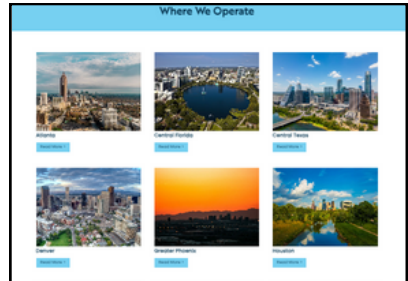
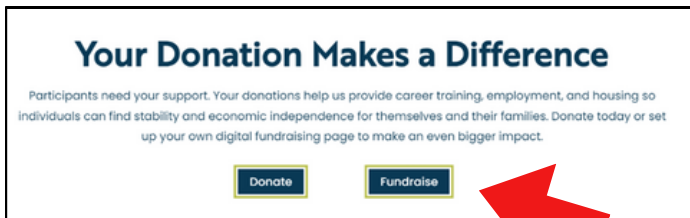


# How To: Create Your Fundraiser

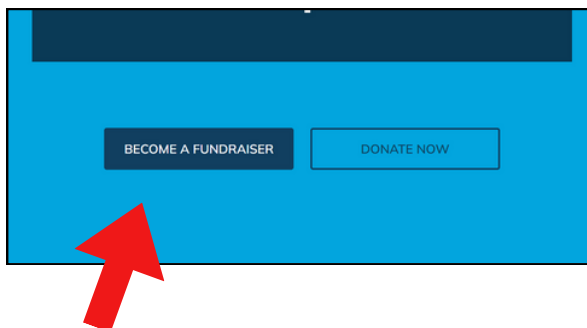
**Step 1:** Choose your market. Visit [entrywaytalent.org/where-we-operate](http://entrywaytalent.org/where-we-operate) and click on the market you want to fundraise for.



**Step 2:** Scroll down and click on “Fundraise” to begin.



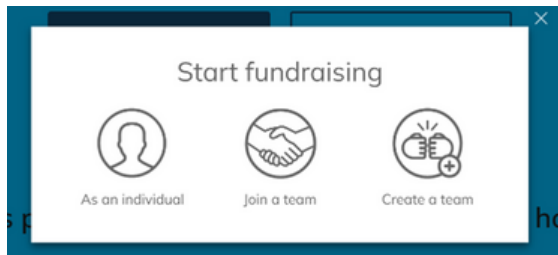
**Step 3:** You'll be redirected to your market's fundraising page. Click on “Become a Fundraiser”.



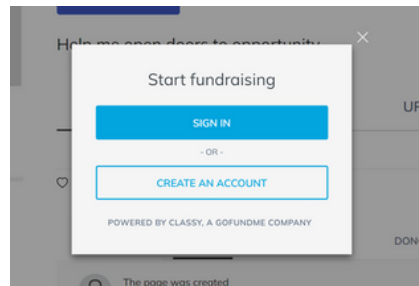
## How To: Create Your Fundraiser

**Step 4:** Choose whether you'd like to fundraise as an individual or with a team.

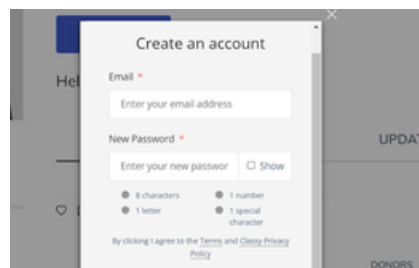
- **Individual:** You have your own fundraising goal that you are trying to achieve.
- **Team:** You will have your own fundraising page, but its donations will also be combined with other individuals' pages into a total fundraising goal.



**Step 5:** You must have a Classy account to fundraise. Click on "Create an Account" if it's your first time. Click on "Sign in" and skip to Step 7 if you already have an account.



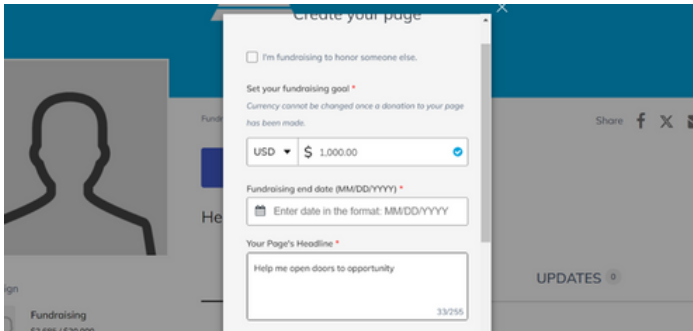
**Step 6:** To create an account, enter your email and make a password.



## How To: Create Your Fundraiser

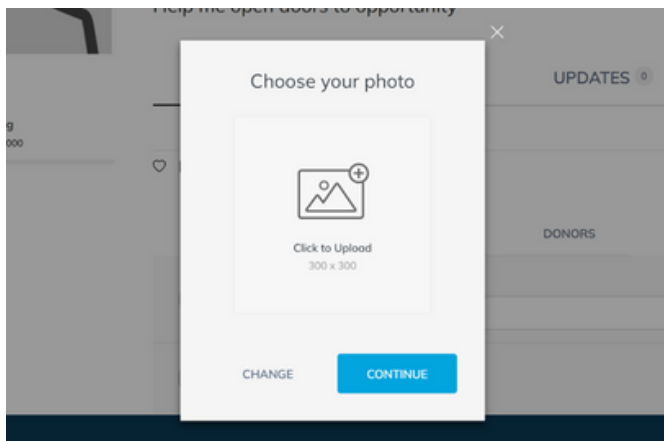
**Step 7:** Put in information for your fundraiser. Most of the information can be edited later.

- We recommend you create a customized short URL for your fundraiser. (ex: [give.entrywaytalent.org/yournamefundraiser](https://give.entrywaytalent.org/yournamefundraiser)). This helps people find it more easily.



The screenshot shows a 'Create your page' modal window. At the top, there is a checkbox labeled 'I'm fundraising to honor someone else.' Below this is the 'Set your fundraising goal' section, which includes a note that the currency cannot be changed after a donation. The goal is set to USD \$ 1,000.00. The 'Fundraising end date' section requires a date in MM/DD/YYYY format. The 'Your Page's Headline' section contains the text 'Help me open doors to opportunity' and a small number '33255' at the bottom right.

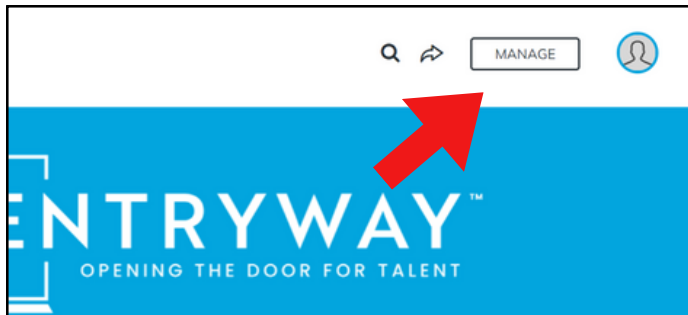
**Step 8:** Upload a photo of yourself. A photo helps you gain trust from donors and is a way to personalize your fundraiser.



The screenshot shows a 'Choose your photo' modal window. It features a central area with a photo icon and a plus sign, with the text 'Click to Upload' and '300 x 300' below it. At the bottom, there are two buttons: 'CHANGE' and 'CONTINUE'.

# How To: Manage Your Fundraiser

Click on “Manage” at the top to edit the information in your fundraiser page.



You will be directed to a page to manage and modify the details of your fundraiser.

Make sure you personalize the following:

- **Your photo:** upload a photo of yourself or your team.
- **Your URL:** have a unique URL with your name or your team’s name.
- **Your story:** while we’ve provided default language for your page, you can change this to tell your own story and what Entryway means to you.

