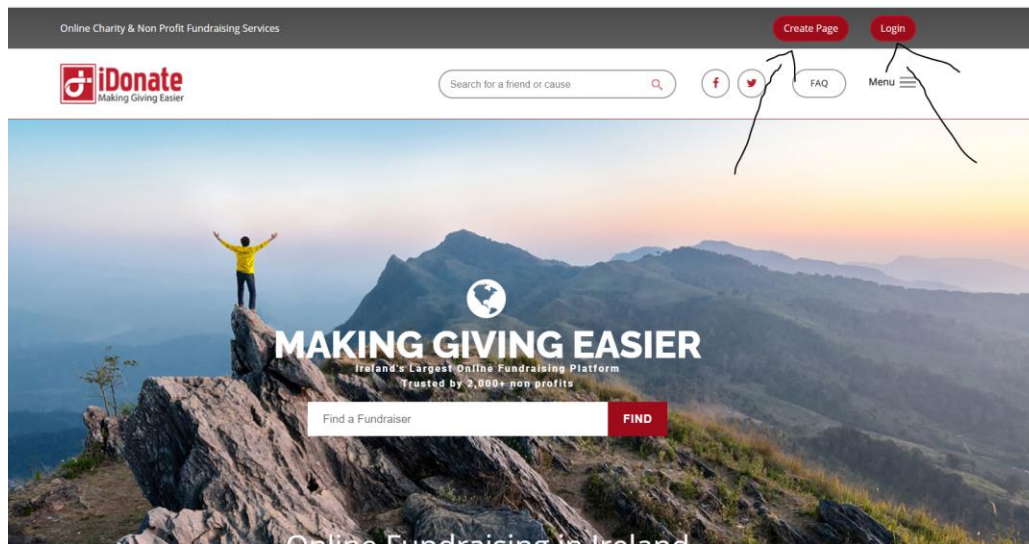




Creating a fundraising page...	2
Editing a page...	4
Entering offline donations...	5
Archiving a page...	6
Thanking donors...	7
FAQ...	9

Creating a fundraising page

- Type iDonate.ie into Google
- Or, download the iDonate app from the appstore/playstore!
- On Google, you will find the below website, choose 'create page' or 'login' if you already have an account.



- Name your page (Call it your team name if it's a team page)
- Select an event from the list – choose the 22nd of February 2021 as the start date.
- Select CLANG with Jigsaw
- Enter your fundraising target; Individuals €50 / Teams €1,200
- Choose Jigsaw as the cause you're raising funds for
- Click save

1

Give Your Fundraising Page a Title

Saoirse Test Fundraising Page

Your Fundraising Pages URL: www.idonate.ie/SaoirseTest612

2


Add Your Fundraising Event

Select an event from our events list or add your event details

☒ Select an event from our events list

☐ Enter Event Details

22-02-2021



CLANG with Jigsaw

Jigsaw

Type: Virtual Challenge

- Review the information and select 'save and continue'
- If you are a team, please enter in your km target when it asks. If you are an individual, you can enter in 38kms if you desire (the average distance of 50,000 steps)

- The next section will ask you if you'd like to 'enable individual entry of offline donors'. You can leave this unticked as it is easier to simply add the amount of offline donations into the text box here when they are received.

This screenshot shows a form titled "Change your target amount and offline amount raised". On the left is a sidebar menu with options: Page Title, My Cause(s), Corporate, My Event, My Target (highlighted in red), Page Text, Images/Videos, Other Options, Fitness Apps, and My Updates. Below the menu are buttons for "FAQ's" and "Promote". The main form area has a section "My fundraising target" with a currency symbol "€" and the value "1200". Below this is a question: "How long after the event would you like to carry on collecting sponsorship money?*" with a date input field showing "31-01-2022". The next section is "What I raised offline", which includes an unchecked checkbox "Enable Individual Entry of Offline Donors" and a field "Offline donations received" with a currency symbol "€" and the value "0". At the bottom right are two buttons: "Save and Exit" (red) and "Save and Continue" (green).

- You will now be asked to update your story/bio. This has been pre-populated with information on CLANG with Jigsaw. Please feel free to edit as you please.
- Next you can choose to upload a profile picture, a banner and a background image. Please note that your page will already have a CLANG with Jigsaw banner and background image but please feel free to update your profile picture!


This screenshot shows a form titled "Upload images and Youtube Video". The sidebar menu is the same as the previous form, but "Images/Videos" is highlighted in red. Under "Images/Videos", there are sub-options: Profile Image, Banner, Gallery, and Video. The main form area has a section "Upload Profile Picture" with a "Choose Image" button. A green "Continue" button is on the right. At the top of the form area, there is a green checkmark icon and the text: "You can now customise your page with more details and images. Best of luck with your fundraising".

- Once you've finished personalising, you'll be brought to the below page. Please connect to a fitness app now if you're using one for the challenge!

This screenshot shows a page titled "Connect with fitness apps". The sidebar menu is the same, but "Fitness Apps" is highlighted in red. The main content area features four buttons for connecting to fitness apps: "Connect with STRAVA" (orange), "Connect with MAPMYFITNESS" (purple), "fitbit" (teal), and "GARMIN" (blue). At the bottom right are two buttons: "Save and Exit" (red) and "Save and Continue" (green). At the top of the main content area, there is a green checkmark icon and the text: "Great news! You have successfully created your new fundraising page. You can now customise your page with more details and images. Best of luck with your fundraising".

Editing a page

- Once your page has been created, you can select 'main menu' and choose 'Dashboard' from the list to see the below overview of your account. Here you can edit your page and see all the details about it.

My Menu Options ▾


New Dashboard


Welcome back Saoirse Test

Your Fundraising Page URL is: www.idonate.ie/SaoirseTest612

Your Latest Page

SAOIRSE TEST FUNDRAISING PAGE

Page Status : Active ☒ Donation Available Until : 31 Jan 2022 




Funds raised to date

€ 0.00

Latest Sponsor

Be the first!!

KMs Completed

0 KM 

Download the iDonate App

Create and Manage your iDonate pages, receive donation alerts and Thank your donors easily.

GET IT ON
Google Play

Download on the
App Store

Quick Guides and Latest News

GUIDE : HOW TO CHANGE YOUR FUNDRAISING PAGE TEMPLATE

[Click here for Instructions](#)

- Whenever you need to login or edit your page, all you have to do is Google iDonate and login. You will be brought to the dashboard where you can edit all details on your page as well as thanking donors and viewing reports!


New Dashboard


Welcome back Saoirse Test

Your Fundraising Page URL is: www.idonate.ie/SaoirseTest612

Your Latest Page

SAOIRSE TEST FUNDRAISING PAGE

Page Status : Active ☒ Donation Available Until : 31 Jan 2022 




Funds raised to date

€ 0.00

Latest Sponsor

Be the first!!

KMs Completed

0 KM 

EDIT PAGE

MY DONORS

PROMOTE

THANK DONORS

VIEW REPORT

Map Visibility : Visible ☒

Entering offline donations

- You can enter offline donations by clicking into the dashboard to 'edit page'.
- Select 'My Target' from the left hand panel and you will see the below option for offline donations
- You can either add an offline donation here!

The screenshot shows a web interface for managing fundraising targets. On the left is a sidebar menu with options: Page Title, My Cause(s), Corporate, My Event, My Target (highlighted in red), Page Text, Images/Videos, Other Options, Fitness Apps, and My Updates. Below the menu are two buttons: FAQ's and Promote. The main content area is titled 'Change your target amount and offline amount raised'. It contains a section for 'My fundraising target' with a currency selector set to '€' and a value of '1200'. Below this is a question: 'How long after the event would you like to carry on collecting sponsorship money?*' with a date input field set to '31-01-2022'. The next section is 'What I raised offline', which includes an unchecked checkbox for 'Enable Individual Entry of Offline Donors'. Below this is a section for 'Offline donations received' with a currency selector set to '€' and a value of '0'. At the bottom right are two buttons: 'Save and Exit' and 'Save and Continue'.

Page Title

My Cause(s)

Corporate

My Event

My Target

Page Text

Images/Videos

Other Options

Fitness Apps

My Updates

FAQ's

Promote

• Change your target amount and offline amount raised

• My fundraising target ⓘ

€ 1200

How long after the event would you like to carry on collecting sponsorship money?*

31-01-2022

What I raised offline

☐ Enable Individual Entry of Offline Donors

• Offline donations received ⓘ

€ 0

Save and Exit


Save and Continue


Deactivating a page


- If you have completed the challenge or decide you'd like to archive/deactivate your page, you can do so by logging in, going to the dashboard and clicking the green bar that says 'active'.

Your Latest Page

SAOIRSE TEST FUNDRAISING PAGE


Page Status : Active 

Donation Available Until : 31 Jan 2022 



Funds raised to date€ 0.00

Latest SponsorBe the first!!

KMs Completed0 KM 


EDIT PAGE

MY DONORS

PROMOTE

THANK DONORS

VIEW REPORT

Map Visibility : Visible 

Thanking Donors

- You can thank donors by logging in, heading to the dashboard and selecting the 'thank donors' option below:

Your Latest Page

The screenshot shows the dashboard for a fundraising page. At the top, a red banner displays the page title. Below this, a status bar indicates 'Page Status : Active' with a green toggle switch and 'Donation Available Until : 31 Jan 2022' with a calendar icon. The main content area features a profile picture for 'CLANG' and statistics: 'Funds raised to date € 0.00', 'Latest Sponsor Be the first!!', and 'KMs Completed 0 KM' with a pencil icon. A row of buttons includes 'EDIT PAGE', 'MY DONORS', 'PROMOTE', 'THANK DONORS' (highlighted in yellow), and 'VIEW REPORT'. At the bottom, 'Map Visibility : Visible' is shown with a green toggle switch, and a 'Connect with' section displays social media icons for Facebook, Twitter, and others.

- You will be brought to an email template that you can edit and email to your supporters!

The screenshot shows an email template editor. At the top, there are 'Facebook' and 'Twitter' social sharing buttons. Below them, instructions state: 'Just follow these simple steps to send a pre-formatted email. You can also edit the email below.' The text explains that users can send an 'Update' or a 'Thank You Message' to donors, and that the message includes a link to the fundraising page. It also notes that users can personalise the message by entering '#FNAME#' and that '#SHAREBUTTON#' is replaced by social sharing icons. A final instruction says to click 'Send Email' to send the message to all donors. The editor includes a 'Subject' field with the text 'Thank You for supporting my fundraising page on iDonate.ie', a rich text toolbar with icons for undo, redo, bold, italic, underline, link, bulleted list, numbered list, indent, and outdent, and a text area containing the following message: 'Hi #FNAME#,
Thank You for supporting my fundraising page on iDonate.ie.
You can also share my page on facebook to show your support.
#SHAREBUTTON#
Many Thanks for your support.'

- You can also create an automated thank you email to be sent to each person who donates to your page by scrolling down and choosing the below option:

Page Status : Active

Donation Available Until : 31 Jan 2022

Funds raised to date € 0.00
Latest Sponsor Be the first!!
KMs Completed 0 KM

EDIT PAGE

MY DONORS

PROMOTE

THANK DONORS

VIEW REPORT

Map Visibility : Visible

Connect with STRAVA

Connect with MAPMYFITNESS

fitbit

GARMIN

Quick Guides and Latest News

GUIDE : HOW TO CHANGE YOUR FUNDRAISING PAGE TEMPLATE

[Click here for Instructions](#)

GUIDE : HOW TO ADD OFFLINE DONATIONS

[Click here for Instructions](#)

GUIDE : HOW TO CONNECT TO MAPMYFITNESS AND STRAVA

[Click here for Instructions](#)

GUIDE : HOW TO THANK YOUR DONORS

[Click here for Instructions](#)

What would you like to do next?

Create a new fundraising page

Edit Existing Page

Create Team Page

Create Thank You Message to Donors

Change Short Url

Manage Account

Your Donations

FAQ

<https://idonate.zendesk.com/hc/en-us/sections/360001413700-Your-Fundraising-Page>

- [Adding Updates to your page](#)
- [Changing your pages link/URL](#)
- [Changing closing date for page/donations](#)
- [Changing your fundraising target](#)
- [Connecting Strava, MapMyFitness etc.](#)
- [Adding offline donations](#)