

Life Enrichment Center Walk-a-Thon Webpage Setup

Thank you for partnering with us! You can create your personal **Stepping Out for Seniors** fundraising page in 2 minutes by following the steps below:

1. Go to <http://weblink.donorperfect.com/TheLifeEnrichmentCenteratOysterBay/VirtualWellnessWalk2021> to access the **Stepping Out for Seniors** fundraising page template.

2. Click on **Create my own fundraising page!** to build your personal page.

Create my own fundraising page!

3. Enter the **Name** for the fundraising page owner, such as "*John Smith's Team.*" This name will be visible to everyone who visits your page.

Sign up for your own individual Crowdfunding page!

Complete the form below to create your own personal Crowdfunding page.

Name

Email



Create My Page →

4. Enter the fundraising page owner's **email address**. Your confirmations will go to this email address.

5. Click **Create My Page** and then click on **Okay**.

6. In your email inbox, find the email with the subject line "**Personalize your Crowdfunding page**" (if you cannot find it, please check your *Junk* or *Spam* folders). Save this email so that you can edit your page later if needed.

7. In the email, click on the **Personalize my page!** button to go to your personal fundraising page.

Personalize my page!

8. In the Page Editor, you can personalize your page by clicking the **edit (pencil) icon** next to certain sections: (These are all **optional**)

- Update how **your name** appears under the page's title.

- Set a **personal fundraising goal** for just your page. The overall goal for **Stepping Out for Seniors** is \$7,500.
- Turn on/off **Show Supporter List**. (checkbox)
- Replace the default **Stepping Out for Seniors** image with **your own image**.
- Type **your own message** to everyone who views your page.

9. When finished editing your page, click on **Save and Publish**.



Then, click **Got It!** in the window that pops up.



10. In your inbox, find the email with the subject line "**Support my fundraising effort.**" Save this email so that you can use it later if needed.

11. Forward this email to as many family, friends, and colleagues as you can. Before sending:

- Change the **subject line** to avoid your email going into others' Junk email folders.
- Delete the "Forward" tip** message at the top of the email.
- Personalize** your email message.

12. To **share your page on social media**, right-click **Donate to my cause** and select **copy link address**. Then, paste the link into your social media accounts.



You have finished. Thank you for your support!

Questions? Please contact Christopher Judge, LEC Staff member at chrisj@lecob.org or (516) 922-1770 x309.