# Set up your fundraising page

### Setting up your page

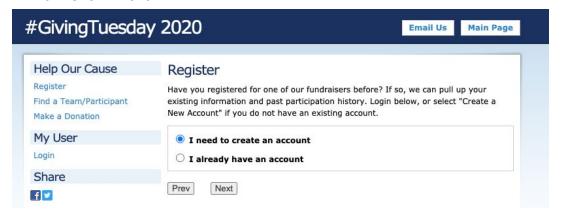
#### Click here if you have previously set up a fundraiser for ACL >

- 1. If you've participated in one of our fundraisers before, select "Login" from the menu labelled "My User" on the left-hand side of the homepage and enter your email address and password
  - a. If you don't remember your password select "Lost or forgotten your password?" and follow the steps to reset
  - b. Skip to Step 4 below to continue your registration



#### Click here if you have never set up a fundraiser with ACL >

- 2. To set up a new account select "I need to create an account"
  - a. Click "Next"



- 3. Enter your personal information and set up a password and security question
  - a. Click "Next"
- 4. You will be asked for additional information specific to your fundraiser

- a. Choose a fundraising goal (we suggest starting with \$250!)
- b. Choose a display name if desired (if it differs from your actual name)
- c. Click "Next"
- 5. You can participate as an individual, set up a new team, or join an existing team
  - a. Select your preferred option
  - b. Click "Next"
- 6. Review your registration information on the following screen
  - a. Click "Next" to complete your registration
- 7. You will receive a confirmation email and you will now be able to log in to personalize your fundraising page



## Personalizing your fundraising page

- 1. Click "Login" once you've completed your registration
- 2. Once you're logged in you will see the "Fundraising Center" that shows your goal, how much you've raised so far, and who has donated to your campaign so far
- 3. From the menu under "My User" on the left-hand side of the screen you have several options to personalize your account
  - a. Select "Edit My Page" to personalize the page that your donors will see—this is where you can share your story
  - b. Select "View My Page" to see how your page will look to your donors and to copy the link to your page to share with your friends and family
  - c. Select "Edit My Profile" to edit your personal information, to update your display name, and to change your fundraising goal
  - d. Select "Change My Password" to change your password

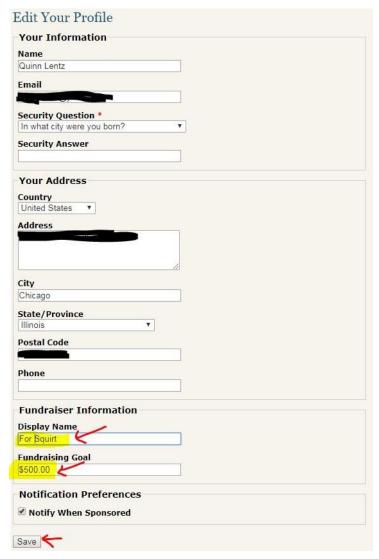


#### 4. Select "Edit My Page"

- a. You can upload a photo to feature in your fundraising page (we suggest cute pics of you and your pet or you and a shelter pet!)
- Edit the text that appears on your page to tell people why you support ACL and what their support during #GivingTuesday will mean to you and to us
- c. Once you're finished editing, click "Save"



- 5. If you're a fundraising all-star and hit your fundraising goal early on during #GivingTuesday, you can raise your goal by selecting "Edit My Profile"
  - a. Scroll down to "Fundraiser Information" and update your goal
  - b. You can also edit your display name here if you'd like
  - c. Click "Save"



- 6. Now you're ready to share the link to your page with your friends and family!
  - a. Select "View My Page" and copy the link in the address bar
  - b. When donors head to your page, they can make a donation directly to your campaign by clicking "Sponsor Me" on your fundraising page

Having issues or have a question? Please email development@animalcareleague.org.