



How to Create Your Tree-A-Thon Fundraising Webpage Through FirstGiving

1. Go to <http://www.firstgiving.com/lagunafoundation>
2. Select the green "Start Fundraising" button at the top right and select Third Annual Tree-A-Thon. Choose whether you would like to register or create a fundraising page. If you prefer to register offline, contact Nancy at 707-527-9277 #109 or nancy@lagunafoundation.org.
3. On the following page, indicate the number of people you are registering, including yourself. There is no registration fee or waiver for this event.
4. Enter your information to start the registration process. Take a moment to write down your login and password somewhere memorable. Indicate whether you are registering yourself or someone else and press the orange "continue" button.
5. Complete the brief registration questionnaire and press "continue." You will only be able to continue once all required response fields are complete. Upon completion a registration code will be emailed to you for the purpose of setting up your individual or team fundraising page.
6. Using the registration code you can create an individual or team page, or join an existing team. To see the existing teams, type in the team name or click "show all teams" directly below the Team Name box. If you will not be joining a team, there is a button to the right to skip the team option. Firstgiving will then help you create your fundraising page address.
7. **IMPORTANT:** Personalize your fundraising page with a photo and caption, customized text and a fundraising goal. On the "Fundraising Pages" tab all yellow boxes can be edited. Note that at the bottom of the page you have the option to display or hide donor names, dates, amounts given and donor comments. Here you can also personalize a message to donors and request a confirmation email to you when someone donates.
8. Email your friends and let them know about your Tree-A-Thon. Note who you email, since you may need to follow up with these folks in a week or two.
9. Include your FirstGiving page on your social networking sites! Click the "Your Fundraising Tab" and then "Share Your Page" with Facebook, Linked In, Twitter, etc.
10. For additional assistance and instruction on customizing your FirstGiving fundraising page, view the Frequently Asked Questions link at the bottom every page. You can also contact Nancy at nancy@lagunafoundation.org or 707-527-9277 #109.