

How-to Guide

Personal Fundraising Pages

RETURNING USERS

Login

- Locate your registration email and click on the link provided.
OR
- Visit: sickkidsfoundation.com > Ways to Give > Give in Honour or in Memory
- Select the template you used to set up your page.
- Enter your username and password on the Welcome page.
- Hit Login.
- *NOTE: Skip to MANAGE YOUR PERSONAL FUNDRAISING PAGE* section as you have already registered.

USERNAME:

PASSWORD:

LOGIN

[FORGOT YOUR USERNAME OR PASSWORD?](#)

NEW USERS

Create a Personal Page

- Visit: sickkidsfoundation.com > Ways to Give > Give in Honour or in Memory.
- Select the template you would like to use.
- Hit Let's Go or Let's Begin when you reach the Welcome page.

Get started! Create your page.

LET'S GO

Get started. Create your page.

LET'S BEGIN

Terms & Conditions

- *NOTE: Applies to Event template users only as event participants may be present.*
- In order to proceed with an Event Personal Fundraising page, you must accept the waiver by checking the check box.

* I accept the terms and conditions.

- Hit Next.

Contact Information

- Please fill in all mandatory fields: Title; First Name; Last Name; Country; Address; City; Province; Postal Code; Email Address.
- Please develop a Username (email address) and Password so you can access your page again.
- Using alphanumeric characters only (numbers and letters), please select a custom URL for your public-facing page.
- Hit Next.

Additional Information

- Please enter all mandatory fields: Title of your event/Fundraising Page; Thermometer
- Please answer the optional fields as you see fit: Fundraising goal; Date of event; Time of event; Location of event; How did you hear about fundraising; additional comments.
- Hit Next.
- *NOTE: The title of your event will be your page title.*
- *NOTE: A fundraising goal will enable a thermometer on your page.*
- *NOTE: For Event pages only, the date, time and location of your event will be added to your personal page message. You can edit it.*
- *NOTE: For In Honour and In Memory pages only, the name of the person you are honouring or memorializing will be added to your personal page message.*
- *NOTE: For In Honour, In Memory and In Celebration only, if you select to assign donations to a specific designated fund, a Fund Specialist will contact you within 24-72 business hours to discuss.*

* How would you like your donations to support SickKids?

- Please assign donations to the most critical needs of SickKids.
- Please assign donations to a specific designated fund.*

Register

- Take note of your Personal Page URL. This will also be sent to you via email once you register.
- Hit Register Me.

[REGISTER ME](#)

Start Fundraising

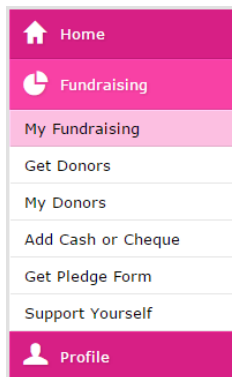
- Congratulations! You have finished the registration process.
- Select Start Fundraising to begin to manage your personal fundraising page.

[START FUNDRAISING >](#)

MANAGE YOUR PERSONAL FUNDRAISING PAGE

Find your Personal Page link

- Locate your registration email and click on the link to the Personal Fundraising Page URL you developed.
OR
- Within the Admin area after you've logged in, visit: Fundraising > My Fundraising > View Personal Page



My Personal Fundraising Page

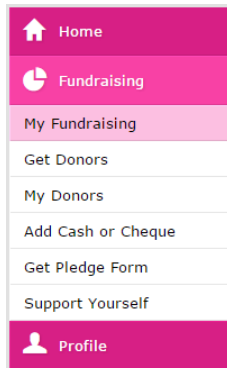
[VIEW PERSONAL PAGE](#)

[EDIT PERSONAL PAGE](#)

Edit Your Personal Message

- On the Fundraising Hub homepage, click Get Started.
OR
- On the left-hand navigation, select Fundraising > My Fundraising > Edit Personal Page.

- Edit your Page Message.
- Save your changes.
- *NOTE: Please note the changes you make may take up to 15 minutes to render. Please do not re-enter or try to go back.*



My Personal Fundraising Page

VIEW PERSONAL PAGE

EDIT PERSONAL PAGE

Video or Photos

- *NOTE: This section allows you to customize your page with videos and photos.*
- On the Fundraising Hub homepage, click: My Fundraising > Edit Personal Page or Get Started OR
- On the left-hand navigation, select: Fundraising > My Fundraising > Edit Personal Page.
- The thumbnails under the “Images & Videos” header represent the banners that will display on your Personal Fundraising Page.

Images & Videos Currently on your Personal Page

- To view an image or video, click on the thumbnail below.
- To remove an image or video from your page, click on it and uncheck the 'Display Video/Display Image' checkbox.
- To reorder your images and videos, drag and drop the thumbnail images to your preferred order and click the 'Save Changes' button below.

Add Video Add Image

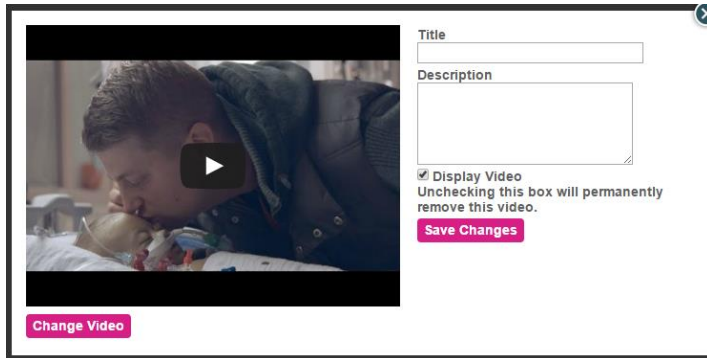


Video

NOTE: YouTube video links only.

Add

- Select Add Video button to add a video.
- Add the link to a YouTube video and select Add.
- Select a Title and Description for your video.
- Ensure the “Display Video” box is checked.
- Save changes.



Change

NOTE: You can only change videos you have uploaded.

- Select the video you would like to change by clicking on the thumbnail.
- Click Change Video in the bottom left corner.
- Add the link to a YouTube video and select Add.
- Select a Title and Description for your video.
- Ensure the “Display Video” box is checked.
- Save changes.

Remove

- Select the video you would like to remove by clicking on the thumbnail.
- Uncheck the “Display Video” box.
- *NOTE: By unchecking the box, the video will be permanently deleted once you exit your session and sign back in at a later time.*

Display Video
Unchecking this box will permanently remove this video.

Save Changes

Photos

NOTE: For best results, we recommend uploading an image that is 1000 pixels wide and 270 pixels tall. A photo that can be cropped in height but wide in width will work best.

Add

- Select Add Photo button to add a photo.
- Click on Choose file and select the image you would like to use.
- Hit Upload.
- Select a Title and Description for your photo.
- Ensure the “Display Image” box is checked.

- Save changes.

Change

NOTE: You can only change photos you have uploaded.

- Select the photo you would like to change by clicking on the thumbnail.
- Click [Change Image] in the bottom left corner.
- Click on [Choose file] and select the image you would like to use.
- Hit [Upload].
- Select a Title and Description for your photo.
- Ensure the “Display Image” box is checked.
- Save changes.

Remove

- Select the image you would like to remove by clicking on the thumbnail.
- Uncheck the “Display Image” box.
- *NOTE: By unchecking the box, the image will be permanently deleted once you exit your session and sign back in at a later time.*

Display Image
Unchecking this box will permanently
remove this image.

Save Changes

Add Offline Donations

Cash or Cheque

- Select Fundraising > Add Cash or Cheque on the left-hand menu.
- Enter each donation amount individually: Name (first and last) and Donation Amount.
- Hit Add Amount after each name and donation amount is submitted.



Enter cash and cheques collected

-
- * **Name** (where or who the cash or cheque is from):
 - * **Donation amount** (how much was collected):
 - Permission to show **name** on the public facing Personal Fundraising Page.
 - Permission to show **donation amount** on the public facing Personal Fundraising Page.

ADD AMOUNT

Credit Card

- Visit your public-facing Personal Fundraising Page.
- Click on Donate.
- Fill in the appropriate donor information and submit.

The Menu, Explained

Fundraising

My Fundraising

- Provides a summary of your fundraising progress.
- Displays the link to your public-facing Personal Fundraising Page.
- Allows you to edit your personal message that will appear on your public-facing Personal Fundraising Page.
- Provides the opportunity to add Video and Images.

Get Donors

- Allows you to customize a message for your friends and family to ask them to support you.
- Provides an area where you can add a list of email addresses (separated by commas or semi-colons); or import the address book from your preferred email, by clicking on the small address book in the upper right corner above the text box.

My Donors

- Provides a summary of your fundraising progress.
- Displays a link to your public-facing Personal Fundraising Page.
- Allows you to thank your sponsors via email or with an E-Card.

Add Cash or Cheque

- Enables you to add donations you've gathered offline – cash or cheque.

Get Pledge Form

- Delivers the opportunity to email yourself a Pledge Form to collect offline donations.

Sponsor Yourself

- Complete the donation form.



[Edit Details](#)

Edit Personal Details

- Offers the ability to change any of your personal information.

Edit Page Details

- Provides you with the opportunity to change your answers to any of the Survey Questions.

You may make adjustments to the answers to your page questions below.

* Denotes required information.

If applicable, give your event a date. Otherwise, leave blank.

If applicable, give your event a time. Otherwise, leave blank.

If applicable, add a location for your event.

Street:

City:

Additional details about the location of your event (e.g. Directions)

*

What fundraising thermometer would you like?

- Present
- Stars
- Standard
- None

Change Password

- Enables you to alter your registration password.