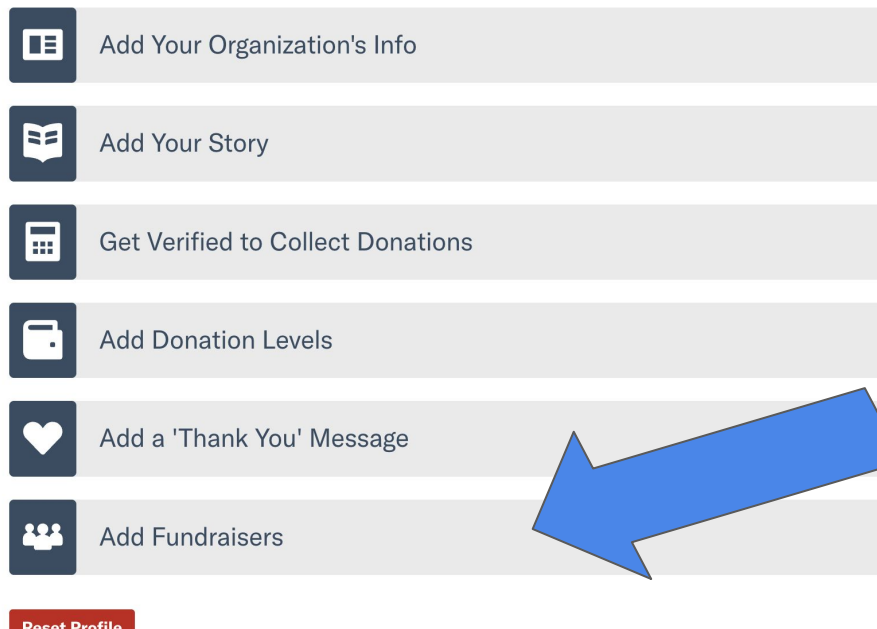# Option 1 Instructions

Option 1: You can sign up supporters. As an administrator, you can sign supporters up as Fundraisers from your Giving Day Dashboard. This capability is found under the tab "Add Fundraisers". This automatically creates a Fundraiser page for them and triggers an email with login instructions.

OR

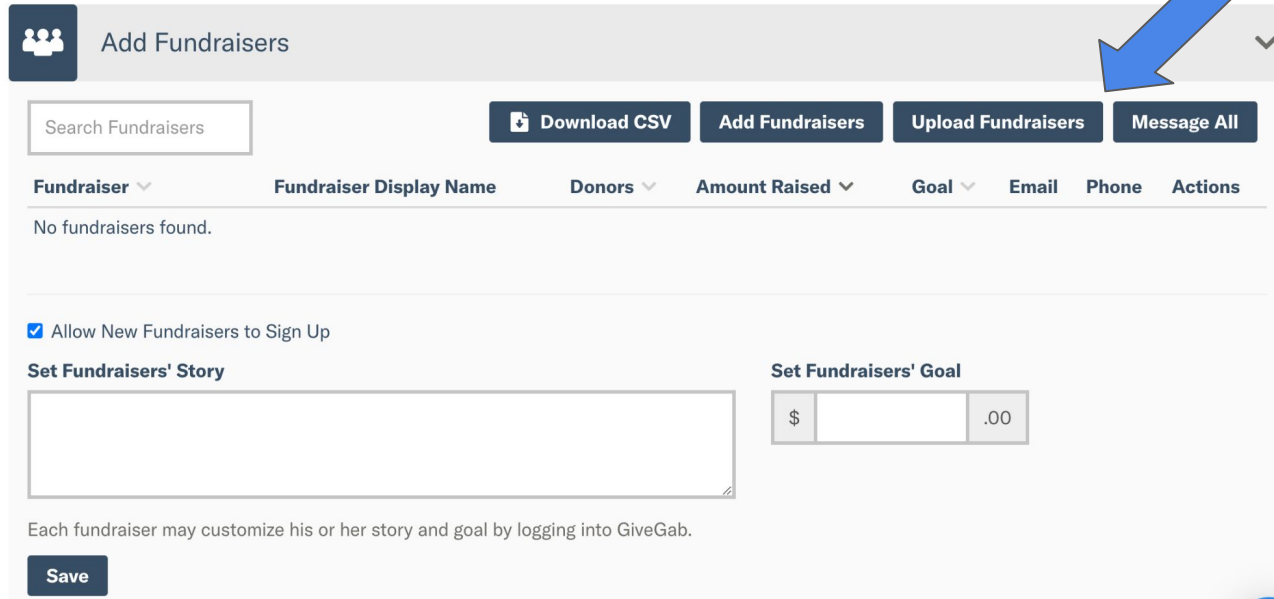**Option 2: Supporters can sign themselves up.** There is a separate video for this.

Step 1: First navigate to the "Add Fundraisers" tab.

📖	Add Your Organization's Info
📖	Add Your Story
🖩	Get Verified to Collect Donations
🗂	Add Donation Levels
♥	Add a 'Thank You' Message
👥	Add Fundraisers

Reset Profile

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Step 2: Under the "Add Fundraisers" tab, click "Add Fundraisers".

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A pop-up will appear.

Add Fundraisers

Fundraiser Display Name (optional)

First Name | Last Name | Email

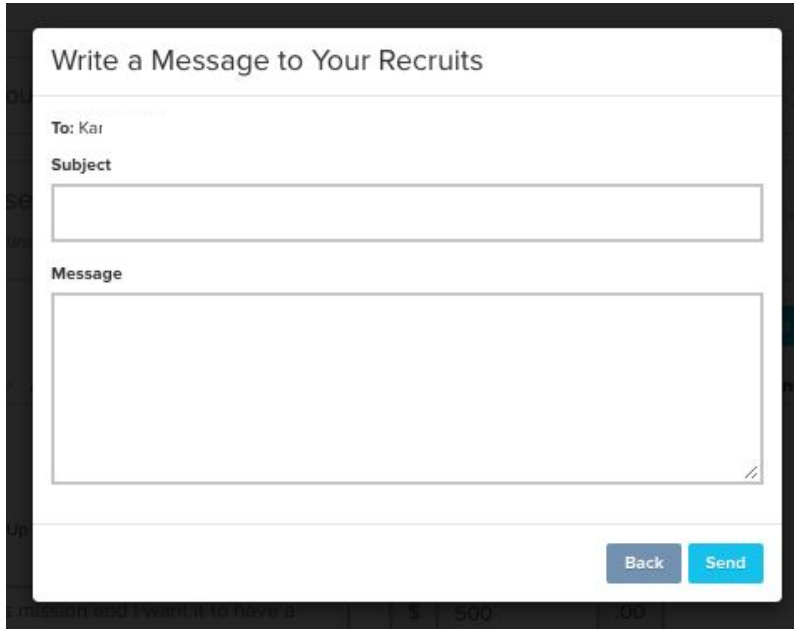+ New Fundraiser

Cancel | Next: Compose Your Message

Step 3: You'll need to enter the Fundraiser's
- first name,
- last name, and
- email address.

Add Fundraisers

First Name | Last Name | Email

+ New Fundraiser

Cancel | Next: Compose Your Message

Download CSV | Add Fundraisers | Message All

um Raised | Goal | Emails Sent | Facebook Intents | Twitter Intents | Actions

You are able to click "+ New Fundraiser" for another line of fields to appear so you can add multiple fundraisers at one time!

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Write a message to your Fundraisers. This message will be sent in the same email containing log in instructions.

Example Message

Write a Message to Your Recruits

To:

Subject

We want YOU!

Message

...to help us fundraise for our next Giving Day! This can only mean one thing YOU ROCK!

We are looking for passionate and energetic supporters to help us meet our goal for this upcoming Giving Day.

Here's how you can help:

Back   Send

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