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.”

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

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

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.

10. “Responses” allows you to change the autoresponder emails.
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.”

![Settings section of the Action Network website](image)
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.