

AMPLIFY AUSTIN

PROFILE SET UP INSTRUCTIONS



Thank you for supporting becoming an Individual Fundraiser and supporting your favorite cause!

Important Deadlines:

January 25, 2017 - Scheduled gifts begin.

January 25, 2017 Individual Fundraisers can register and create pages to support their favorite causes.

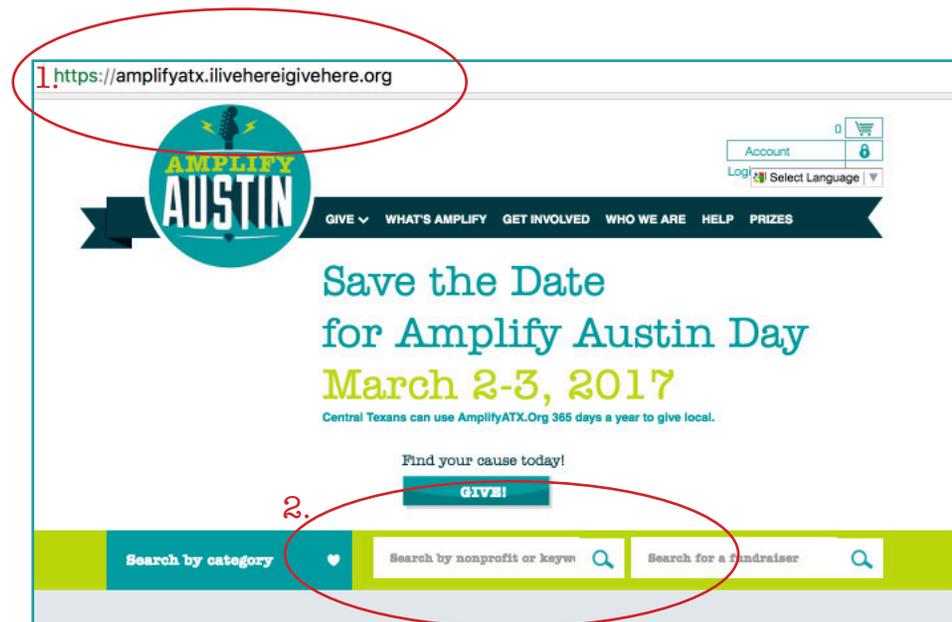
March 1, 2017, @ 5pm - Last day for Individual Fundraisers to submit their profiles for review and approval.

March 2 @ 6PM - Amplify Austin Day begins.

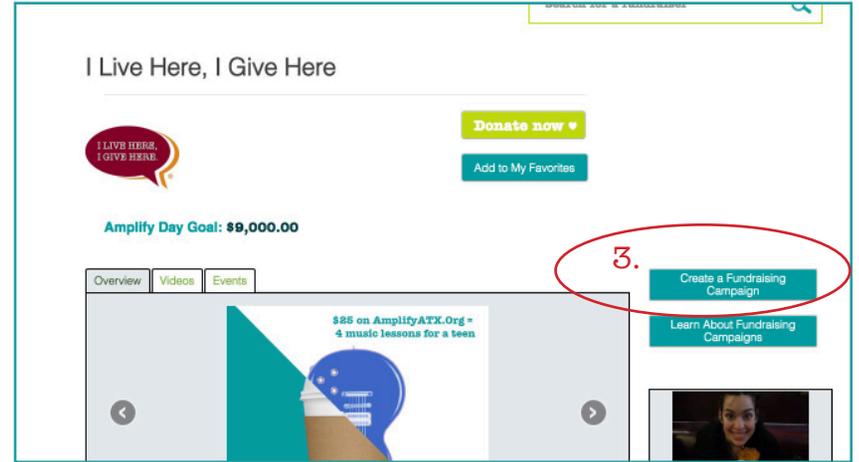
Note: Individual Fundraisers may only have one fundraising page per nonprofit they support for Amplify Austin Day but can support multiple nonprofits.

To set up a Fundraising Page:

1. Go to AmplifyATX.org.
2. Search for the nonprofit organization you would like to support.

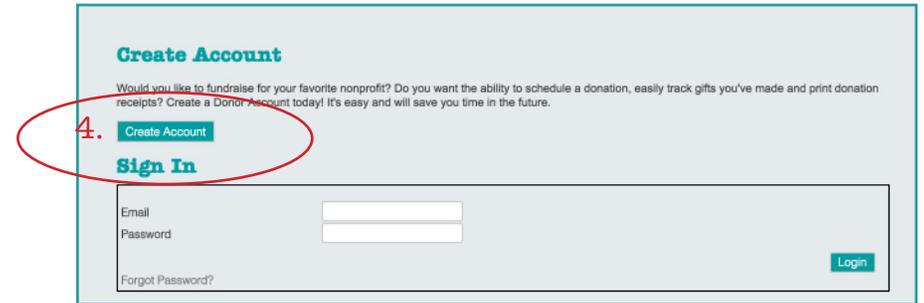


3. Click on Create a Fundraising Campaign.

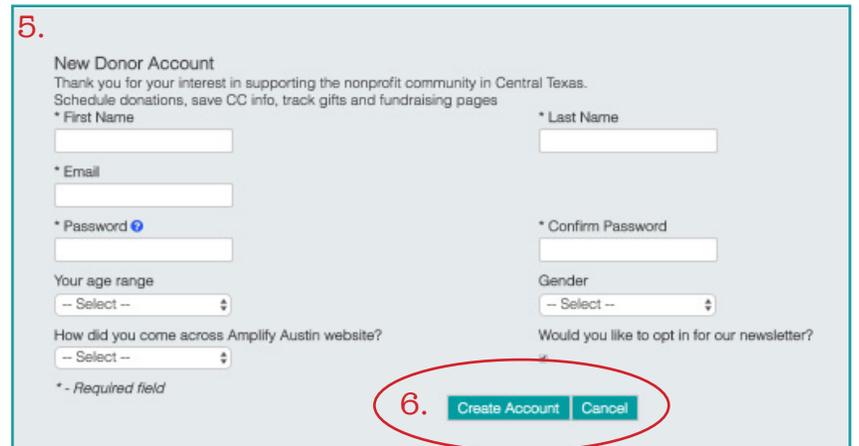


4. Click on Create Account.

Note: If you already have an account you will not be able to create a new one. In that case, visit <https://amplifyatx.ilivehereigivehere.org/index.php?action=userLogin> and click on 'Forgot Password' and proceed.



- 5. Fill out all required fields.
- 6. Click Create Account.



7. Select what type of campaign you are creating.

If you are creating one for Amplify Austin Day select Amplify Austin Day.

8. Fundraiser Title: Create a Fundraising Title.

Be creative and stand out. This will be prominently displayed on the top of your Fundraising page.

9. Your Fundraiser Summary: This is your opportunity to tell your story. Tell your donors exactly what you are raising funds for in a fun and creative way.

10. URL link: This is your personalized URL link to your fundraising page. It will look like this: <http://amplifyatx.ilivehereigivehere.org/xxxxxxx>. That last part will be custom created by you. We recommend you personalize it. For instance, John Doe's profile link could be <http://amplifyatx.ilivehereigivehere.org/JohnDoe2017> or <http://amplifyatx.ilivehereigivehere.org/JohnDoeAmplify2017>.

Note: the URL you enter can take up to 2 hours after being approved by the nonprofit to display publicly.

The screenshot shows a web interface for 'My Account' with a navigation bar containing 'My Account', 'My Donations', 'Scheduled Gifts', 'Payment Profiles', 'My Favorites', and 'My Fundraisers'. Below the navigation bar, a message states: 'The ability to create fundraising pages has been turned off in preparation for Amplify Austin day.' Below this message are 'Submit' and 'Cancel' buttons. The main content area is titled 'Fundraiser Details' and includes a 'Hide' button. The form contains the following fields:

- 'Organizations' (with a dropdown arrow)
- 'What type of campaign are you creating?' (with a dropdown menu showing '-- Select --')
- 'Fundraiser Title' (with a text input field)
- 'Your Fundraiser Summary' (with a large text area)
- 'URL Link' (with a text input field containing 'http://amplifyatx.ilivehereigivehere.org/')

A note at the bottom of the form reads: '* URL Link ⓘ The URL you enter can take up to 2 hours after being approved by the nonprofit to display publicly.'

Red numbers 7, 8, 9, and 10 are overlaid on the left side of the screenshot, corresponding to the steps in the text.

11. Start Date: Choose today's date.

12. End Date: If you are creating an Amplify Austin Day campaign, this will be defaulted to March 4, 2017. If you would like to extend the duration of your campaign you can do so by extending this to a later date.

13. Do you wish to match your family and friends' donation? Would you like to truly Amplify what you raise for your cause? If you have matching dollars check this box.

14. Matching Dollar Amount: How much is the match amount?

15. Matching Dollar Source: Who is providing the matching funds?

16. Matching Dollar Details: Enter any additional information you would like to include for your donors to be aware of.

17. Add your photo: We require each fundraiser to include one picture.

18. Your Personal Appeal: This will appear under your name. Think of it as a tagline. Mine is: "Living to give." Be creative!

19. Send Fundraiser's email to: Please enter the email where you would like to receive donation notifications. This is important so you can thank your donors in real time.

20. Allow people to email me from my fundraising page: Click this box so you can be accessible to your donors.

The image shows a screenshot of a fundraising profile setup form. The form is divided into sections by dashed lines. The sections are numbered 11 through 20, corresponding to the text on the left. Section 11 is 'Start Date' with a dropdown arrow. Section 12 is 'End Date' with a dropdown arrow. Section 13 is 'Do you wish to match your family and friends' donations?' with a checked checkbox. Section 14 is 'Matching Dollars Amount' with a text input field and a dollar sign. Section 15 is 'Matching Dollars Source' with a text input field. Section 16 is 'Matching Dollars Details' with a large text area. Section 17 is 'Add Your Photo' with a note 'This photo will show up when donors search for your fundraiser page' and a 'No file is currently uploaded.' message, followed by an 'Upload File' button. Section 18 is 'Your Personal Appeal' with a text input field. Section 19 is 'Send Fundraiser emails to:' with a text input field. Section 20 is 'Allow people to email me from my fundraising page' with an unchecked checkbox. A 'Hide' button is visible at the top left of the form area.

21. Add a video: Do you have a great video to share? Upload it to YouTube and provide the YouTube URL link here. **Note: Amplify Austin Day technology platform is not compatible with Vimeo.**

22. Fundraising goal: Set a dollar goal. The thermometer on your page will increase as you raise funds.

Click Submit Fundraiser for Approval!

The image shows a screenshot of a fundraising form with two red annotations. Annotation 21 points to the 'Add a Video (URL)' field. Annotation 22 points to the 'Campaign Goal (\$)' field. A red oval highlights the 'Submit' and 'Cancel' buttons at the bottom of the form.

21. Allow people to email me from my fundraising page
Add a Video (URL)

22. Fundraiser Goal
* Campaign Goal (\$) \$

Submit Cancel

Questions?

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