

# **Dashboard Tutorial**

Using your Fundraise.com Tools

[MY DASHBOARD](#)[MY ACCOUNT](#)[LOGOUT](#)

When you log in, you're taken to the main dashboard to manage your fundraiser. From the Overview tab, you can view

# Fundraise Tutorial

a general summary of your fundraiser's activity.

[View Fundraiser](#)[Overview](#)[Basic Information](#)[Donor Database](#)[Add Offline Donation](#)[My Donations](#)[Supporters](#)[Updates](#)

## Funds Raised

\$0 OUT OF \$0

## Days Remaining

0 OUT OF 0

Donors

0

Visitors

1

## Next Steps

Set Goal ✕

Publish Now ✕

The Next Steps panel will display helpful hints for getting your fundraising started or increasing its visibility to potential donors.

Overview

Basic Information

Donor Database

Add Offline Donation

My Donations

Supporters

Updates

## Basic Information

### FUNDRAISER NAME

Enter a descriptive name that's different from your organization name

Fundraise Tutorial

### FUNDRAISER DESCRIPTION

Fundraiser Description

The Basic Information tab will allow you to edit the major text elements which appear on your fundraiser, including the Name and the Description. If you're curious what your changes look like, you can click View Fundraiser in the upper right-hand corner to view the page directly.

The lower part of the Basic Information tab will allow you to change some of the functional elements of your page, including whether or not it's published, whether it has an end-date, etc.

### DONATION AMOUNTS (OPTIONAL)

Enter a comma separated list of donation dollar amounts, e.g. (50,100,160)

### VIDEO (OPTIONAL)

Paste a link to a youtube.com or vimeo.com video



PUBLISHED



HIDDEN FROM SEARCH



HIDE TICKETS?



ACCEPT RECURRING DONATIONS?



SET RECURRING DONATION BY DEFAULT?



HIDE GOAL



HIDE RECENT DONATIONS



IS THIS AN EVENT WITH TICKETS?



TIME LIMITED (OPTIONAL)

Submit

Simply click on any of the checkboxes to toggle them on or off, and then hit the Submit button at the bottom of the page to save your changes.

Feel free to try any options you see - you can always toggle them off or back on again at any time.

[SKIP STEP](#)[CLOSE EDITOR](#)[UNPUBLISH](#)

# SUPPORT ME TODAY!

Every gift matters.

[DONATE](#)

Several of the options on the Basic Information tab can also be changed using the on-page editor. Anything you change in either spot will save to the other as well.

## FUNDRAISE TUTORIAL

Please use this space to tell your story and why your network should support your effort! Be sure to include important fundraiser details and anything else that will encourage your friends and family to give.

The information below was provided by you at signup. We encourage you to include these details in your fundraiser description, in whatever format you would like:

Fundraiser Date: 2015-02-28

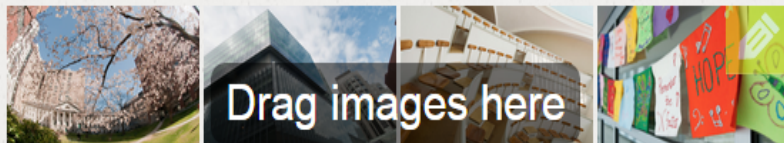
Fundraiser Location: MGH

What area will the gifts support: not yet specified

This fundraiser is in tribute to someone: not yet specified

[ADD A VIDEO](#)

Donate today and help change lives!



0



0



★ RAISED TO DATE

0%

\$0  
OF GOAL

[DONATE NOW](#)

🕒 TIME REMAINING

0 DAYS

MY DASHBOARD

MY ACCOUNT

LOGOUT

# My Contacts

Import Contacts

Add Manually

Raised **\$0.00** from your **0** contacts

Search Contacts

Search

CONTACTS

(search categories) ▼

TO

Any Fundraiser ▼

Email

Name

Phone

Last Contacted

Donation Amount

check all

uncheck all

The Donor Database automatically populates with information about your donors as they make donations to your fundraiser. Here you can see their key contact information and the amount they've helped you raise. You can also import contacts from an external mail client, or add entries individually, using the buttons in the upper right-hand corner.

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## Funds Raised

\$0 OUT OF \$0

[Export Donations](#)

## Donations

[Search](#)

The Donations listing automatically populates with information about each donation that your fundraiser receives, including amount, date and time, and the donor's name and contact information. In addition to this full listing, you can view all of the information in an Excel spreadsheet by clicking the Export Donations button in the upper right-hand corner.

# Edit Your Account

## EMAIL

## FIRST NAME

## LAST NAME

## PASSWORD

## CONFIRM PASSWORD

## CURRENT PASSWORD

(We need your current password to confirm your changes)

If you need to change anything in your account, rather than on your fundraiser page itself, you can do so from the Account tab in the upper right-hand corner. You can change your email, name, and password associated with the account.

If you're having trouble remembering your current password, you can use the forgotten password option on the login page itself, or contact Fundraise.com to reset your password manually.