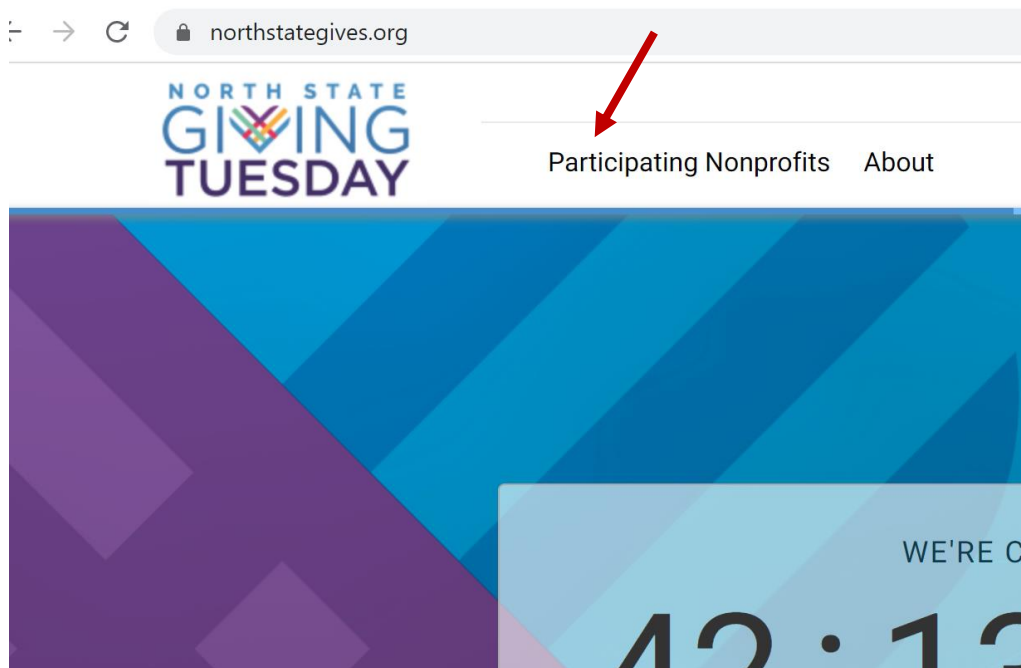




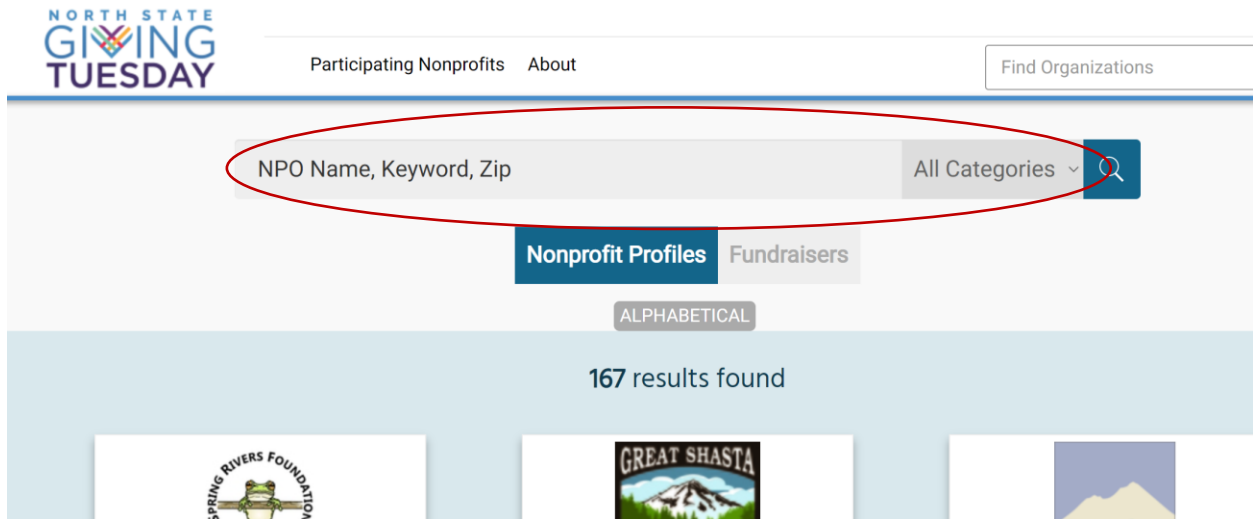
STEP BY STEP INSTRUCTIONS FOR SETTING UP A FUNDRAISER TO SUPPORT YOUR FAVORITE NONPROFIT!

Nonprofits are the heart and soul of our region – enriching our communities in ways no one else can. Do you have a favorite nonprofit? Does their work or their people inspire you to do good? Help them by setting up a fundraiser on their behalf!

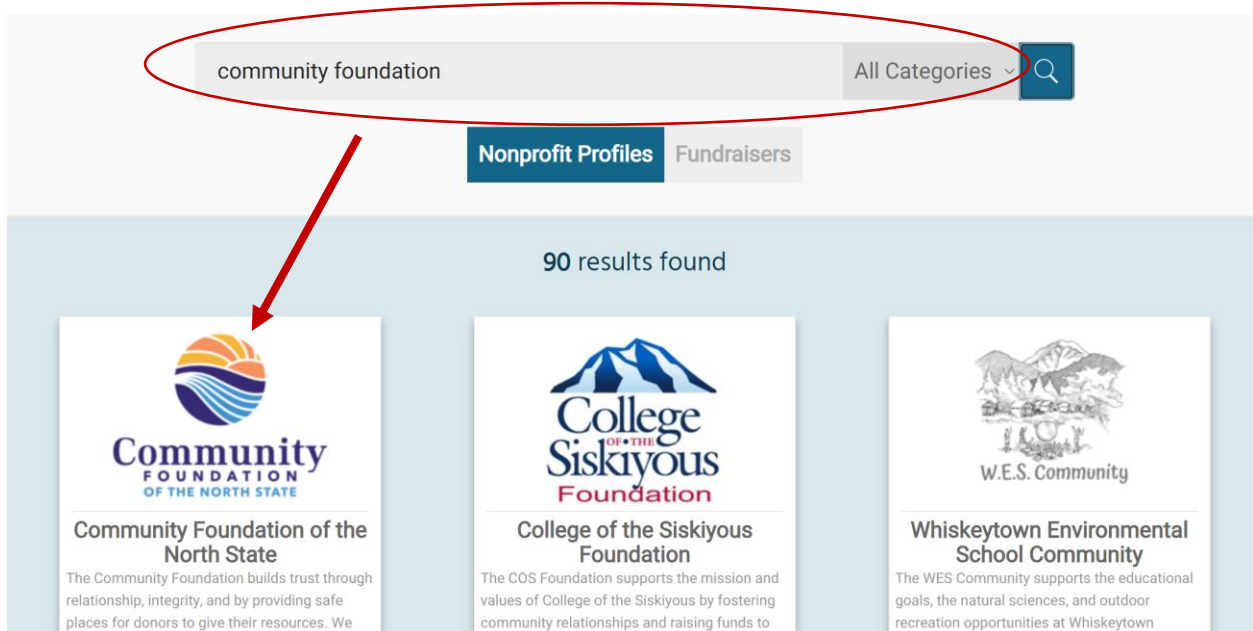
1. Visit www.northstategives.org and click on “Participating Nonprofits”



2. In the search bar, type the name of the nonprofit you wish to support with a fundraiser.



When you see your preferred nonprofit profile display, click on the logo of the organization's profile.



In reaching the nonprofit profile, you'll click the "Fundraise" button in the upper right corner of the screen.

The screenshot shows the profile page for the Community Foundation of the North State. At the top left is the "NORTH STATE GIVING TUESDAY" logo. To its right are links for "Participating Nonprofits" and "About". A search bar labeled "Find Organizations" is in the top right, with a "Login" link next to it. The main header area is dark blue with the text "Community Foundation of the North State" in white. Below this, on the right side, is a white button with the word "FUNDRAISE" in green, which is circled in red. On the left side, there is a white sidebar containing the organization's logo, a "Add to favorites" button, a phone icon with the number "530-244-1219", a "Share page" button with social media icons, and the address "1335 Arboretum Drive Suite B, Redding, CA 96003". Below the address are icons for email, Facebook, Instagram, Twitter, and a globe. The main content area on the right has tabs for "Overview" and "Programs". The "Overview" tab is active, showing a description: "The Community Foundation builds trust through relationship, integrity, and by providing safe places for donors to give their resources." Below this is a paragraph: "We are a nonprofit, public charity serving the people of Shasta, Siskiyou and Tehama counties, with a mission to impact the region through the power of giving. Since 2000, the Community Foundation has awarded over \$34 million in grants, made possible by the generosity of their fund holders and professional fund management practices." At the bottom of the main content area are four small image thumbnails.

Upon first visit, each person will need to create a log-in in order to create fundraisers to support their favorite nonprofit unless there is an existing donor account. Click the "Create Profile" button if no account exists to create your new log-in. Otherwise, enter your credentials for your previously created donor account.

The screenshot shows the login page. At the top left is the "NORTH STATE GIVING TUESDAY" logo. To its right are links for "Participating Nonprofits" and "About". A search bar labeled "Find Organizations" is in the top right, with a "Login" link next to it. On the left side, there is a white button with the text "CREATE PROFILE" in white, which is circled in red. Below this button is the heading "Already Have a profile? LOGIN". Underneath is a light blue box containing the text "Thanks for creating a page!". Below this is a paragraph: "In order to create and manage your fundraiser you must create a profile." followed by another paragraph: "With a fundraiser you can challenge friends, family, and others to raise money for the charity of your choice through your own unique page." and a final paragraph: "Please login or create a profile to proceed." Below these paragraphs are two input fields: "Email" and "Password". Below the "Password" field is a "LOGIN" button. At the bottom left of the light blue box is a link that says "Forgot Password?".

Please continue creating a log-in by entering all requested information. Log-in information should reflect the information of the person setting up the fundraiser. Once complete, click "Create Profile".

**Please note, if a nonprofit representative account already exists with an email address, another email address must be used to set-up the fundraiser account UNLESS the nonprofit would like to set up a fundraiser themselves. In that case, a nonprofit user can create a fundraising campaign by accessing the nonprofit dashboard and creating on there.*

The screenshot shows the 'New Account' form on the North State Giving Tuesday website. The header includes the logo, navigation links for 'Participating Nonprofits' and 'About', and a search bar for 'Find Organizations'. A 'Login' link is in the top right. The main content area has a heading 'Please create your account!' and a sub-heading 'New Account'. Below this is a message: 'A simple profile gives you the ability to track your donations and resend a receipt anytime!'. The form contains five required fields: 'First Name', 'Last Name', 'Email', 'Password', and 'Confirm Password'. Each field has a red asterisk and a small 'i' icon. At the bottom, there are two buttons: 'CREATE PROFILE' (circled in red) and 'CANCEL'.

upon successful completion of a fundraiser account, a Fundraiser Dashboard will appear. Most importantly, you will want to complete all information requested in the "My Fundraisers" tab. Once complete, you'll click the "Publish My Fundraiser" button and your fundraising campaign will be live and your supported nonprofit will receive an email notification of your campaign.

The screenshot shows the 'My Account' dashboard. The title 'My Account' is at the top. Below it is a navigation bar with tabs: 'Account Details', 'My Donations', 'Future Gifts', 'Payment Profiles', 'My Fundraisers' (circled in red), and 'My Favorites'. The 'My Fundraisers' tab is active, showing a 'Publish My Fundraiser' button (circled in red) and 'Save' and 'Cancel' buttons. Below this is the 'Fundraiser Details' section. It includes a required field for 'Organization' with the value 'Community Foundation of the North State', a required field for 'Title' with the value 'Join Amanda in supportin', and a required field for 'URL Link' with the value 'https://www.northstategives.org/fundraisers/' followed by an empty input box. A note states: '* URL Link The URL you enter can take up to 2 hours after being approved by the nonprofit to display publicly'.

You can customize each field as you'd like though there is default language to help guide you. Please visit Appendix A for prompts that may help guide you.

Default title: Join {Fundraiser's First Name} in supporting {Imported Nonprofit of Choice} today!

Default summary: Join me in supporting {Nonprofit of Choice}, whose work builds a strong and vibrant community. Your donation will help this organization to fulfill its mission, and support a cause that is very close to my heart.

Default Personal Appeal: Your gift can make a real impact!

Summary ?

Join me in supporting Community Foundation of the North State, whose work builds a strong and vibrant community. Your donation will help this organization to fulfill its mission, and support a cause that is very close to my heart.

Fundraiser Page Photo ?

No file is currently uploaded.

Upload File

Personal Appeal ?

Your gift can make a real i

Match Fund Available ?

Fundraiser Video (URL) ?

Fundraiser Goal

* Goal (\$) ?

\$

Publish My Fundraiser Save Cancel

If you've elected to "Save" your campaign without publishing it, you can always return to it at a later date and finish. Bright red text near the top will let you know that your campaign is not yet published. To edit or publish the campaign, simply click on your desired option of "Publish My Fundraiser" or "Edit".

My Account

Account Details My Donations Future Gifts Payment Profiles My Fundraisers My Favorites

Note: Currently one or more of your fundraisers have been created but not yet published. Until you publish your fundraiser it will not show publicly and you will be unable to raise funds for your nonprofit.

If you need to contact the nonprofit for any reason, you can do so using the email addresses and phone numbers below.

Community Foundation of the North State
Email: info@cfnorthstate.org | Phone Number: 530-244-1219

Showing 1 record(s). Start a Fundraiser

Status	Organization	Start Date	End Date	Amount Raised	% Complete	
Created	Community Foundation of the North State	10/19/2020	12/15/2020			Publish My Fundraiser Edit Preview

Once live, you'll see your account list the status of your fundraiser as "Approved - Current".

You'll also be able to click on an option to "See Donors to your Fundraiser" as donations are made to your campaign in support of your favorite nonprofit. You will see donor name, amount, and contact information populate. Given that you likely know these folks, a note of thanks to them is considered a best practice. They'll also receive an automatic receipt and a note of thanks from the nonprofit.

My Account

Account Details | My Donations | Future Gifts | Payment Profiles | My Fundraisers | My Favorites

If you need to contact the nonprofit for any reason, you can do so using the email addresses and phone numbers below.
[Community Foundation of the North State](#)
Email: info@cfnorthstate.org | Phone Number: 530-244-1219

Showing 1 record(s). [Start a Fundraiser](#)

Status	Organization	Start Date	End Date	Amount Raised	% Complete	
Approved -	Community	10/19/2020	12/15/2020			See Donors to your Fundraiser See Fundraiser Page Edit
Current	Foundation of the North State					

Your fundraiser will be live and showing on the www.northstategives.org site. From the homepage, you can click "Participating Nonprofits", then click "Fundraisers" to find your fundraising campaign and others. Feel free to share the link to your Fundraiser in direct emails/social media posts/etc.

The screenshot shows the "Participating Nonprofits" page on the North State Gives website. It features a search bar for "NPO Name, Keyword, Zip" and a "Find Organizations" button. Below the search bar, there are tabs for "Nonprofit Profiles" and "Fundraisers", with "Fundraisers" selected. A filter for "ALPHABETICAL" is visible. The page displays "2 results found" and lists two fundraisers:

- Join Ronnie in supporting Deserving Pets Rescue today!** by Ronnie Casey. Deserving Pets Rescue (DPR) is a small ALL Volunteer non-profit organization located in Red Bluff, NC. [Learn more >](#) Goal: \$500.00, 0% Funded.
- Join Amanda in supporting Community Foundation of the North State today!** by Amanda Hutchings. [Learn more >](#) Goal: \$500.00, 0% Funded.

PLEASE NOTE: If at any time your fundraising campaign is deemed disruptive or of concern by the nonprofit, they may reach out to you and discuss discontinuing your campaign.

APPENDIX A

PEER-TO-PEER FUNDRAISER QUESTIONS

Use these questions to prompt responses when creating a fundraiser

Describe your very first experience with [ORGANIZATION].

Why did you get involved with [ORGANIZATION]? How long have you been involved?

Do you know anyone who has directly benefited from our work?

Why do you donate to [ORGANIZATION]?

Why do you think other people should give to [ORGANIZATION]?

Have you had staff, volunteer or member inspire you?

Do you have a fun or funny story about some aspect of your work with us?

What value do you think [ORGANIZATION] adds to the community?