

## Creat your own fundraising page to share with your friends!

### Prepare before you begin:

- Have a picture of your loved one in .png, .jpg or .gif format. You can also add video!
- Prepare a story. Keep it simple. Your words are an introduction to St. Coletta of Wisconsin and what it means to your loved one and family. Consider adding St. Coletta's website [www.stcolettawi.org](http://www.stcolettawi.org).
- How much can you raise? Suggest donations in honor of a milestone or birthday in your family or in honor or memory of someone. Most families will ask for \$500-\$5,000 for their total goal.

### Instructions:

- 1) Click on the link provided in this email or go to [www.firstgiving.com/event/stcoletta/abilities](http://www.firstgiving.com/event/stcoletta/abilities)
- 2) Click the green "Join Now" button
- 3) Enter your information (email, name, and address)
- 4) Create a password and customize the ending of the URL for your page
- 5) Click "Next"
- 6) You can:

#### **Sign up as an Individual** *(Most popular Option):*

- Click "I don't want to join a team"

#### **Create a New Team:**

- Click "Click Here" under "Would you like to start a new team?"
- Enter team name and optional description
- Creating the new team makes you captain and others can join your cause to send to their peers

#### **Join an Existing Team:**

- To join an existing team that someone has started, use the search bar at the top of this section to search for the team you would like to join. This is more for friends and family seeking to join *your* team.

- 7) Once you have selected a team option and click "Next" it will bring you to a page where you can create a First Giving Page
- 8) Create a title for your page (for example: John Smith's Page)
- 9) Select or upload an image to include in your "story"
- 10) Create your "story" – see appeal letter in your toolkit for optional template!
- 11) Enter a dollar amount in the "How much do you plan to raise section"
- 12) Optional: Make a donation to your page to get things rolling!



### **Congratulations, you've made a First Giving Page!**

You can now go to "Your Account" in the upper right hand corner, and then "Your Fundraising" in order to customize your Thank You message, send appeals to your contacts directly from First Giving, share your page via Facebook, or enter offline donations. You can also go to "Your Profile" to upload a photo – which will serve as your page's profile photo! Update photos, your story, and remind your friends with follow up emails to continue creating traffic to your page! You can also find the above by going to [www.firstgiving.com](http://www.firstgiving.com) and logging in on the top right.

**If you need any assistance setting up your First Giving Page, please contact:  
Becky Weber at 920-674-8240 or via email at [info@stcolettawi.org](mailto:info@stcolettawi.org)**