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Welcome! We are so glad that you have chosen to participate in a fundraising event. To assist you in your efforts to gather donations, your organization has partnered with DoJiggy, an online fundraising software company that specializes in websites for pledge drives. As a participant, you receive your very own personal fundraising page. This is your place; your space to upload images and videos, and express why you are participating as well as your goals.

The following instructions provide a complete guide, helping to get you all the way through the event, and after, with success.

LOG INTO THE ACCOUNT PROFILE

Upon registration you will be asked to create a unique username and password. With this information, you will be able to log into your Participant Control Panel (PCP). The PCP is accessed from the event registration website where you registered.

CREATE YOUR PERSONAL FUNDRAISING PAGE

Your personal fundraising page can be customized under the My Page section. The My Page tab includes a sub-menu for Settings, Statement, Pictures, Videos, and Donations.

Read more about the benefits of personalizing your fundraising efforts in our Facebook Fundraising Library.

Settings

Enter or edit your Personal Web Link. This is a combination of numbers and letters only and becomes part of your unique web address. Friends and family will click on your unique web address to see your personal fundraising page and donate to your cause.

Enter the dollar amount you wish to set as your personal Fundraising Goal. Your personal thermometer will rise as you reach this goal, so be sure to make a reasonable goal that you can achieve.

Statement

Enter the text for your personal fundraising page statement here. This is your plea for support, so make it compelling. We hope that this space provides an

opportunity for you to share important information in a way that creates excitement about your cause and goals.

Pictures

You may upload any combination of four pictures and videos which will appear on your website. Images will be resized to 415x300. All standard image formats are supported.

After saving changes, click on [View your personal webpage](#) to review.

Videos

You may upload any combination of four pictures and videos which will appear on your website. All video uploads must first be posted to YouTube. Then provide the YouTube Video ID for the video here. The video ID is the 11 character unique identifier for the video. If your video URL is:

<http://www.youtube.com/watch?v=jebJ9itYTJE>, then the video ID is jebJ9itYTJE.

After saving changes, click on [View your personal webpage](#) to review.

Donations

The Donation Report is designed for you to review your donations and enter donations or pledges that you receive off-line. You can ask your friends at work or school and enter their pledges here. Entering pledges on this page causes your personal fundraising thermometer to rise and reflect how close you are in meeting your overall fundraising goal. Click on [Enter personal donations](#) and you will be taken to your fundraising website where you can enter donations in administrative mode.

Select a donation from the Donation Report and you can send an email thank you to the donor. While the system will send an auto-generated thank you to each donor, it is always nice to receive a more personalized reply. To send a personalized thank you note to a donor or group of donors, check the donor and click on the 'Email Thanks' button.

Thank You Message

This is the area where you can customize the system's thank you message to your donors. Enter the content you want to include in your donors' receipts and hit Save.

EMAIL

Email Friends

This section is where you will write and send a personalized email message to your friends, family and co-workers telling them about your cause. Your heartfelt appeal in asking them to make a pledge can have a real impact in meeting your fundraising goal.

By clicking on Import from my address book, you can import your address book from your Yahoo, Gmail, Hotmail, AOL, Plaxo, or Outlook account. Alternately, enter the email addresses for those that you wish to send your personal website. Enter one email address per line, using this method.

Enter your Subject and customize your message in the next two fields and hit Send.

MY ACCOUNT

Update Profile

In this area you can easily change your profile or contact information, including your mailing address, Email address and phone numbers. Keep this information current so that your event administrator can stay in contact with you throughout your event. You may also update your account username and password here. Click on Save when you're finished updating your information.

Questions

At the time of registration, certain questions were presented. Here you can review and modify your answers as needed. Common questions include lunch or product choices, newsletter preferences, and any special requests.

Sharing

Your personal fundraising page includes social media sharing tools in the footer. You can share your personal fundraising page or other website pages with friends and family using your favorite social media tools, as outlined here.

In addition, four fundraising widgets are available. To add a personalized fundraising widget to any website or blog on the internet, just copy and paste the sample HTML code provided into your web page editor.

FUNCTIONS FOR TEAM CAPTAINS

Team captains will have the ability to configure a team fundraising page and manage team donations from their PCP. Only team captains (and not team members) will see a tab for Team Page. Here is where the a team fundraising page is configured. This team fundraising page includes team pictures or videos, a team mission statement, and thermometer which is different from the captain settings.

From the Email tab, there is a submenu for Team. Here captains can email potential donors on behalf of the team. These functions work in the same way as described above for personal settings.

RESOURCES AND HELP

Good luck with your fundraising efforts! See our Fundraising Library on Facebook and work with your team captain and/or event administrator directly with any questions. Please note that DoJiggy works with event administrators and does not support fundraisers directly.