To set up an individual fundraising page:

1. Go to https://give.classy.org/CVHS-2019-Walk-for-Animals
   (please note that this is the correct link – there was an error in our printed brochure)

2. Click on "Become a fundraiser." Then click on "As an individual."

3. You will be given the choice to either "Log In" if you have previously been an online fundraiser, or "Create an account" if this is new to you.
   a. You can choose to use either Facebook or your email.
   b. If you use Facebook you will need to use your Facebook password. You will fill in a phone # or email.
   c. If you use email you need to create a password with at least 8 characters that has at least 1 letter, 1 number and 1 special character.
   d. To "Create an account" you will need to set a password (same directions as above).

4. Set your fundraising goal dollar amount.

5. You can choose to edit your page headline (180 characters max) or leave the default headline.

6. Create your own personalized URL address. Type in something short that you and your contacts will find engaging. Be brief and creative. You might want to use your name or your pet's name, however you want to personalize it, for example: MelindaForAnimals. Be sure to write down this personalized URL to share with your contacts. Click the "Finish" button
   a. You will get a message in your email confirming your page and displaying the full personalized URL address. Using the example above, the personalized URL will display as: https://give.classy.org/MelindaForAnimals
   (please note that this is the correct link – there was an error in our printed brochure)

7. Choose your photo: you can do this now or skip it and come back to it later by clicking on the "Manage" button on your fundraising page. Your photo size needs to be 300 pixels x 300 pixels.

8. Answer the Member Questions: fill in your mailing address, reserve your t-shirt. Click the "Finish" button.

At this point your basic fundraising page set up will be complete. You can always edit and personalize your page further by going to the "Manage" button.

- In the "Overview" tab you can view any tasks to complete in setting up your fundraising page.

- In the "Story" tab you can write a personalized story about why you are participating in the Walk. Feel free to edit the auto-filled story that you'll see on your page.

- In the "Email" tab you can store emails samples that you might want to use:
  o To ask for a donation
  o To thank someone for their donation

- See the [CVHS website for](#) "Sample ask and thank you letters for fundraisers"

- In the "Donations" tab you can see who has given to your page.

- In the "Details" tab you can edit various elements of your page such as: a photo of you or your pet, your fundraising goal, personal URL, headline, etc. (Photo needs to be max 300 x 300 pixels before uploading.)

To create a team:

This is a fun way for friends, family, or co-workers to broaden their reach and raise money together. Each team member reaches out to his/her own list of potential donors. And each donation counts toward both the individual and overall team goals. Donors can contribute directly to the team or to individual team members. Teams can also host their own creative fundraising events (like a car wash or dress down day at work).

1. Team captain first creates his/her individual fundraising page. While on that page, click on the "Manage" button to create a team page.

2. This brings you to the Overview Tab. The team captain scrolls to the bottom of this card and clicks "Team Fundraising." Scroll down and click the "Join or Create a Team" button.

3. Click "Create a team."

4. Enter team name, fundraising goal, team page headline, and team page URL. Click the "Create Team" button.

5. The Team Captain can upload a team photo. It needs to be 300 pixel x 300 pixel. You can skip this step if you don't have a photo ready.

6. Answer the Team Questions: Name of team captain, address, city, state and zip. Click the "Finish" button.

7. This will bring you to the newly created team page. You can click the "Manage" button to customize what is displayed on the team page just like you did with your individual page.

To join an existing team:

1. You must first have created your own individual fundraising page. See instructions above.

2. There are then 2 ways you can join a team.
   a. If you are on your individual fundraising page, click on the "Manage" box and click on "Join a team."
   b. If you are on the general CVHS Walk for Animals page on Classy, click on the "Become a fundraiser" button and you will see an option to "Join a team." Then choose the team you wish to join.

Team members may choose to walk together or individually, or not walk at all. All walkers check in as individuals at the event.