

Instructions for Creating Your Personalized Three Notch Century Fundraising Page

1. After you register, you should receive an email from Active with the link to our fundraising site. If you don't receive the email: go to <http://www.active.com/donate/threenotchcentury11>

2. Click on “Become a Fundraiser” at the top of the page

→ At this point you will be asked to ‘log in’ to the “Active Network”—if you already have an ‘active.com’ user name and password, use that; or, create a new user name and password. You do not need to be a member to create a username and password. It's free!

3. Give your fundraising page a name (i.e., ‘Your Name’s Fundraising Page’); then create your individual web address by adding your name after “threenotchcentury11”—for example: www.active.com/donate/threenotchcentury11/yourname11 (or whatever you want!). Click “continue” at the bottom of the page.

→ include your web address in the E-mails you write to prospective donors—it will enable them to go directly to your fundraising page and make an online donation to support your efforts. You can find your finalized URL at the top of your page.

4. It should take you to the: “Customize My Webpage” page to personalize your individual page:

→ Edit Campaign Details—add a personal message or photos; this is also where you set your fundraising goal (please remember to do this—seeing your goal serves as a GREAT ‘encouragement’ to prospective donors!)

→ Change Layout Design—change the way your page looks (optional)

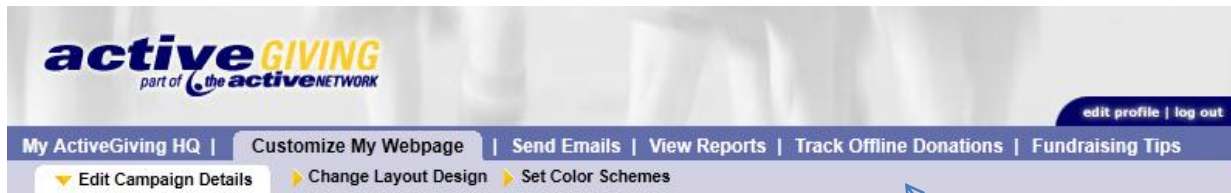
→ Set Color Schemes—change the color of your webpage (optional)

After “previewing” your webpage (click on ‘Preview’ in the lower right corner)—click on **‘Save and Finish’ (ON THE LOWER RIGHT HAND CORNER OF THE PAGE...be sure to do this!)**

If you run into trouble, please go to: <http://www.activegiving.com/resources-overview/fundraiser-faqs.htm> for a list of FAQ's.

If you need additional assistance setting up your fundraising page, please contact ‘active.com’ Customer Support at: (888) 620-8717...Option 2, and this will put you in contact with the Active Giving Network Customer Support Team (M-F 7:00AM-5:00 PM, PST). You can also E-mail them, at: clientsupport@activenetwork.com.

ALSO—while on the “Active Giving” site, please explore the other tabs to see what else is possible in terms of managing and administering your personal donations, and keeping track of donors and donations...i.e., Send E-mails; View Reports; Track Offline Donations; Fundraising Tips (the navigation bar across the top of the page).



↑
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↑
Edit your welcome message, images goals, Layout, Color Scheme, etc

Track Offline donations!

Use these tabs to navigate around your account.

BOTTOM OF THE PAGE:



BE SURE TO CLICK “SAVE & FINISH” at the bottom of the page!!

ADDITIONAL INSTRUCTIONS FOR ACCEPTING AND PROCESSING CHECKS:

On occasion, a donor may wish to write a check (or give you cash) instead of making an ‘online’ donation—such contributions are considered “offline” donations, and should be included in your fundraising total.

In order to process these ‘offline’ donations, please request that any checks be made payable to ‘Northeast Passage’—and make sure that the words “Three Notch Century—(your name)” are included on the “Note” line on the face of the check.

Mail checks to:

**Northeast Passage
4 Library Way
Durham, NH 03824**

Or bring them with you on event day.

Finally...in order to make sure that these ‘off line’ donations are included in your fundraising total—PLEASE add any cash or checks you receive to your ‘active.com’ fundraising records by going to the **“Track Off Line Donations” tab** in your ‘active.com’ account.

To do this:

1. Go to: <http://www.active.com/donate/threenotchcentury11>
2. Click on “Become a Fundraiser” at the top of the page
3. Enter your ‘active.com’ user name and password—which will take you to your account page
4. Go to the ‘Track Off Line Donations’ tab... and follow the directions you find there. By doing this, any checks or cash you receive will be added to and reflected in your ‘active.com’ fundraising totals recorded on your individual fundraising page. You can make the donation anonymous, by clicking the “make this donation anonymous” box at the bottom.

Be sure to click, ‘Save this Donation’ at the bottom of the page!