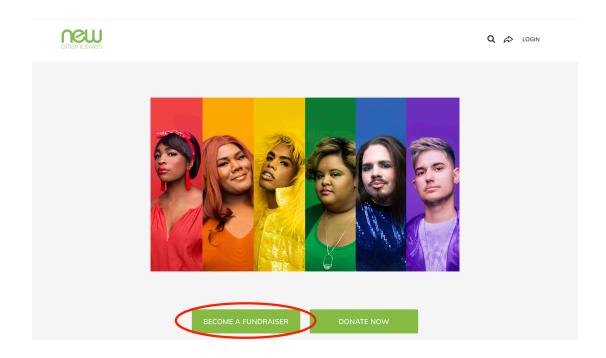


Create a Fundraising Page

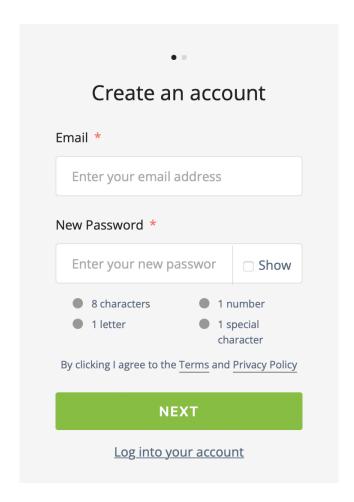
- 1. Navigate to https://fundraise.newalternativesnyc.org/pages.
- 2. Click Become A Fundraiser.



3. Choose **Create An Account** and move on to Step 4 if this is your first time creating a fundraising page or log in and skip to Step 6 if you already have an existing Classy account.



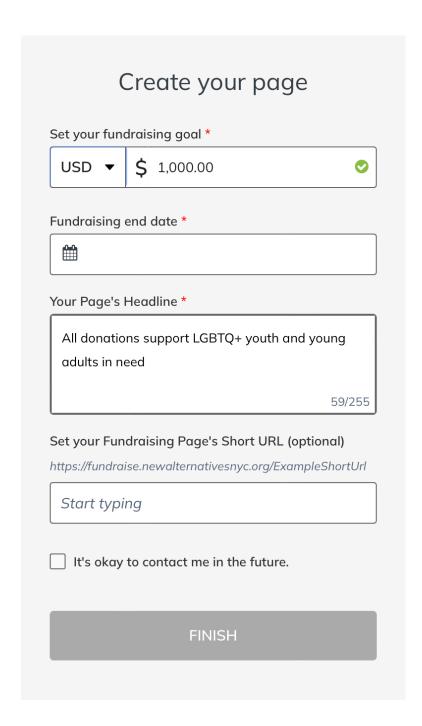
4. Create an account by using your email address and a password of your choosing and click **Next**.



- 5. Enter your first and last name as prompted. Then click **Sign Up**.
- 6. Create your page.
 - a. Set your fundraising goal and an end date for your fundraiser. Please note that the default goal is \$1,000. It can be changed to any desired amount.
 - b. Write a headline. The headline will appear below the status bar and donation button of your fundraising page. The default headline is recommended.
 - c. Create a short URL. A short URL will make it easier for you to share your page with others. Entering your name or the name of your company, organization, or group here will make the link readily identifiable and easy to remember.

For example: https://fundraise.newalternativesnyc.org/grantwoolfolk

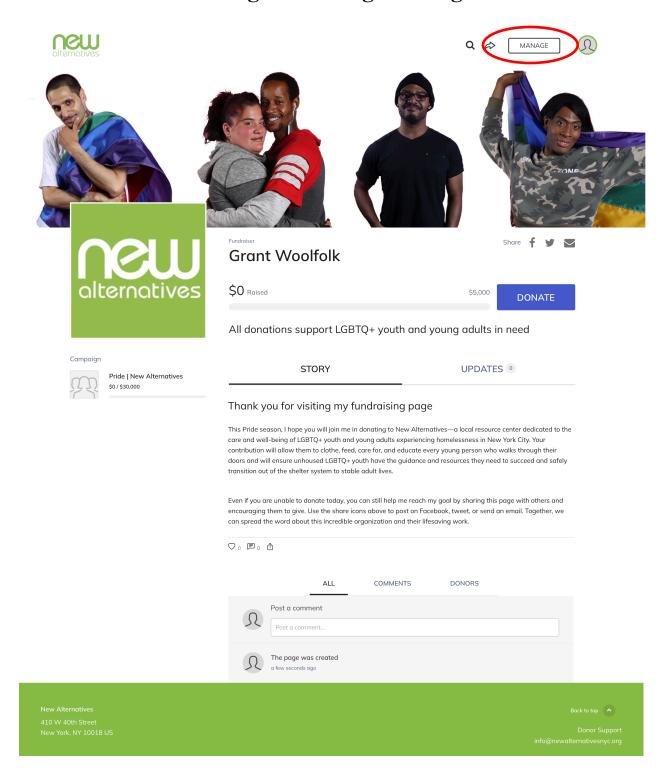
d. Be sure to save your short URL for future use. It is the link you will use to share your personal fundraising page with others. It can also be posted to social media and used to log back in to Classy to manage your page.



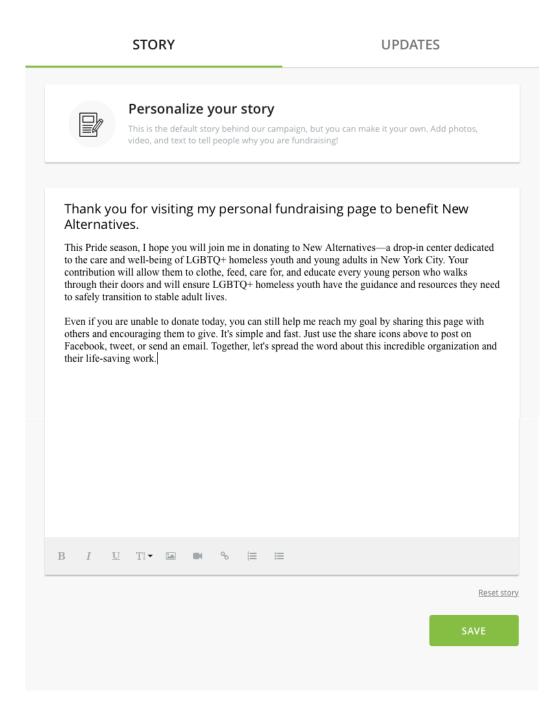
7. Add a profile picture to your page. Our logo is the default image, but you can change it to a photo of yourself if you would like to personalize your page. A square image works best.

The initial setup of your fundraising page is now complete, and you should be able to view your entire page. To manage your page settings, click **Manage** in the upper right corner of the page.

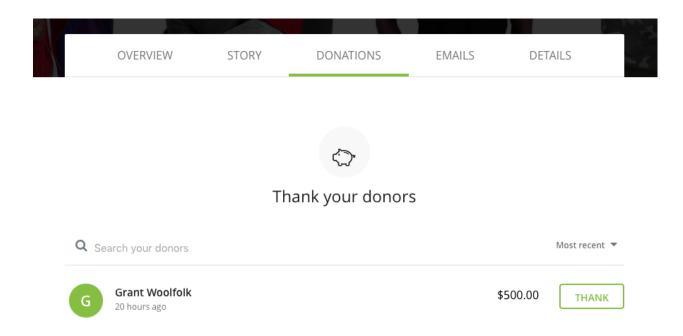
Manage Your Page Settings



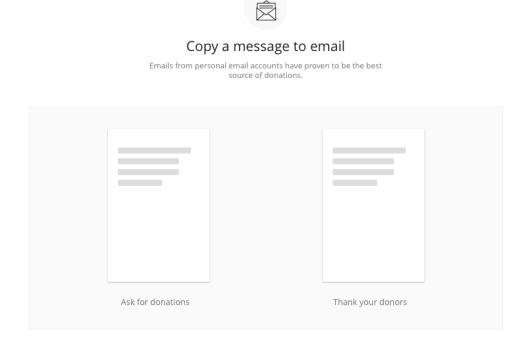
- 1. Click **Manage** after logging in, or if you are viewing your fundraising page, it can be found at the top right of the screen.
- 2. The **Overview** tab will take you through each setting category by using cards. You can also navigate to the category of your choice by selecting it from the menu bar.
- 3. The **Story** tab will give you the option of personalizing your fundraising story. Feel free to change the default one if desired. You also can add photos, video, and links to your story. Be sure to click **Save** at the bottom of the page if you edit your story. You can reset your story to the default one provided by clicking **Reset Story**.



4. The **Donations** tab will display the donor activity on your page. You can thank your donors by clicking **Thank** and commenting on their donation here.



5. The **Emails** tab is where you can copy your default email templates to paste into correspondences. There is one to ask for donations and one to thank your donors. Just click the template of your choice and select **Copy Message**.



6. The **Details** tab allows you to edit your profile picture, the name on your page, your page headline, your fundraising goal, your short URL, and other elements of your page. You can also delete your fundraising page here if you choose to do so. If you created a page for a company, organization, or group, enter it under **Fundraiser Nickname**.

'ERVIEW	STORY	DONATIONS	EMAILS	DETAILS
Edit your details				
	930303333	Your Picture For best quality, use a 300 x :	300 px image UPLOA I	o .
	Nickname *			
Grant Wo	oolfolk			
Page Head	line *			
All donat	ions support LGBTQ+	nomeless youth in NYC!		
Program D New gifts to ti	esignation	arked for this designation, Pre	evious gifts will not be alt	ered.
General F	- Funds Project			•
Goal				
USD ▼	\$ 5,000.00			
Set your va	unity LIPL https://funo	raise.newalternativesnyc.	org/grantwoolfolknri	da
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	Notifications	or fundraising pages for this ca	ampaign these settings w	معاد الث
apply to those		or runuraising pages for this ca	impaign, triese settings v	
Commen	ts on my fundraising	page		
Donations on my fundraising page				
Encourag	ement emails (% of g	oal reached, \$ amount r	aised, etc.)	
			CA IS CITA	
			SAVE CHANG	ES

You can return to your fundraising page by using the short URL you created or by navigating to https://www.classy.org and logging in to your account.