

# Using Donor Pages

Each MedShare project has a central information page where you can learn more and sign-up. This is where new users can sign up to have their own fundraising page.



1. On the main page, clicking on “Become a Fundraiser” prompts you to create a login ID.
2. On the next page, fill in the rest of your information. Your email and name will be filled in already.
3. Click through the prompts and you will see your basic fundraiser page. You can customize this page as much or as little as you like.
4. You can edit different portions of your fundraiser page by moving your cursor over the area and clicking on the edit bubble that pops up.
5. For example, to change the default photo you would move your cursor over the photo box and click on “edit photo” when the bubble appears. This will prompt you to select a file from your computer to put in the box.
6. Editing text is similar to using Microsoft Word. In the “edit text” box you can change color, font, and even add internet photos.
7. When you are finished, click on “preview” on the menu to the right to view your page.

8. If you like how it looks, then click on “publish” on the menu to the right to allow others to see your page.
9. You can send friends the link to your page by copying the web address. There are several convenient ways to do this: 1) Copy the address bar for your page 2) Or copy the web address that appears at the top of your page in design view or 3) Click “promote” on your menu to the right.
10. The promote feature will show you a basic email that you can send to your friends with a link to your donor page. You can either copy this text and use in your personal email account, or you can click on the “outlook” link when viewing the sample email to have it create the email for you.
11. When someone donates through your donor page you are copied on the confirmation email so that you can see who made a gift.
12. Although MedShare sends a letter to all donors, you may wish to reach out individually when a gift is made. The “Thank Donors” icon on the right menu stores the email addresses of people who have given through your page. There is also a sample email in this feature that you can either copy or click on the “outlook” link to have it create an email for you.

### **Helpful Tips**

- You can always contact Courtney Baird at MedShare with any questions, to assist you in creating a donor page or to create a page for you. 770-323-5858 x206 [cbaird@medshare.org](mailto:cbaird@medshare.org)
- You may wish to view your donor page in different browsers (ie. Internet explorer and firefox) to make sure content is arranged in a way that renders well in both.
- Use only .gif or .jpeg image files on your donor page (most internet images are of this type).
- More advanced users have the option of editing html code in the text edit window to further customize their page.
- If you have a Facebook page that you would like to link to your donor page, please contact Courtney Baird for instructions.
- The “Promote” feature will also allow you to create webpage banners that can be posted to your alternate website or blog to direct traffic to your donor page.