

How the Take Steps Fundraising Center Works

Access your Fundraising Center

To access your fundraising center, you can click [here](#). Select

Log in to Fundraise ▾ Input your Username and Password and select Go.

Under Hi, (Your Name), select “▾” and go to “My Fundraising Center>>”.

What can you do in the fundraising center?

- >> View Your Fundraising Progress
- >> Send Our Emails/Import and Create Contacts
- >> Updated Personal Page
- >> Share Your Page

Your Fundraising Progress

This tab allows you to view the amount of:

Money Raised

View/Change your Personal Goal

Percent

the Days left to your Walk Event

Email

This tab allows you to send out emails to your audience:

- Under “Compose Message”, select any of the “Email Template” and select “Next”
- Created your own “Subject” and type in your message to your audience then select “Next”
- Select “Add Contact” to add contacts individually or select
- “Import Contacts” which allows you to import contacts directly from Gmail, Yahoo or upload a .csv file exported from another email Client then select “Next”
- Scroll down and select “Next:



Personal Page

This tab allows you to update your personal page:

- Select Personal Page tab
- Select “Customize Your URL” and update the blank field and select “Save”
- Go to the Title and Body update the text.
- Select Photos/Video
 - To upload Photo, select “Choose File”
 - To use a video, make sure your video is uploaded on YouTube and paste the URL and select “Save”.
- To view your personal page, select the Personal Page tab then select “View Personal Page”

Share Your Page

This tab allows you to Share Your Personal Page on Facebook and Twitter:

- Select Personal Page tab
- To share on Facebook, select the  icon, Compose your message and select Share.
- To share on Twitter, select the  icon, Compose your message and select Share.