How to setup your own Give MN Max Fundraiser Page
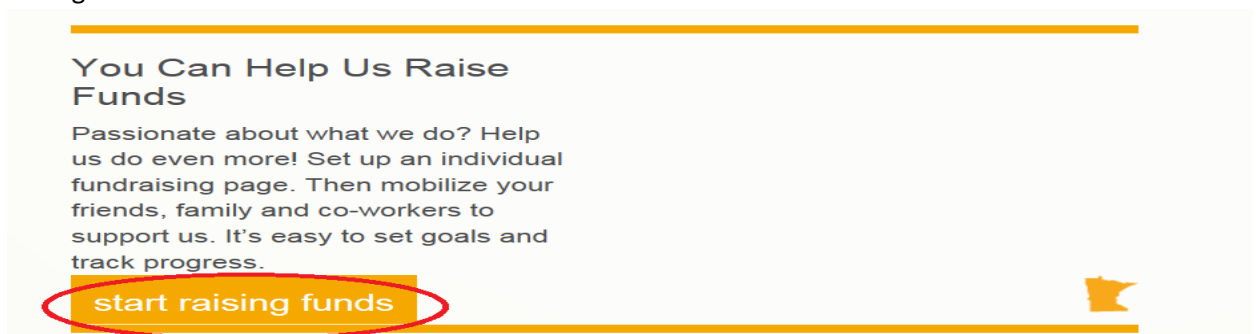
1. Go to https://www.givemn.org/register

2. If you the first time user, please register the account by clicking "Sign up". If you have an account, just go login.
    Liuwei1011@gmail.com
    -   After you successfully registered, please go to your email to verify your account.

3. Go back to the main page of Give MN and login

4. Click "find a cause" button

5. Type "CAAM"

6. System takes to the CAAM page. Scroll down to "You Can Help Us Raise Funds" and click "Start raising funds" button

7. Create a name for your fundraising page – Please include "CAAM CDT" as part of your campaign page and make the name unique. For example "Emily Luo CAAM CDT Fundraiser Page"

Step 1: Type the name of the organization you want to support and select from the list that appears.

CHINESE AMERICAN ASSOCIATION OF MINNESOTA

Step 2: Create a name for your fundraising page. Keep it short and simple for people to remember.

Emily Luo CAAM CDT Fundraiser Page   ✕

Create My Fundraiser

8. Click "Create My Fundraiser"

9. Setup your own "Headline" and "Tell Your Story"
   Here is a template for both that you can use.
   Headline –
   Help Emily to achieve her goal to raise $100 dollars for her dance school.

   Tell Your Story –
   Emily has been Dancing with CAAM since she was 5 years old! It's a great way for her to learn about her culture and heritage. Not to mention it's lots of fun. Each year the company puts on a big show at the O'Shaughnessy theatre in St. Paul. It's a professional quality show with lots of lights, scenery, costumes and of course wonderful dancers. The production can get really expensive so we're asking everyone to give something to help with the production. Please give what you can and share it with your friends so that your friends can give and share as well. Our total goal is to raise $100 per dancer. Please donate $10 or $20 and help her reach that goal. Thanks

Headline
Add a compelling headline about your fundraiser.

Help Emily to achieve her goal to raise $100 dollars for her dance school.

140 character limit

Tell Your Story
Tell a story that inspires donors to give to your fundraiser.

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Emily has been Dancing with CAAM since she was 5 years old! It's a great way for her to learn about her culture and heritage. Not to mention it's lots of fun. Each year the company puts on a big show at the O'Shaughnessy theatre in St. Paul. It's a professional quality show with lots of lights, scenery, costumes and of course wonderful dancers. The production can get really expensive so we're asking everyone to give something to help with the production. Please give what you can and share it with your friends so that your friends can give and share as well. Our total goal is to raise $100 per dancer. Please donate $10 or $20 and help her reach that goal. Thanks

- **Click "Save" button**

10. Setup "Manage Your Donation Form" by clicking "Add New Amount"

Manage Your Donation Form

Suggested Giving Amounts
+ Add New Amount

Customize your donation form with suggested giving amounts to let donors know the impact of their gift.

To re-order your choices, simply drag-and-drop the gray re-arrange button.

Amount	Description
You haven't configured any donation levels. The default donation levels will be used.	

- You can add more amount levels. Recommend for less than 5 amount levels.
- You can leave the "Description" empty or setup some fun name levels

Manage Your Donation Form

Suggested Giving Amounts
+ Add New Amount

Customize your donation form with suggested giving amounts to let donors know the impact of their gift.

To re-order your choices, simply drag-and-drop the gray re-arrange button.

Amount	Description		
$ 20	Rooster Level	✕	⤢
	140 character limit		
$ 35	Boar Level	✕	⤢
	140 character limit		
$ 50	Panda Level	✕	✕	⤢

- Setup your "Thank Your Donors" acknowledgment email
  Thanks for your generous donations. You are helping us to continue our rich tradition of Chinese dance!

Thank Your Donors

Donors automatically receive an email receipt for their gift. Add a note of thanks to that message and let them know how much you appreciate their donation.

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Thanks for your generous donations. You are helping us to continue our rich tradition of Chinese dance!

- **Click "Save" button**

11. Setup "Manage Your Thermometer & Matching Gift"
    - Put the Goal Amount/Start Date/End Date

Fundraising Thermometer

Show your fundraising progress by setting a goal and entering the start and end dates for your thermometer.

Your thermometer will only be visible and count donations during the time period you specify.

Your thermometer will only reflect donations made on this fundraiser page.

To hide your thermometer, delete the Goal Amount.

Goal Amount

$ 100

Start Date

📅 09/23/2017   at 12:00 a.m.

End Date

📅 11/22/2017   at 11:59 p.m.

- If you have a friend/family members that will match your donations, then follow the directions to setup the "Matching Gift". If not, just skip it.

- If someone gives your cash or check directly, enter the amount to the "Outline Gift Adjustment" section.

- **Click "Save" button**

12. Setup "Manage Images & Videos"
    - Upload your Fundraiser Logo

    - If you don't have a picture, please find one from 2017 production from flickr.
      https://www.flickr.com/photos/23542479@N03/albums/72157676710110653/with/32851407355/

    - **Click "Save" button**

    - Add more pictures and video as you want on the same page

Images and Videos That Tell Your Fundraiser's Story

Recommended image dimensions are 690 pixels wide by 355 pixels high.

Image files must be smaller than 5 MB (approximately 5,000 KB) in PNG, JPG, or GIF format.

To re-order your media, simply drag-and-drop the row.

You don't have any media items for your fundraiser. Click here to add your first one.

- **Click "Save" button**

13. Click "Go to Fundraiser Page" to view your setup

   You are complete setting up the fundraiser page for your dancer.

14. Copy the url from this page and paste to any social media (email/text/facebook/weChat) to share with your families and friends. The more personal the message, the more effective of the campaign will be. For example, a private message on facebook is more effective than a general post.

15. GOOD JOB for doing it for CAAM CDT and THANK YOU.