



## Be a Fundraiser for Exodus Housing for the PLUNGE

Log to <http://www.active.com/donate/plungegiving>

- At the top, select “Become a Fundraiser”
- Login with your email and password or create a new one. Your email is the login. Follow the form and when asked for title: use your own name so that potential donors can find you. You can always edit it later.
- Finish the **web address** – this is your link to your page. It will appear under the Plunge logo. Make it simple. i.e. use your first name or initials.
- **Tagline** – is your slogan for your fundraising campaign. Make it personal – Plunging for our families. You can always change it later.
- **Welcome Message** – description of your personal involvement in the cause and a note to your contributors. Limit of 2,000 characters.
- **Add an image** – personalize your page. Must be smaller than 100K.
- **Set a goal** – set a goal amount. You can edit this later.
- **Display options** – Most fundraisers click yes to show Total donations and Top 5 on their page. You can also check yes for scrolling which has a limit of 75 names.
- **NOTE:** Click **Save & Finish** to ensure all of your changes are stored. You also click on preview to see how your information is going to be displayed.
- **Change layout design** shows you a screen shot of each webpage layout option. Click the button above each view – be sure to save & finish at the bottom. Again, you can preview to see how it is displayed.
- **Set up color schemes** – you can be more creative if you want. Exodus Housing has created a template that shows the **Plunge logo** and **Make the contribution box**. It appears the same on every fundraiser’s page.
- **Sent out emails.** You can use the Active.com service by cutting and pasting emails or use your own email. On your own webpage, you have the link to your page so put that into your email. Let people you to donate know your goals and to donate to your name. When they follow the links, they need to click on the search button and scroll down to find your name. You will get a notification that they’ve donated. They will receive a thank you from Exodus Housing that is automatically generated.
- Questions, email [Sharon@exodushousing.org](mailto:Sharon@exodushousing.org).