

## How to set-up an Individual Fundraising Web Page

<http://www.active.com/donate/copsrun2011>

1. Go to the website listed above. Click on the words at the very top “become a fundraiser,” then click on “Fundraise as an individual.”
2. It will ask you if you have an account; click NO and it will direct you to create an account.
3. You will enter your address, email, etc. Use your email address as your user name and create a password.
4. After creating an account, you will log in and proceed to set up your own page. It will walk you through the process (most of it is already formatted with COPS Run info).
5. It will ask you to fill in Title and Tagline, I have included some examples  
(Title, i.e. Team Brass for Children of Prisoners, Mike’s Riding for a Cause)  
(Tagline, i.e. Riding to break the cycle of crime)
6. You can personalize it with your own picture or there are some downloaded photos to choose from. (the size of pictures cannot exceed 600x600)
7. You can personalize it with your personal message as to why you are riding/fundraising for the COPS Run event in the “Welcome Message” space. *(i.e. Our goal is to raise \$500 for this great cause! We have been volunteering for PWP for 15 years and are more impressed each year with the level of positive change that we witness in these kids and their families. Any amount will help us reach Team Brass's goal!)*
8. As part of the process you will give your personal site a name which is added to the end of the site URL. (for example:www.active.com/donate/copsrun/**teambress**)
9. Be sure to SAVE before closing out and double checking that your name is listed under “Fundraisers” on the main site.

*We are also tracking the offline (cash & check) donations that you raise to record for your overall efforts.*

*If you have any questions, please call or email Lisa at 952-837-3053 or [lisa@parentingwithpurpose.org](mailto:lisa@parentingwithpurpose.org)*