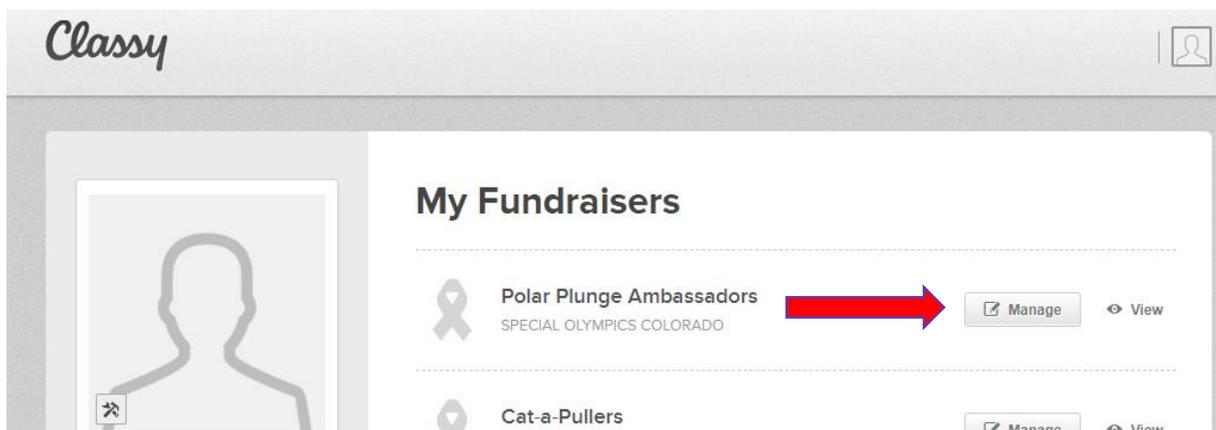
ACCESSING YOUR FUNDRAISING PAGE

You can access your individual fundraising page by logging into www.classy.org with your email address and password or through your Facebook login information.

Once logged in, you can manage your fundraising page by clicking on your profile picture in the top right of your screen. Then click on "my profile" to find the fundraising event you're registered for.

The next screen will show you the fundraising events you're registered with through Classy. Click on manage to edit your fundraising page.

EDIT YOUR FUNDRAISING PAGE

Once you are on your fundraising page, click on the "Details" tab to edit the content on your fundraising page. Click **Save Changes** once you have made any edits to your fundraising page.

On your page you can:

- **Change your profile picture**: Upload a picture of your team to let donors know who they are supporting. The recommended profile picture size is 300x300.
- **Change your Headline:** Let your audience know what your team is all about! This headline description will appear right below your team name on the team page.
- **Change your fundraising goal:** Remember, this number can always be adjusted at a later date if you find that you have overestimated, or hopefully underestimated, your team's potential!
- **Personalize your link:** This is the personalized URL that you can create and send to your friends and family to use to make donations.

- **Create an update or edit your story**: to create an update or personalize your story, click on the tab labeled "Story." From there you will have one tab for you to update your story and another for you to post an update.
  The story on your fundraising page is the default story behind our campaign, but you can make it your own. Add photos, video, and text to tell people why you are fundraising! Once you've updated your story, make sure you click **Save**.

- **Thank a donor:** the Donations tab allows you to view all donations that have made to your team page. To thank a donor, click the thank button next to the donation amount.

  Once the donor has been thanked, their donation will be marked with a checkmark to indicate you've already thanked them.

Create a new update

< BACK TO UPDATES

St. Patrick's Day Fundraising Bar Crawl A Success!

Our St. Patrick's Day fundraising bar crawl was a huge success! We were able to raise $3,458 by the end of the day, and everyone had a blast. Thanks for helping us reach our $3,000 goal! We couldn't have done it without you all!

B I U ☰ 🔗 🖼️   What should I write?

DELETE   PUBLISH

The Wolfpack
Team Page
$782.00 / $500.00

OVERVIEW   UPDATES   DONATIONS   EMAILS   TEAMMATES   DETAILS

Thank your donors

ALLOCATE $275

Q Search your donors   Most recent ▼

T	Tim Kanter 3 minutes ago	$25.00	THANK
M	Marshall Peden 5 minutes ago	$100.00	THANK
J	Jo Moya 9 minutes ago	$50.00	THANK
S	Sarah Yee 10 minutes ago	$100.00	THANK

- **Share your fundraising page:** You can easily share your fundraising page with your network by clicking on the social media share icons on your individual fundraising dashboard. These icons are located on the top right of the dashboard.

> **Facebook:** Post a status update on Facebook about your team. A status update will be created for the account that is currently signed into Facebook. The link will automatically be included, but you can create your own text to include with the link.
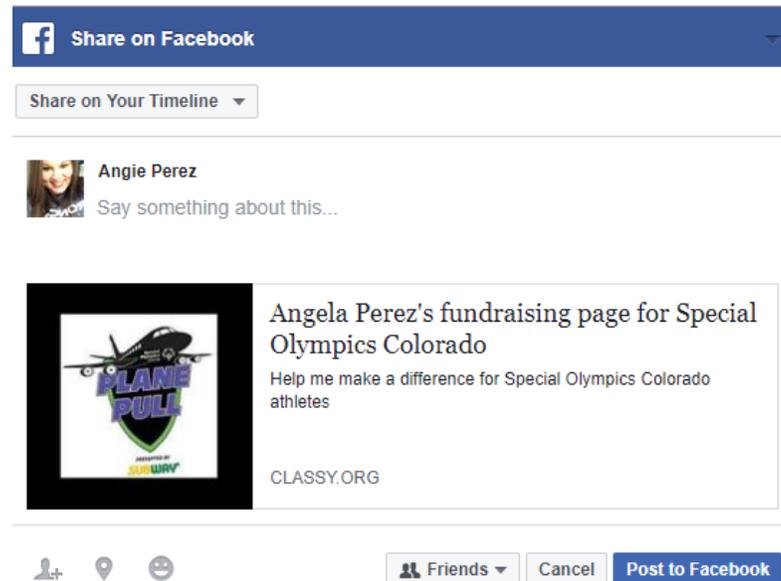
> **Twitter:** Send a tweet about your team's progress! Clicking on the Twitter icon will create a tweet with a pre-populated message and the link to your campaign. However, don't feel limited by this, as you can easily replace the default text with your own.

> **Link:** Lastly, the link icon is a quick and easy way to obtain the link to your team landing page. This is a great place to visit to identify which link to share with family and friends in emails and other communications.