## Customizing your Fundraising Page

1. Go to bbbsyorkadams.org/bowl, select/click on your event, and make sure you are logged in. ("Login" button is in upper right corner)

2. In upper right corner, click the "Go to…" box to pull down a menu.

To update your personal page:
Under "Fundraising Page", click your name.

Captains, to update your team page:
Under "Team Pages", click your team name.

3. Once on your the fundraising page, near the upper right corner click "Manage."

4. Click the "Story" tab to customize the wording on your page. You can edit the pre-filled text or create your own story to share with your donors why you and your team supports BBBS. Be sure to click the "Save" button when you're finished.

In this tab you can also click the "Updates" option to keep your page visitors up-to-date with your progress and share any exciting developments that come up during your BFKS fundraising quest. Click "Create New" to create an update.

5. Click the "Details" tab to: Upload a photo, change your page headline, update your fundraising goals, add a custom thank you message to your donors, and select which notifications you'd like to receive. (This is also where you can change your team name on the team page). Be sure to click the "Save Changes" button when you're finished.

For best results with your photo, use a square image. The suggested size is 300x300 pixels.

*Note: You can change your fundraising page URLs to something easy for your donors to find, but please take a look at the full URL displayed when you change it. (It will be "give.classy.org/_____".) This is due to the new website's setup.*

6. When you are done making changes, click the "View" button in the upper right corner to see your updated page.

*Questions? Contact Mark Lakin at [mlakin@bbbsyorkadams.org](mailto:mlakin@bbbsyorkadams.org) or 717-843-0051 x102*