



Managing Your School's Fundraising Page

Follow these steps below to manage your school's fundraising page or go to our full playlist of [Online Fundraising Video Tutorials](#).

How To...

1. Log in to your school page as the Run Organizer for your event:

- Click on your school's fundraising page link (sent to you via email from us) or find your school and click "Login" or go to @terryfoxschoolrun.org/findaschool to search for your school's name.
- Enter your email address and click "Continue with email." If you participated last year, enter your password and you are signed in!
- If you are new, enter your email, and click "Continue with email." An email will automatically be sent to you to reset your password.
- Click the "Reset password" button, enter your new password, and hit "Save." Click on "Sign in" and re-enter your email and password, then click on "Sign in" again.
- Click on "My School" in the top left to view your school page and open it.
- You will land in the editing dashboard of your page. Use the "Edit school page message" button or the menu on the left to make edits, access reports or view your fundraising.

2. Edit your school's fundraising goal or date:

- Click on your school's fundraising page link and click LOGIN (top right corner)
- Click "Manage my school page."
- Go to your menu on the left sidebar and select "Edit Goal/Event Date."
- Scroll down to your goal or date and make your edit.
- Click "Save" at the bottom of the page.

3. Edit your school page message:

- Click on your school's fundraising page link and click LOGIN (top right corner).
- Click "Manage my school page."
- Click "Edit school page message".
- Scroll down to your school message, click "Edit Page" on the right corner of your message box.
- Scroll down and you will see the default school message. Click "Edit Page" and then the pencil icon in the right corner and edit your message. You can also upload photos at this time.
- Click "Save" on the bottom right.

4. Set up a personal student page:

- Go to [@terryfoxschoolrun.org/findaschool](https://terryfoxschoolrun.org/findaschool) to search for your school's name.
- Click "Set up a Classroom or Student Page" and select "Students: Set up a student page."
- Enter the email address of the account holder (this can be a parent/guardian or the person who will receive emails) and click on "Continue with email."
- Enter the first and last name of the account holder and create a password. Check the "I'm not a robot" box and click on "Create account."
- Check the bilingual box if you would like your page to appear in both English and French.
- Enter your page name (i.e. My Terry Fox fundraising page).
- Enter a fundraising goal.
- Enter a name for your Personal Page link.
- Under "Additional questions", check the box to accept the "Waiver" if your parent or guardian has read and accepted it.
- Enter your first name, last name and address. Click "Next." (This info is for your account profile and will not be public.)
- You can use our default cover image or upload your own.
- Make sure your photo is horizontal and use the options to personalize it further. You can also insert a video.
- You can use our suggested page message or write your own. You can also add an image here if you choose.
- Click "Create page" when you're done.
- Your page is now created. **Be sure to bookmark your page for quick access.**
- Note - at the top of your fundraising page, you can see all the different ways to share it to collect donations. Once you share your page and begin to fundraise you will receive Terry Fox badges in recognition of your fantastic achievement!
- You will then be able to see your page with access to your dashboard to manage your page and make any other edits. Again, don't forget to bookmark your page to find it easily.
- If you would like to make edits to your fundraising page, click "My Fundraising Tools" on the top right of your page. Your dashboard on the left will show you your achievements, allow you to make any edits, email supporters to collect donations, pull reports of your fundraising results and add any offline (paper) donations that you might receive.

5. How to set up a classroom page:

- Go to [@terryfoxschoolrun.org/findaschool](https://terryfoxschoolrun.org/findaschool) to search for your school's name.
- Click "Set up a Classroom or Student Page" and select "Teachers: Set up a classroom page".
- Login or create a new account.
- Check the bilingual box if you would like your page to appear in both English and French.
- Enter your page name. (i.e. Grade 8 Hawks)
- Enter a classroom fundraising goal amount.
- Enter a URL name that you would like to have your classroom page link named as (i.e. /team/grade8hawks)
- Click "Create your classroom page."
- You can use our default cover image or upload your own.
- Make sure your photo is horizontal and use the options to personalize it further. You can also insert a video.
- You can use our suggested page message or write your own. You can also add an image here if you choose.
- Click "Create Classroom."
- Now you can share or go directly to your page.
- Click on "Manage my class page" to enter your dashboard and make edits, email supporters, access your fundraising reports or add offline donations to your classroom page.
- To add additional classroom pages, go to the school page, click on "Set up a Classroom or Student page", then on "Teachers: Set up a classroom Page", and fill in the information for the additional class.
- Follow the steps once again to create your additional classroom page.
- To import a list of multiple classrooms, login to the school page, and in your dashboard go to "Manage classrooms."
- Click on "Upload .CSV file."
- Download the file template and fill in the information required to upload your list.
- Upload your file to create multiple classrooms at once.

6. Send emails to collect donations:

- Go to terryfoxschoolrun.org/findaschool and search for your school's name or click the link that your school has shared with you.
- Click "Manage My Class Page" or "My fundraising Tools" to go to your dashboard.
- Click "Email Supporters" from the left menu.
- Click on "Manage Contacts"
- Click the "Add Contact" button and to add contacts manually or click "Import contacts" to import an excel .CSV file with the headers and data for: First Name, Last Name, Email, Language. Once you have the file created, save it and upload your file.
- Click the "Send Emails" button and choose from one of our prepared templates. You can customize our templates before sending. You can also create your own from scratch.
- You can also edit and customize the subject line. Be sure to keep the link that has been added automatically to your email. Don't forget to add your signature to the bottom.
- If you have chosen to customize one of our templates, or create your own, make sure to save it for future use by checking the box.
- If your page is bilingual, emails will appear in both English and French.
- When you are ready, click "Next" and add or select your contacts. Click 'Next.'
- Check the box next to "I'm not a robot."
- Send yourself a preview or send your email. (You can also schedule a send for a later time.)
- You will then see the status of your email being sent.

7. Pull reports of your fundraisers:

- Open your fundraising page and click "Login" (top right corner)
- Click "Manage my school page."
- Click "Reports" from the left menu and then click "Fundraiser report."
- The summary on the top of this page will show you all the online donations. If students or classrooms have added any offline donations, then your total funds raised on your main school page will include them.
- There are three reports to choose from:
 - i. Classroom Teams Overview (displays activity of any classrooms that have set up fundraising pages)
 - ii. Individual Student Pages (displays activity of any individual students that have set up a fundraising page)
 - iii. Detailed Report (displays all activity of your schools fundraising activity including a column of student names or classroom names that are indicated by donors)
- Expand each sectioned report to view any activity immediately.
- Download your preferred report. It will appear in excel format.

8. Share your fundraising page to get donors:

- Open your fundraising page and click "Login" (top right corner).
- Near the top of your page, you can select from various social media platforms, email, or QR code.
- You can also copy your page link here to share it in other ways by email or text.
- To email, follow the instructions above in the "Send emails to collect donations" section.

9. Display offline fundraising on your page:

- Open your fundraising page and click "Login" (top right corner).
- Click "Manage my school Page" or "My fundraising tools."
- Select "Offline Donations" from the left menu.
- Click "Add Donation."
- Enter any first and last name into the fields, i.e. First Name: Bake Sale, Last Name: Grade 5 class (the email field is not required).
- Scroll to the bottom and click "Save."
- Go back to your page and you will see that the donation has been added to your main school page thermometer.