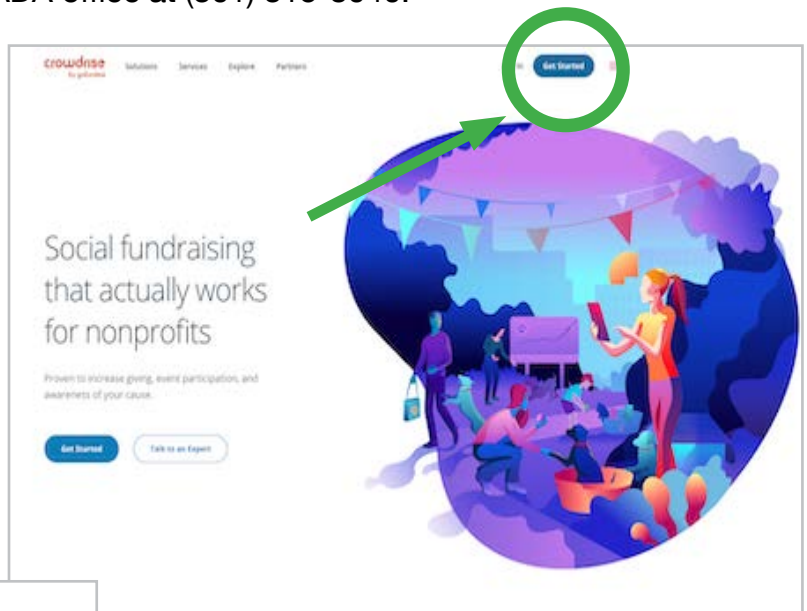# Crowdrise Set-up Guide

This guide will walk you through the steps you need to set-up your fundraising team page for the JCADA 5K & Wellness Day or how to join an existing team. If you need additional help or have any questions, please contact Shana Brouder at event@jcada.org or call the JCADA office at (301) 315-8040.

Step 1: Go to the Crowdrise homepage (www.crowdrise.com) and click the "Get Started" button in the middle of the screen or in the top right-hand corner of the screen.
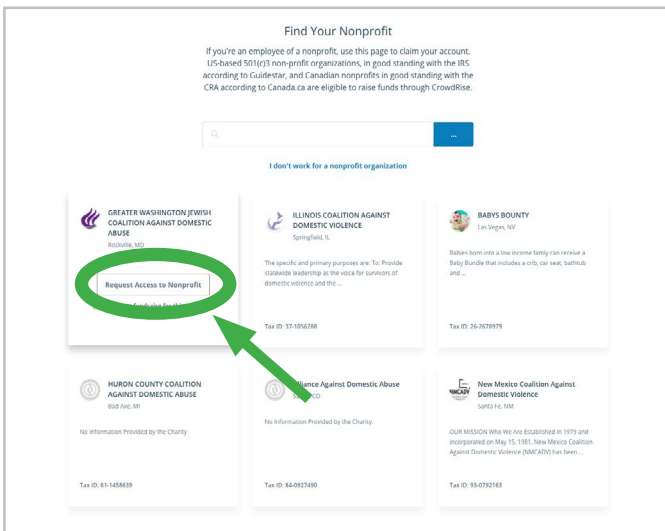

Step 2: Input your information into the appropriate boxes. Make sure to check the bottom-most box to agree to the Terms and Conditions before clicking "Sign Up".


Step 3: Type out the full name, Jewish Coalition Against Domestic Abuse, into the search bar and click "Enter" to select JCADA as your benefiting organization.

Step 4: Select JCADA as you organization by clicking the bottom-most option in the JCADA box, which should appear with our logo in the upper left corner. Click on "I just want to fund raise for this non-profit".

Step 5: Fill out your campaign title (which also functions as your team name) and campaign goal. Write a brief description to tell people why you are fundraising for JCADA.

After clicking "Next", the following screen allows you to choose a photo, but you skip this step for now and return to it later by clicking "Skip this Step" at the bottom of the next screen.
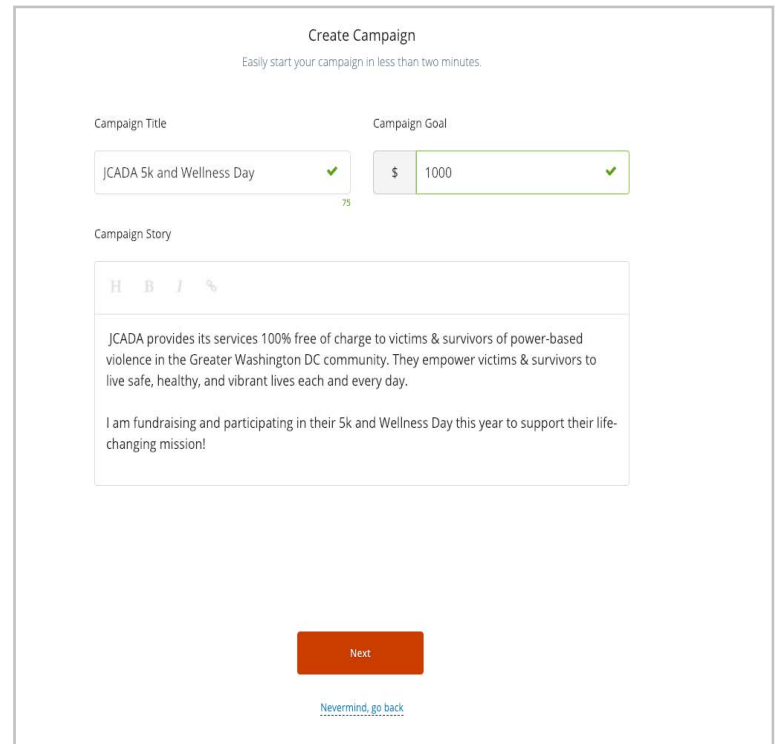
Congratulations! You created your team page! The following steps will teach you how to publish, manage, and edit your Crowdrise page moving forward.
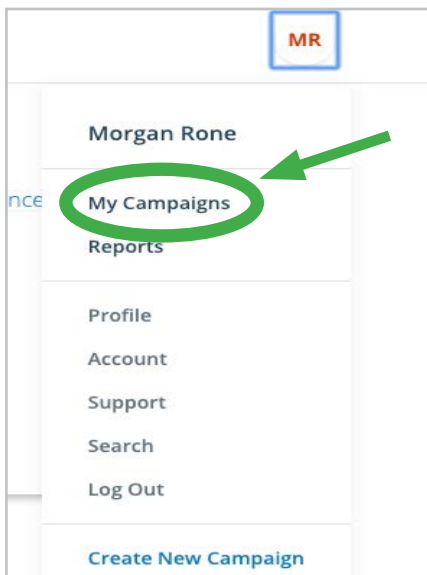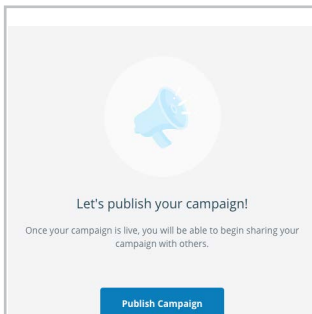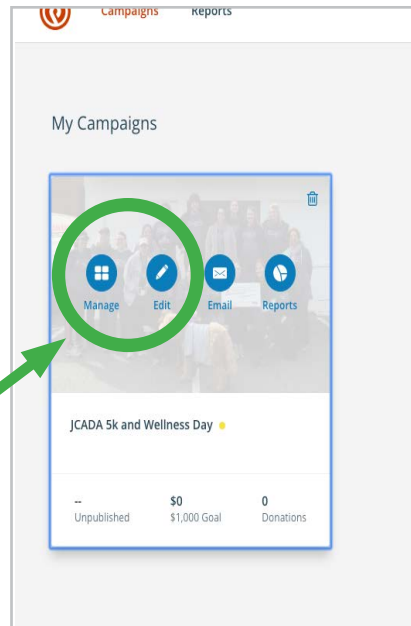

Step 6: Click the little circle button in the upper-right corner for a drop-down menu of options. From this menu you can view your profile, which will display all your current or former fund-raisiers, and your account, which keeps a record of your sign-up information.
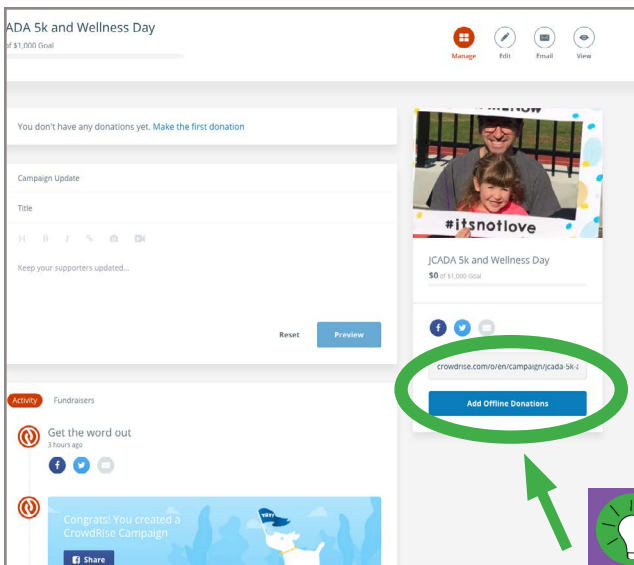
To manage your team page click "My Campaigns".

Step 7: Your screen should only have the JCADA 5K & Wellness Day displayed. If you move your mouse over the box shown it should give you several click options.

The "Manage" and "Edit" options screens are shown below in that order. Click on either one to navigate to those options.

My Campaigns

JCADA 5k and Wellness Day ●

| -- | $0 | 0 |
| Unpublished | $1,000 Goal | Donations |

Let's publish your campaign!

Once your campaign is live, you will be able to begin sharing your campaign with others.

Publish Campaign

ADA 5k and Wellness Day
of $1,000 Goal

Manage   Edit   Email   View

You don't have any donations yet. Make the first donation

Campaign Update

Title

Keep your supporters updated...

Reset   Preview

#itsnotlove

JCADA 5k and Wellness Day
$0 of $1,000 Goal

crowdrise.com/o/en/campaign/jcada-5k-l

Add Offline Donations

Activity   Fundraisers

Get the word out
3 hours ago

Congrats! You created a CrowdRise Campaign

Share

Manage:

Now, you can visit the manage screen of your campaign to write posts to your team page. You can use these posts to update followers or team members of milestones, deadlines, or important news.

Campaigns   Reports

JCADA 5k and Wellness Day
$0 of $1,000 Goal

Manage   Edit   Email

Your campaign is currently in Draft Mode and is not yet live to users. Click here to Publish your campaign.

Campaign
Tell your story, set your goal, design your page, and turn on/off donations & team fundraising.

Donation Flow
Set up default amounts, recurring donations, employer matching, and control the look & feel of the donation flow.

Multiple Teams
Turn this on if you need to organize your fundraisers into multiple teams for competitions or large events.

Registration & Ticketing
Leverage CrowdRise or a 3rd party (Eventbrite, Active,

Edit:

Move your cursor over the "Campaigning" box and click the "Edit" button. The screen that appears next (shown below) is where you can make all kinds of changes to your team fundraising page.
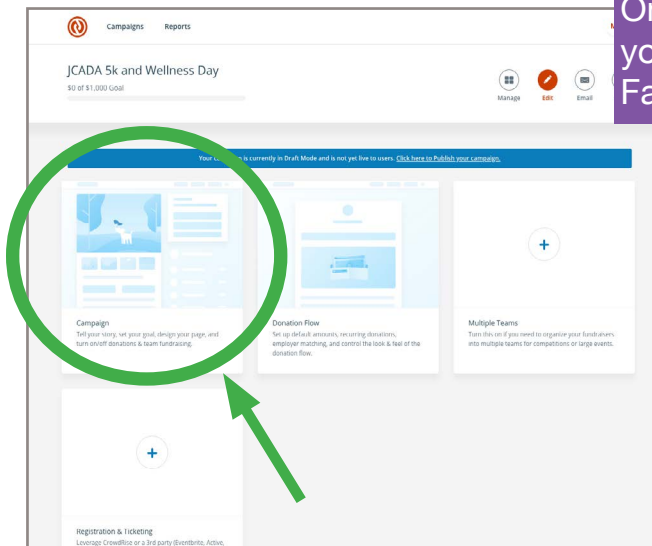
Editing your Campaign Page

Edit your Team Name, add photos, and change your team story on this side of the screen.

These buttons can be used to donate to your team, to join your team, or to share your team campaign on Facebook.

Use these buttons to preview what your page would look like on a tablet or mobile phone.

The larger, right-hand side of the screen displays a preview of what your page will look like to a site visitor.

HELPFUL TIP

You can also view this without the editing sidebar by clicking the "View" button, which you can find on the "Manage" webpage (refer to the screen-shot in the middle of page 3 in this guide).

Step 1: After clicking "Join the Team" on an exisitng Crowdrise page (as shown on page 4 in the upper right-hand corner) fill in the appropriate information or sign up with Facebook.

Step 2: Click "Join the Team" in the box that follows.

After this step, you can manage and edit the team page in the same ways that the rest of this guide outlines. Create posts, add photos and videos, and make changes to the campaign story. The website will track who makes which posts by marking who published each one.

Good luck!
We can't wait to see you on race day!