Supporting Bridges Outreach

INSTRUCTIONS TO EDIT YOUR FUNDRAISING PAGE

Thank you for registering for BridgeFIT! You're are now ready to personalize your fundraising page.

- After you submit your registration at give.bridgesoutreach.org/bridgefit, you will receive an email with the subject **"Claim Your BridgeFIT Fundraising Page".** Click the link in the email.
- Create a Password (or enter your existing password), click *Sign-Up*, then *Continue*.
- When you arrive at your fundraising page, click *LOGIN* in the top right corner of the screen.
- After entering your login credentials, you will see a link called MANAGE. Click MANAGE.
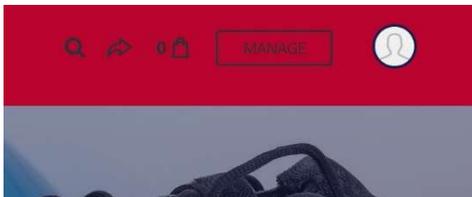
[If you have registered for more than one person, you will see a dropdown of the different registrants and can select each person's page you want to manage. If you are on a team and are the captain, you will also be able to select your team page and edit that.]
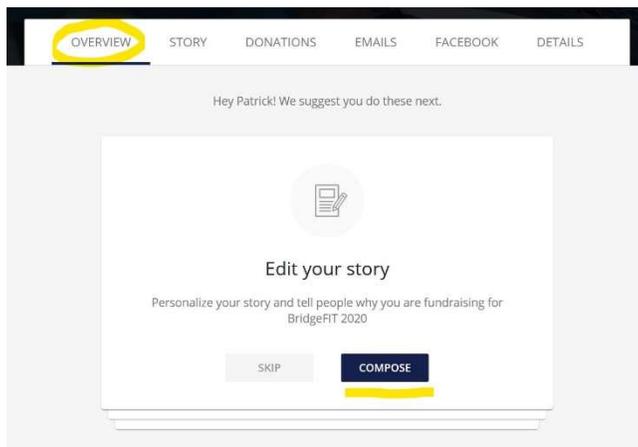
OVERVIEW TAB

Once you login to your profile, you will see 6 tabs below your name that you can edit one by one.

The first tab is **OVERVIEW** and will show you a set of "cards" with links that will guide you through each tab section. Likewise, you can click on each section header to edit at any time.
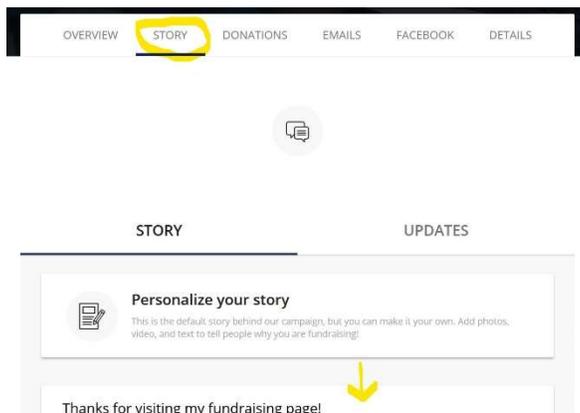

STORY TAB

The **STORY** section allows you to update the text on your personal page. You can leave the default text or update it to something more personal. Add on to what's there, or delete and start over!

The **UPDATES** section of Story allows you to post additional updates to your page as the event gets closer, including text and photos.

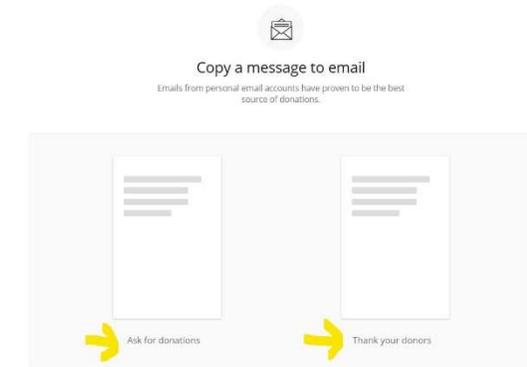Click **SAVE** when you're finished editing.
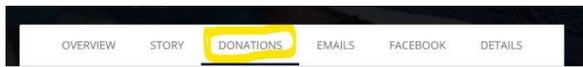
DONATIONS TAB
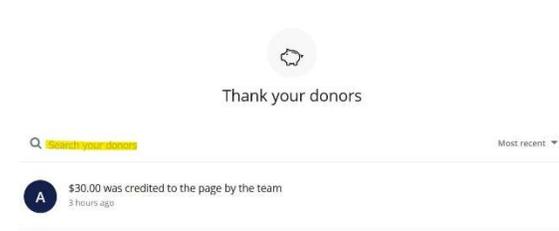
The **DONATIONS** section will list everyone that has given a donation on your page. Under each name, you will have the option to comment on their donation to send a message of thanks. They will receive an email notification of your message.

EMAILS TAB

The **EMAILS** section will provide email templates to send to your friends or family.

The first is to Ask for Donations.

The second is to Thank Your Donors.

These are email templates that you can easily Copy, and then Paste into your own email system. No emails will be sent from your fundraising page manager.

NEW! LINK TO **FACEBOOK**!

Simply click the *CREATE* link in the Facebook section and you can login into your Facebook account and create an automatic Facebook Fundraiser.

This Facebook Fundraiser will be linked to your BridgeFit Fundraising page (Classy page) and any donations made will be reflected in your total.

It's easy and highly likely to bring in additional funds!

DETAILS TAB
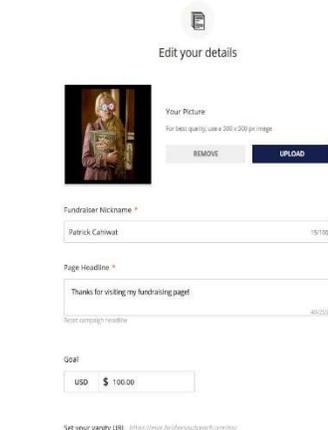
The **DETAILS** section will allow you to edit the following key info:

- Upload your fundraising page picture
- Name your page (Most people use their First and Last Name)
- Edit your Page Headline, which is a short description of why or how you are participating in BridgeFIT.
- Fundraising Goal
- Vanity URL (a custom link that you can edit and share)
- Notification preferences
- Click **SAVE** at the bottom of the screen.

ALL OF THE DIRECTIONS ABOVE CAN ALSO BE USED TO EDIT YOUR TEAM PAGE