

Do-It-Yourself Online Fundraising Guide

Step 1: Click the **Fundraise** button in the header of any page on our website www.stvfoundation.org.au

Step 2: Select the type of fundraising page you would like to set up, from the three options:

- **Celebrate a Special Occasion** like Christmas, a birthday, an anniversary or wedding.
- **Remember a Loved One** by creating a tribute page
- **Fundraise Your Way** allows you to raise funds through an event like a morning tea, trivia night, physical challenge (e.g. cycle 500km, climb a mountain) or gala ball.

Step 3: Create an online account with St Vincent's Foundation. You will need to complete:

- your personal details – name*, email*, postal address*, phone number and date of birth
- an account password*
- your organisation details, if the fundraising is through a business or community group
- which area of St Vincent's work you would like the fundraising directed. If you don't have a particular area, we will direct it to the area of most need. If the area is not in the list, please add the information in the "Other" box.

Click [Next Step](#) to continue.

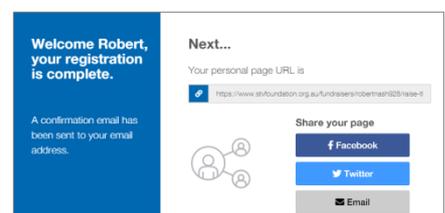
Step 4: Create your webpage.

- Give your page a name* like "In Memory of Margaret Smith" or use the event name.
- Include a fundraising target. Leave this blank if you do not wish to display a target.
- If you are remembering a loved one, include their name*, and your relationship to them.
- Tell your story as to why you are fundraising for St Vincent's, or use the text supplied.
- Upload an appropriate profile picture for the fundraising activity.

Click [Create Page](#) to continue.

Step 5: Donate. Support your page with your own, optional, donation. Click "No Thanks" to skip.

Step 6: Share. You will receive a pop-up stating your registration is complete (see right), and a confirmation email will be sent. Both contain the URL for your fundraising page, which can be shared with your network. You can also share your webpage using the Facebook, Twitter or via email using the links provided.



Step 7: Your page is now ready to be reviewed by us before it goes live. We will contact you promptly to verify your requirements. Then you will be ready to go!

If you have any difficulties, please phone us on (03) 9231 3365 or email foundation@svha.org.au and we will help you through the process.

Thank you for fundraising for St Vincent's Hospitals.