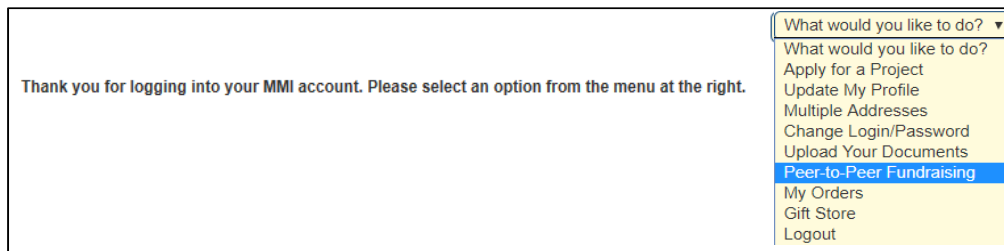


Create Your Own Social Fundraising Page



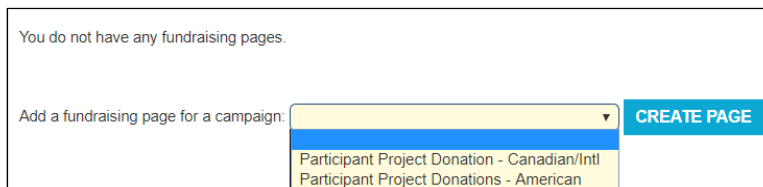
Step 1: Create Fundraising Page

1. Once you have applied and been accepted on a project, click the following link to **log into your profile** and create your Social Fundraising page: <https://mmicanada.z2systems.com/np/clients/mmicanada/login.jsp>
2. Once you have logged in, select **Peer-to-Peer Fundraising** from the drop-down list.

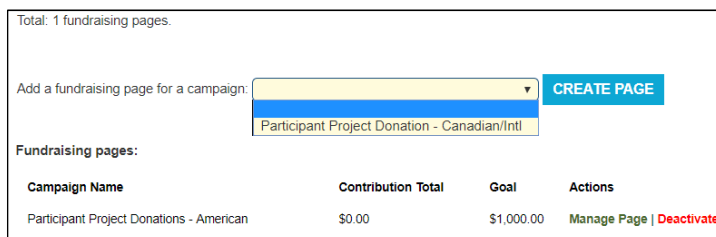


3. Select **Participant Project Donation (American or Canadian/Intl)** from drop-down list, then click **Create Page**.

*****IMPORTANT: Be sure to select correctly! American participants MUST SELECT "American" and Canadian and Other participants MUST SELECT "Canadian/Intl"**



*****IMPORTANT: You can only have ONE fundraising page at a time. If you already have one created, you must select "Manage Page" to edit. You cannot create a second page.**



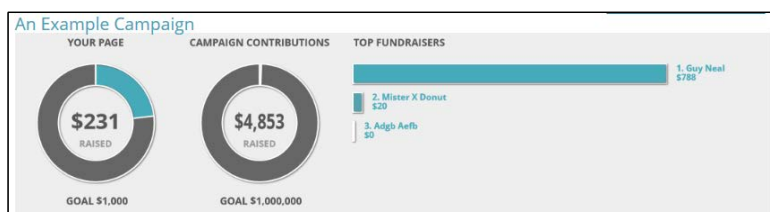
i.e. It isn't possible to create a second American page.



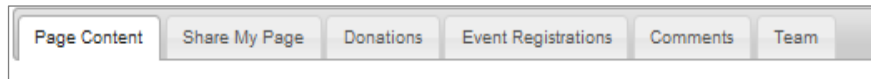
4. This creates a new fundraising page and brings you to your new management page.

Step 2: Manage Page

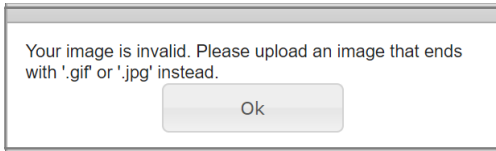
5. The charts on the management page show your progress towards your fundraising goal.



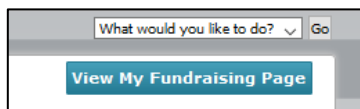
Use the navigation bar below the charts to navigate through the features provided to help your fundraising efforts. This may include clicking **Page Content** to add a **fundraising goal**, a **personal photo**, and a personal/project **description**. You might also click **Share My Page** to share your fundraising page on social media or through a direct link. You can also view incoming **Donations** and view your donor's **Comments** through the navigation bar.



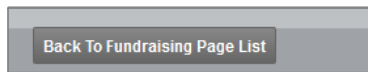
****ERROR MESSAGE:** If you receive the error message below, try resaving your image as a **.jpg**. To change the format of your photo, go to *Edit > File > Save as >* and select **.jpg**



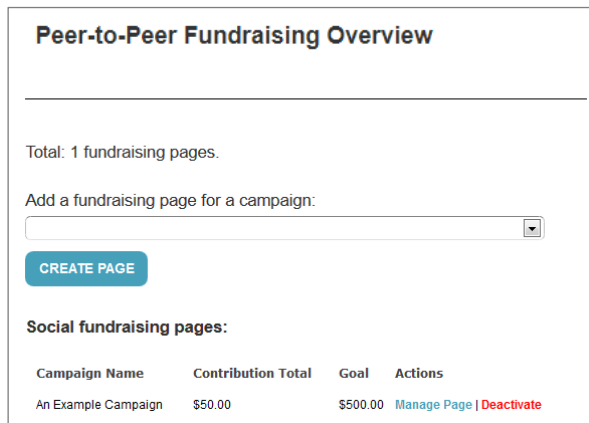
- The **View My Fundraising Page** button in the upper-right corner opens your live fundraising page. Here you can see how your page appears to the public.



- The **Back to Fundraising Page List** button in the upper-left corner of the management page will take you back to the Social Fundraising Overview.



- Clicking **Manage Page** takes you back to your fundraising management page. If you click **Deactivate**, your fundraising page will no longer be visible to the public and no donations can be made. Your data will not be deleted, and you can easily re-activate the page from this screen.



Additional Help

- For a more thorough explanation of each step, click <https://support.neoncrm.com/hc/en-us/articles/218528827-User-Guide-for-your-Social-Fundraisers>
- Select **Click here to download the Fundraiser User Guide**
- Be sure to begin on **page 9** as you have already created an account.