

Fundraising online

What's my Profile Page?

Your Profile Page is the page people see when they search for you on the website to sponsor you.

You should personalise your page with a photo and a description of your reasons for taking part. This will help to persuade people to sponsor you.

People can post comments on your page and sponsor you online.

If you're taking part as a team – there's a Profile Page for your team as well.

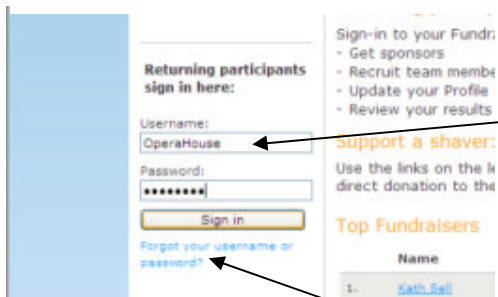
What's my Fundraising Page?

When you sign in to the website, you have access to a set of fundraising tools.

- You can send emails to Get Sponsors
- You can track your fundraising results
- You can Manage your Sponsors – see who you've emailed, who's sponsored you and write them a thank you email.
- You can Recruit Team Members - send emails asking people to join your team.
- You can update any of your contact details and even change your password.
- You can set a fundraising goal for yourself.
- You can accept or delete comments from other people.

To sign in:

Visit www.worldsgreatestshave.com and click *Sign In*



The screenshot shows the sign-in interface. On the left, there is a 'Returning participants sign in here:' section with fields for 'Username:' (containing 'OperaHouse') and 'Password:' (masked with dots), and a 'Sign in' button. Below these fields is a link that says 'Forgot your username or password?'. On the right, there are navigation links: 'Sign-in to your Fundr...', 'Get sponsors', 'Recruit team membe...', 'Update your Profile', and 'Review your results'. Below these are 'Support a shaver:' and 'Top Fundraisers' sections. A table under 'Top Fundraisers' has a header 'Name' and one entry: '1. Kato_Sali'. Annotations with arrows point from the text on the right to the 'Sign in' button and the 'Forgot your username or password?' link.

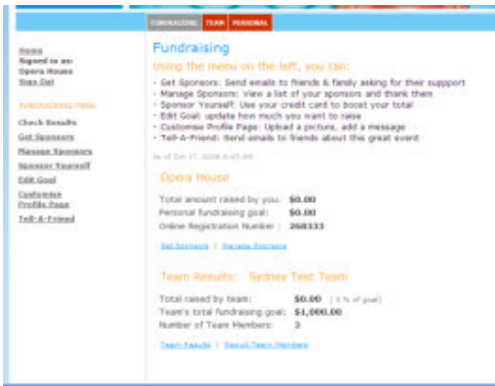
On the welcome screen:

Type in your username and password on the left of the screen (we asked you to think of these when you signed up.)

Click the *Sign in* button.

Forgotten your password?

If you've forgotten them, click *Forgot your username or password* and we'll send an email to the address you used when you signed up.

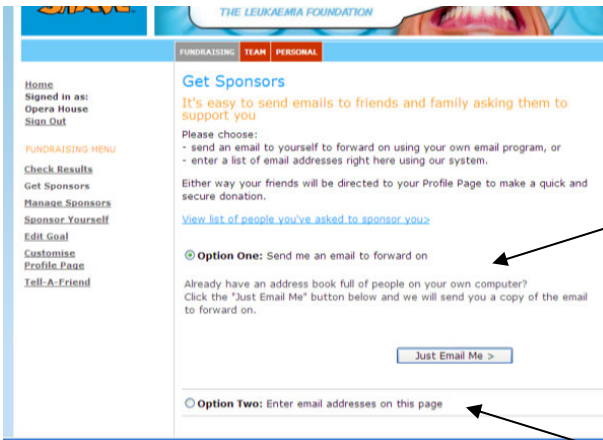


Check results

When you log in to your fundraising page you'll see your total, and if you're a team captain you'll see your team's results as well.

Get sponsors

In the Fundraising area, go to the left of the screen click *Get Sponsors*.



We create an email for you to send to people asking for support.

You can send a copy of the email to yourself at your own email address – when you receive it, you can forward it to your friends.

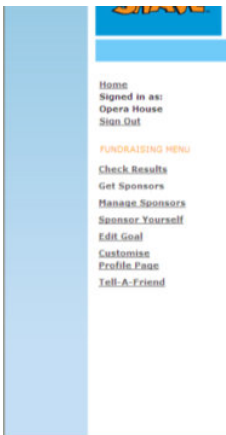
Choose *Option One* and Click *Just Email Me*.

OR you can enter email addresses on this page and we'll send the email for you. The bonus for this method is that your fundraising page will keep track of who you've emailed and show you who's responded.

Choose *Option Two*, type in the email addresses and Click *Send*.

Other Fundraising options

In the *Fundraising* area – check out the other options listed on the left, and follow the instructions.



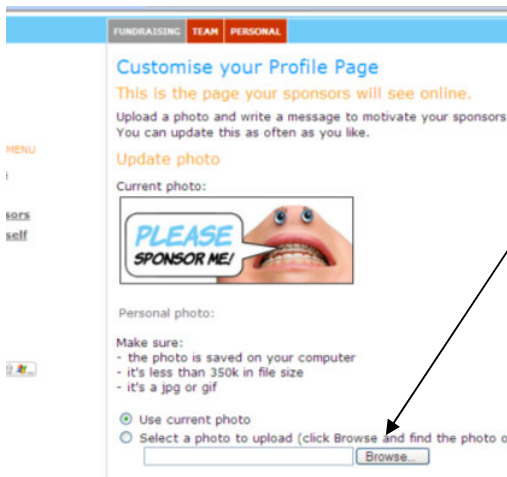
You can

Thank your sponsors,

Sponsor yourself,

update your fundraising goal and

send an email telling friends about the event.

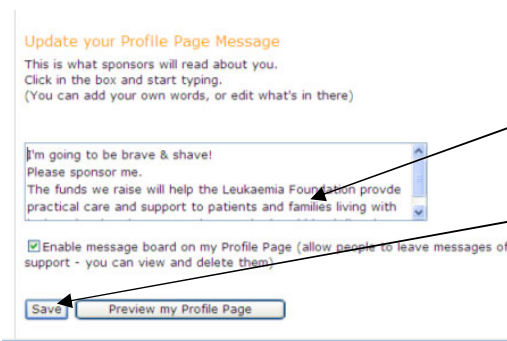


Customise your Profile Page

This is the page people will see online about you.

Update the photo – People will see our standard photo unless you upload your own!

Click *Browse* to browse your own computer to find the photo you want



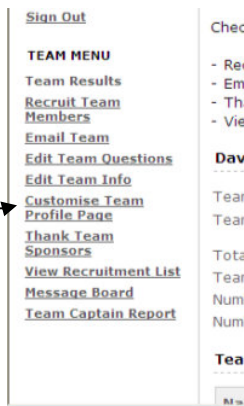
Choose which thermometer you prefer to display with your total to date

Change the message on your profile page: Click inside the box and start typing. You can delete what we've written, or add to it.

Once you're done, Click *Save* and the changes will be saved and displayed online.

Team area

Click the orange TEAM tab at the top of the page.



If you're a team captain, there are lots of things you can do in the Team area – check them out the options listed in the left menu, and follow the instructions.

You can **see what the team has raised** and **send emails asking people to join** your team (the email contains a special link which takes them to your Team's Profile Page, so they'll always join the correct team).

You can **email all the team** to keep them motivated and **thank sponsors** who have supported the whole team.

You can also download a **Team Captain report** – it opens in Microsoft Excel showing all your team member's details and how much everyone has raised.

Customise Team Profile Page

If people are searching for your team to join or sponsor, they will see your team's profile page, so **it's important to customise your team's page** as well as your own.

You do this in exactly the same way as your own Profile Page.

Not in a team yet?

Click the TEAM tab and follow the instructions to join a team or start a new one.