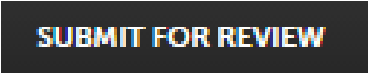




Instructions for Creating Fundraising Page

- 1) Go to: <https://readtoachild.networkforgood.com/projects/53463-read-to-a-child-help-kids-in-need-love-to-read-2021> or <https://tinyurl.com/helpkidslovetoread2021>
- 2) Click on “Start you fundraiser”  (upper right hand corner of the screen)
- 3) Enter first name, last name, email address, and create a password. Click “Continue”
- 4) Give your fundraising page a name – for example: “Mark’s Fundraising Page” or “ArcLight Capital’s Fundraising Page” or “South Florida Regional Board Fundraising Page”
- 5) Add a photo to upload (we recommend a “selfie” with your favorite children’s book or a group photo) *Note: It may not show you a photo preview, so you might have to wait until you hit “Save and Preview”. If it doesn’t look right, then you can hit “Edit Page” and make changes.*
- 6) Add a fundraising goal for yourself (do not include any symbols such as “\$” or commas)
- 7) Add a “Primary Call to Action” – tell others why they should give, for example: “Help Kids in Need Love to Read!”
- 8) Tell your friends why you are raising money for Read to a Child
- 9) Click “Save and Preview” 
- 10) If it looks good, then click “Submit for Review” (at the very top of the screen) 
- 11) Read to a Child will approve your page within 24 hours
- 12) Before the campaign starts, Read to a Child will send you a “toolkit” filled with examples of email appeals, texts, Facebook posts, and more!

We hope this will make your experience as seamless as possible! Happy Fundraising!

Watch our video tutorial for further instruction: <https://tinyurl.com/howtcreateapage>

If you have any questions, please contact natalie.ellis@readtoachild.org or (910) 585-0367.