

World Refugee Day Fundraiser Instructions

Below is a quick reference for setting up and sharing your fundraiser page. For more detailed instructions, please refer to the following pages of this document.

 Catherine McAuley Center

Instructions for Setting up & Sharing your Fundraiser Page



Step 1: Sign up to become a fundraiser

- Go to connect.clickandpledge.com and search for "Catherine McAuley Center" in the top right search bar.
- Click on the *World Refugee Day* campaign and you will land on the main campaign fundraiser page.
- Click on the green "Become a Fundraiser" button to create your account. Fill in required fields. Once submitted, you will have access to your editable page.

Step 2: Customize your fundraiser page

- Click on "Edit Profile" to add your profile picture. Once uploaded, submit changes and return to your fundraiser page.
Image size must be 85 x 85 pixels and no larger than 100KB. You may need to resize your photo before uploading.
- Click on "Edit Page" to customize the information on your page.
 - Enter your personal target amount.
 - Write a brief description.
You are limited to 500 characters for this section. To write more, Click "Add a tab." Here you could add more custom info.
- When finished editing, click on "Save Changes."

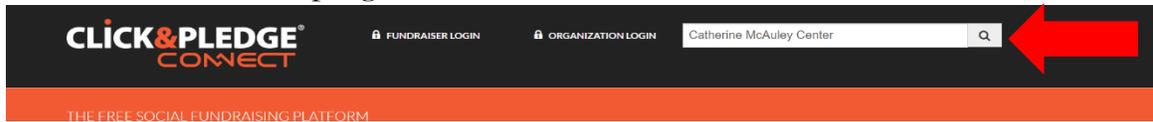
Step 3: Share your fundraiser page

IMPORTANT - You will have a global profile and a fundraiser page that look similar but they are different. *If you share the global profile link, your donations will not come through properly. You MUST share your fundraiser link by following the steps below.*

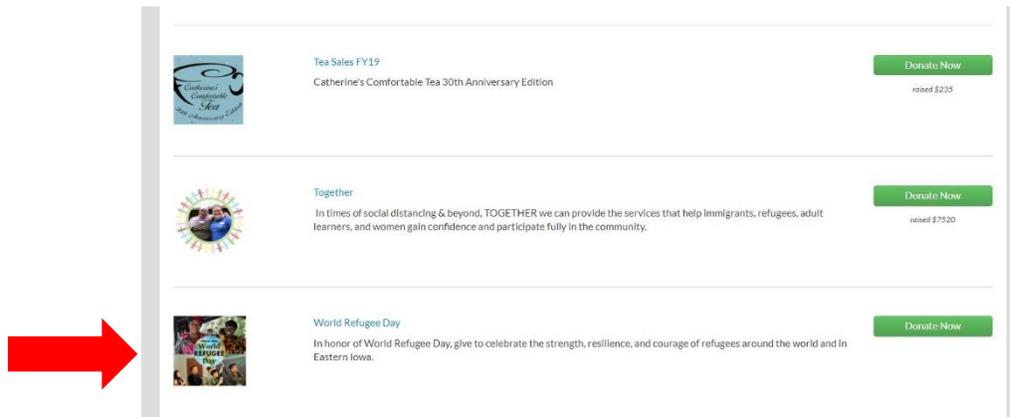
- Navigate back to the main campaign page for World Refugee Day.
- Scroll to the bottom right and click on your fundraiser icon. *(The square with your name and profile picture.)*
- You will land on the correct fundraiser page to share with donors. Copy the URL and paste to share.

Setting up Your Fundraiser Page

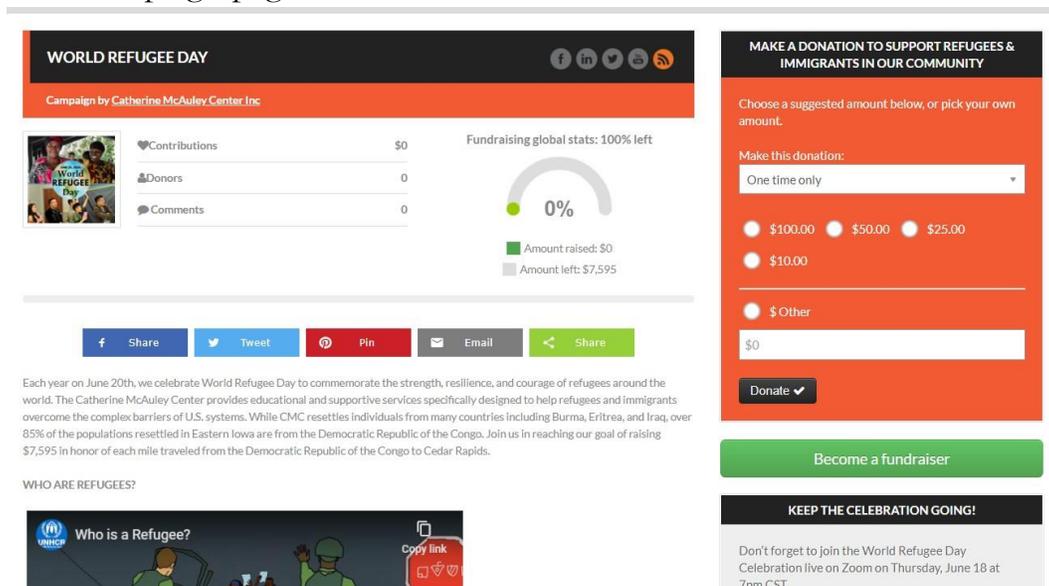
1. Go to <https://connect.clickandpledge.com/> and search for “Catherine McAuley Center” in the top right search bar.



2. Click on the “World Refugee Day” fundraiser link and you will land on the main campaign fundraiser page.



3. Click on the  button on the **bottom right** of the main campaign page.



4. Fill out the necessary information and required fields to create your account and click **submit**.

BECOME A FUNDRAISER

Please enter your first name, last name and email address in the form below and click Submit.

First Name *:

Last Name *:

Email Address *:

Confirm Email Address *:

I'm not a robot

reCAPTCHA
 [Privacy - Terms](#)

5. Once you click **submit**, you'll be taken to your **editable fundraising page**. This page is your global profile that you will use to edit your information only. **This is NOT the page that you will share with donors. Please make sure that you do not share this link.**

CLICK & PLEDGE
CONNECT
FUNDRAISER LOGOUT
ORGANIZATION LOGIN

THE FREE SOCIAL FUNDRAISING PLATFORM

MADISON MOLLER

Fundraiser for [Lorraine McAuley Center Inc.](#)

Global Profile

FUNDRAISING STATS:

Raised: \$0 | Target: \$500 | Left: \$500

♥ Contributions	\$0
👤 Donors	0
💬 Comments	0

✓ Please click on [Edit Page](#) to put in your personal message and set your goal for this campaign. Your campaign will not show without a Goal Amount.

✓ Click on [Edit Profile](#) to change your name and upload a profile image.

[Edit Profile](#)
[Edit Page](#)

Share
 Tweet
 Pin
 Email
 Share

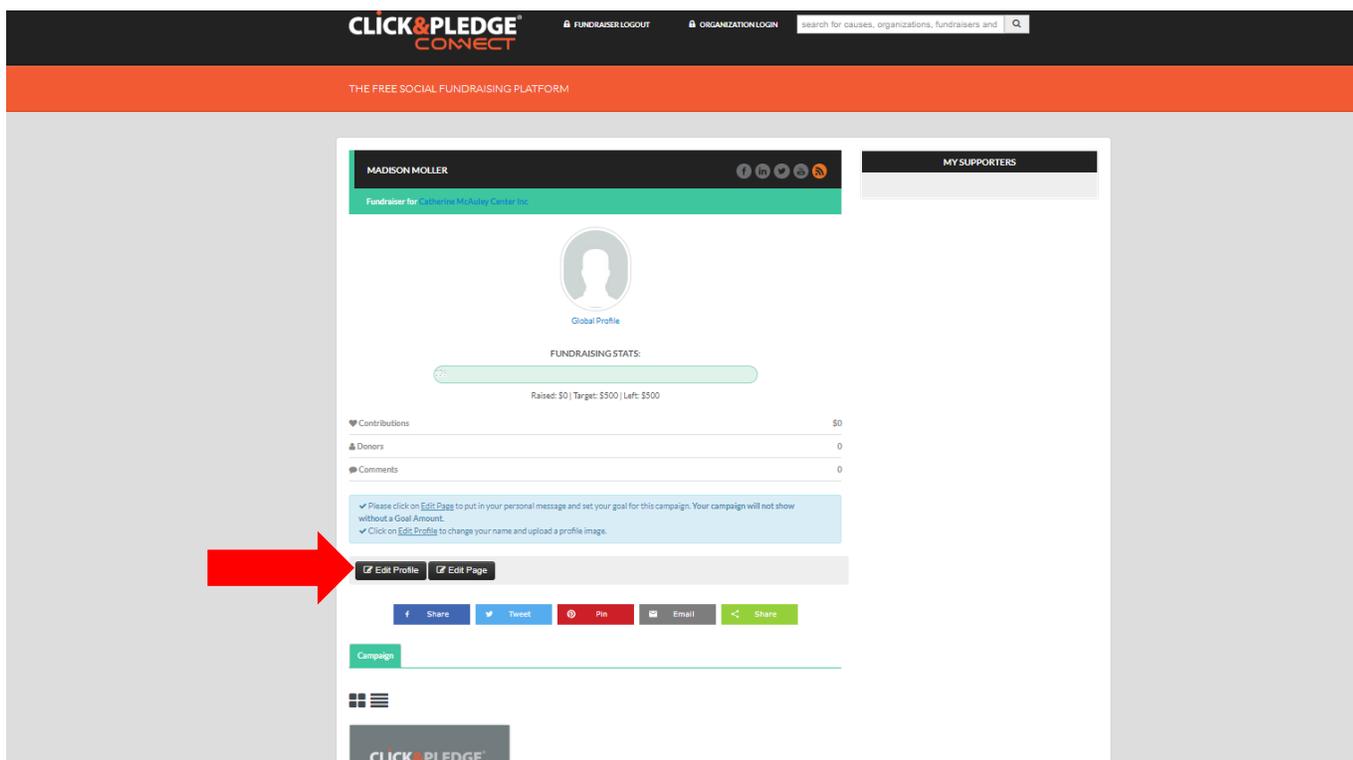
MY SUPPORTERS

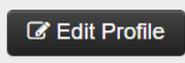
Campaign

☰
☰

CLICK & PLEDGE

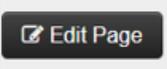
Edit your Profile & Add a Profile Picture

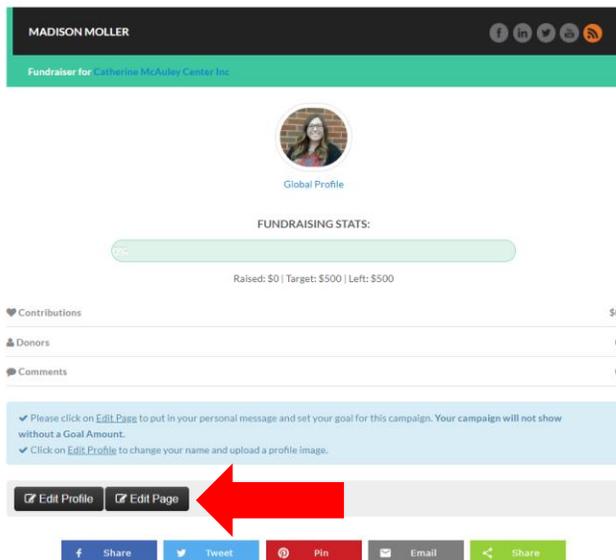


1. Click the  button to set your profile picture.
2. Please **upload a profile picture of yourself**. ****Please note that the image must be 85 x 85 pixels and no larger than 100KB.** You will probably need to resize your image before uploading. Once you've uploaded your profile picture, click **submit changes** and return to your fundraising page.

The screenshot shows the 'EDIT YOUR FUNDRAISER PROFILE' form. It has a title bar at the top. Below the title, there are two text input fields: 'First Name *:' with the value 'Madison' and 'Last Name *:' with the value 'Moller'. Below these is an 'IMAGE' section with a 'Profile Image:' label, a 'Choose File' button, and a 'No file chosen' message. Below the 'Choose File' button, there is a note: 'Browse and upload (Maximum size in pixels 85x85 and 100 kb)'. At the bottom right of the form is a blue 'Submit Changes' button with a checkmark. At the bottom center, there is a link: 'Back to your fundraiser page'.

Customize Your Fundraiser Page

1. Click the  button to customize your page.



2. Follow all of the instructions that you see in the blue box on your screen.

✎ Close Edit

EDIT TABS

- ✓ You must have a target set for a fundraising campaign in order for your campaign to show.
- ✓ To change the tab order, simply drag and drop them into position. Click on Save Changes.
- ✓ To add a new tab click the "Add Tab" button and enter your content. Click on Save Changes.
- ✓ To remove a tab click the "x" button on the right hand side of each tab. Click on Save Changes.
- ✓ To edit tab content, click on the tab. To edit tab name, click on the edit button (pen icon). Click on Save Changes.

f Share

🐦 Tweet

📌 Pin

✉ Email

⬅ Share

Campaign ✎

+ Add Tab

Campaign Name:
Together

Target Amount: *

Write a short description about why you're fundraising for this cause.

You can write your own description or you can copy and paste an option from page 7.

Set a personal target amount of your choice.

Share Your Page with Potential Donors

As mentioned above, *you have a global profile and a fundraiser page that look similar, but they are different. If you share the link to your global profile, donations will not come through correctly and we will not be able to track them as part of your fundraiser.* Follow the steps below *to share your fundraiser page with donors.*

1. Navigate back to the **main campaign fundraiser page for World Refugee Day**. Scroll to the bottom right of the screen and **click on your fundraiser icon (the square with your name and profile picture)**. This will take you to your fundraiser page that you can share with your donors.

The screenshot shows the 'WORLD REFUGEE DAY' campaign page by Catherine McAuley Center, Inc. It features a fundraising progress bar at 0% with a goal of \$7,595. A donation form on the right allows users to choose a suggested amount (\$100.00, \$50.00, \$25.00, \$10.00, or \$ Other) and a frequency (One time only). A red arrow points from the 'OUR FUNDRAISERS' section at the bottom right to the next screenshot.

2. From this page, you can share your fundraiser link via email, text, or social media.

To share via email or text, copy the URL from the website and paste into your text message or email.

To share on Facebook, Click the blue Facebook button. You will be able to add a custom message and share to your personal Facebook page.

The screenshot shows the fundraiser page for 'MADISON MOLLER' by Catherine McAuley Center, Inc. It displays the fundraiser's profile picture and name, along with fundraising stats: 'Raised: \$0 | Target: \$200 | Left: \$200'. A red arrow points from the 'OUR FUNDRAISERS' section in the previous screenshot to this page. Another red arrow points to the browser's address bar, which contains the URL: 'connect.clickandpledge.com/Organization/cmc-cr/Fundraiser/MadisonMoller'. A third red arrow points to the social media sharing buttons at the bottom of the page.

Add Content to Your Fundraiser Page

Enter a Description – Below is a sample message you can copy and paste, then edit in your personal message section. You are also welcome to write your own.

As a supporter of the Catherine McAuley Center, I am raising money to provide educational and supportive services to my neighbors in Cedar Rapids and beyond. I believe in the mission of CMC because _____.

I believe the people we serve, including immigrants and refugees, are a vital part of our local community. Will you join me in with a gift in honor of World Refugee Day?

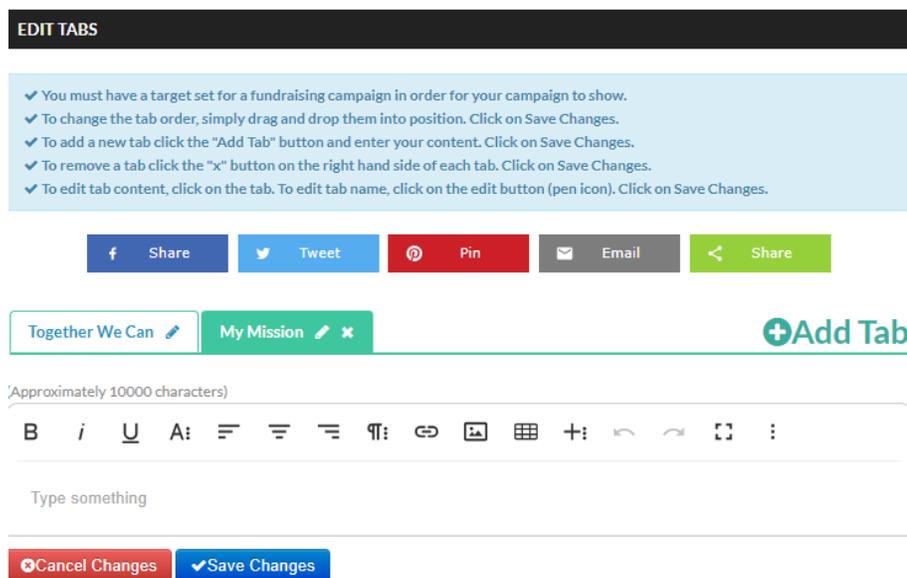
Please note: You are limited to 500 characters for this section. To write more, Click “Add a tab”. Here you could add more custom info like an anecdote about a client forming a meaningful relationship with someone at CMC. See Kelsey’s fundraising page for an example.

Add Content: Add Tabs to Your Fundraiser Page

Customize your page and add more content by adding tabs to your page. Here you will be able to add pictures and other details.

1. Click the  button & enter the name of your tab in the pop up box. For example: If you would like a tab dedicated to your history with CMC and why you care, you could name your tab “My Mission” or “Why I Care”

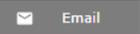
2. Use the options to the right to add text and pictures to your page.



EDIT TABS

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- ✓ To edit tab content, click on the tab. To edit tab name, click on the edit button (pen icon). Click on Save Changes.




Together We Can 
 My Mission  


(Approximately 10000 characters)

B *i* U **A:**           

Type something




Tips for Sharing on Social Media

Share a couple of times a week! Here's a few ideas:

- You may know that I am a supporter of the Catherine McAuley Center. I have a goal of raising \$#### to help local refugee and immigrants receive educational and supportive services. Will you help?
- In honor of World Refugee Day on June 20, board and committee members at the Catherine McAuley Center are trying to raise \$7,595, the number of miles from the Democratic Republic of the Congo to Cedar Rapids. Will you help us?
- While we're all inundated with information about coronavirus, the immigrants and refugees who receive services at the Catherine McAuley Center face barriers to getting important information. CMC staff are working hard to help these clients stay connected—would you give to support this important work?
- Join me in celebrating World Refugee Day by helping me reach my goal of \$XXXX by June 20! Let's honor these courageous neighbors who come to our community from around the globe. You can offer hope and opportunity to newcomers!
- Share progress updates as you reach milestones (50%, 75%, etc.) toward your goal!
- Share an anecdote about your time at the Catherine McAuley Center. How do you KNOW the mission is important?
- Recognize donors in a special shoutout post when they give!
 - I know @John Doe cares about his neighbors because he just donated to provide educational and supportive services for refugees in our community for World Refugee Day. Will you match his gift?

E-mailing/texting your page

- Make it personal! Writing a personal message to every person you send to is GREAT, but at least divide your recipients into groups. Write one message for family, one for your group of college friends, and another for your professional network.
- Create small goals for each group of contacts—will your family get you to 50% of your goal? Will Grandma match the dollars given by her grandkids? Get creative!