

The Begin Registration Page

If you do not already have a Courage Page, the **Begin Registration** page is where you will begin the process of registering for a Courage Page.

ABC Foundation Knowledge is empowering! We're raising funds to fight illiteracy! Thanks for helping!

Golf Giving Home! | Top Fundraisers! | Register Here! | Login | Instructions | Sponsors | Gallery

Begin Registration

If you're a returning fundraiser, [click here to login](#), then register (prior username and password required). If you prefer to simply create a new page account for this site, continue below.

First Name:
Last Name:
Email Address:

Your personal page address and login
Your Username is used to sign into DonorPages and customize your web address.
Ex: <http://nonprofitname.donorpages.com/eventname/username>

Your Page Address:

Create Username: [/About!](#)
Create Password:
Confirm Password: [/About!](#)

Hide My Individual Page

Set Goal:
Minimum Goal Amount. You can also edit when logged in to your page.

Team Options

Join a Team:
 Create a Team:
 Require a team password?

I have read and understand the [legal disclaimer](#).

Type the characters you see below, then OK.
Trouble reading the image? [New Image](#)
v m 5 x t

Contact:
Robert Strickler
EM: rstrickler@softerware.com
PH: 215-542-4390, x250

Typically, this page will include:

- Fields for the fundraisers name, email address and other contact information.
- Fields that enable the fundraiser to establish a username and password that they will subsequently use to login to the site.
- A field for setting the fundraiser's personal goal.
- Functions to allow the fundraiser to join an existing team or create his own team.

The Home Page

The Home page is typically used to provide an overview of your fundraising site.

ABC Foundation Knowledge is empowering!

We're raising funds to fight illiteracy! Thanks for helping!

Donate to your favorite golfer or team!

Search [View a list of Golfers and Teams!](#)

398 donors helping 169 fundraisers to raise \$143,970.00 for ABC Foundation.

[General Donation](#) [Join Us! Register Here](#)

Chip in to fight illiteracy!

Step into the shoes of a functionally illiterate person for a moment. You need to go grocery shopping, but you don't have any cash and you do not know how to write a check. Your daughter is struggling to complete a book report, and you can't help her. At work you used the wrong cleaner on the floors and your supervisor is threatening to fire you. These are the plights of a functionally illiterate adult.

There are more than 40 million functionally illiterate adults in the U.S. That's 40 million adults who cannot fill out a job application, write checks on their own, read a magazine, follow written instructions, or read to their children.

Many children with illiterate parents become illiterate themselves. Conversely, preschoolers whose parents read to them perform at higher rates than those not exposed to reading. The Center for Literacy based in Philadelphia combats this with programs designed to help parents become enthusiastic about learning. This enthusiasm is passed to the children and the cycle of illiteracy is broken.

Total: \$143,970.00

[Link to this page](#)
[Facebook](#)
[Twitter](#)

Contact:
Robert Strickler
EM: rstrickler@software.com
PH: 215-542-4390, x250

Location:
132 Welsh Road
Horsham, PA 19044

Mailing Address:
132 Welsh Road
Philadelphia, PA 19044

Your home page will optionally include such information as:

- A description of the purpose and goals of the site (for an event, campaign, ongoing fundraising, tributes, etc.).
- The event dates and location, if applicable.
- The site contact information.
- Links and/or buttons to the other Standard site pages (registration, login, top fundraisers).
- Links to any Additional pages on the site.
- Links to lists of fundraisers and/or teams.
- A fundraiser/team search function.

- A graphic showing overall fundraising progress.
- Custom links to external sites, such as your own website or a PDF registration form.
- Custom content such as logos of the event sponsors or images from previous events.

The screenshot shows the ABC Foundation website. The header features the ABC Foundation logo on the left, the slogan "Knowledge is empowering!" in the center, and a photo of a child reading with the text "We're raising funds to fight illiteracy! Thanks for helping!" on the right. A navigation bar below the header contains links: "Golf Giving Home! | Top Fundraisers! | Register Here! | Login | Instructions | Sponsors | Gallery".

The main content area contains a login section titled "Sign in to DonorPages" with the subtext "If you've just registered and don't recall your login, your Username and Password have been sent to your email address." Below this are input fields for "Username:" and "Password:", a "Remember my information" checkbox, and a "Log In" button. A link "Forgot Username/Password?" is also present.

Below the login section is a registration section titled "New to DonorPages?" with the subtext "Registration is easy." and a "Register" button.

The footer contains contact information: "Contact: Robert Strickler, EM: rstrickler@softerware.com, PH: 215-542-4390, x250".

The WYSIWYG Editor

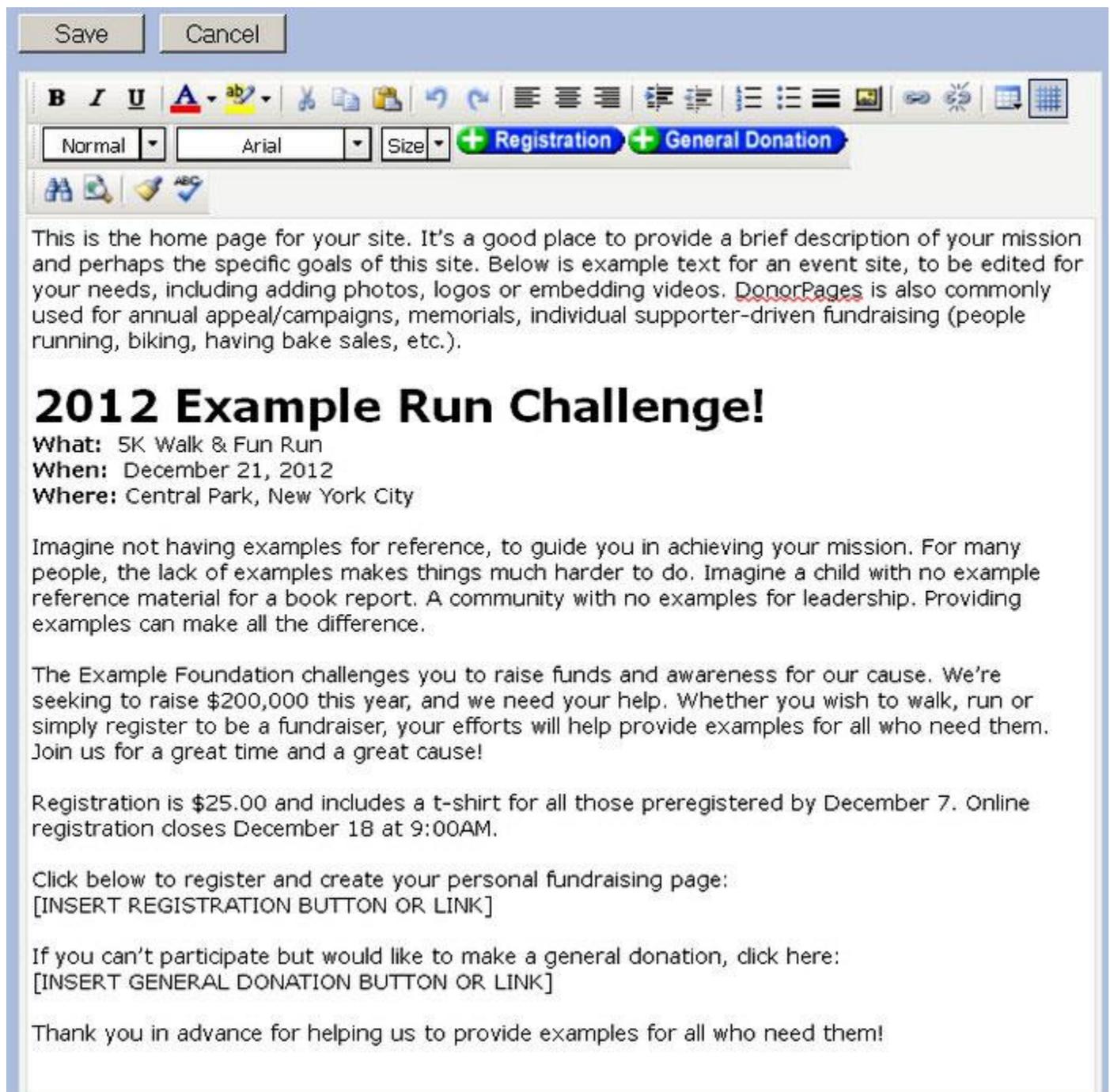
To edit and customize a page to meet the specific needs of your site, click the appropriate **Edit** button to open the WYSIWYG ("wiz-ee-wig," **What You See Is What You Get**) editor.

The WYSIWYG editor enables you to easily insert and lay out the details for the selected Content page, using a display that closely represents the final appearance of the page. You will be able to insert graphics, hyperlinks, tables, lists, text, etc., using various fonts and colors.

In addition, you can embed in the page any of the elements (e.g., scrollable fundraiser/team list, General Donation Button, etc.) that are discussed in the [Embeddable DonorPages Elements topic](#).

If you are comfortable with Microsoft Word, you will be able to easily use the WYSIWYG editor. You do not need to know HTML to construct the content, but, the editor gives you the option to view and manipulate the resultant HTML if you wish.

Refer to the [Using the WYSIWYG Editor](#) topic for detailed information on the editor itself.



The screenshot shows a WYSIWYG editor interface. At the top, there are 'Save' and 'Cancel' buttons. Below them is a toolbar with various icons for text formatting (bold, italic, underline, color, background color), alignment, and other functions. The main editing area contains the following text:

This is the home page for your site. It's a good place to provide a brief description of your mission and perhaps the specific goals of this site. Below is example text for an event site, to be edited for your needs, including adding photos, logos or embedding videos. DonorPages is also commonly used for annual appeal/campaigns, memorials, individual supporter-driven fundraising (people running, biking, having bake sales, etc.).

2012 Example Run Challenge!

What: 5K Walk & Fun Run
When: December 21, 2012
Where: Central Park, New York City

Imagine not having examples for reference, to guide you in achieving your mission. For many people, the lack of examples makes things much harder to do. Imagine a child with no example reference material for a book report. A community with no examples for leadership. Providing examples can make all the difference.

The Example Foundation challenges you to raise funds and awareness for our cause. We're seeking to raise \$200,000 this year, and we need your help. Whether you wish to walk, run or simply register to be a fundraiser, your efforts will help provide examples for all who need them. Join us for a great time and a great cause!

Registration is \$25.00 and includes a t-shirt for all those preregistered by December 7. Online registration closes December 18 at 9:00AM.

Click below to register and create your personal fundraising page:
[INSERT REGISTRATION BUTTON OR LINK]

If you can't participate but would like to make a general donation, click here:
[INSERT GENERAL DONATION BUTTON OR LINK]

Thank you in advance for helping us to provide examples for all who need them!

Inserting Text

Using Microsoft Word to Pre-Compose Your Content Text

You can use DonorPages' own editor to compose or edit your content text (as discussed in the next section). However, many people prefer to pre-compose their text off line in a word processing program, such as Microsoft Word, and then copy and paste the text into the DonorPages editor.

Using Microsoft Word to pre-compose your content text is very convenient, especially if you are familiar with Word. However, there is one complication that you must address.

When you copy text from Word and paste it using the Normal view of the editor, and then switch to the HTML view, you will find that some unique HTML code has also been inserted. This code can sometimes cause problems within DonorPages and other such online applications.

This is not a major problem, however, because there is a simple technique for easily removing this extraneous code, as discussed in the following note.



Important: If you are composing and formatting your text in Microsoft Word, we recommend that, prior to pasting it into DonorPages, you first save the text in a "plain text" format (.txt). You can do this through Word, or use Notepad on Windows or TextEdit on Mac. This will remove extraneous HTML tags introduced by Word. Once you've pasted the plain-text formatted content into DonorPages, you can apply formatting using the DonorPages WYSIWYG editor.

Editing Text with the WYSIWYG Editor

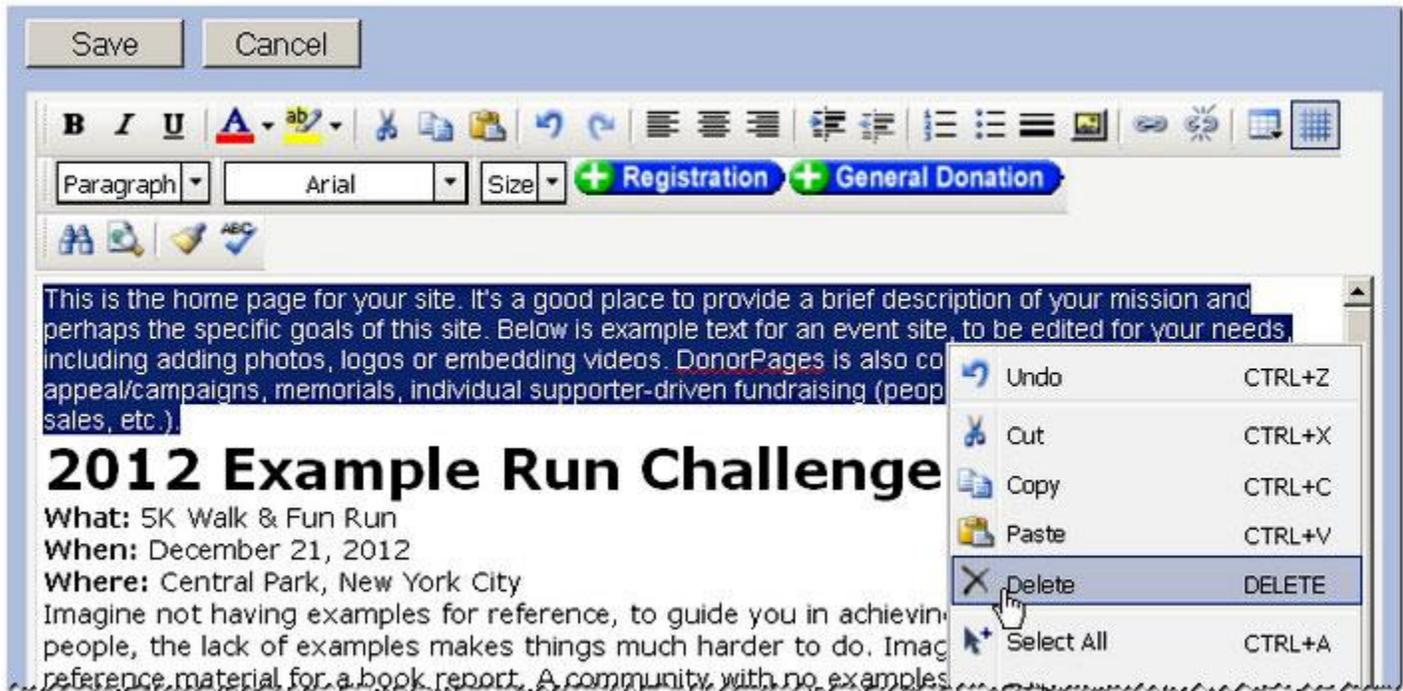
The editor enables you to directly change the text on any of the pages in the same manner as you would with most word processors, as discussed in the following examples. (If you are comfortable with a word processor, most of these examples will be very familiar to you and, likely, very elementary.)

Deleting Text

The first thing you may want to do with the Home page default text is delete the introductory paragraph after reading it.

To delete text:

1. Highlight the text to be deleted.



2. Right click on the text to open the context menu.

3. Left click on the **Delete** entry (or press the Delete key on your keyboard). The selected text will be deleted.



Tip: Rather than deleting the default explanatory text, you might want to copy it to another document so that you can refer to it later. If so, simply highlight the text that you want to save, **Cut** it and paste it in another document.

Editing and Formatting the Title

Next you may want to edit the title and change its formatting.

To edit and format the title:

1. Directly edit the text so that it states the name of your event; e.g., Run for the Gold 2012
2. Use the **Font** selection and font style tools to change the font, if desired.
3. Use the **Font Color** and **Size** tools to adjust those attributes.
4. Use the **Center** icon in the toolbar to center the title.

The result would be something like that shown in the following image.



Similarly, you would edit and format the remaining text on the page as needed to present the story of your event.

Inserting Photos and Graphics

You can easily insert photos and graphics in the content of your site's pages. For example, you may want to display a photo of the previous year's event to quickly convey the mood for the event.

To insert a photo above the text:

1. Place your cursor where you would like the photo to appear. (If necessary, use the Enter key on your keyboard to insert some blank lines first.)
2. Click the **Insert Image** icon  in the toolbar to open the [Select Image window](#) (as discussed in the Inserting Header Graphics topic), where you will be able to upload a new image into

DonorPages, select an image that had been previously uploaded to the DonorPages Image Library, or link to an existing image on an external site.

3. Resize (as discussed in the [Inserting Logos and Other Images topic](#)) and center the photo as necessary.

4. Click **Save** and preview your site.

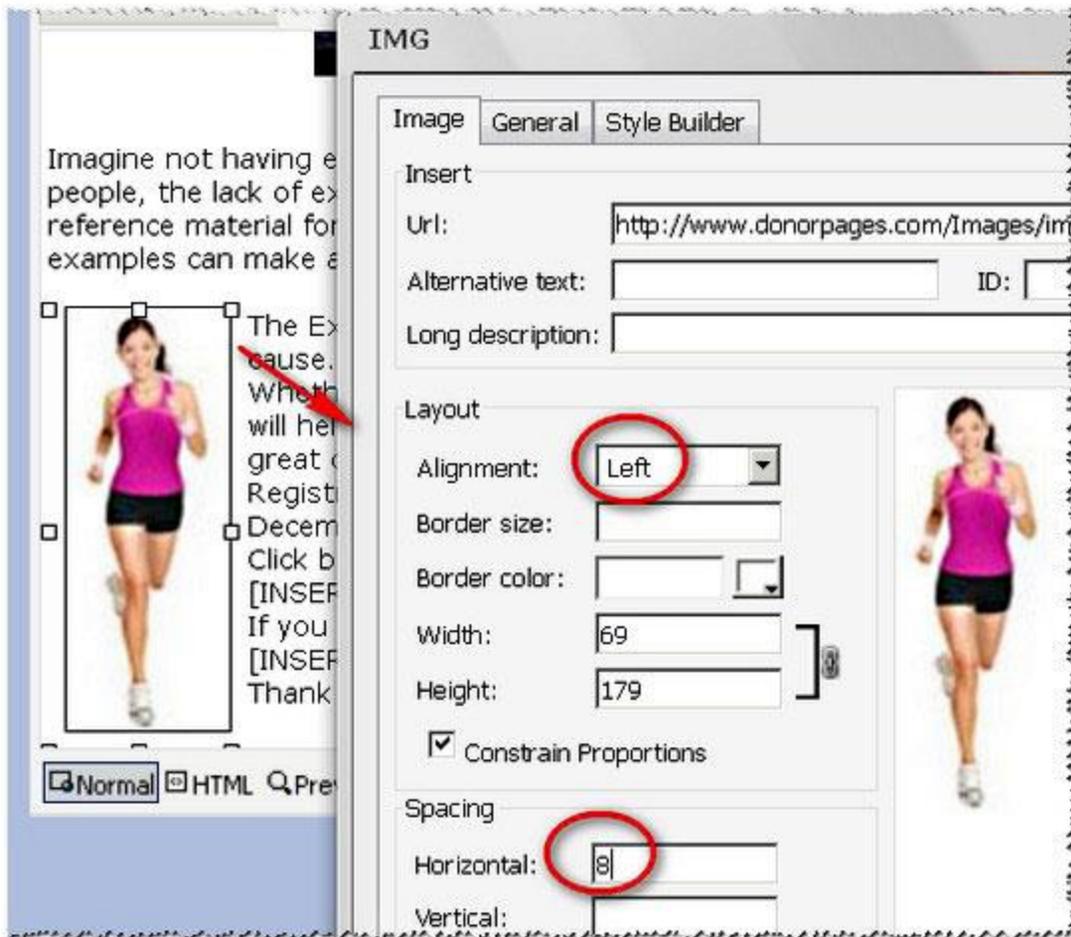
The screenshot shows a fundraiser page for the ABC Foundation. At the top, there is a banner image of runners with the text "Run for the Gold 2012" overlaid in red. Below the banner, the page layout includes a left sidebar with navigation links: Home, Top Fundraisers, Fundraiser Registration, Login, Instructions, Volunteer, Sponsors, and GoodFeet Podiatry Services. The main content area features a search bar, a "Show all fundraisers for this event" link, and a yellow banner that reads "Run for the Gold - 2012". Below this, event details are listed: "What: 5K Walk & Fun Run", "When: December 21, 2012", and "Where: Central Park, New York City". A central image shows the silhouettes of runners against a sunset. On the right side, there is a progress meter showing 0% completion, a "Total: \$0.00" display, and social media links for Facebook and Twitter. At the bottom of the page, there is a small image of pink sneakers and a line of text that reads: "Imagine, not having, exasperates, for, reference, to, guide, you in, achievement, you, missing, For many people, the".

To insert a photo adjacent to the text:

1. Place your cursor next the text where you would like the photo to appear.
2. Click the **Insert Image** icon in the toolbar to again open the Select Image window where you will be able to upload, select, or link to the image.
3. Resize the photo as necessary.



4. You can see that the photo has been inserted, but that the text is not aligned properly. Thus, to correct the alignment, right click on the photo, and left click on **Properties** to open the Image tab.



5. Select **Left** in the Alignment menu and, to place some additional space around the photo, enter 8 (pixels) in the **Spacing - Horizontal** field. Click **OK** at the bottom of the Image tab.

6. Click **Save** and preview your site.

ABC Foundation

Run for the Gold 2012

Home | Top Fundraisers | Fundraiser Registration | Login | Instructions | Volunteer | Sponsors | GoodFeet Podiatry Services

Search | [Show all fundraisers for this event](#)

Run for the Gold - 2012

What: 5K Walk & Fun Run
When: December 21, 2012
Where: Central Park, New York City

Total: \$0.00

[Link to this page](#)
Facebook | twitter

Imagine not having examples for reference, to guide you in achieving your mission. For many people, the lack of examples makes things much harder to do. Imagine a child with no example reference material for a book report. A community with no examples for leadership. Providing examples can make all the difference.

The Example Foundation challenges you to raise funds and awareness for our cause. We're seeking to raise \$200,000 this year, and we need your help. Whether you wish to walk, run or simply register to be a fundraiser, your efforts will help provide examples for all who need them. Join us for a great time and a great cause!

Registration is \$25.00 and includes a t-shirt for all those preregistered by December 7. Online registration closes December 18 at 9:00AM.

Click below to register and create your personal fundraising page:
[INSERT REGISTRATION BUTTON OR LINK]

Progress Graphic

You have the option of displaying a Progress Graphic on the top right side of the Home page and/or the Top Fundraisers page. You can also embed the Progress Graphic on an external site or within the content area of your Home page or any of the Additional pages.

The Progress Graphic lists the total amount raised to date (if you so choose) and depicts the progress toward achieving the goal for your event.

The screenshot shows the ABC Foundation website with a yellow header. The main banner reads "Knowledge is empowering!" and "We're raising funds to fight illiteracy! Thanks for helping!". A progress graphic on the right is a thermometer-style gauge with a red needle pointing to approximately 25%. The gauge is circled in red. Below the gauge, it says "Total: \$143,970.00" and includes links for "Register/Login" and "Link to this page". The main content area features a search bar for donors, a "General Donation" button, and a "Join Us! Register Here" button. A headline reads "Chip in to fight illiteracy!" with a sub-headline: "Step into the shoes of a functionally illiterate person for a moment. You need to go grocery shopping, but you don't have any cash and you do not know how to write a check. Your daughter is struggling to...". A sidebar on the left lists navigation options like "Golf Giving Home!", "Top Fundraisers!", "Register Here!", "Login to your account", "Instructions", "Volunteer", "Sponsors", "Gallery", and "Special Message".

Formatting the Progress Graphic

The options in the Default Progress Graphic area (#8) on the [Layout screen](#) enable you to set the style of the graphic, the goal that is used to calculate the fundraising progress percentage, and the pages on which the graphic will appear.

The screenshot shows the "Default Progress Graphic" configuration screen. It includes a goal field set to "\$25,000.00" with a red "8" next to it. The style is set to "Golfing" with an "Edit" link. There are checkboxes for "Display on Home Page" (checked) and "Display on Top Fundraisers Page" (unchecked). Below these is a code block containing the following HTML code:

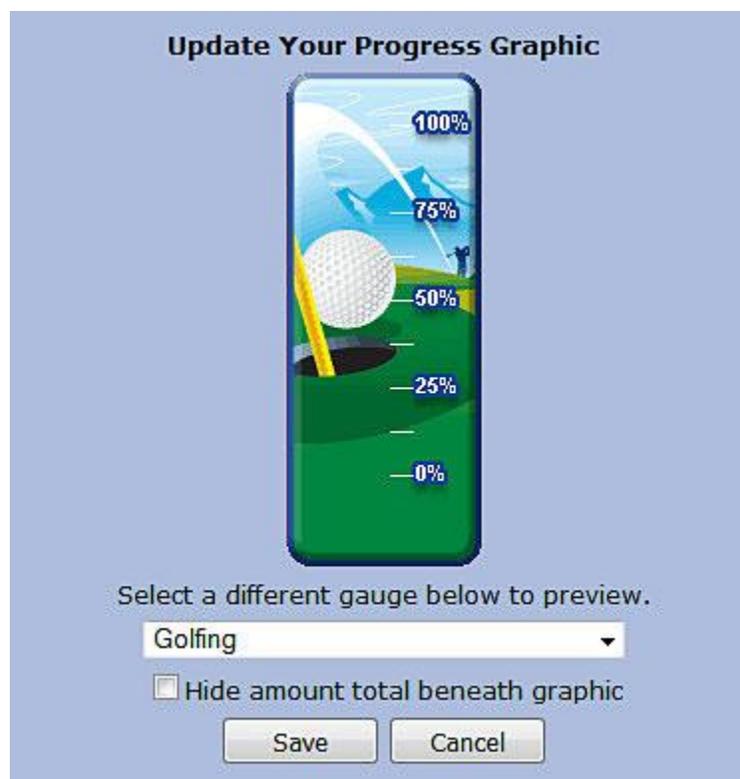
```
<iframe src="http://abcfoundation.donorpages.com/Widget/getgraphics.aspx?did=07895133-4279-4242-9357-e9aef03dac2&eid=120" style="height:300px; width:130px;" frameborder="0" scrolling="no"></iframe>
```

1. Enter the goal for your event in the **Goal** field.



Note: Even if you do not want the actual goal amount to be displayed -- which you can control when you select the graphic **Style** (step 4 below) -- you must enter the **Goal** amount so that the progress percentage can be calculated and shown on the image.

2. Click the **Edit** link to the right of the **Style** field to open the Update Your Progress Graphic window, which provides you a choice of about 20 different generic and themed styles.



3. Choose the desired style from the pull-down menu. A preview of the selected image will appear in the Update Your Progress Graphic window.

4. Select **Hide amount total beneath graphic** if you don't want the total amount collected to be displayed. The progress percentage will still be depicted on the selected graphic.

5. Click **Save** to close the Update Your Progress Graphic window. You will see that the selected graphic style will be listed in the **Style** field in the **Default Progress Graphic** area.

6. Use the **Display on Home Page** and the **Display on Top Fundraisers Page** options to select the pages on which you want the progress graphic to appear.

7. Click **Save**.

Embedding the Progress Graphic in An External Site or Another Page in Your DonorPages Site

The format for your selected Progress Graphic is reflected in the HTML code that appears in the window below the "Display on ..." options in the Default Progress Graphic area.

This code is provided so that you can embed a copy of the Progress Graphic in websites that are *external* to DonorPages or even on a page *within* your DonorPages site. Once embedded, the percentage depicted by the graphic will be dynamically updated to display the progress of your event.

A typical use of this code would be to add a Progress Graphic to your organization's own web site.

Similarly, you might want to embed the selected graphic on some page or location in your DonorPages site other than -- or in addition to -- the standard location on the Home page or Top Fundraisers page. In that case, you would set the "Display on..." options as desired and embed the HTML code for the Progress Graphic as addressed in the [Embeddable DonorPages Elements topic](#).

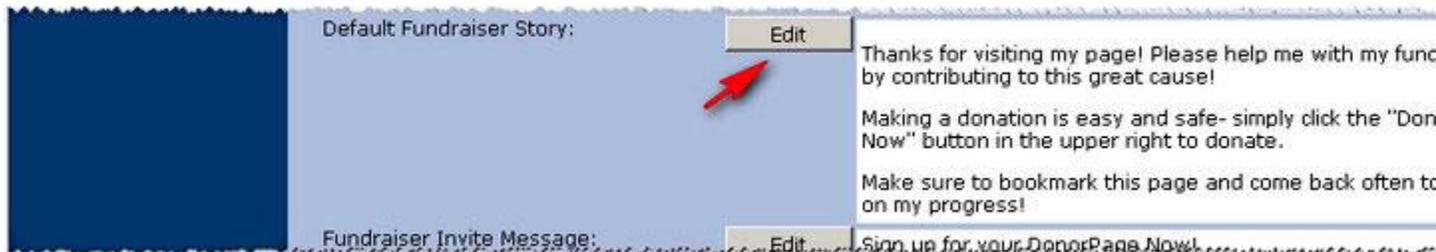


Important: It is important to understand that once you copy the HTML for the Progress Graphic and paste it either in an external site or in another page in your DonorPages site, it will remain as originally pasted, *unless you manually modify or overwrite it*. That is, subsequent changes that you may make in the options in the Default Progress Graphic area on the Layout screen will have *no effect* on the graphic that you previously embedded elsewhere. Thus, if you update the options you will need to again copy and past the updated HTML code.

Default Fundraiser Story

Default Fundraiser Story

The Default Fundraiser Story section of the [Site Defaults screen](#) enables you to enter the text that will appear by default on the individual fundraiser pages.



To **edit** the default fundraiser story text:

1. Click on **Edit** to open the WYSIWYG editor displaying the default text.
2. The editor gives you the capability to edit the text and add photos, graphics, embedded elements, etc., to the default story, as described in the [Inserting Content Using the WYSIWYG Editor help topic](#).
3. Make the needed edits, click **Save** and preview your page.

ABC Foundation

Run for the Gold 2012

Home

Top Fundraisers

Fundraiser Registration

Login

Instructions

Volunteer

Sponsors

GoodFeet Podiatry Services

Here's your page address! Click to copy, then paste into emails, instant messages and web postings.

<http://abcfoundation.donorpages.com/RunfortheGold2012/dudleydoright>

Preview Your Page

Design My Donor Page

Fundraiser Story

Dudley Doright

My goal is to raise \$500.00

Thanks for visiting my page! Please help me with my fundraising by contributing to this great cause!

Making a donation is easy and safe - simply click the "Donate Now" button in the upper right to donate.

Make sure to bookmark this page and come back often to check on my progress!

[Link to Photo Gallery](#)

(And, of course, you wouldn't want to take a chance on losing my friendship by not donating big bucks!)

Donate Thanks for your support!

100%
75%
50%
25%
0%

Design/Edit

TEAM My Team

Promote Page

More Options

[Thank Donors/Email](#)

[View Statistics](#)

[Your Account Status](#)

[Help](#)

[Logout](#)

Subsequently, when the fundraisers log in to construct their own pages, they can replace the default story with their own text.

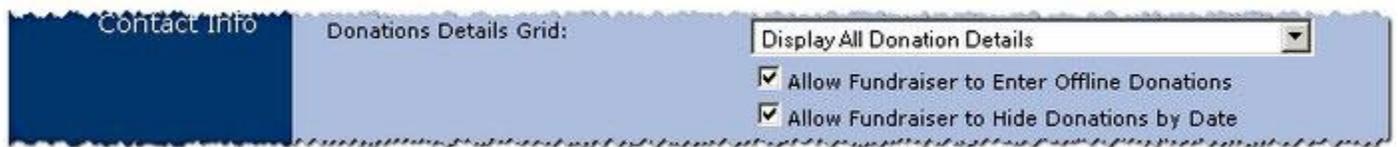


Tip: It is a good idea to encourage your fundraisers to personalize this story, since a personal story is much more likely to connect well with potential donors.

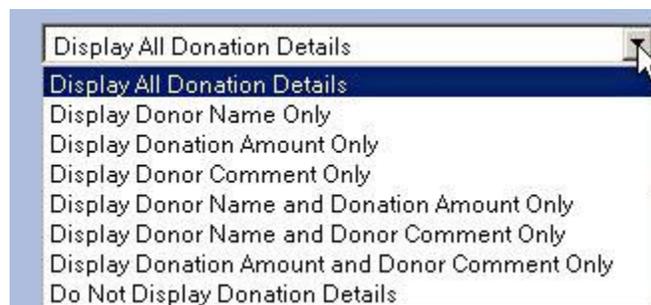
Donations Details Grid

The Donations Details Grid menu on the [Site Settings screen](#) enables you to specify the extent of the information that will be displayed in the donation list on individual or team fundraiser sites.

The associated options control whether or not fundraisers can manually enter **donations** received off line and whether or not they can hide older **donations** if they so chose.



1. Use the pull-down menu (shown below) to select the level of detail that will be included by default in the **donation** list.



The selections that you make here will establish the default content of the **donations** list. However, fundraisers will be able to override the default by setting the appropriate options on the **Donation Summary** Options window when they log in to their individual pages.

2. Select **Allow Fundraiser to Enter Offline Donations** if you want to enable your fundraisers to manually enter **donations** they receive directly.

If this function is enabled, the fundraiser will be able to log in to their individual page and use the **Donation Summary** Options window to enter **donations** that they receive via check or cash.



Important: Offline **donations** that are manually entered by your fundraisers do not appear on the WebLink donation form and, therefore, are not automatically downloaded to DonorPerfect Online. However, If subsequently you manually enter that **donation** into DonorPerfect Online, a *duplicate will be created on DonorPages*. You will have to manually remove this duplication.

For example, your fundraiser enters an offline check **donation** for \$50, then later sends the check to you and you enter it into DonorPerfect

Online, using the correct solicitation code, and you apply a soft credit for the donation to the fundraiser. Since, the soft credit was entered on the account of a DonorPages fundraiser, a record of the \$50 donation will be automatically passed back to the fundraiser's individual page. Thus, there will be a duplicate \$50 donation on that page. To correct the situation you must log in to that person's fundraising page and delete the original, manually entered \$50 amount.

3. Select Allow Fundraiser to Hide Donations by Date to enable the fundraiser to keep donations that were received before a specified date from appearing on his donations list.

If this option is selected, the fundraiser will be able to log in to his individual page and use the Donation Summary Options window to hide these donations. All donations made before the selected date will be hidden from the list on the individual page as well as in the public totals for the event. (The reporting of these donations previously made to your fundraising management system will not, however, be affected.)

This function is particularly useful when your DonorPages site is used by the same fundraisers on an ongoing basis. For example, volunteers that raise funds for multiple individual missions through the year, or year after year.

4. Click Save.

The following is an example of a donation list showing all donation details, including the donation dates, the donor names, amounts and any comments that donors may have left with their donations.

Date	Contributor	Amount	Comment
06/13/12	John Aldridge	\$ 100.00	
03/05/12	Rob Strickler	\$ 125.00	Super job!
03/01/12	John Jones	\$ 50.00	From TheDuffers
02/13/12	Daniel Danforth	\$ 100.00	
01/11/12	James Jefferson	\$ 50.00	Way to go, Ricky!
12/15/11	Frank Jones	\$ 50.00	
03/01/11	Offline Donation	\$ 1,345.00	Imported Donations!
Count: 7		\$1,820.00	

