



## How to Become a CARES Fund-Raiser!

1. Visit our i am CAH Walk/Run Page on our website:  
<https://caresfoundation.z2systems.com/np/clients/caresfoundation/campaign.jsp?campaign=136&>
2. Click on the Walk/Run you would like to fundraise for and attend.
3. Create an account at the CARES Foundation Community Portal by entering a Login Name and Password.
4. OR Login with Facebook or Twitter
5. Once you have entered all your info, click on the Login Link. Login Portal Page (make sure you bookmark this Portal Login page for future access) Login and you will be taken to the Social Fundraising Overview Page. Then choose your Walk/Run from the drop down menu and click CREATE PAGE.
6. This takes you to your brand-new fundraising management page. ON THIS PAGE YOU WILL SEE THESE TABS:

### TAB 1 – Page Content

- a. Give your page a title.
- b. **Fundraising Page Links.** You can use the one given or create your own unique and perhaps simpler url
- c. **Fundraising Goal.** Enter the amount of money you, personally, would like to raise.
- d. **Upload a personal photo**
- e. **Page Content** – describe why you are participating in this fundraiser. Make it a personal story and plea.
- f. **CLICK SAVE when done.**

The “View My Fundraising Page” button (top right corner of screen) opens your live fundraising page in a new browser tab. You can click this any time to see what your fundraising page looks like.

### TAB 2 – Share My Page – Here you will find

- a. **A link to your Donation Page** – send this to friends who can’t attend the Walk/Run but would like to donate on your behalf.
- b. **Registration Link** – send this link to those who want or may want to attend the Walk/Run. *You* can use this link as well to register for the Walk/Run. It costs \$25/adult and \$10/kid to participate in the Walk/Run. Each event has a registration deadline as well as a deadline date to register by to get a Walk/Run t-shirt the day of the event.

- c. **Social Media Links** – click on these to share your fundraising and donation page links via your social media.

### **TAB 3 – Donations**

- a. **List of all names who donated to your page.**
- b. **Option to download this info into an Excel CVS document.**

### **TAB 4 – Registrations**

- a. **List of a persons registered to Walk/Run on your behalf.**

### **TAB 5 – Comments**

- a. **Manage comments on your page** – do you want people to be able to leave comments on your fundraising page? You can turn them off or on and then choose which comments you want displayed.

### **TAB 6 – Team**

- a. **Are you creating a Team as the Team Captain? OR are you joining a Team? OR are you fundraising as an individual?** Pick one.
- b. **If you are creating a Team** and you are the Team Captain, you will be directed to your Team Page which you can set up - works the same way as setting up your personal Fundraising page.

When you are satisfied, you can click on **Back to Fundraising Page List button**, which will take you back to the **Social Fundraising Overview page**. You can then click the **“What would you like to do?” Dropdown box** and **Register for the Event (Walk)** or click on a different Walk/Campaign if you are fundraising for more than one Walk.

**You can start sending out your links to donate and/or register** (one can donate on the registration form but cannot register on the donation form).

***Call Wendy at our office if you need any help at all! She can help you get set up! REMEMBER, we need each of you to fund-raise and spread the word! 908-364-0272 or toll-free, 866-227-3737. You can also email Wendy:***

***[wendy@caresfoundation.org](mailto:wendy@caresfoundation.org)***