

Guide to Using the Online Fundraising Platform

This guide will help you to navigate the online fundraising system to support your fundraising efforts. The detailed instructions below will help you to:

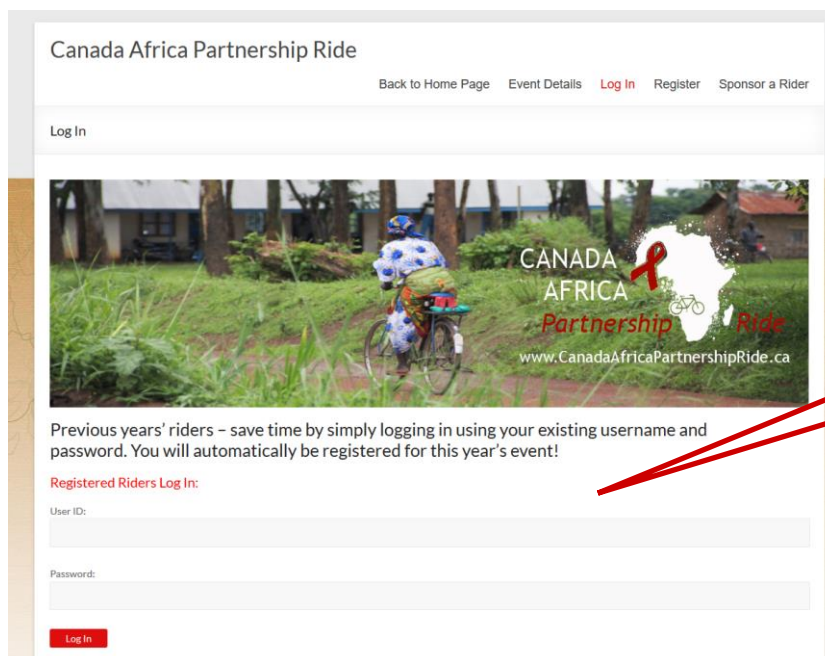
1. [Logging In to Your Fundraising Centre](#)
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4. [Sharing your fundraising page link in other ways](#)
5. [Add offline \(cash/cheque\) donations to your fundraising tally](#)

If you have any additional questions or experience any difficulty, please contact claire@capnetwork.ca.

1. Logging In to Your Fundraising Centre

To access your Fundraising Centre: www.canadaafricapartnershipride.ca/login.

You may want to bookmark this link and/or keep a copy of your registration confirmation which also contains a link to the Fundraising Centre.



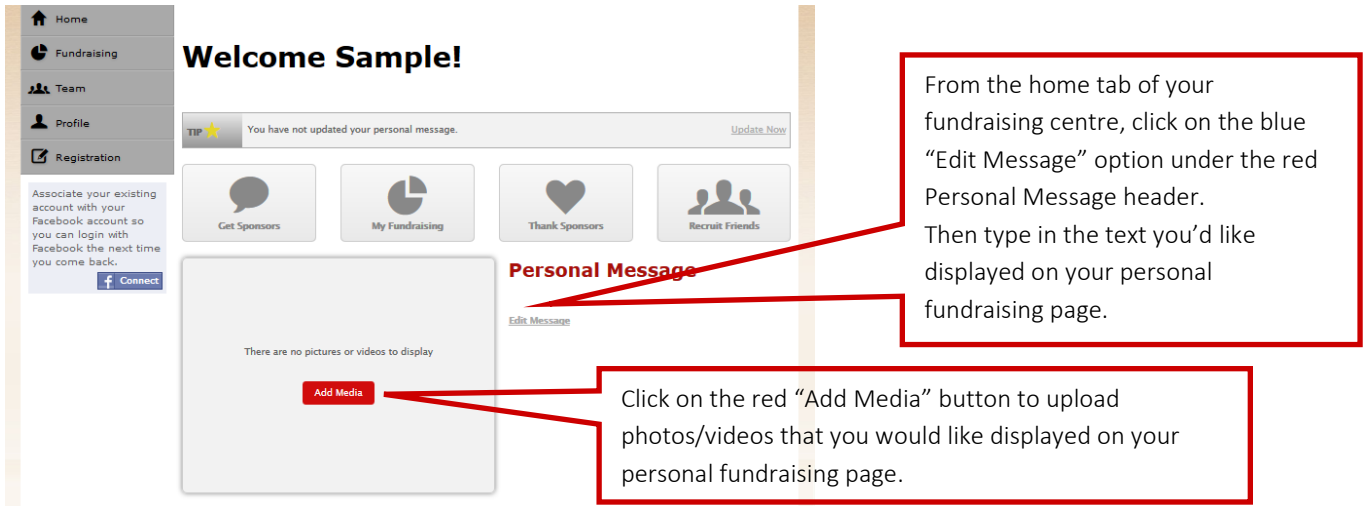
From the Event Website homepage, click on "Log In" on the top menu.

Then simply type in your username and password that you set when you registered.

2. Customizing Your Personal Fundraising Page

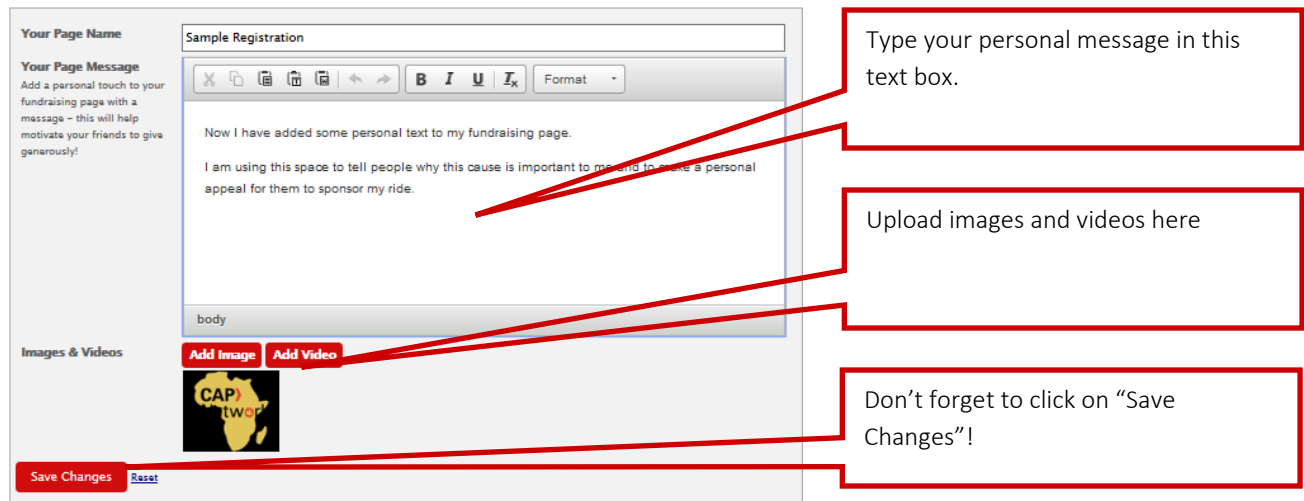
Personalizing your personal page may help with your fundraising efforts – your friends and family will respond to seeing your photo and reading in your own words why you've decided to support this cause.

You were provided an opportunity to personalize your page during the registration process, if you skipped that step or simply want to make an update here's how:



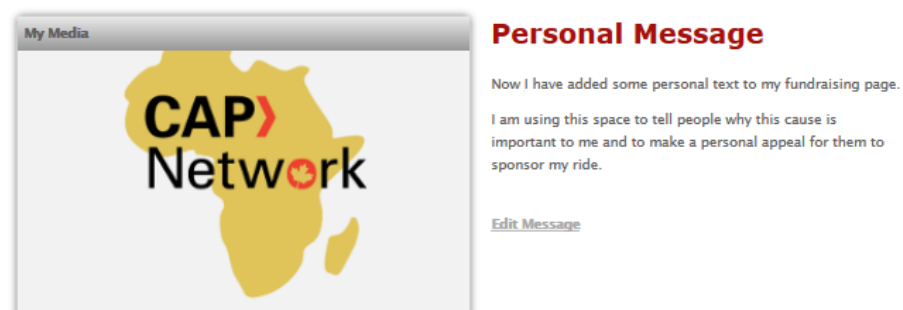
The screenshot shows a fundraising center interface. On the left is a navigation menu with options: Home, Fundraising, Team, Profile, and Registration. The main content area is titled "Welcome Sample!". Below the title is a notification: "TIP You have not updated your personal message." with an "Update Now" link. There are four action buttons: "Get Sponsors", "My Fundraising", "Thank Sponsors", and "Recruit Friends". A "Personal Message" section is highlighted with a red box, containing an "Edit Message" link. Below this is a large grey area with the text "There are no pictures or videos to display" and a red "Add Media" button. A callout box points to the "Edit Message" link, stating: "From the home tab of your fundraising centre, click on the blue 'Edit Message' option under the red Personal Message header. Then type in the text you'd like displayed on your personal fundraising page." Another callout box points to the "Add Media" button, stating: "Click on the red 'Add Media' button to upload photos/videos that you would like displayed on your personal fundraising page."

You will be taken to your "Fundraising Tab" screen to enter your new content:



The screenshot shows the "Fundraising Tab" content editor. The page name is "Sample Registration". The "Your Page Message" section contains a rich text editor with the text: "Now I have added some personal text to my fundraising page. I am using this space to tell people why this cause is important to me and to make a personal appeal for them to sponsor my ride." Below the text editor are "Add Image" and "Add Video" buttons. A callout box points to the text editor, stating: "Type your personal message in this text box." Another callout box points to the "Add Image" and "Add Video" buttons, stating: "Upload images and videos here". A third callout box points to the "Save Changes" button, stating: "Don't forget to click on 'Save Changes'!". The "Images & Videos" section shows a preview of an image with the "CAP Network" logo.

Now that you have successfully added content, you should be able to see it on your home tab:



The screenshot shows the fundraising center home page after the content has been updated. The "Personal Message" section now displays the text: "Now I have added some personal text to my fundraising page. I am using this space to tell people why this cause is important to me and to make a personal appeal for them to sponsor my ride." Below the text is an "Edit Message" link. To the left of the message is a "My Media" section showing a preview of the "CAP Network" logo image.

NOTE: If you are a team captain, you can follow the same process for customizing your team page

3. Fundraising by using the system to send emails

Get Sponsors

Send messages to your friends and family asking them to support you

Step 1: Send Emails

We've made it easy! Please choose one of the following two options. Either way the email recipients are directed to a page where they can make a quick and secure donation.
[View list of people you've asked to sponsor you>](#)

Load a Saved Email:

Please Select

To:

(separate email addresses with commas or semi-colons)

Subject:

Please sponsor me in CAP Ride 2018!

Email Message:

CANADA AFRICA Partnership Ride
www.CanadaAfricaPartnershipRide.ca

I'm riding. Will you support my cause?

I'm riding to support grassroots projects in African communities which are on the front lines of development efforts - supporting healthy and sustainable futures for children, families and entire communities!

You can help support me by making a secure online donation using your credit card. Click on the link below:
<https://secure.e2rm.com/registrant/FundraisingPage.aspx?SID={SolicitationID}&LangPref=en-CA&EID=238350>

For more information on how YOU can participate in the CAP Ride 2018, please visit www.CanadaAfricaPartnershipRide.ca.

Send Email > Save Email

Type or paste the emails of the people you wish to email.

Feel free to customize the subject line here

Use the sample text provided or add your own personal message here.

Be careful not to delete the hyperlinks to your fundraising page!

Use the red buttons to send your email and/or save it as a template for another time.

You can check on your sponsors and send thank you emails from the Manage Sponsors Tab:

Manage Sponsors

View the people that have helped by sponsoring you

Total Amount Raised:	\$0.00 (\$0.00 Pledged)
Total Donations:	0 (0 Pledged)
Fundraising Goal:	0% of \$1,000.00 (change)
Registration Status:	Registered
Online Registration Number:	4098864

Personal Page:
<https://secure.e2rm.com/registrant/FundraisingPage.aspx?RegistrationID=4098864>

100%

Goal Remaining

Thank Sponsors

Click on "Manage Sponsors" Tab

Click on "Thank Sponsors" link.
From there you can personalize and send emails as above.

4. Sharing your fundraising page link in other ways

From your “My Fundraising” tab you can copy the link to your Personal Fundraising Page to share through your own email client or through social media:

Total Amount Raised:	\$0.00 (\$0.00 Pledged)
Total Donations:	0 (0 Pledged)
Fundraising Goal:	0% of \$1,000.00 (change)
Registration Status:	Registered
Online Registration Number:	4098864

Personal Page:
<https://secure.e2rm.com/registrant/FundraisingPage.aspx?registrationID=409886>

Copy and paste the URL from here

5. Adding Offline (Cash/Cheque) Donations

You may have sponsors who prefer to donate by cash or cheques. You can easily track them using this [Pledge Collection form](#). Should you wish to have their contributions reflected in your online fundraising tally, you can enter them here:

Manage Cash or Cheque Donations

If you collected donations in person, enter them here.

Note: By providing as much information as possible you will help decrease our administrative costs, and enable us to issue an electronic tax receipt.

Donation from a friend or family member (may be receipted)
 Donation from an event or cash lump sum (will not be receipted)

Enter New Cash or Cheque Donation

First Name:
Last Name:
Address:
City:
Province:
Postal/Zip Code:
Email:
Donation:

Display my name on the donor listing.
 Display my donation amount on the donor listing.

Add Donation >

Click on the “Manage Cash or Cheque” tab

You can either enter each donation individually and then, once we have received the cheque/cash the system will issue a tax receipt by email.

Or, you can simply enter the total and we will collect the details later to issue tax receipts.

Don't forget to click on the red “Add Donation” button!