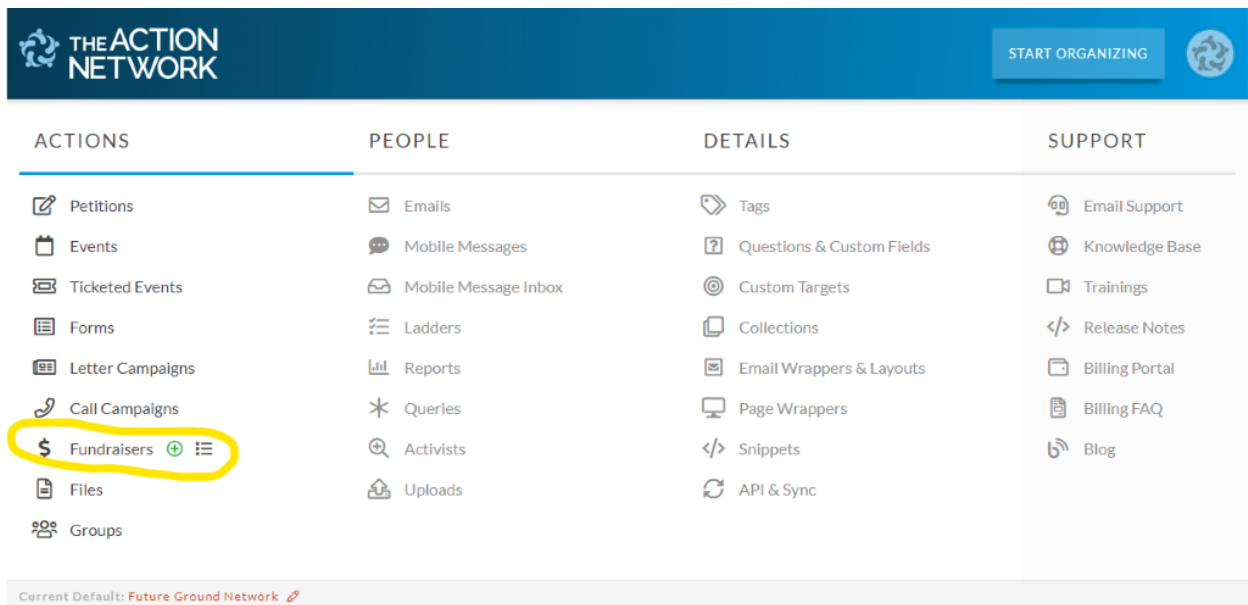


Setting up an online fundraiser

Fundraisers allow you to raise money from your community. You can set up as many fundraising forms as needed, depending on the type of fundraising activity you're doing.

1. Go to the home screen and select the “plus” (+) button next to “Fundraisers.”



2. Name your fundraising page and fill out the information. If you like, you can change the amounts by clicking “Remove,” typing in the new amount and clicking “Add Amount Option.”

Edit Fundraiser: Administrative Title (Optional)

Title of your fundraising page *

\$5 Remove \$10 Remove \$15 Remove \$20 Remove \$Other Remove

\$Amount * ADD AMOUNT OPTION ?

Make Recurring Contributions Optional Allow User To Set Recurring Period ?

REMOVE RECURRING CONTRIBUTIONS

CONTRIBUTIONS WILL GO TO Please Select Your First Recipient

ADD A RECIPIENT ?

Contributions

Only 50,000 more until our goal of 100,000

REMOVE GOAL SLIDER

ADD BANNER IMAGE (OPTIONAL)

HTML Format B / S Lists Image

Video Table Link Line

Your fundraising page description. *

CREATED BY

3. Unless you only want the form to be a recurring donation form, keep the form selection “Make Recurring Contributions Optional.”

\$5 Remove \$10 Remove \$15 Remove \$20 Remove \$Other Remove

\$Amount * ADD AMOUNT OPTION ?

Make Recurring Contributions Optional Allow User To Set Recurring Period ?

Make Recurring Contributions Optional

Make All Contributions Recurring

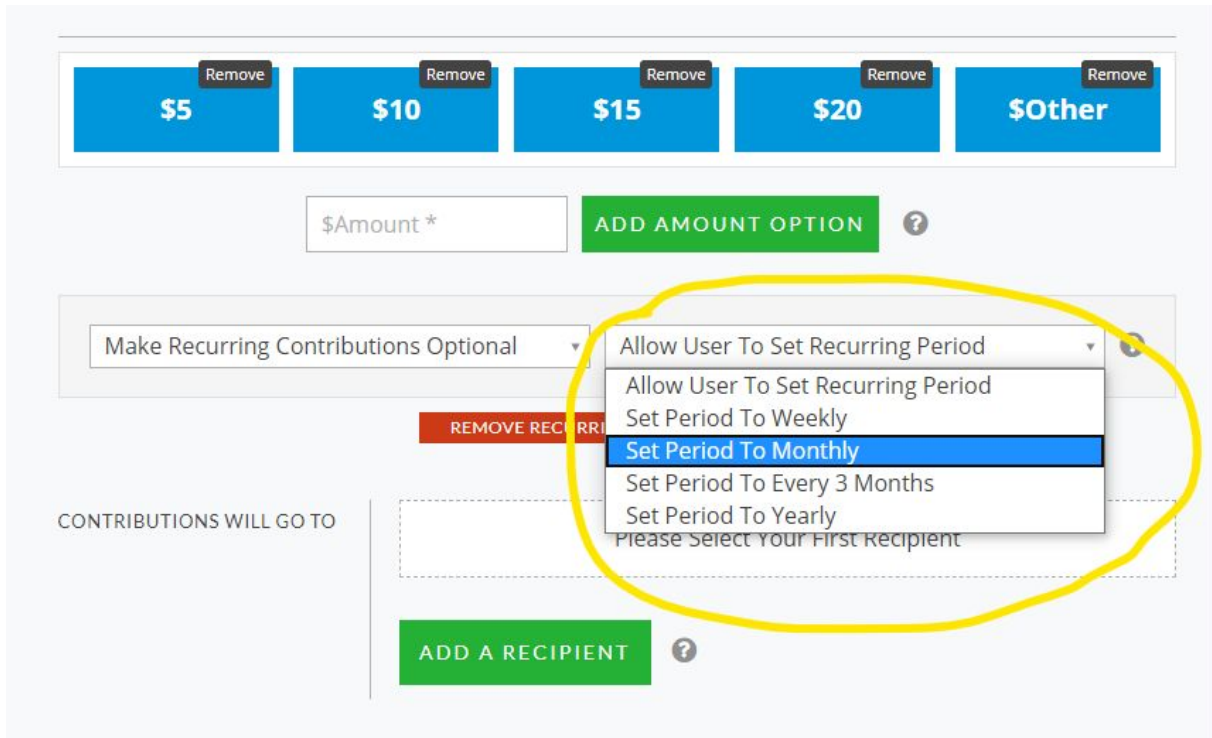
REMOVE RECURRING CONTRIBUTIONS

Only

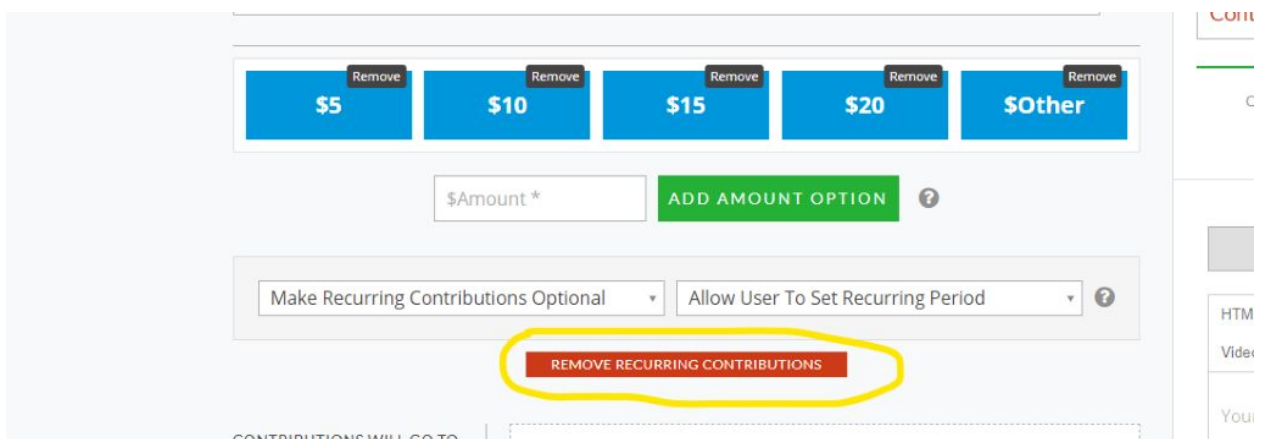
HTML

Video

4. We recommend selecting “Set Period to Monthly” for recurring donations, as this is the standard approach for most organizations.



5. If you don't want recurring donations as an option, click “Remove Recurring Contributions.”



6. Click “Add a Recipient” and choose your organization.

The screenshot shows a web interface for managing recurring contributions. At the top, there are two dropdown menus: "Make Recurring Contributions Optional" and "Allow User To Set Recurring Period". Below these is a red button labeled "REMOVE RECURRING CONTRIBUTIONS". The main section is titled "CONTRIBUTIONS WILL GO TO" and contains a dashed box with the text "Please Select Your First Recipient". A green button labeled "ADD A RECIPIENT" with a help icon is circled in yellow. To the right, there is a sidebar with options for "HTML", "Form", "Video", and "Table", and a section for "Your fundra" and "CREATED BY".

7. Click “Add.” That group will receive the funding. We recommend including only your group.

The screenshot shows a dropdown menu titled "RAISE FOR YOURSELF OR YOUR GROUPS" with a help icon. The dropdown is open, showing a search bar and a list of options. The "Future Ground Network" option is circled in yellow. The list includes "Yourself", "Your Groups", "Drawdown Markham Aurora", "David Suzuki Foundation Network", and "Future Ground Network". A blue "ADD" button is visible to the right of the dropdown. Below the dropdown, there is a "SEARCH" button and a section titled "NETWORK WHO" with "ATIONS" below it.

8. Click “Publish.” You’ll see a screen with a number of different options, like other Action Network forms.

9. "Recipients" shows you the amount of money you've raised from supporters.

Statistic **Recipients** Donor Information Sponsors Recurring Upsell Responses
Sharing & Tracking Next Steps

Recipients

Search: [] 1

Recipient	Amount	Average	Donations
None	\$0.00	\$0.00	0
Total	CAD 0.00	CAD 0.00	0

10. "Responses" allows you to change the autoresponder emails.

Responses ?

THANK YOU REDIRECT LINK

Your Redirect Link (leave blank for default) ?

UNPUBLISHED REDIRECT LINK

Your Unpublished Redirect Link (leave blank for default) ?

AUTO-RESPONSE EMAIL ?

Send An Email Response

Wrapper: Standard Email Wrapper ?

To: [Activist Name]

Subject: Thanks for contributing! ?

From: Future Ground Network ?

EMJ

Su

Bo

Fri

I cc
fur

tes

Ca

he

htt

g/E

e2

.Th

EMI

<sc

src

v3,

3b

for

<d

3b

83:

div

-->

11. If you are accepting recurring donations, your supporters will receive one of two emails, either a donation receipt or notification if their donation fails. To change these emails, go to your home page and select “Settings.”

The screenshot shows the 'THE ACTION NETWORK' interface. At the top left is the logo. At the top right is a 'START ORGANIZING' button and a circular icon. Below the header, the main content area is blue and displays 'CURRENTLY MANAGING GROUP: Future Ground Network' with a link icon. Underneath, it says 'David Suzuki Foundation' and 'Part of the David Suzuki Foundation Network'. There are four buttons: 'View Group', 'Edit Group', 'Edit URL', and 'Unpublish Group'. Below these is 'STATUS: LIVE'. A dark blue navigation bar contains links for 'Statistics', 'Actions', 'Emails', 'Reports', 'Activists', 'Syndication', 'Discussion', 'Organizers', 'Invitations', 'Network', and 'Settings'. The 'Settings' link is circled in yellow. Below the navigation bar, the 'General Settings' section is visible with three checkboxes: 'Allow activists to apply to become organizers for this group', 'Automatically merge activists who change their email address', and 'Send a notification whenever this group or child groups send mass email'. To the right, there is a 'CREATE A SPONSORED ACTION' section with a 'Hide Sidebar' button and a description: 'Create an action or an email for this group. Activists who take action on these pages will be added to the group's email'.

12. Scroll down and you'll be able to change the emails. Do not remove the {{Donation receipt}} or your recipient will not get the info.

Recurring Donation Settings

Donors can cancel or edit their own recurring donations via a link in email receipts

RECURRING DONATION RECEIPT EMAILS ⓘ

Test Wrapper

EMAIL SUBJECT *
Your recurring contribution has been successfully processed

A LEADER OR GROUP NAME *
Future Ground Network

WHERE YOUR ACTIVISTS WILL REPLY *
info@email.actionnetwork.org

HTML Format Align B / S Lists Image Table Link Line Clips Snippets

{{ FirstName | default: "Friend" }},
Your recurring contribution has been processed. Here is your receipt:
{{ DonationReceipt }}
Thanks!
Future Ground Network

FAILED CHARGE EMAILS ⓘ

Test Wrapper

EMAIL SUBJECT *
Action needed: Your recurring contribution has failed

A LEADER OR GROUP NAME *
Future Ground Network

WHERE YOUR ACTIVISTS WILL REPLY *
info@email.actionnetwork.org

HTML Format Align B / S Lists Image Table Link Line Clips Snippets

{{ FirstName | default: "Friend" }},
Your recurring contribution has failed. Here are the details:
{{ DonationReceipt }}
Thanks!
Future Ground Network