

HOW TO CREATE A FUNDRAISING PAGE



Head to our website at www.perthcitytosurf.com and click on the orange BUILD YOUR OWN FUNDRAISING PAGE button on the right hand side.

1. **Find the Charity you wish to fundraise for and select CHOOSE under the charity of your choice.**
2. **Register your details and then click CONTINUE.**
3. **Select Team page.**
4. **Select team page with single fundraising page.**
5. **Personalise your fundraising page by selecting a background colour.**

6. Complete Your Page

Finalise your page by inputting:

- A fundraising page name – e.g. your name
- Fundraising Target – how much you aim to raise for your charity
- A personalised message – can be your reason for taking part, training updates etc
- Add photos, videos, logos etc.

Please note these details can be changed/updated at anytime.

7. Add team Members

Once the page is set up you can send out a link to each staff member and they can register themselves by clicking on the link.

8. Maintenance

Once the page is set up, you can regularly access the page by logging onto www.everydayhero.com.au and clicking sign in. From here you can see your latest fundraising total as well as update the blog, add new photos, videos etc.

9. Share

To promote your fundraising page online, click “share your fundraising page”, and create emails, widgets and facebook links. (Widgets are links that can be placed on existing websites/blogs etc).

