



## How to Set Up a CanadaHelps Fundraising Page

It's an easy and convenient way to fundraise!

CanadaHelps.org is a great way to fundraise. Your supporters will be able to sponsor you online and will receive a tax receipt. You'll get notified every time a donation is made, and be able to see the progress towards your fundraising goal.

There are a few steps to get you started:

1. If you already have a CanadaHelps account, log in at [www.canadahelps.org/en/SignIn.aspx](http://www.canadahelps.org/en/SignIn.aspx). If you don't, create a new account at [www.canadahelps.org/en/SignUp.aspx](http://www.canadahelps.org/en/SignUp.aspx).
2. Once you're logged in, go to [www.canadahelps.org/en/pages/page/new](http://www.canadahelps.org/en/pages/page/new) to create a new fundraiser.
3. Fill in the form – use the table below as a guide:

Field Required	Information to Insert
Who are you fundraising for?	Search for "Surrey Community Cat Coalition." A new window will pop up displaying a list of charities. Click the "Add Charity" button next to Surrey Community Cat Coalition. It will now be displayed on your fundraising page as your selected charity.  Next to the logo, you'll see a dropdown menu – the default is "General". Make sure you select "Surrey Cat Walk".
Type of fundraiser	Personal Challenge
Enter the challenge	To raise money for cats and kittens in Surrey!
Page Title	Surrey Cat Walk
Set your fundraising period	Start date = today End date = enter the walk date, or up to 15 days after the walk if you want to give your supporters more time to donate
Fundraising Goal	Enter your goal amount If you enter a fundraising goal, you'll be able to display progress against your goal on your fundraising page. This is a great way to share your progress with your supporters.
Page Owner	Enter your name
Make list of donations visible	This is optional
Send me email when someone makes a donation	Check this box. You'll know right away when someone has donated and you can thank them on a timely basis for their donation.
Your fundraising story	Include a fundraising message to the people you're asking to support you. Let people know why Surrey cats and kittens are special to you and why you're walking and raising money. It might be a personal connection to our volunteers or a special connection to a cat in your life.
Summary	Enter a short description.

4. Click on the "Create Fundraising Page" button.
5. Featured Image – upload an image that's meaningful to you. It could be your cat or a rescued cat.
6. Media Gallery – upload additional images and/or videos.
7. When you're done, click the button at the bottom "Save Images & Video."
8. Visit or Share your page – click on the link to view and edit your page.

**Once your fundraising page is ready, send out the link to all your friends and family to let them know you're doing the Surrey Cat Walk and collecting donations!**