CANADA
AFRICA
Partnership Ride

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:
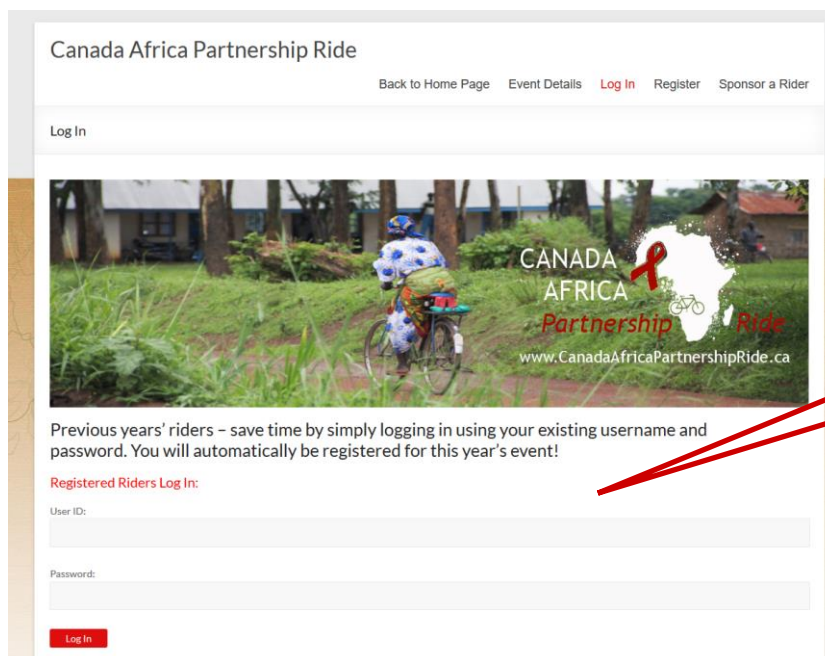
1. Logging In to Your Fundraising Centre

2. Personalize your Personal Page

3. Fundraise by using the system to send emails asking people to sponsor your ride and to thank your donors

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.

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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.
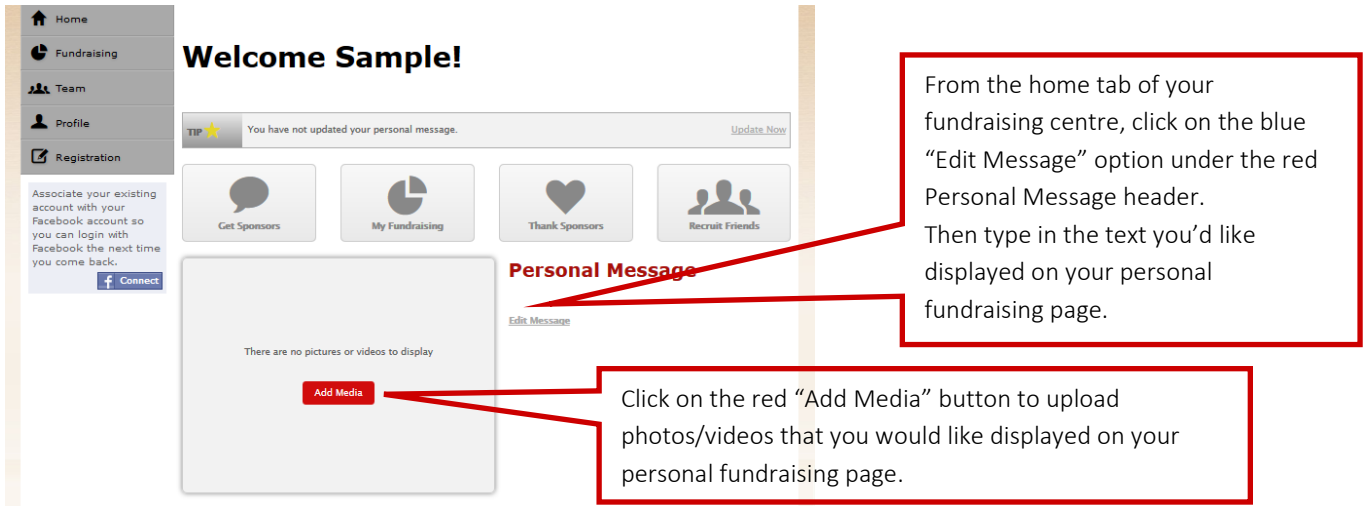

From the Event Website homepage, click on "Log In" on the top menu.

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

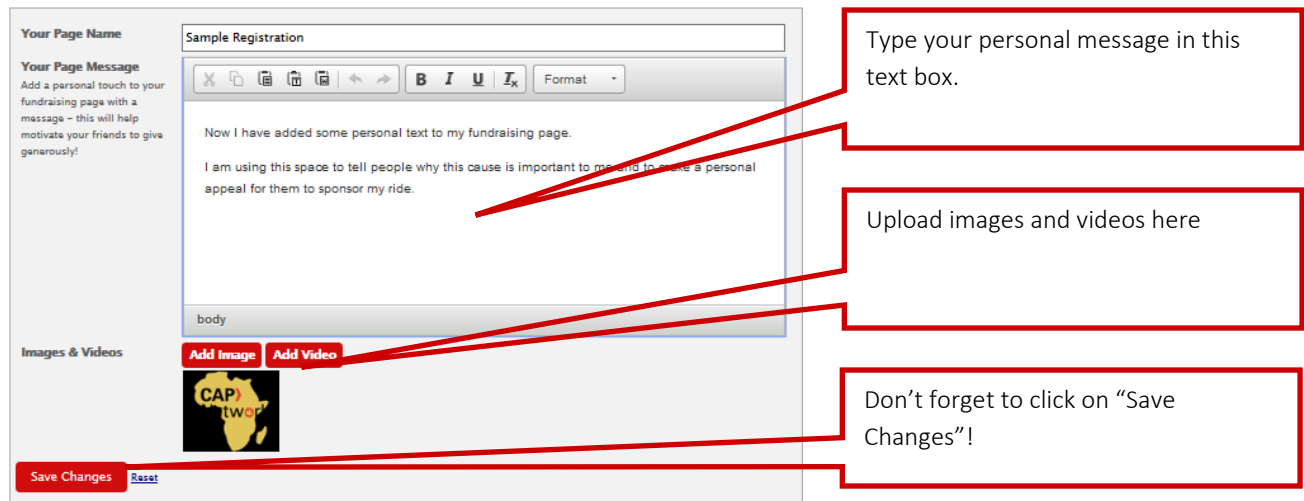## 2. Customizing Your Personal Fundraising Page

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:
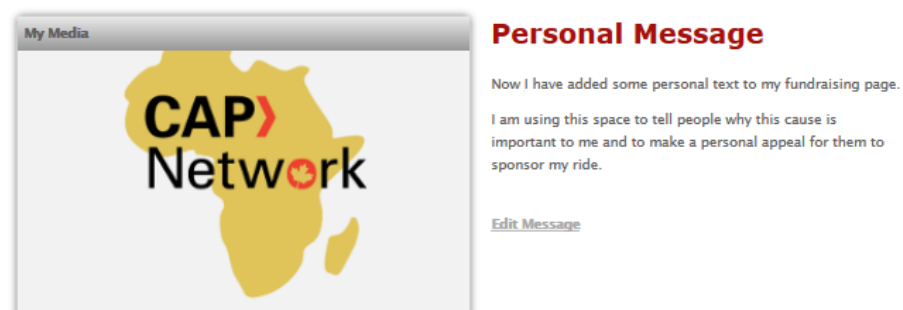

From the home tab of your fundraising centre, click on the blue "Edit Message" option under the red Personal Message header.
Then type in the text you'd like displayed on your personal fundraising page.

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:

Type your personal message in this text box.

Upload images and videos here

Don't forget to click on "Save Changes"!

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

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

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:

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:

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:

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!