

## How\_the\_Fundraiser\_Site\_Works

This article gives an overview of how your fundraiser site will appear and how your constituents can interact with it.

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## Main Page

The Main Page of your site is the page that you should link to from your main website. This page contains the progress meter for your fundraiser's overall goal, a list of the five teams and five individuals who have raised the most for your fundraiser so far, and the text that you created on Step 3 of the [\*\*Fundraiser Setup Wizard\*\*](#).

### Sample Main Page

Annual eTapestry Foundation Run

Email Us Main Page

Help our cause  
Register  
Find a Team/Participant  
Make a Donation

My user  
Login

Annual eTapestry Foundation Run

**eTapestry**

100%  
90%  
80%  
70%  
60%  
50%  
40%  
30%  
20%

27%

Goal: \$10,000.00  
Raised: \$2,700.00

**Top Teams**

eTapestry: \$2,000.00  
Jane's Team: \$150.00  
xTeam: \$0.00  
Run for the Roses: \$0.00  
Candy Kids: \$0.00

**Top Individuals**

Melissa Jordan: \$200.00  
Jane Smith: \$150.00  
Xavier James: \$0.00  
Sam Jones: \$0.00  
Ryan Bennett: \$0.00

Welcome to the eTapestry Foundation Run site!

If you'd like to participate as a runner or walker in this event, please register using the link on the left. Participated in one of our other fundraisers in the past? You can log in using your previous ID and Password.

If you'd like to sponsor a participant, you can search for them using the Find a Team/Participant link on the left. You can also donate directly to the event without sponsoring any team or participant - just choose to make a Standalone donation instead!

*Thank you for all of your support, and a big thanks to our event sponsors*

Running, Inc. Green Communities Trees, Tap 100% WOODS PAPER

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## Registration

The registration process has been broken down into several pages to help guide your participants as they register for your fundraiser.

The registration page can be accessed by clicking the Register link, or by clicking the "Join My Team" link on a team's page.

## How\_the\_Fundraiser\_Site\_Works

The screenshot shows the fundraising page for the Annual eTapestry Foundation Run. The page has a dark blue header with the event name and two buttons: "Email Us" and "Main Page". Below the header, there are two main columns. The left column has a "Help our cause" section with links for "Register", "Find a Team/Participant", and "Make a Donation". Below that is a "My user" section with a "Login" link. The right column features a silhouette of a runner, a progress bar showing 220% completion (with a goal of \$1,000.00 and a raised amount of \$2,200.00), and a list of "Top Donations" and "Recent Donations", both showing "Anonymous - \$2,000.00". At the bottom, there are links for "Sponsor My Team" and "Join My Team" (circled in red), followed by a "Participants" list including "John Marshall" and "Melissa Jordan - Team Captain".

When a constituent clicks either of these links, the first part of the registration process asks the participant whether or not they have participated in one of your online fundraisers before. If so, it directs them to log in with their existing information.

The screenshot shows the registration process on the fundraising page. The header is the same as the previous screenshot. The left column has the same "Help our cause" and "My user" sections. The right column is titled "Register" and contains the text: "Have you registered for one of our fundraisers before? If so, we can pull up your existing information and past participation history. Login below, or select 'Create a New Account' if you do not have any existing account." Below this text are two radio button options: "I need to create an account" (which is selected) and "I already have an account". At the bottom of the registration form are "Prev" and "Next" buttons.

If the constituent indicates that they have not participated before and they need to create a new account, the next page asks them to fill in their Name, Email, a Password, a Security Question and Answer, and their contact information.



If the constituent's information matches up with an existing constituent account in your database, that account will be used. If that existing account already has an ID and Password set on the Other page, then the fundraiser site will tell the constituent that they already have a login ID and Password, and will direct them to go to the login screen to log in.

The remaining pages in the registration process display for constituents regardless of whether they are registering for the first time or as a past participant.

The next page allows the constituent to fill in their fundraising goal for the fundraiser, and it also includes any registration questions that you have set up on Step 4 of the **Fundraiser Setup Wizard**.

Next, the constituent can choose whether to register and not join a team, register and create a team, or register and join an existing team. If they choose to join an existing team, they can search for that team using the search box provided.



If the constituent clicked the Join My Team link on a team page in order to join a particular team, then that team's name will already be selected when they reach this step.

If the constituent chooses to create a team, the next page they will see allows them to enter the team's name and fundraising goal, and set a password on the team if they'd like to control who can join the team.



When a constituent creates a team, this makes them the captain of that team. The team captain is able to edit the team's page and profile, while team members who join the team after it has been created cannot.

If the constituent chooses to join a team, the next page they will see shows the names and team captain who are already registered on that team to help the participant determine if they have chosen the right team. If the team is a private team, the participant will be prompted to enter the team password on this page.

Next, if you set up any registration fees on Step 4 of the **Fundraiser Setup Wizard**, then the constituent will see the page below where they can choose their registration level and enter their credit card information to pay for the registration fee.

**Annual eTapestry Foundation Run** [Email Us](#) [Main Page](#)

**Help our cause**  
Register  
Find a Team/Participant  
Make a Donation

**My user**  
Login

### Register

Please select your participation level below.  
\* = required field

**Participation Level**

5K Run \$20.00  
 3K Walk \$15.00

**Billing Information**

Use my account information for billing.

**Name:** \*

**Address:** \*

**City:** \*

**State:** \*

**Postal Code:** \*

**Email:** \*

**Phone:** \*

**Payment Information**

**Card Type:** \*

None Selected

**Card Number:** \*

**Card CVV2:** \*

**Expiration Month:** \*

1

**Expiration Year:** \*

2009

If there are no fee levels set up on your event, this page will not appear.

The final page of the registration process displays a summary of all of the data that the constituent has entered so far. If the data looks correct, the constituent can click Next to process the registration.

**Annual eTapestry Foundation Run** [Email Us](#) [Main Page](#)

**Help our cause**  
Register  
Find a Team/Participant  
Make a Donation

**My user**  
Login

### Register

Below is a summary of your registration. Please verify that everything is accurate and click "Next" to complete the registration.

**Account Information**  
**Name:** John Smith  
**Email:** john.smith@etapestry.com  
**Security Question:** In what city were you born?  
**Security Answer:** Indianapolis  
**Address:** 6107 W. Airport Blvd, Suite 120  
**City:** Greenfield  
**State/Province:** IN  
**ZIP/Postal Code:** 46140  
**Phone:** (888) 739-3827

**Fundraiser Information**  
**Fundraising Goal:** \$500.00  
**Please select a tshirt size:** Medium  
**Select any mailings you'd like to receive:** Quarterly Newsletter

**Team Information**  
**Existing Team:** eTapestry

**Participation Level/Registration Billing**  
**Level:** 5K Run (\$20.00)  
**Billing Information:** Use Account Information  
**Card Type:** \*\*\*\*  
**Card Number:** \*\*\*\*\*1111  
**Card CVV2:** 111  
**Card Expiration Month:** 1  
**Card Expiration Year:** 2011

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Once the registration process has been completed, the participant can log into the fundraiser site to edit their personal fundraiser page!

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## Login & Password Reset Pages

Once a constituent has registered, they can access the login page to log in by clicking the Login link.



They can also click the "Lost or forgotten your password?" link to reset their password through the site by entering their email address and the answer to their security question.

If a participant has forgotten their password and is unable to reset it, you can reset it for them by updating the password fields on the **Other page** of their constituent account in your eTapestry database.

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## Fundraising Center Page

The Fundraising Center Page is the first page a participant will see each time they log into the fundraiser site. It contains a message that you create on Step 5 of the **Fundraiser Setup Wizard**, their current goal and progress, a list of their sponsorship donations in the current fundraiser, and a list of previous fundraisers they have participated in with your organization.

**Annual eTapestry Foundation Run** [Email Us](#) [Main Page](#)

**Help our cause**  
[Find a Team/Participant](#)  
[Make a Donation](#)

**My user**  
[Fundraising Center](#)  
[Edit My Page](#)  
[View My Page](#)  
[Edit My Profile](#)  
[Change My Password](#)  
[Emails](#)  
[Logout](#)

**My team**  
[Team Fundraising Center](#)  
[Edit Team Page](#)  
[View Team Page](#)  
[Edit Team Profile](#)

**Fundraising Center for Melissa Jordan**

**eTapestry**

**Welcome to the Fundraising Center!**

From here you can see your most recent and top sponsors and check your progress toward your fundraising goal. You can also access and update your fundraising page, goal, and contact information using the links provided here.

**Your Fundraising Summary**

**Goal:** \$250.00  
**Total Raised:** \$200.00

**Sponsorship Details**

Date	Donor	Amount
3/17/2009	Carrie Foster	\$100.00
3/1/2009	John Smith	\$100.00

**My Other Fundraisers**

Date	Fundraiser Name	Team
3/17/2009	<a href="#">St. Patrick's Day Run</a>	

If the participant is the captain of a team, they can also access the Team's Fundraising Center, which displays a summary of each team members' goals and amounts raised, the overall team goal and progress, and a list of sponsorship donations made to the team in the current fundraiser.

**Annual eTapestry Foundation Run** [Email Us](#) [Main Page](#)

**Help our cause**  
[Find a Team/Participant](#)  
[Make a Donation](#)

**My user**  
[Fundraising Center](#)  
[Edit My Page](#)  
[View My Page](#)  
[Edit My Profile](#)  
[Change My Password](#)  
[Emails](#)  
[Logout](#)

**My team**  
[Team Fundraising Center](#)  
[Edit Team Page](#)  
[View Team Page](#)  
[Edit Team Profile](#)

**Team Fundraising Center for eTapestry**

**Team Member Summary**

Name	Goal	Raised
Melissa Jordan *	\$250.00	\$200.00
John Marshall	\$500.00	\$0.00
Beth Love	\$0.00	\$0.00
John Smith	\$500.00	\$0.00
Douglas Foster	\$500.00	\$0.00

**Team Fundraising Summary**

**Goal:** \$1,000.00  
**Total Raised:** \$2,200.00

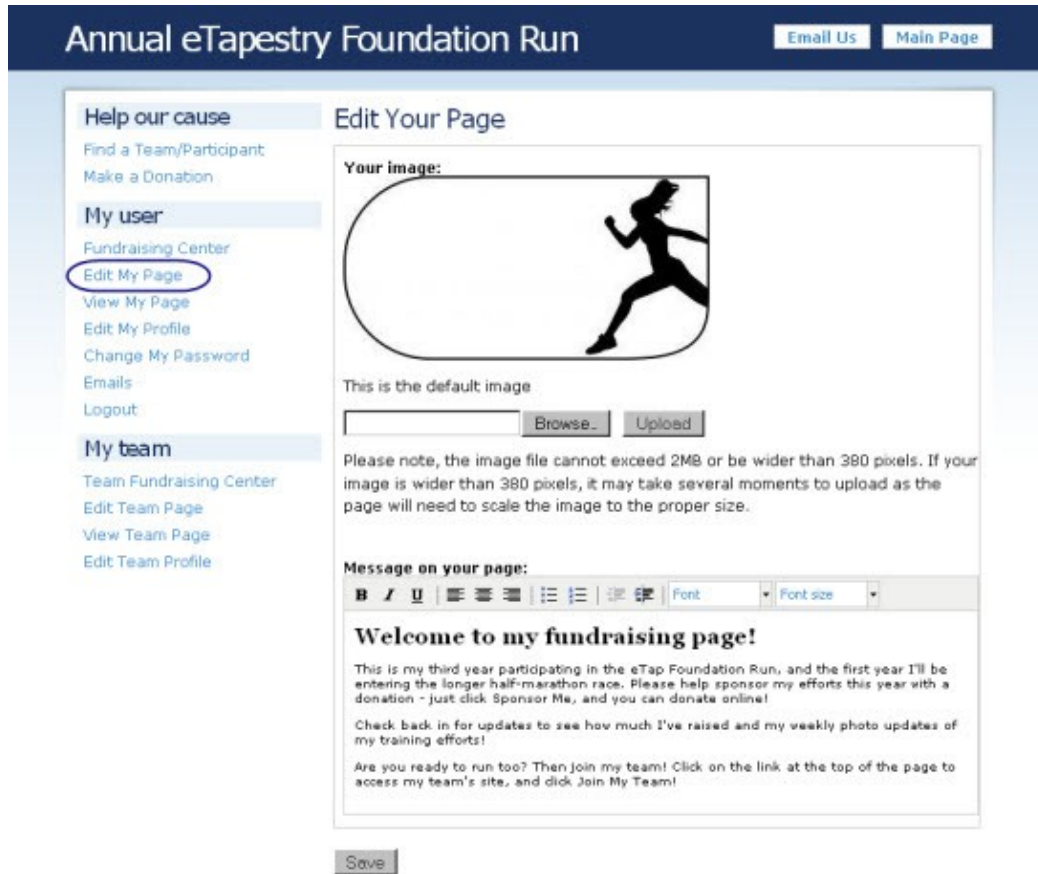
**Team Sponsorship Details**

Date	Donor	Amount
3/17/2009	Mary Burnham	\$2,000.00

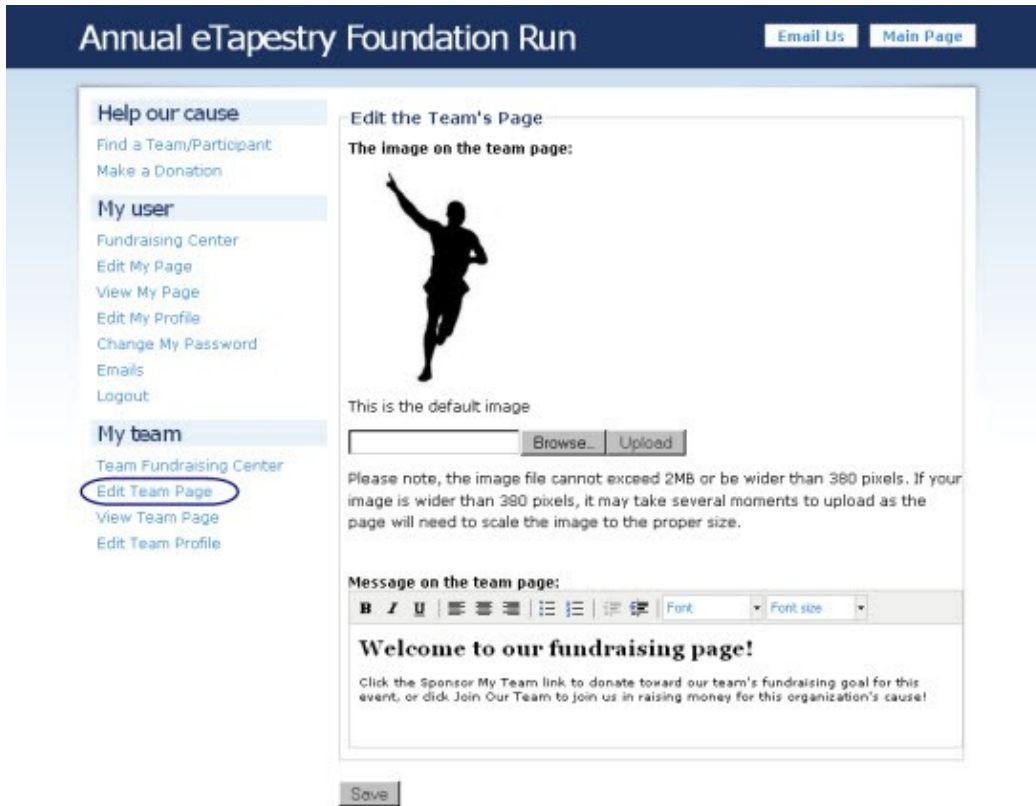
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## Editing the Participant or Team Page

When logged into the fundraiser site, participants can click the "Edit My Page" link to upload a new image and edit the text on their page.



Team captains can also click the "Edit Team Page" link to upload a new image and edit the text on the team's page.



If you have set up a default image for the participant or team pages on Step 6 of the **Fundraiser Setup Wizard**, the participant can replace that image with another image, but they cannot remove the default image and leave the page with no image displayed.

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## Editing the Profile or Team Profile

When logged into the fundraiser site, participants can click the "Edit My Profile" link to update their name, email address (which is also their login ID), security question and answer, address information, fundraising goal, and their answers to any registration questions that you have set up on Step 4 of the **Fundraiser Setup Wizard**. They can also choose whether or not they'd like to receive notification emails whenever someone makes a sponsorship donation toward their goal.

Annual eTapestry Foundation Run [Email Us](#) [Main Page](#)

**Help our cause**  
[Find a Team/Participant](#)  
[Make a Donation](#)

**My user**  
[Fundraising Center](#)  
[Edit My Page](#)  
[View My Page](#)  
[Edit My Profile](#)  
[Change My Password](#)  
[Emails](#)  
[Logout](#)

**My team**  
[Team Fundraising Center](#)  
[Edit Team Page](#)  
[View Team Page](#)  
[Edit Team Profile](#)

**Edit Your Profile**

**Your Information**

**Name:**  
Melissa Jordan

**Email:**  
melissa.jordan@etapestry.com

**Security Question:**  
What is your mother's maiden name?

**Security Answer:**

**Your Address**

**Address:**  
6107 W. Airport Blvd  
Suite 120

**City:**  
Greenfield

**State/Province:**  
IN

**Postal Code:**  
46140

**Phone:**  
(888) 739-3827

**Fundraiser Information**

**Fundraising Goal:**  
\$250.00

**Please select a tshirt size: \***  
None Selected

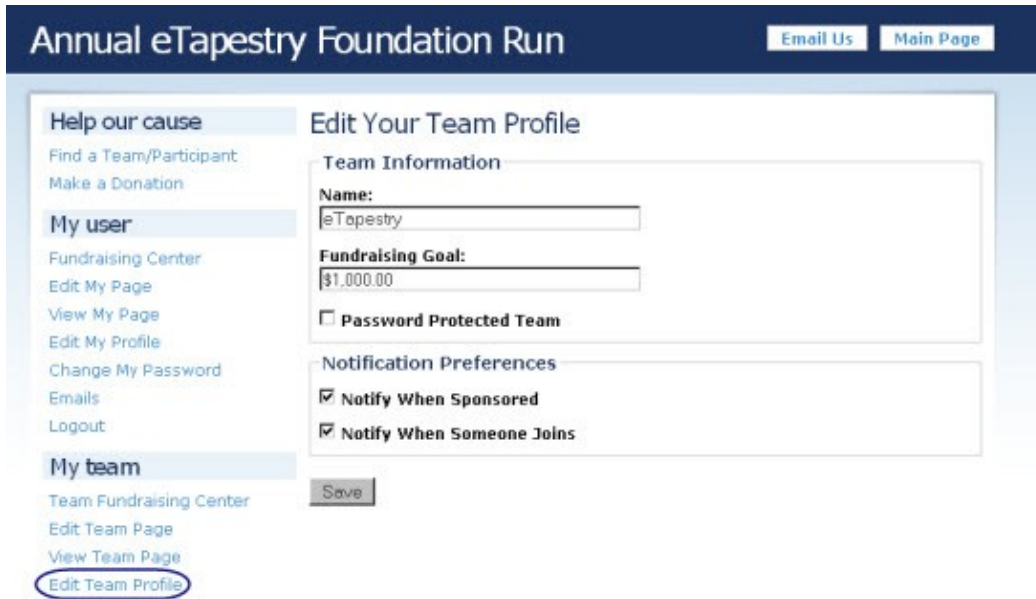
**Select any mailings you'd like to receive:**

Events  
 Quarterly Newsletter  
 Special Appeals  
 Volunteer Opportunities

**Notification Preferences**

Notify When Sponsored

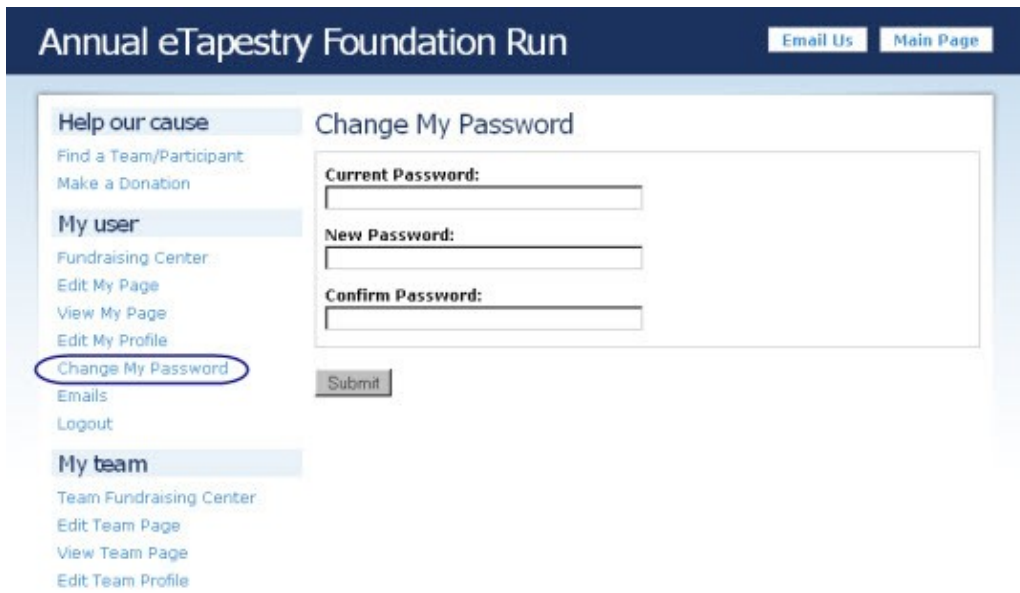
Team captains can also click the "Edit Team Profile" link to update the team's name, fundraising goal, and privacy/password settings. The team captain can also choose whether or not they'd like to receive notification emails whenever someone joins the team or makes a sponsorship donation toward the team's goal.



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## Changing Your Fundraiser Site Password

When logged into the fundraiser site, participants can click the "Change My Password" link to update their password.



Participants can also click the "Lost or forgotten your password?" link on the login page to **reset their password** when they are not logged into the site.

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## Emails Page

When logged into the fundraiser site, participants can click the Emails link to access the default text that you set up in Step 7 of the **Fundraiser Setup Wizard** for use in "Join My Team," "Sponsor Me," or "Thank You" emails, as well as links to their personal and team pages.

**Annual eTapestry Foundation Run** [Email Us](#) [Main Page](#)

**Help our cause**  
Find a Team/Participant  
Make a Donation

**My user**  
Fundraising Center  
Edit My Page  
View My Page  
Edit My Profile  
Change My Password  
**Emails**  
Logout

**My team**  
Team Fundraising Center  
Edit Team Page  
View Team Page  
Edit Team Profile

### Email Templates

Below you will find templates that you can use to send emails thanking donors, asking people to sponsor you, or asking people to join your team.

**My Page Link:**  
<https://etapestry.com/fundraiser/MelissaTrain/TestEvent2/individual.do?participationRef=116.0.84740552>

**Team Page Link:**  
<https://etapestry.com/fundraiser/MelissaTrain/TestEvent2/team.do?participationRef=116.0.84332617>

**"Sponsor Me" Email**

I'd like to invite you to join me in raising funds for an organization that I think really deserves our support. Click the link listed below to see my fundraising page, where you can view my progress toward my fundraising goal and sponsor my efforts with a donation of your own!

**"Thank You" Email**

Thank you for your support of my fundraising efforts! Click the link listed below to see how your donation has contributed to my goal and check in on my progress as the event continues. Don't forget to forward the link to anyone else who might be interested in supporting our cause!

**"Join My Team" Email**

I have set up a team to raise funds for an organization that I think really deserves our support. Click the link below to visit my team's site, where you can view our progress toward our fundraising goal, join our team, or sponsor our efforts with a donation of your own!

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## Finding a Team/Participant

Visitors to your site can click the Find a Team/Participant link to search for a team or participant in your fundraiser.



They can search using the search field, or by clicking a letter to browse all participants or teams whose names begin with that letter.



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## Making a Donation

Visitors to your site can click the Make a Donation link or the Sponsor Me or Sponsor My Team links on participant or team pages to make a donation through your fundraiser site.

The screenshot shows a fundraiser page for Melissa Jordan. The header includes "Annual eTapestry Foundation Run" and navigation links for "Email Us" and "Main Page". A sidebar on the left has "Help our cause" (with links for Register, Find a Team/Participant, and Make a Donation) and "My user" (with a Login link). The main content area features a profile for Melissa Jordan, a "Member of: eTapestry" badge, a silhouette of a runner, and a "Welcome to my fundraising page!" message. A progress bar indicates 80% completion towards a \$250.00 goal, with \$200.00 raised. It also lists top and recent donations from Carrie Foster and John Smith. A "Sponsor Me" button is highlighted with a blue circle.

Clicking any of those links will bring the donor to this page, where they can choose whether or not their donation is in sponsorship of a team or participant's goal, or if they just want to donate without sponsoring a team or participant.

The screenshot shows the donation selection screen. It features the same header and sidebar as the previous page. The main content area is titled "Donate" and includes a "Sponsorship" section with two radio button options: "Donate without sponsoring a Team or Individual" (which is selected) and "Donate toward a Team or Individual's goal". "Prev" and "Next" buttons are located at the bottom of the form.



If the donor clicked the Sponsor link on a team or participant's page, then that team or participant's name will already be selected when they reach this step.

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On the next page, the donor can enter their billing and payment information.

The screenshot shows the 'Donate' form on the 'Annual eTapestry Foundation Run' website. The page has a dark blue header with the site name and 'Email Us' and 'Main Page' buttons. A left sidebar contains navigation links: 'Help our cause' (with sub-links for Register, Find a Team/Participant, and Make a Donation), and 'My user' (with a Login link). The main content area is titled 'Donate' and includes a legend: '\* = required field'. The form is divided into two sections: 'Billing Information' and 'Payment Information'. The 'Billing Information' section contains text input fields for Name, Address, City, State, Postal Code, Email, and Phone, each with a red asterisk indicating it is required. The 'Payment Information' section includes a 'Donation Amount' section with radio buttons for Gold (\$250.00), Silver (\$150.00), Bronze (\$75.00), and Other (\$0.00), with a text input for the amount. Below this is a 'Card Type' dropdown menu (currently showing 'None Selected'), followed by text input fields for Card Number, Card CVV2, Expiration Month (dropdown), and Expiration Year (dropdown). At the bottom of the form are 'Prev' and 'Next' buttons.

Next, the donor chooses how they would like their donation to be listed on the fundraiser site.

This screenshot shows the 'Recognition Information' section of the 'Donate' form. It features three radio button options: 'Use my name' (which is selected), 'List me as anonymous', and 'List me as', followed by a text input field. A fourth radio button option is 'Do not list my donation'. The 'Prev' and 'Next' buttons are visible at the bottom of the form.

## How\_the\_Fundraiser\_Site\_Works

They can choose to have it listed with their name, as Anonymous, by a different name (such as "The Smith Family"), or not listed at all.



If the donor chooses not to list the donation on the site, the donation will still count toward the fundraising goals for the fundraiser and the participant or team they are sponsoring.

The final page of the donation process displays a summary of all of the data that the donor has entered so far. If the data looks correct, the donor can click Next to process the donation.

The screenshot shows a web page titled "Annual eTapestry Foundation Run" with navigation links for "Email Us" and "Main Page". The page is divided into two main sections: "Help our cause" and "My user". The "Help our cause" section includes links for "Register", "Find a Team/Participant", and "Make a Donation". The "My user" section includes a "Login" link. The main content area is titled "Donate" and contains a summary of the donation details. The summary is organized into three sections: "Billing Information", "Payment Information", and "Recognition Information".

Billing Information	
Name:	Jan Smith
Address:	6107 W. Airport Blvd. Suite 120
City:	Greenfield
State:	IN
Postal Code:	46140
Email:	jan.smith@etapestry.com
Phone:	(888) 739-3827

Payment Information	
Donation Amount:	\$250.00
Card Type:	
Card Number:	*****1111
Card CVV2:	111
Card Expiration Month:	1
Card Expiration Year:	2011

Recognition Information	
Recognition:	Use my name

At the bottom of the form, there are two buttons: "Prev" and "Next".

Once the donation has processed, the fundraiser site totals and progress meters automatically update to reflect the donated amount!

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