

# Pedal Partner Giving

## Fundraising Page Directions

Log in to <http://www.active.com/donate/pedalpartnergiving>.

Select... **"Become a Fundraiser"**

- **Log-in** with your email and password from last year or create new. Your email is log in. Follow the online form and when asked for a title, use your own name so that potential donors can find you. You can always edit later if you change your mind. (Whenever you log-in to your page, use your email address and password, not the name of your page.)
- **Create web address**--This is your link to your page. It will always appear under CtW logo and your tagline.
- **Click continue** and you're into the **"Set up your fundraising page"** details: We've set up a template that will show the Cycle the WAVE logo on all pages. Donors can write personal messages that will appear on your page as well.

Tagline: This is where you can write in "Brake the Cycle", "Stop the Abuse" or whatever catch phrase you choose. You can make it personal, "Karen's Ride to the Finish"... you can always change it.

Welcome Message: Write a brief reason why you're raising money, please feel free to copy and paste anything from CtW (Cycle the WAVE) or the main PPG (Pedal Partner Giving) home page. You can always write more info in your email body.

Add an image: This is where most people are having trouble when setting up their page. If you can't download a small website image 100 mb max, you'll need to resize and save to your computer and upload. Best at this point to save your page, if you leave you may lose your work and will need to start over.

Set a goal: Don't worry about reaching for the moon since you can always edit later. Aim high first.

Set donor display: Most fundraisers click yes to show Total donations and Top 5 on their page but you can decide if you want to include everyone or not. You can also check yes for scrolling which will display up to 75 names. Yippee, you'll win a prize if you get that many!

Save and continue.

Set up a web template: Select one of the choices available. Remember to save.

Set color schemes: This is where you can have more creativity. Remember to save and continue.

**Now it's time to send out your email.** You have two options, using Active's service, cutting and pasting emails 20 at a time or using your own email. The advantage with your own email is there is less of a chance it will go to spam. Create it with links to CtW and your personal page, copy and paste your personal page link so your friends can click on that and find you. Write your email to your friends, acquaintances, neighbors, and business associates. Send to more than you think would be willing to respond. You may choose to suggest donation amounts based on our suggested amounts on PPG home page. You will be amazed by who gives and who doesn't, so don't limit yourself. Again feel free to copy anything from CtW or PPG sites. Let the people you ask to donate know your goals and be sure to ask them to donate in your name. When they follow the links, they need to scroll down to find your name and donate. You will get a notification that they've donated. They will receive a thank you from CtW automatically through Active but you might want to keep track and send one of your own as well. If you find a name of your friend scrolling on the PPG page, let us know and we can make sure you get the credit.

**Have Fun!** If you have any questions, email: [pedalpartners@cyclethewave.org](mailto:pedalpartners@cyclethewave.org).