

# **L** Online Fundraising Guide

# **SIGN UP • SET UP • SEND EMAILS**

**Welcome!** Let's get started. Follow the steps to create your personal online fundraising page to start fundraising for the VHL Family Alliance!

### STEP 1:

Go to http://www.firstgiving.com/vhl to find our page and click "Start Fundraising".



## STEP 2:

Choose the type of page you want to create



#### STEP 3:

Select how long you want it to run, then click "Continue"



#### **STEP 4:**

Sign in or create a new profile. Enter your user name and password. If you were an online fundraiser last year, your login information will be the same. If this is your first time fundraising with us click "I'm new to this site. If you don't remember what email you registered with, contact FirstGiving at support@firstgiving.com or 877-365-2949.

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Alliance	
Please sign in or create a new profile	
Your email .	
I'm new to this site	
l have an account and my password is	
Forgot your password?	
	continue

## STEP 5:

If you are "new to this site" continue to complete the registration. Remember your user name and password for future logins.

At this point your personal page is created! You can continue to modify your personal page or you can log out and complete the process at a later date.

For additional help setting up your online fundraising page, please contact Susan Milliken at office@vhl.org or call 800-767-4845.



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Logging in to send emails, posting your personal page to a social media site, or continuing to modify your personal page.

#### STEP 1:

Go to http://www.firstgiving.com and click the green sign in button.



## STEP 2:

Enter your user name and password to sign into your individual account. Then click on your campaign link.



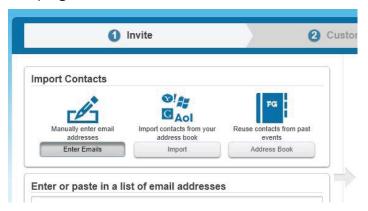
# STEP 3:

Explore your "My Fundraising" tab. This is where you can edit your personal page, post to social media and send emails. Click on Email your page.



### **STEP 4:**

**Send Emails!** You can import your contacts by adding each one at a time, importing them from your contact list or import them from a previous campaign.



### STEP 5:

Create your email. We encourage you to add a personal touch to your donation requests.

