

How to Edit Your Fundraising Page

After you create a fundraising page, you can edit its details and personalize the content.

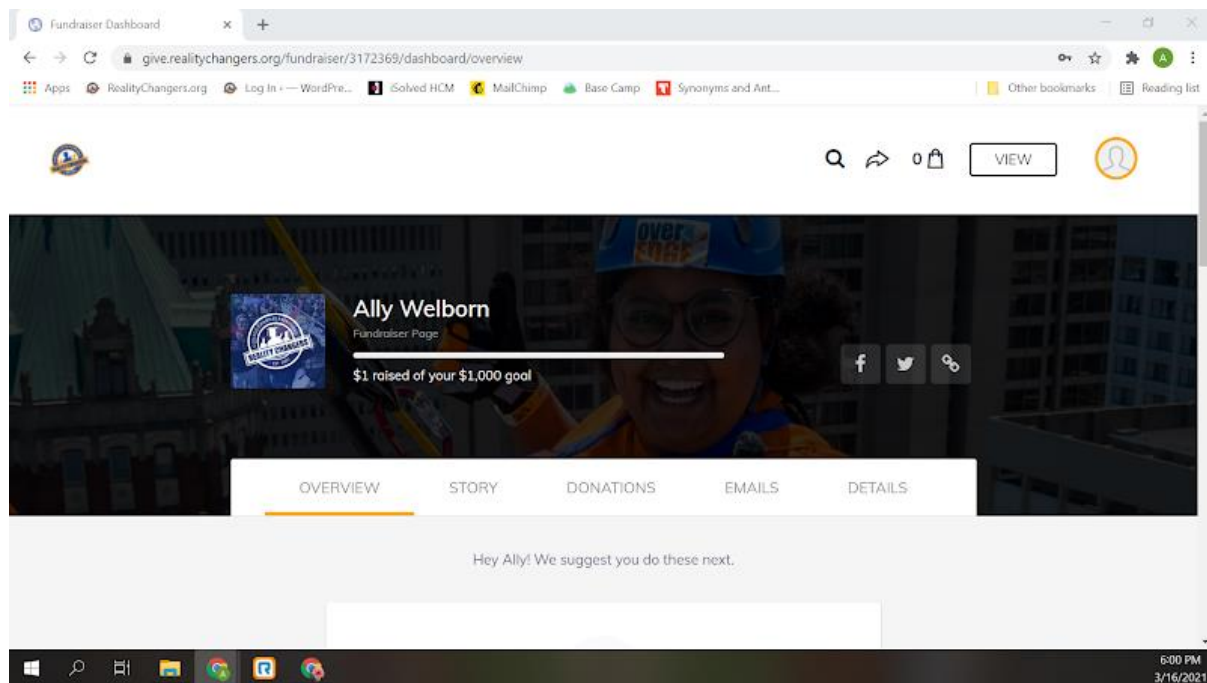
Open your editor

Visit your fundraising page and tap on the **Manage** button (you may have to log in first). It will be at the top-right of the screen on a desktop or laptop and at the bottom-right of the banner image for mobile devices.

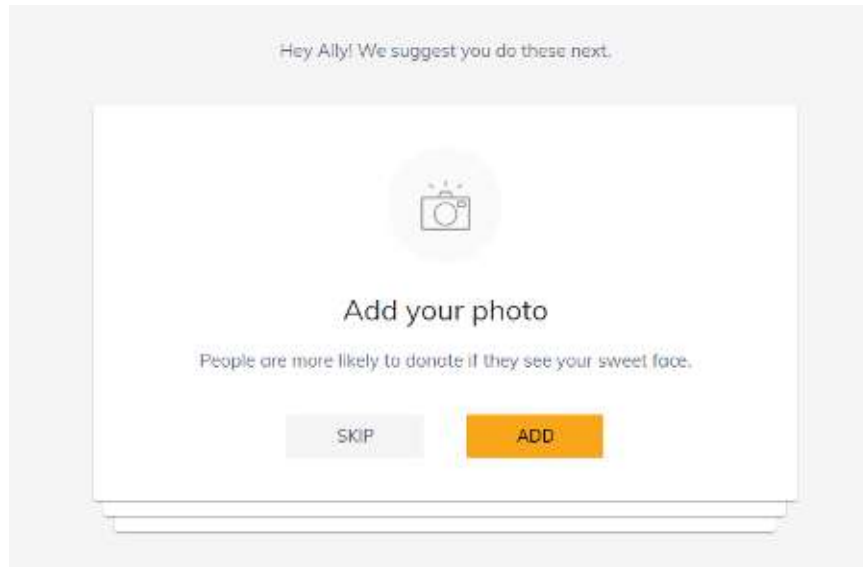


Overview

The first thing you see when you open the editor is the **Overview** tab. There are 2 content tabs that control the appearance and details of your fundraising page: the **Story** tab and the **Details** tab.



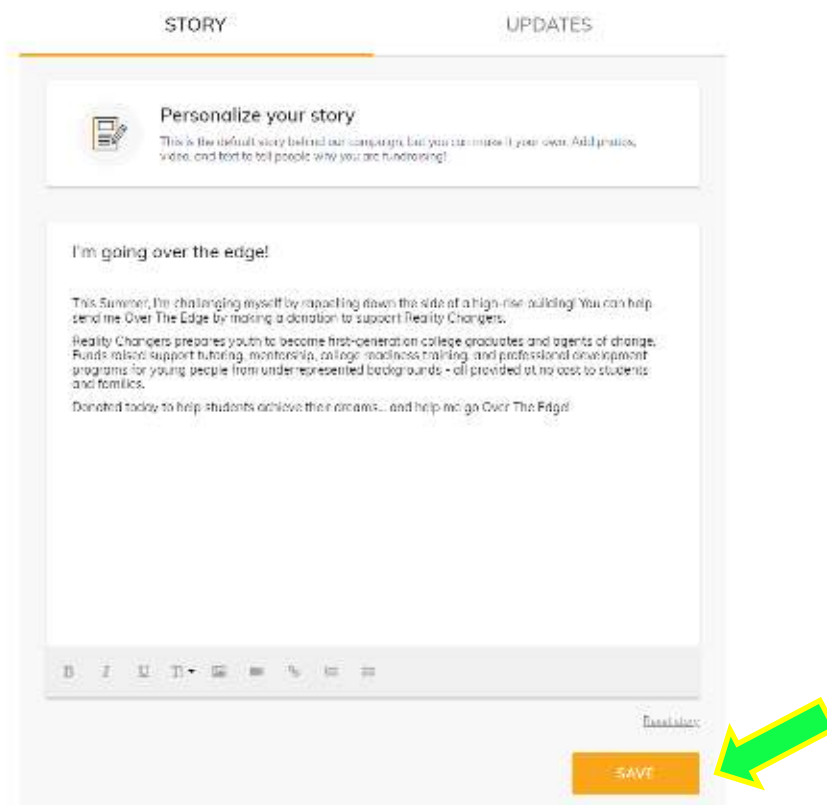
From here, you can view some cards with suggested next steps and access other content tabs. If this is your first time viewing the editor, we recommend completing the cards. They will help you edit your Story, make the first donation to your page, and ask for donations from friends and family. If you've already completed the cards, use the other sections in this guide to edit your page.



After you have completed the cards, you can make future changes and see additional information using the tabs at the top of the editor. Click **View** (top right) at any time to see how the changes look on your page.

Edit your Story

Your Story is the main content that appears on your fundraising page. To edit the content, tap on the **Story** tab and make your changes in the text block. Hit **Save** when you're finished to save your edits.

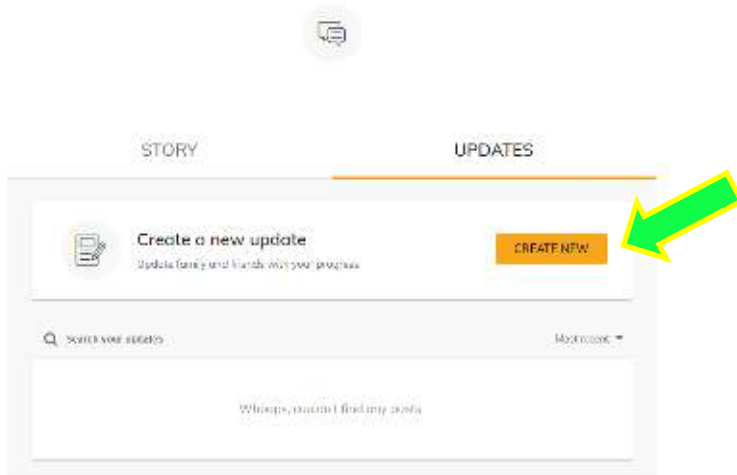


If you're using a desktop or laptop, you can add photos, videos, and links with the tools at the bottom of the text block. ***Need some inspiration? Check out our Fundraiser Toolkit for some guiding questions.***

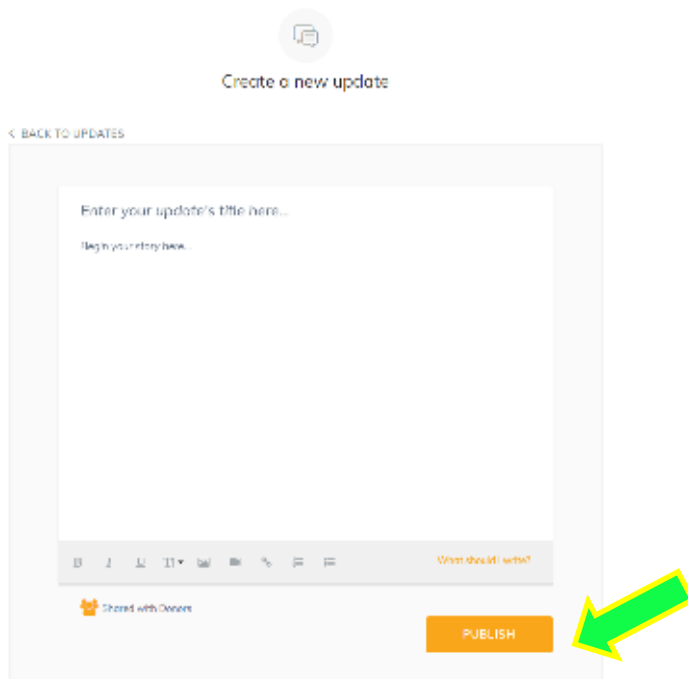
Post updates

Use updates to keep your supporters engaged with your fundraising progress. You can share a picture about your goal, share something exciting about Reality Changers, or do something for donations (ex. pushups, running a mile).

To post updates, open the **Story** tab and select **Updates**. From here you can use the **Create New** button to post a new update.



After you write your update, click **Publish** to add it to your page



Edit your details

The **Details** tab is where you can edit the key details of your fundraising page such as your profile picture and fundraising goal. Simply make the edits you need and hit the **Save Changes** button when you're finished. We explain what you can change below.

Edit your details

Your Picture
Max: best quality, max 600x300 px image
UPLOAD

Fundraiser Nickname *
Ally Welborn 11/10/18

Page Headline *
Thanks for visiting my fundraising page!
40/250

News campaign headline

Fundraising Goal *
USD \$ 1,000.00

Set your vanity URL: <https://give.realitychangers.org/ExampleShortUrl>
Start typing

Fundraiser Notifications
Note: If you have any additional teams or fundraising pages for this campaign, these settings will also apply to those pages.

Comments on my fundraising page

Donations on my fundraising page

Encouragement emails (fb of goal reached, \$ amount raised, etc.)

SAVE CHANGES

- **Profile Picture** - Use the **Upload** button to change your profile picture. You can also use the **Remove** button to remove your picture and use the default Reality Changers picture.
- **Fundraiser Nickname** - This is the name that will display on your fundraising page. We recommend using your name.
- **Page Headline** - This is an attention-grabbing headline that appears on your fundraising page. We recommend keeping it short and sweet.

- **Goal** - Set the amount you plan on raising. Remember, you need to raise at least \$1,000 to *rappel and raising even more means more resources for Reality Changers programming!*
- **Vanity URL** - This is simply a shorter version of your fundraising page's website address. Short URLs are easier to share and look nicer on social media.
- **Fundraising Notifications** are sent to the email you used when creating your Classy account. The notifications are designed to keep you up-to-date on your fundraising activity. Toggle them on or off to control your preferences
 - **Comments on my fundraising page** - You'll receive this notification when someone comments on your fundraising page. This ensures you'll know when to comment back to keep your donors engaged.
 - **Donations on my fundraising page** - When someone donates to your fundraising page, you'll receive this notification. This ensures you can thank donors for their gifts.
 - **Encouragement emails** - When you reach a specific amount, you'll receive an email letting you know you've made your goal and sharing tips for getting to the next level.

Delete your fundraising page

To delete your fundraising page, tap the **Delete Fundraising Page** button at the bottom of your Details tab. If you feel that you need to delete your fundraising page, we encourage you to reach out to the Reality Changers Team before you do so. We may be able to help you troubleshoot any problems you are experiencing. Once you delete your page, it cannot be recovered.

Delete your fundraising page

Only delete your fundraising page if you no longer want it. All of your settings will be lost.

DELETE FUNDRAISING PAGE