



# Individual Fundraiser Profile Set Up

Thank you for becoming an Individual Fundraiser!

This guide will take you step-by-step in how to set up your profile. Remember to read the “**Individual Fundraiser’s Guide**” for a better understanding of Amplify Austin and your role as a Fundraiser! Refer to the “**Individual Fundraiser’s Communications Schedule**” to make sure you stay on track as you prepare for Amplify Austin Day.

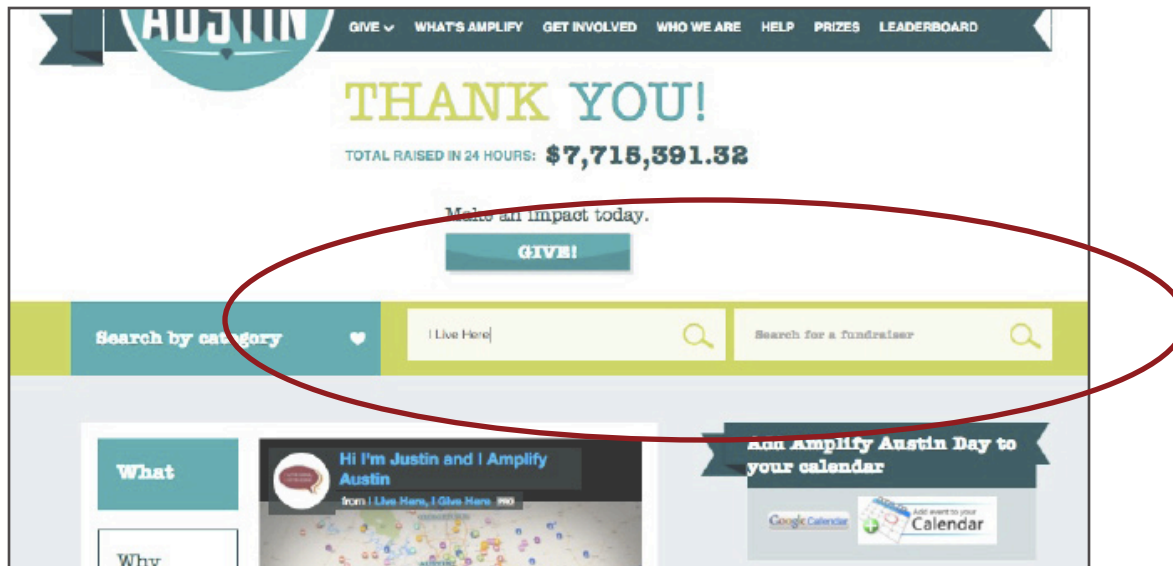
If you have any questions please contact Veronica at [Veronica@ILiveHereIGiveHere.org](mailto:Veronica@ILiveHereIGiveHere.org) or 512-717-4193.

**Let’s get started!**



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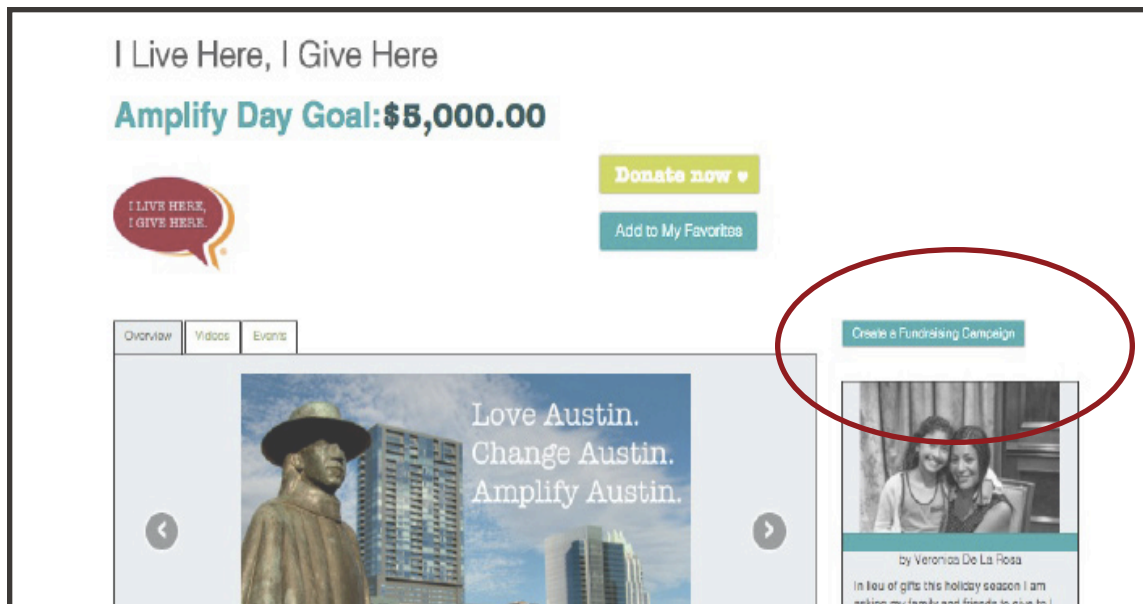
Go to AmplifyATX.org and search for the organization you will be raising funds for.





# Individual Fundraiser Profile Set Up

Once you are on your page, click “Create a Fundraising Campaign” button in the top right side of the page.





# Individual Fundraiser Profile Set Up

## Account Creation/Login

- New Fundraisers - Click on “Create Account”
- Returning Fundraisers - Enter Your Credentials Here
- Forgot Your Password? Click of “Forgot Password” and your password will be emailed to you.

**Create Account**

Would you like to fundraise for your favorite nonprofit? Do you want the ability to schedule a donation, easily track gifts you've made and print donation receipts? Create a Donor Account today! It's easy and will save you time in the future.

[Create Account](#)

**Sign In**

Email

Password

[Forgot Password?](#)

[Login](#)



# Individual Fundraiser Profile Set Up

New Fundraisers: Create a donor account for ease of tracking your donations and managing your page. **You will need to provide your name, email and create a password.**

Click “Create Account”

**New Donor Account**  
Thank you for your interest in supporting the nonprofit community in Central Texas.  
Schedule donations, save CC info, track gifts and fundraising pages

\* First Name

\* Last Name

\* Email

\* Password

\* Confirm Password

Your age range  
-- Select --

Gender  
-- Select --

How did you come across Amplify Austin website?  
-- Select --

Would you like to opt in for our newsletter?

\* - Required field

[Create Account](#) [Cancel](#)



# Individual Fundraiser Profile Set Up

## This is your Dashboard.

- My Account - Your basic information. You can get as detailed as you choose.
- My Donations - This is where you can see what gifts you have made.
- Scheduled Donations - This is where you can see what gifts you have scheduled.
- Payment Profiles - This is where you can update credit card information and recurring gift schedules.
- My Favorites - This is where you can store your favorite organizations in order to give to them easily.
- My Fundraisers - This is where you create your profile. Click on **“My Fundraisers”**.

**My Account**

My Account | My Donations | Scheduled Gifts | Payment Profiles | My Favorites | **My Fundraisers**

Updated 12/15/2015 by [edit](#)

Active	Yes
First Name	Roni
Last Name	Dela
Email	veroniccdelarosa@yahoo.com
Password	*****
Country	United States of America



# Individual Fundraiser Profile Set Up

Click on “Create Fundraiser”.

My Account | My Donations | Scheduled Gifts | Payment Profiles | My Favorites | My Fundraisers

Please note when you submit your fundraiser page to be approved you will NOT be able to make any changes to your page. Your submission will be public once the nonprofit approves your page.

Please note on Amplify Austin Day, scheduled gifts will start to be processed AFTER 12am Friday and run throughout the day in order to not affect performance of the site.

[Individual Fundraiser Toolkit and Information](#)  
Showing 7 record(s).

[+ Create Fundraiser](#)

Organizations	Start Date	End Date	Campaign Goal (\$)					
I Live Here, I Give Here	11/24/2015	03/09/2016	\$500.00	<a href="#">Copy Fundraiser</a>	<a href="#">See Donors to your Fundraiser</a>	<a href="#">Preview</a>	<a href="#">Q view</a>	<a href="#">delete</a>
I Live Here, I Give Here	09/17/2015	09/30/2015	\$500.00	<a href="#">Copy Fundraiser</a>	<a href="#">See Donors to your Fundraiser</a>		<a href="#">Q view</a>	<a href="#">delete</a>
I Live Here, I Give Here	06/07/2015	06/07/2015	\$5.00	<a href="#">Copy Fundraiser</a>	<a href="#">See Donors to your Fundraiser</a>		<a href="#">Q view</a>	<a href="#">delete</a>
I Live Here, I Give Here	06/07/2015	01/01/3000	\$5.00	<a href="#">Copy Fundraiser</a>	<a href="#">See Donors to your Fundraiser</a>	<a href="#">Preview</a>	<a href="#">Q view</a>	<a href="#">delete</a>
I Live Here, I Give Here	01/01/2015	06/01/2015	\$500.00	<a href="#">Copy Fundraiser</a>	<a href="#">See Donors to your Fundraiser</a>		<a href="#">Q view</a>	<a href="#">delete</a>
I Live Here, I Give Here	01/01/2015	06/01/2015	\$500.00	<a href="#">Submit for Approval</a>	<a href="#">Copy Fundraiser</a>	<a href="#">See Donors to your Fundraiser</a>	<a href="#">Q view</a>	<a href="#">delete</a>
I Live Here, I Give Here	01/01/2015	06/01/2015	\$5.00	<a href="#">Copy Fundraiser</a>	<a href="#">See Donors to your Fundraiser</a>		<a href="#">Q view</a>	<a href="#">delete</a>



# Individual Fundraiser Profile Set Up

**Organization:** Click on “Click Here to Find Your Nonprofit”. Enter in nonprofit name. Select that nonprofit.

**Fundraiser Title:** Give this some thought. Your title should reflect yourself and your goal. For instance, a title could be “Help Support Future Amplify Austin Days”.

**Fundraiser Summary:** Here is your chance to sell it. Tell your donors why you are fundraising for your organization and why their work is important. This is your opportunity to allow your personality to show!





# Individual Fundraiser Profile Set Up

**URL Link:** We encourage you to personalize this. This will be the link you send out to your network. Here is an example: <http://amplifyatx.ilivehereigivehere.org/Veronica>

**Start Date/End Date:** We have made these dates default for Amplify Austin Day so leave those dates as is.

**Matching Dollars:** Would you like to match your family's and friend's donation? If yes, check this box and tell us more about who will be matching and what amount. If not, leave that check box empty.



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**Photo:** You want to make your page as interactive as possible so we require you have one picture.

**Personal Appeal:** This is a tagline that will appear underneath your photo when donors are searching fundraisers.

**Campaign Goal:** Enter the dollar amount that you are aiming to raise for your organization. Remember: If you reach your goal before March 8, 2016 we encourage you to raise that goal to keep your donors engaged.



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**Save:** If you would like to save what you have done so far click save and you can complete your profile later.

**Preview:** If you would like to see a preview click the Preview button after you save your profile but before submitting it for approval.

**Edit:** If at any time you would like to edit your profile or change your goal log in, click your name at the top right hand corner, click on My Fundraisers, choose your campaign and choose edit. Click Save when you are done.

**Submit for approval:** When you have completed your profile and are satisfied with your messaging and its appearance, click the Submit for Approval button.



# Individual Fundraiser Profile Set Up

Thanking your donors is key to being a successful fundraiser so make sure to show your gratitude in a personal way.

You will be sent an email every time someone gives to your campaign but you can also access this information from your donor account. Here's how:

## **How to See Your Donors**

1. Login
2. Click on your name in top right corner
3. Choose "My Fundraisers"
4. Click on "See Donors to Your Fundraiser"
5. Click "Export" to have all information in an excel spreadsheet.

Please remember that scheduled donations are technically pledges and will not be run until Amplify Austin Day.



# Individual Fundraiser Profile Set Up

Once you have submitted your profile for approval your nonprofit organization will be sent an email to review and approve your profile.

Remember to contact your nonprofit directly to see if they have additional resources, toolkits, pre written social media posts and/or preferred language.

**Questions?** Contact Veronica at [Veronica@ILiveHereIGiveHere.org](mailto:Veronica@ILiveHereIGiveHere.org) or 512-717-4193