RAISE
Funding research at ALS TDI

CREATING AN ACCOUNT

- Go to https://fundraise.als.net/ and click **"Create a fundraiser"**

- **Are you hosting an event with tickets and registration?**

  » <u>Click No If:</u> You just want people to donate over time. There is no physical event.

  » <u>Click Yes If:</u> You are hosting an event and want to sell tickets or register guests

- **Do you want guests to fundraise?**

  » <u>Click Yes If:</u> On top of registering, your guests are expected to meet a fundraising goal and ask others to donate to the cause. (ie - a walk with fundraisings teams)

  » <u>Click No If:</u> Guests are expected to purchase a ticket and do not need to raise additional funds. (ie - Cocktail party, golf tournament, etc.)

- **Register Your Account**

START A FUNDRAISING CAMPAIGN

- **Campaign Name:** The name of your fundraiser

- **Campaign Page Name for URL:** Name on website link (*https://fundraise.als.net/**[PageName]***)

- **Fundraising Goal:** Amount of money you hope to raise. You can change this at any time.

- **Start Date/Time:** *Today's date* This is when you want to begin <u>fundraising</u>

- **End Date/Time:** *No end date* This is when you want to end <u>fundraising</u>

- **Timezone:** Your timezone

- **Location: If in-person,** search by city or place (ex. Boston, MA). **If virtual,** select the box below the map that says "The event has no location".

- **Venue Name:** Location of your event (ex. Boston University)

- **Location Details:** Anything particular that you want your audience to know about the location (ex. Event will be held outdoors at the Boston University football stadium).

CUSTOMIZING

- **Overview Tab:** This is a brief summary of your fundraiser. <u>This will be blank in the beginning.</u>

- **Settings Tab:** This tab is where you will have all of the specific information when initially setting up your fundraising page.

  » **About:** This tab will contain the event name, URL, date, goal,and location information that you entered when creating the event.

  » **Fundraising Settings:**

- › **Status:** Select "open" is you want registration and/or fundraising to begin.
- › **Teams:** Select whether you do or do not want to allow people to create/register for teams as part of your fundraiser.
- › **Notifications:** Select the notifications that you would like to receive from RAISE.
- › **Customize Email Thank You:** Option to draft a custom message that you would like people to receive when they make a donation.
  - » **Registrations: If you are selling tickets,** edit the registration options by selecting "Add" button on the right.
    - › **Registration Name:** Ex. "General Admission," "Dinner for One," "Reservation"
    - › **Quantity:** How many are tickets/spots are available to sell? If no limit, click "Unlimited"
    - › **Price:** How much you are charging
    - › **Category:** Ex. Dinner
    - › **Description:** Description of what is being sold/offered
    - › **Fair Market Value:** cost an item would sell for on the open market. (Venue price divided by number of guests)
    - › **Start Date:** The date and time that you would like this registration option to be available for purchase.
    - › **Attendees per registration:** If registering teams, how many people per team
  - » **Sharing:** Add custom messages and images that will populate when people share your fundraiser on their social media channels.

- **Pages**
  - » **Home Page: Setup**
    - › **Headline:** The title at the top of your page
    - › **Background Image:** This will replace the dark gray top of the page
    - › **About the Campaign:** This is where you will add your custom text, photos, or links that you would like featured on the website
  - » **Home Page: Design (tab to right of Setup)**
    - › Visit this tab if you would like to add additional details and make more specific changes to your page design and sections.

- **Reports:** Download excel spreadsheets showing all transactions or attendee list for event

PUBLISHING YOUR WEBSITE:

- **View (upper right-hand corner) » Home Page:** View your website
- **Publish (upper right-hand corner):** Make your website LIVE for others to view

If you have any questions or problems with your RAISE page, kindly contact
ALS TDI's Events Team at events@als.net or 617.441.7205.