

# Online Fundraising Quick Start Guide

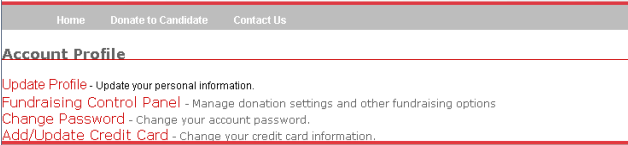
## Step 1: Log In To Your Account

- Visit the event site at the following link:  
<http://dsm.regatta.1lseven.org/Dunham2010>
- Choose the 'Login' link.
- Enter user name and password. If you do not remember your login information, please select **Forgot Password** and follow the prompts.



The screenshot shows the website header with the navigation menu: Home, Registration Info, Skipper Registration, Crew Registration, Donate Now, and FAQ. Below the menu, the '15th Annual Leukemia Cup Regatta & Poker Run' is featured. The 'Login' link in the navigation menu is circled in red.

## Step 2: Manage Personal Fundraising Page



The screenshot shows the 'Account Profile' management page with the following links:

- [Update Profile](#) - Update your personal information.
- [Fundraising Control Panel](#) - Manage donation settings and other fundraising options
- [Change Password](#) - Change your account password.
- [Add/Update Credit Card](#) - Change your credit card information.

**Account Profile** - You can update your profile information, update your status and team affiliation, change your password and access your Fundraising Control Panel.

### Update Profile

- Enter/Edit required information. Required information is marked with a red asterisk \*
- If you would like to change how your name appears, ask Chapter staff to do this for you.
- Click Update to save changes.

**Change Password** - You have the ability to change your password at any time.

**Add/Update Credit Card** - If you have a credit card on file, you can update or add a new credit card using this feature.

## Questions?

602-567-7605 or [cameron.childs@lls.org](mailto:cameron.childs@lls.org)

**Cameron Childs, Campaign Manager**  
3877 N 7th St., Suite 300  
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## Step 3: Check & Update Your Page



The screenshot shows a personal fundraising page for Allison Miyachi. It includes a 'My Fundraising Progress and Status Report' with the following data:

- Number of donations received: 0
- Goal Achievement: 0% (\$0.00 of \$500.00)
- Number of Fundraising Page Visits: 2
- Days left before event: 120

**Fundraising Control Panel** - You can manage your web page, email donors, enter offline donations and review all donations. *To return to the previous page, select **Account Profile**.*

### Personal Website Tab

- Enter/Change Donation Goal.
- Edit the text on your personal web page.
- Add a note to the donation /thank you confirmation emails
- Enter/Change your fundraising page nickname (it is the last portion of your URL).
- View/copy the complete URL for your page.
- Add/Edit a Photo— Image—400x400 pixels max. Use the **Resize Image** tool to modify your photo.
- Always click on **Update** to save your changes.

**Enter Donations Tab** - This is where you can donate to yourself, and/or enter cash/check donations received offline. If you do not wish to use this feature, mail in all donations to The Leukemia & Lymphoma Society office with your name/boat name for crediting.

**Email Friends Tab** - While this will not allow you to upload an address book, you can enter up to **100** email addresses of friends, family, co-workers, etc. You should enter one email address per line. You can also edit the Subject Line and Message.

**Instructions Tab** - Look for new messages from the Chapter on this screen.

### Review Donations Tab

- You can review both online and offline donations on this screen.
- Should someone request a refund, you will be able to confirm it here and report it to Chapter Staff.