Setting Up a Personal Fundraiser: **Instructions**

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Step 1: Navigate to https://preventchildabusenc.salsalabs.org/cyofundraiser/index.html and click "**Start Fundraising**."
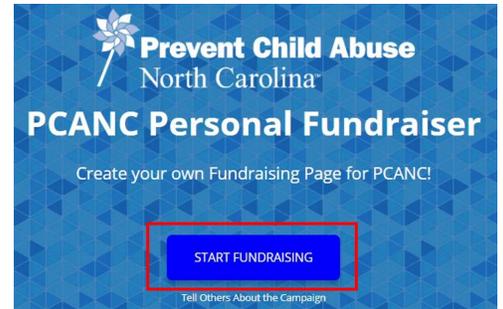

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Step 2: Enter your information, click "**Next**," and then choose either "**Create an Account**" or "**Continue with Facebook**." If you choose to continue with Facebook, PCANC will not post fundraising materials to your account without your permission. Connecting with Facebook will allow you to use photos and videos from your Facebook account on your fundraising page.
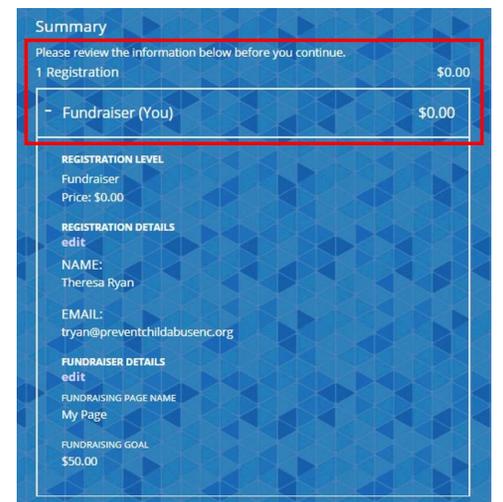

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Step 3: Name your fundraising page and enter a fundraising goal. Then, click "**Next**."
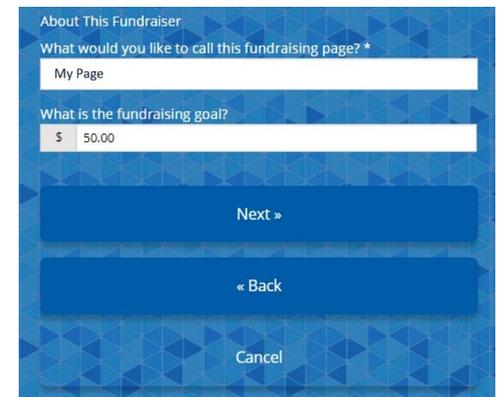

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Step 4: You will be redirected to a confirmation page, and you'll be able to see a "receipt" for your registration. Note that registering a fundraising page is free, so the total should read $0.00.

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Step 5: If you want to set up a fundraising team where each member has their own individual fundraising page, click on "**Add Another Registration**" and add your team member's information. Each time you add a team member, you'll be directed back to the confirmation page. Repeat this step until you've added all your team members. Team members will be able to set up their own fundraising pages. *If you want all team members to access the same fundraising page, do not add additional registrations and instead share the log in information for the first page you set up.*
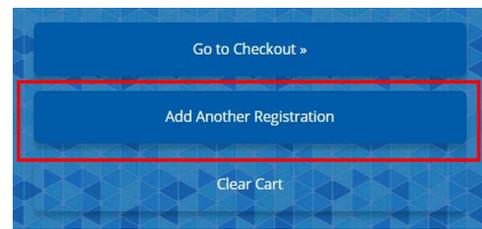
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Step 6: Click "**Go to Checkout**" and then decide if you'd like to make a donation to start your fundraiser. If you would not like to donate, uncheck the "I would like to a make a donation" box. Fill out payment info if you're making a donation. If you are not donating, *you will still need to fill out your name, email address, and phone number at the bottom.* Review the info and click "**Submit**."
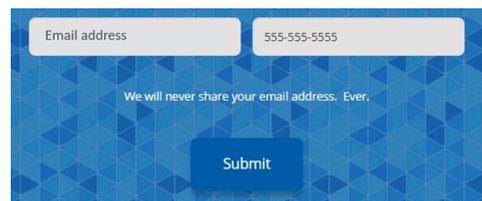
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Step 7: You will be redirected to a page that says "Thank You!" Click on "**Complete your fundraising page setup here!**"

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Step 8: Customize your page!

Dashboard: Get links to share your fundraising page and track your progress.

Post an Update: Post an update to your page to tell people how fundraising is going! Your update will be added directly to your fundraising page, and you can also share the update to Facebook or Twitter using the buttons at the bottom.

Donations: Track donations under the donations tab.

Edit Page: Change your page name, profile picture, or cover photo, or write a about why you've chosen to fundraise for PCANC under "**My Story**."

Click "**View Page**" at the top to see what your page looks like! If you share the link to the page, potential donors will be directed to the page that comes up when you click "View Page."