

How To Guide – Using Your Fundraising Account

Using Your Fundraising Account

As a fundraiser, you'll get access to a powerful fundraising account to help you raise money. Here are some highlights on using your fundraising account:

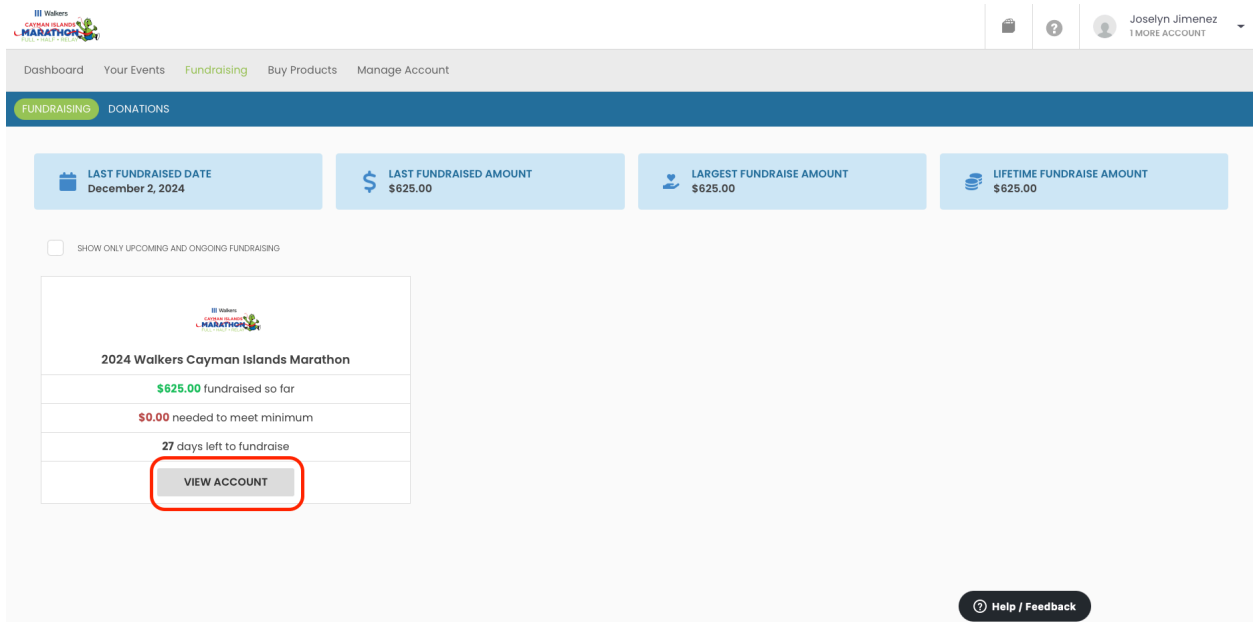
1) **Logging in** – When logging into your Participant account you will see your Dashboard.

The screenshot shows a user dashboard for Joselyn Jimenez. The top navigation bar includes 'Dashboard', 'Your Events', 'Fundraising', 'Buy Products', and 'Manage Account'. The user's name and '1 MORE ACCOUNT' are visible in the top right. The dashboard is divided into several sections:

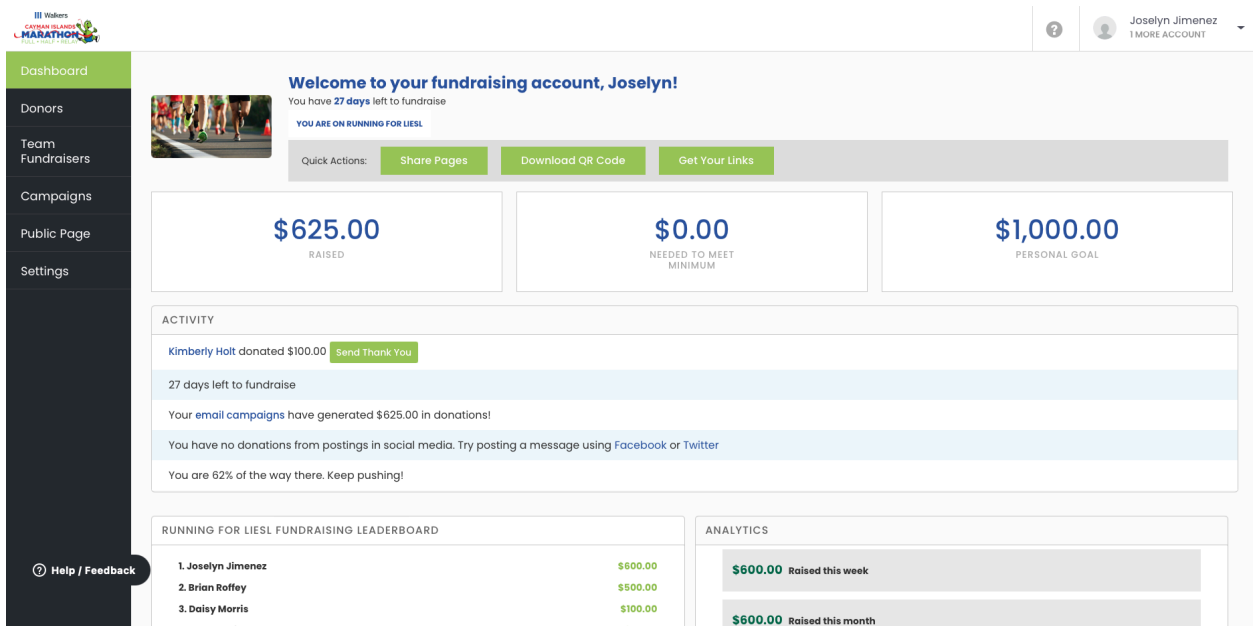
- Good Evening, Joselyn:** A green sidebar with a welcome message. It lists the next event as the '2024 Walkers Cayman Islands Marathon' with a 'View Registration' link. It also shows the amount fundraised this year as '\$625.00' and a link to 'View All Fundraising & Donations'.
- Important Notifications:** A box stating 'You have no important notifications right now!'.
- Suggested Events:** A list of events, including the '2025 Addison Kelly Butterfly 5k Walk/Run' scheduled for Saturday, February 1, 2025, with a 'Register' button.
- Your Upcoming Events:** A list of upcoming events, including the '2024 Walkers Cayman Islands Marathon' starting on Sunday, December 1, 2024, with a 'Seafarers Way' location and a right-pointing arrow.
- Products You May Like:** A list of merchandise items for sale, each with an 'Add to Cart' link:
 - 'Additional Runner Tech Shirts' for \$25.00.
 - 'Additional Runner Tech Tank' for \$25.00.
 - 'iTAB Medal Personalisation' for \$15.00.
 - 'Compassionate Training' (partially visible).

At the bottom right, there is a 'Help / Feedback' button.

To view your Fundraising Account you will click on the 'Fundraising' tab and then click View Account



2) **Dashboard** - Here you'll see links to your fundraising page and personal donation page. You can choose to send those links via email or text. You'll get a feed of your account activity and the option to share your efforts on social media and via email.



3) **Donors** - In this tab, you'll be able to see a list of all supporters, track donation sources, and easily thank those who have donated via the "Donors" tab.

The screenshot shows the 'MY DONORS' dashboard. At the top, there's a search bar with the placeholder 'Find a donor'. Below it is a table of donors. Each row includes a checkbox, a 'Send Thank You' button, the donor's name and email, the date and time of the donation, the amount donated, and the source. The 'YOU' row is highlighted in blue.

	NAME	EMAIL	DONATED	SOURCE	
<input type="checkbox"/>	KIMBERLY HOLT	kimh@abc.com	DONATED \$100.00	SOURCE Other	Send Thank You
<input type="checkbox"/>	CARL BATES	carl@abc.com	DONATED \$500.00	SOURCE Other	Send Thank You
<input type="checkbox"/>	YOU	joselyn@abc.com	DONATED \$25.00	SOURCE Other	

3 Donors

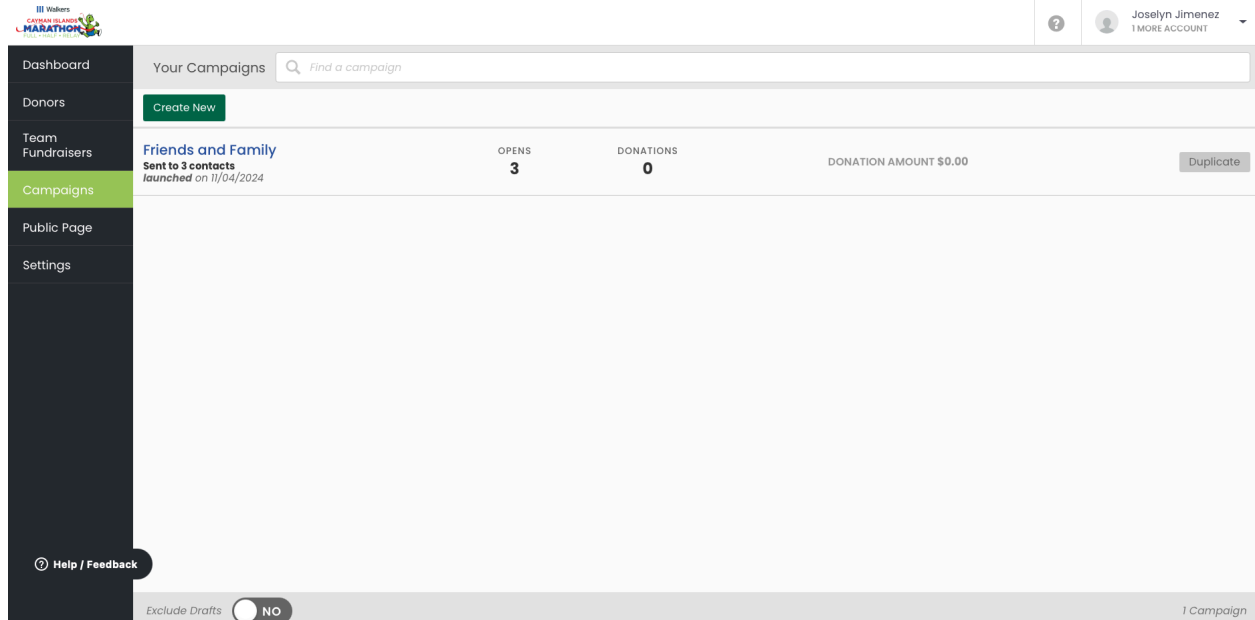
4) **Team Fundraisers** - With this button you can Invite friends, family, co-workers to join your cause and your team. All you need to do is click on INVITE PEOPLE and start sending invites directly from the platform. You can also copy the link and send it from your email/social platforms to all your contacts!

The screenshot shows the 'Team Fundraisers' dashboard. At the top, there's a search bar with the placeholder 'Find a team member'. Below it is a table of team members. Each row includes a name, email, raised amount, commitment amount, needed amount, and a 'Message' button. An 'Invite People' button is located at the top right of the table area.

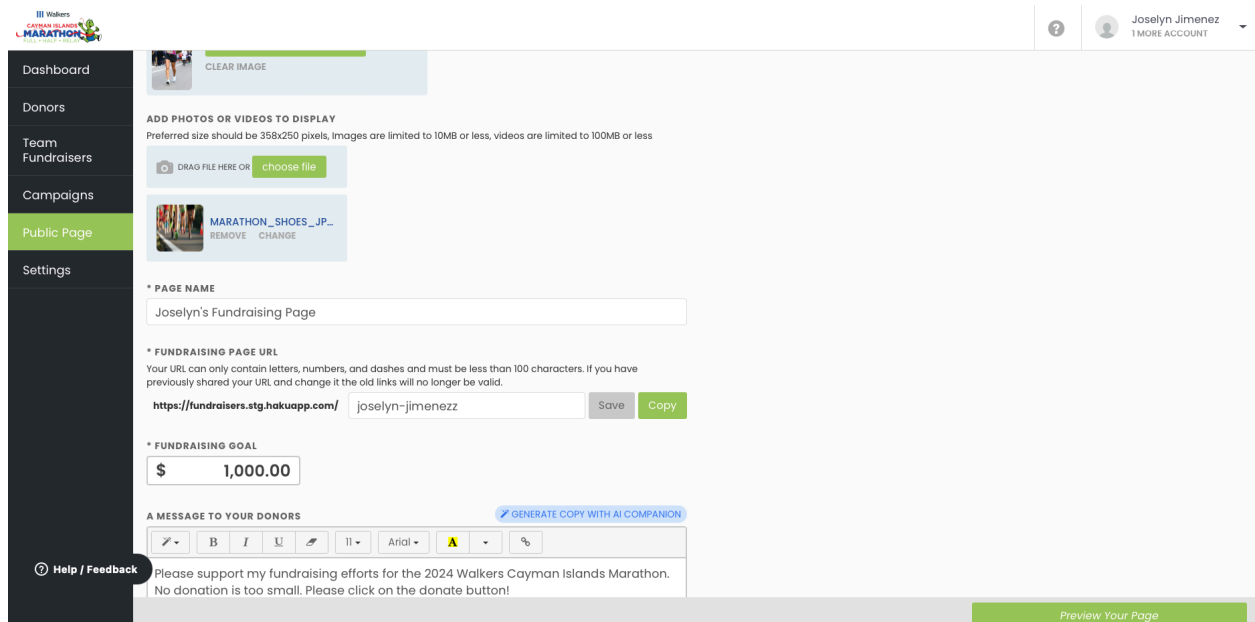
	NAME	EMAIL	RAISED	COMMITMENT	NEEDED	
	Daisy Morris	daisy.morris@hokuspports.co	\$100.00	\$0.00	\$0.00	Message
	Brian A Roffey	brian.roffey@hokuspports.co	\$500.00	\$0.00	\$0.00	Message
	Joselyn Jimenez	joselyn@abc.com	\$625.00	\$0.00	\$0.00	

3 Members

5) **Campaigns** – Use the email campaign feature to spread the word about your fundraising efforts and make sending emails easy!



6) **Public Pages** – Your Public Page helps you bring a personal touch to your fundraising efforts. It's where you'll be able to increase your personal fundraising goal, change your page name, and add your own photos and videos.



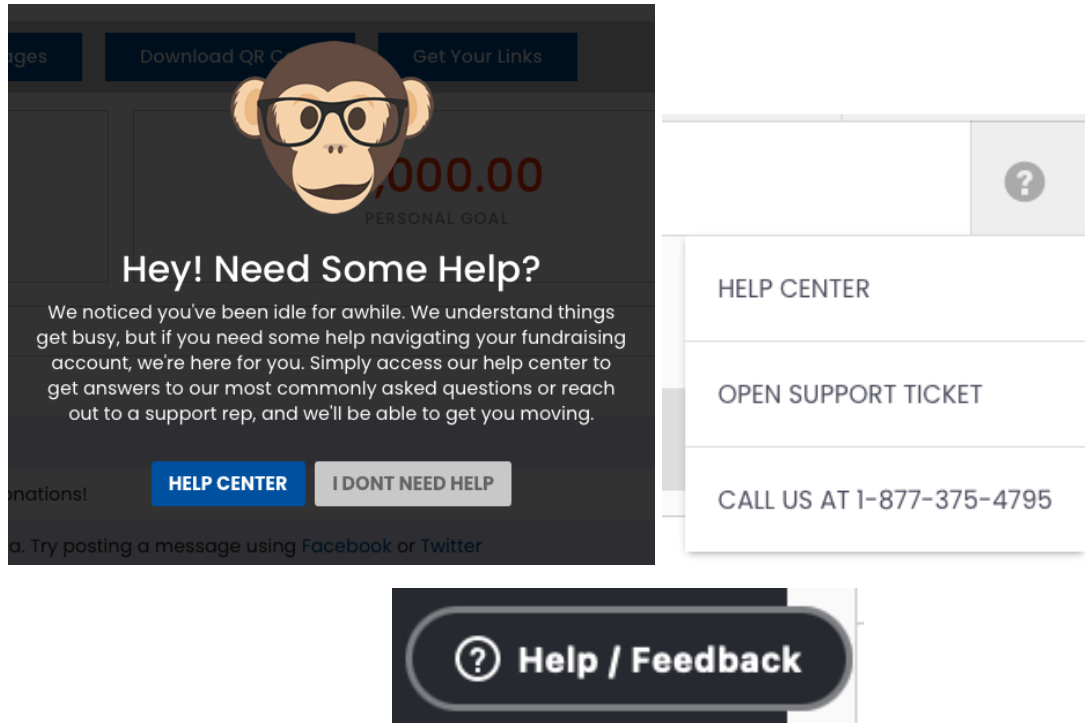
Preview of page -

The screenshot shows a fundraising page for Joselyn's Fundraising Page. At the top, there is a navigation bar with the page name and the event name, 'Cayman Islands Marathon'. Below this is a header image of a runner. The main content area features a profile picture of Joselyn, a progress bar showing \$625.00 raised out of a \$1,000.00 goal, and a 'Donate Today' button. There are also sections for 'Want To Help?' with a 'Register To Participate' button, a message from Joselyn, and a 'Photos & Videos' section with a photo of runners.

7) **Settings** - In the Settings tab users are able to upload a photo of themselves, change basic settings, and reset a password.

The screenshot shows the user settings page for Joselyn Jimenez. The page is divided into several sections: 'Account Settings', 'Basic Info', 'Update Your Payment Profiles', and 'Password'. The 'Basic Info' section includes a photo upload area, name fields (Joselyn, MJ, Jimenez), email (joselyn@abc.com), and phone number ((441) 705-5055). The 'Update Your Payment Profiles' section shows a Visa card ending in 1998, marked as the default card. The 'Password' section includes a 'Change Password' button and a note that the password was last changed on Monday, November 4, 2024 at 05:10 PM. A 'Save Changes' button is located at the bottom right.

8) **Support** - Accessing Support is at your fingertips in your fundraising account. If you have any questions, haku offers multiple options to reach someone willing to help. Call or email, all from your fundraising account.



The image shows a screenshot of a fundraising account's help center interface. At the top, there are navigation links: "Pages", "Download QR Code", and "Get Your Links". Below these is a large graphic featuring a cartoon monkey wearing glasses, with a large number "1,000.00" and the text "PERSONAL GOAL" partially visible. The main heading is "Hey! Need Some Help?". Below this, a message reads: "We noticed you've been idle for awhile. We understand things get busy, but if you need some help navigating your fundraising account, we're here for you. Simply access our help center to get answers to our most commonly asked questions or reach out to a support rep, and we'll be able to get you moving." At the bottom of this section are two buttons: "HELP CENTER" (highlighted in blue) and "I DONT NEED HELP". To the right of the main content is a vertical menu with a question mark icon at the top, containing three items: "HELP CENTER", "OPEN SUPPORT TICKET", and "CALL US AT 1-877-375-4795". Below the main content area is a dark blue button with a white question mark icon and the text "Help / Feedback".