

# How to Create my own Fundraising Page for the Life Enrichment Center 2023 Walk-a-Thon

Thank you for supporting our event! You can create your personal **Stepping Out for Seniors** fundraising page in just a few minutes by following the steps below.

*Or don't forget, rather than create your own webpage, your other option is to simply share our event page as-is: <https://www.Lecob.org>*

**To create your personal fundraising page: (NOTE: Or let us do this for you! Contact Ann at 516-922-1770 ext. 309)**

- 1) Go to the Center's website: <https://www.Lecob.org>
- 2) Scroll down a little to see the **Annual Walkathon** info box.
- 3) Click anywhere on the Walkathon image to access our **Stepping Out for Seniors** event page.
- 4) Scroll to the section titled "**How to Participate**".
- 5) Click on the blue button for "**Click Here to Register Online**", which takes you to the "**2023 Walkathon**" page. *(You will see our Goal shown up top.)*
- 6) Click on the button for **Create my own fundraising page!** to build your personal page.



Create my own fundraising page

7) Enter a **Name** and **Email address**:

- **Name:** This name will be visible to everyone who visits your page. Enter your name **or create a unique team name** such as "*John Smith's Team*" or "*Wonderful Walkers*".
- Also enter your **Email address**. Your confirmation emails will go to this email address.
- Click **Create My Page** and then click on **Okay**.
- Your fundraising page has been created! But now we have the option of customizing it. (See the step 9 below.)

Name

Email

Sign up for your own individual Crowdfunding page!

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

Name

Email

Create My Page →

8) You will receive two emails in your email inbox. (If you cannot find them, please check your *Junk* or *Spam* folders).

- Subject line "**Support my fundraising effort**". Keep this email, as it lists the link for your fundraising page. You will use it to forward to your friends and family in steps 10 and 11 below.
- Subject line "**Personalize your Crowdfunding page**". Keep this email so that you can edit your page later if you'd like (optional), as outlined in steps 9 a) through d) below.

9) **To personalize your page**, which is optional but recommended, follow steps a) through d) below. Otherwise, skip to step 10 below. *(Note: We can help you personalize your fundraising page. For assistance, call Ann at (516) 922-1770 ext 309.)*

- a) Open the email with the subject line **“Personalize your Crowdfunding page”**. In the email, click on the **“Personalize my page!”** button to go to your personal fundraising page.



- b) In the Page Editor, you can personalize your page by clicking the **edit (pencil) icon** next to certain sections: (These steps are **all optional**).
- Update how **your name** appears under the page’s title.
  - Set a **personal fundraising goal** for just your page. How much do you hope your personal team raises? (Note: The overall goal for **Stepping Out for Seniors** is \$15,000.)
  - Turn on/off **Show Supporter List**. (checkbox) If **“On”**, the names of your supporters will appear on your page, as well as the Center’s event page, as donations come in. (“On” is recommended.)
  - Replace the default **Stepping Out for Seniors** image with **your own image**. To do so, click on the pencil next to **“Change image”** (this appears below the image). We can help you do this!
  - Type **your own message** to everyone who views your page, or leave the sample message.
- c) When finished editing your page, click on **Save and Publish**.



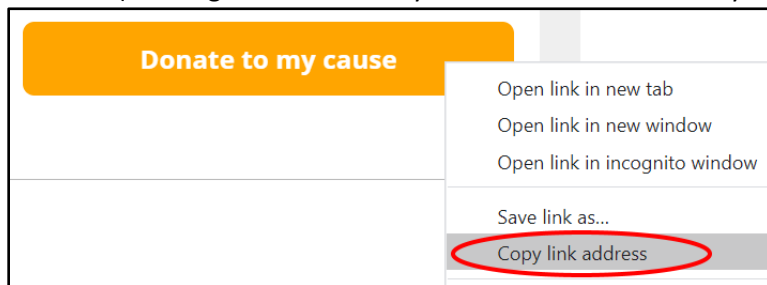
Then, click **Got It!** in the window that pops up.



- d) **In your inbox**, you will find a new email with the subject line **“Support my fundraising effort”**. Keep this email, as it lists the email for your fundraising page. (It’s the same link that was sent to you in step 8 above.) You will use it to forward to your friends and family in steps 10 and 11 below.

- 10) **Forward the email “Support my fundraising effort” from step 8 or step 9d (it’s the same link)** to as many family members, friends, and colleagues as you can. Before sending:
- Optional: **Change the subject line**. (Personalizing the subject line might avoid having your email go to other’s Junk email folders.)
  - **Delete the “Forward” tip** message at the top of the email (to avoid confusing people).
  - Optional: **Personalize** your email message.

- 11) **To share your page on social media**, go to the email with the subject line **“Support my fundraising effort”** from step 8 or step 9d. Right-click or tap-and-hold **“Donate to my cause”** and select **copy link address**. Then, paste the link into your social media accounts. (You might want to save your link somewhere handy too, for easy reference.)



**You have finished. Best of luck with your fundraising, and Thank you for your support!**

Questions? Please contact Ann Glynn, LEC Staff member  
at [AnnGlynn@Lecob.org](mailto:AnnGlynn@Lecob.org) or (516) 922-1770 ext.309.