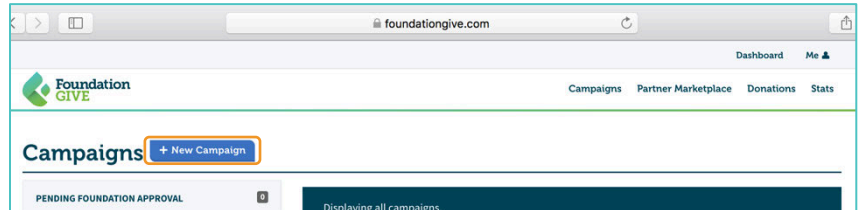


Teacher Quick Start Guide: Create a Campaign

1. Campaign Setup

After logging in, select **CAMPAIGN** from the top menu, then **+ NEW CAMPAIGN**.

This will take you to the **Campaign Builder Page**.



2. Campaign Builder

Select Your School and Give Your Campaign a Title. Your title can be anything, but it should include what you are fundraising for. The campaign URL will be generated based on this. This URL will be where people can go to view your live campaign.

Set your Goal/Need Amount. This is the total amount you will need to fund your initiative. The credit card and processing fees will be built into the published goal, so you won't need to worry about computing this.

Timing and Tagging. Create a start and end date. Tags will help your foundation promote your campaign and make it easier for people to find and donate. You can select as many tags as you see fit.

Project Description. Use the **Summary / Description of Need** editor to provide text, photos or videos outlining your need. Be creative – this is what potential donors will see to learn about your campaign.

When you are happy with your campaign, you can choose to **Save** or **Save and Submit for Approval**. Based on your school districts preferences, your building administration or foundation will approve or request edits to your campaign.

3. Go Live!

When your campaign has been approved and your start date has been reached, your campaign will be publically available from your Campaign URL. Be sure and share this link on social media and in your classroom to solicit donations. Work with your foundation to explore other ways of promoting and encouraging donations.

The status of your campaigns will always be available by browsing the left-hand menu.

