

Active.com directions to setting up your own fundraising page to support BIANC

Go to: <http://www.active.com/activegiving/getstarted.cfm>

Under First time users, choose either:

→ [Organizations Get Started](#)

If you are a nonprofit staff administrator or volunteer, please **click here**.

or

→ [Individuals Get Started](#)

If you are an individual or fundraiser who would like to raise money on behalf of a cause, please **click here**.

Do you have an Active.com username and password?

If yes – fill in. If no, choose username and password

Fill out information page

Setup Beneficiary Information (ALL OF THIS INFO. HAS TO BE FILLED IN WITH THE FOLLOWING)

Organization Name:

Federal Tax Number:

Website:

Make checks payable to:

***Address 1:**

Address 2:

***City:**

***State:**

***Zip/Postal Code:**

***Country:**

Contact Information

Please tell us who Active.com should contact in case there are any questions regarding this account. This should be the primary contact for your beneficiary.

***First Name:**

***Last Name:**

***Phone:** **Ext.**

Fax:

***Email:**

Click to continue

Campaign Details – **Example:** Cameron’s Walk & Roll-Athon Fundraising Page

Create your web address – **Example:** CamRoy

Agree to terms, then click to continue

Customize Your Campaign Web Page – **Just Suggestions** – you fill out your own Title, tagline and welcome message.

Campaign Details

NOTE: You are only required to fill out Title and Web Address.

***Title:**
i.e. Jon's Race for a Cause, Team Ruff Riders, etc...

Tagline:
i.e. Racing to save lives...

Welcome Message:

TIP: Here's your chance to introduce your cause, give details on why you're raising money and how it will benefit your cause.

***Create your web address:** (no spaces)

Upload image (if you want). I’ve attached our Walk logo – but you can use any photo you want.

Set a goal – put amount you’d like to raise.

Goal date – I’m putting a week after the walk.

Active Fundraising – you can activate this if you want.

Display options – activate what you wish.

Click save and finish

Comes back to activegiving page – **you won’t go any further with your page at this point** – Active.com is going through the approval process. You will then get an email from Active.com stating:

Thank you for using Active Giving! Currently your campaign is in the process of being reviewed and approved to appear online and accept online donations. An Active.com employee will approve your campaign in the next 24 - 48 hours. If you have any questions please do not hesitate to contact your account manager. You can also contact our customer support team at givingsupport@active.com or 1-877-228-4881 option 2.

After you are approved, you can log in, and send your page link to all of your email contacts.

Have fun!