Accessing your Fundraising HQ

Begin by going to your event’s website and look to the top right corner for the login area.
Begin by logging in with username and password you created during registration.
(If you have forgotten them, click login to be taken to a screen for login assistance.)
Click **Fundraising Headquarters**

You will be taken to a screen that looks like this.

From here you can:

- change your fundraising goal
- Access your email tool, check your progress, customize your personal page (or team page, if you are a team captain)
- Add email contacts, update your password, or change answers to registration questions (t-shirt size, etc)
Scroll down on the Home page for more functions like connecting to Facebook and customizing your fundraising page.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Set up your Personal Page. Customize your Personal Page with a story about why you are raising funds for this cause.</td>
</tr>
<tr>
<td>2</td>
<td>Add Contacts to Your Address Book. Add contacts to email from your personal Address Book on our site.</td>
</tr>
<tr>
<td>3</td>
<td>Send an Email. You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.</td>
</tr>
<tr>
<td>4</td>
<td>Thank your Donors. Thank your donors!</td>
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<tr>
<td>5</td>
<td>Set up your Personal Page. Your last Personal Page update was 6 days ago. Consider updating it with new information.</td>
</tr>
<tr>
<td>6</td>
<td>Set a Goal. You have reached 0% of your goal. Can you set a higher goal?</td>
</tr>
<tr>
<td>7</td>
<td>Reach Out. You have 8 contacts that you have not emailed. Consider contacting them about your fundraising effort.</td>
</tr>
</tbody>
</table>

### Additional Tips to Fundraising Success:
- Add a photo or video of who inspires you on your personal page - once updated, contact us to be added to the event Honor Wall.
- Donate to your own goal - receive a fundraising badge!
- Import your contacts to easily send emails.
Additional Tips to Fundraising Success:

- Add a photo or video of who inspires you on your personal page - once updated, contact me to be added to the event Honor Wall.
- Donate to your own goal - receive a fundraising badge!
- Import your contacts to easily send emails
- Connect to Facebook - click on the 'Fundraise on Facebook' button above to share your page on social media
- Create a team - if you haven’t yet, contact me to help you create a fundraising team and invite others to join you

Meet your fundraising coach:

"Contact me anytime. Together, we’ll create a plan to meet (and exceed) your fundraising goal!" ~ Nanette

Nanette Schlarmann
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nschlarmann@gofoundation.org

Additional Resources:

- Fundraise While Social Distancing
- How to ask for support during a Pandemic
- How to raise $500 in One Week
- DIY Fundraiser Ideas
- Digital Event Flyer - COMING SOON!
- Customizable Team Poster - COMING SOON!

Helpful Links:

- Summer Jam Home Page
- How your support helps
- Patient Resources
- How GO2 Foundation is responding to COVID-19
Sending emails:
Click on Email tab next to Home
Choose the appropriate template and click **Preview** to view and **Next** to continue.
Here you can customize the email subject and text.

Mark the box to insert first name from contact list automatically, then delete greeting and change any other text.

Click *Preview* to view, and then click *save as template*. Then click *Next*.
Create your email list and choose who you want to receive your email. Then *Preview and Send 😊*!
Progress Tab

Choose personal or team progress

View or download personal donation report

Change goal
To edit your Personal page title, url or content

Customize your url
And page title

Your page comes with template language that you can personalize here.

Edit Your Personal Fundraising Page (View Personal Page)

Personal Page URL: (URL Settings)
http://secure.g02foundation.org/goto/onenlung
This page is Public

Title
Let's kick off summer by supporting our lung cancer community!

Body
I am participating in the G02 Foundation Summer Jam Virtual ‘5K Your Way’ on June 20, 2020 to raise funding and awareness for lung cancer.

Help me support G02 Foundation for Lung Cancer by making a contribution to my fundraiser and sharing this page with your family and friends. The funds I raise will advance G02 Foundation’s mission to transform survivorship by improving the lives of those vulnerable, at risk, and diagnosed with lung cancer.

You can also join me! This year’s virtual event is open to everyone no matter where you live. Don’t miss this day of family fun as we come together virtually from our homes to raise funding and awareness to transform survivorship and save lives. #go2summerjam2020 #BeatLungCancer

Preview Save

The Preview will open in a new window, but will not save your changes.
Customize your page’s photo or video

Tip: If your photo file is too large, try taking a screenshot of it, and uploading that.
If you are team captain, you can change the team name, create a custom url, customize the image and text on your team page.
Share your fundraising page on Facebook
Open up Facebook on another tab, Go back to your fundraising headquarters tab, and click on Home tab

Click on fundraise on Facebook to connect your page to your FB page