



**#BUILDINGHOME**

**A PEER TO PEER FUNDRAISING CAMPAIGN**



Chipola Area  
**Habitat**  
for **Humanity**®

# T I M E L I N E



**10/05/2020**  
**PARTICIPANT  
PAGES**

Participants can create their custom pages before the event begins.



**10/09/2020**  
**FUNDRAISING  
BEGINS**

Donations can now be collected and pages shared to social media.



**12/01/2020**  
**FUNDRAISING  
ENDS**

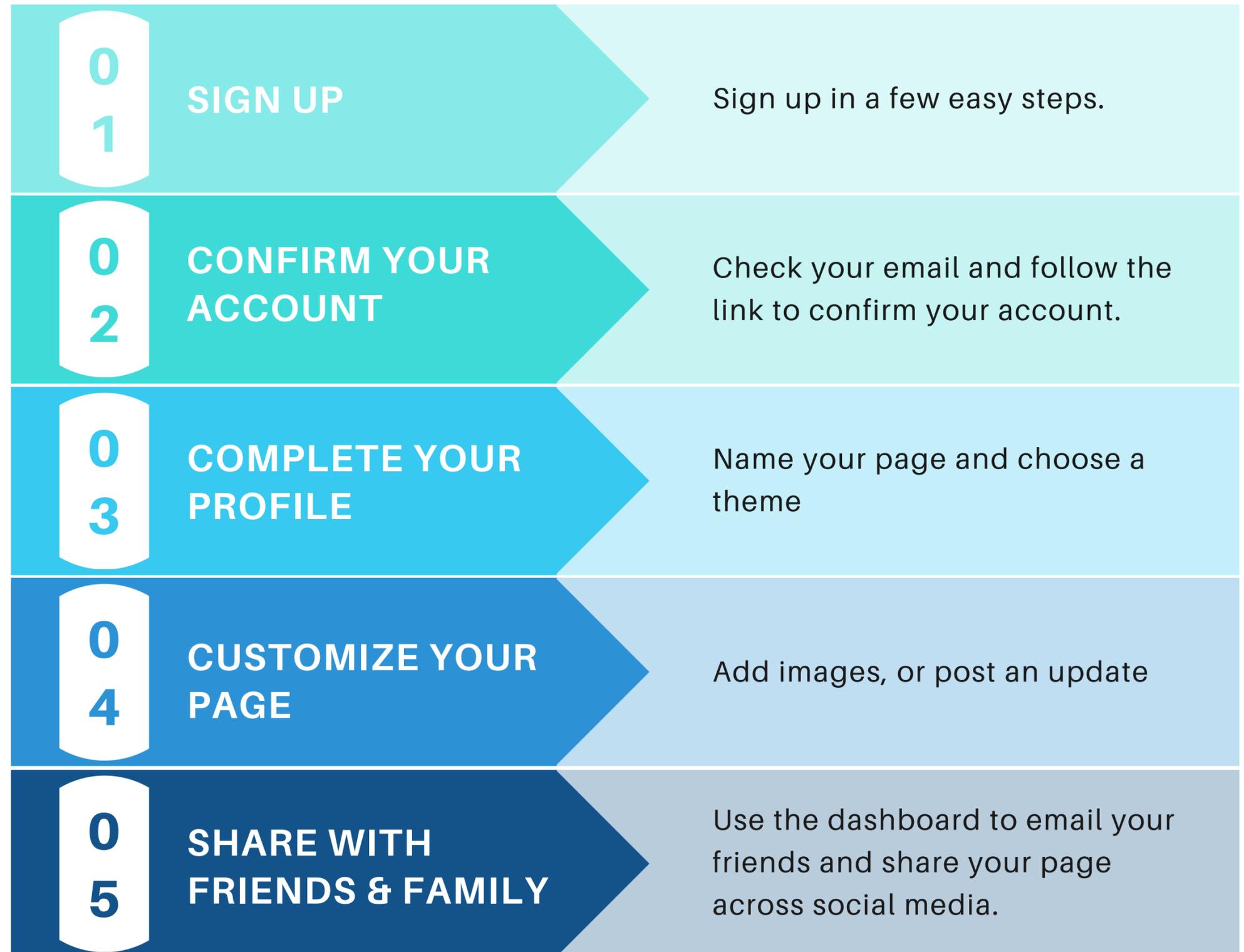
Donations can no longer be made through the campaign.



**12/04/2020**  
**PARTICIPANT  
PAGES CLOSE**

Access to the participant pages will close and the event will end.

# CREATING YOUR PARTICIPANT PAGE





# SIGN UP

## CREATING YOUR ACCOUNT

Visit the #BuildingHome Portal at <https://app.donorview.com/emL9M> and choose **SIGN UP**. Enter your name, contact information and choose a password. Confirm you're not a malicious robot and then click **SIGN UP** at the bottom of the screen. If everything went as planned, you'll receive a **CONGRATULATIONS** message.

**#BuildingHome**  
Tuesday, September 1, 2020 | 12:00 AM  
Chipola Area Habitat for Humanity Affiliate Office  
4736 Highway 90  
Marianna, FL 32446

Raise money for this cause

[SIGN IN HERE](#) [SIGN UP](#)

Email

Password

[Forgot your password?](#)  Remember me?

[SIGN IN](#) [SIGN UP](#)

Powered By **DONORVIEW**  
[www.donorview.com](http://www.donorview.com)

**#BuildingHome**  
Tuesday, September 1, 2020 | 12:00 AM  
Chipola Area Habitat for Humanity Affiliate Office  
4736 Highway 90  
Marianna, FL 32446

[SIGN UP HERE](#)

First Name

Last Name

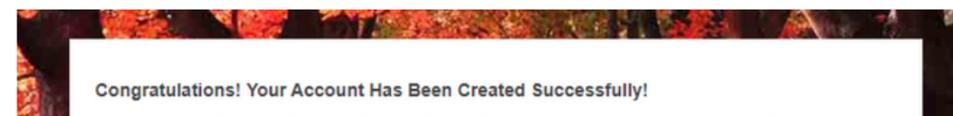
Email

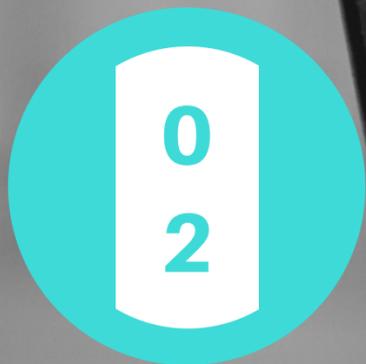
Password

Retype

I'm not a robot   
Please verify that you are not a robot.

[SIGN UP](#)





# CONFIRM YOUR ACCOUNT

## CONFIRM YOUR ACCOUNT

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Check your email! You should see a welcome message from Chipola Area Habitat for Humanity with a link to confirm your account. Click the link, then select **Login** from the confirmation screen.



#BuildingHome

Tuesday, September 1, 2020 | 12:00 AM

[Chipola Area Habitat for Humanity Affiliate Office](#)

4736 Highway 90

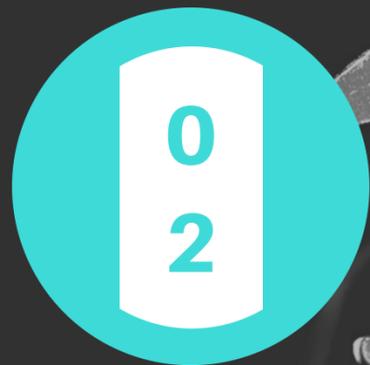
Marianna, FL 32446

[map it](#)

Complete

**Congratulations! Your Account Has Been Activated Successfully!**

Please login to start using the portal: [Login](#)



# LOGIN TO YOUR ACCOUNT

## LOG IN TO YOUR NEW ACCOUNT

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Enter your email address and password, then click **SIGN IN**. This will log you into the peer to peer campaign portal.

Your customized dashboard will allow you to control your fundraising page and track the amount of funds you (and your team) have raised.



### #BuildingHome

Tuesday, September 1, 2020 | 12:00 AM

Chipola Area Habitat for Humanity Affiliate Office  
4736 Highway 90  
Marianna, FL 32446

[map it](#)

[Raise money for this cause](#)

[SIGN IN HERE](#)

[SIGN UP](#)

[Forgot your password?](#)

Remember me?

SIGN IN

SIGN UP



# COMPLETE YOUR PROFILE: SETUP

## The Dashboard

The first step to completing your profile is to choose a name for your page and add a fundraising goal. This goal can be any dollar amount you choose. Click save to confirm your choices and wait for the page to refresh.

Chipola Area Habitat for Humanity Personal Page - #BuildingHome Tammy Lane

Peer To Peer

- My Profile
- My Updates
- Gallery
- My Supporters
- My Team
- Send Email

Amount From Team \$0.00	Amount From Supporters \$0.00
Goal Amount \$0.00	

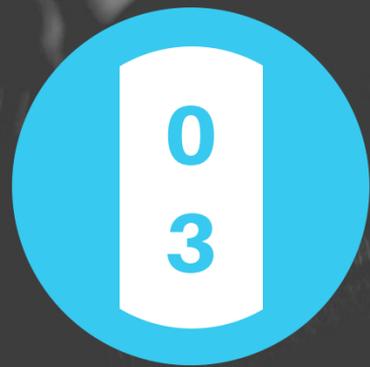
Page Name

My Fundraising Goal

[Save](#)



Choose your Page Name and Fundraising Goal (in dollars).



# COMPLETE YOUR PROFILE: DASHBOARD

## The Dashboard

The dashboard will now have new options available for you, including Color Theme choices and a page preview (you may have to scroll down to see the preview).

Chipola Area Habitat for Humanity

Personal Page - Tammy's Habitat for Humanity Fundraiser

Peer To Peer

My Profile

My Updates

Gallery

My Supporters

My Team

Send Email

Powered by DONORVIEW

Amount From Team  
\$0.00

Amount From Supporters  
\$0.00

Goal Amount  
\$1,000.00

This is the link to your fundraising page: <https://app.donorview.com/pEDZk>

Page Name

Tammy's Habitat for Humanity Fundraiser

My Fundraising Goal

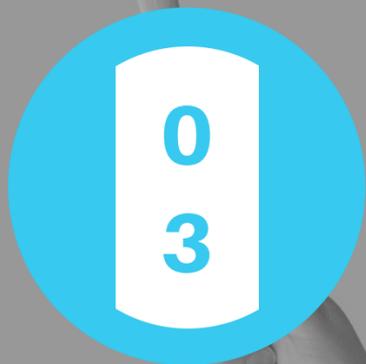
\$1,000.00

Color Theme

Default

Preview

Scroll down to preview your fundraising page!



# COMPLETE YOUR PROFILE: THEME

## Personalization: Color Theme

Choose a color theme and then check the preview to see if you like the look. There are many themes to choose from; pictured here are the Default theme and the Mint Green theme.

### NOTE:

If you receive an error message while customizing your profile, please exit the system and log back in.

The image displays two screenshots of a web profile customization interface. The top screenshot shows the 'Default' theme selected in the 'Color Theme' dropdown. The preview area shows a fundraiser page for 'Tammy's Habitat for Humanity Fundraiser' with a '#BuildingHome' hashtag and a 'Donate Now' button. The bottom screenshot shows the 'Mint Green' theme selected. The preview area shows the same fundraiser page, but with a light green background and a dark green 'Donate Now' button. Both screenshots include a 'Color Theme' dropdown, a 'Preview' button, and a 'Save' button. The preview area also shows the 'Chipola Area Habitat for Humanity' logo and a 'Donate by check?' link.



# CUSTOMIZE YOUR PAGE: IMAGES

## Choosing Images:

Selecting **GALLERY** from the menu on the left will allow you to select a profile image and add photographs to your page.

The screenshot shows a user profile page for 'Chipola Area Habitat for Humanity'. The page title is 'Personal Page - Tammy's Habitat for Humanity Fundraiser'. A navigation menu on the left includes 'My Profile', 'My Updates', 'Gallery', 'My Supporters', 'My Team', and 'Send Email'. The 'Gallery' option is highlighted. In the main content area, there are two orange callout boxes: 'Add an avatar' pointing to a profile picture placeholder with a 'SELECT PROFILE IMAGE' button and a 'Drop files here to upload' instruction; and 'Add a personal photo' pointing to an 'UPLOAD YOUR PICTURES...' button. Below the upload button is a gallery viewer showing 0 images.



# CUSTOMIZE YOUR PAGE: UPDATES

## Personalization: Posting Updates

Selecting MY UPDATES from the menu on the left will allow you to write and share personal messages to the UPDATES section of your page. Published updates can be edited by selecting the MY UPDATES tab.

Chipola Area Habitat for Humanity

Personal Page - Tammy's Habitat for Humanity Fundraiser

Tammy Lane

Peer To Peer

- My Profile
- My Updates
- Gallery
- My Supporters
- My Team
- Send Email

ADD UPDATE

Date: 9/23/2020 6:03 PM

Message

B I U abc (inherited font) (inherited size) A

Publish your update

Update Cancel

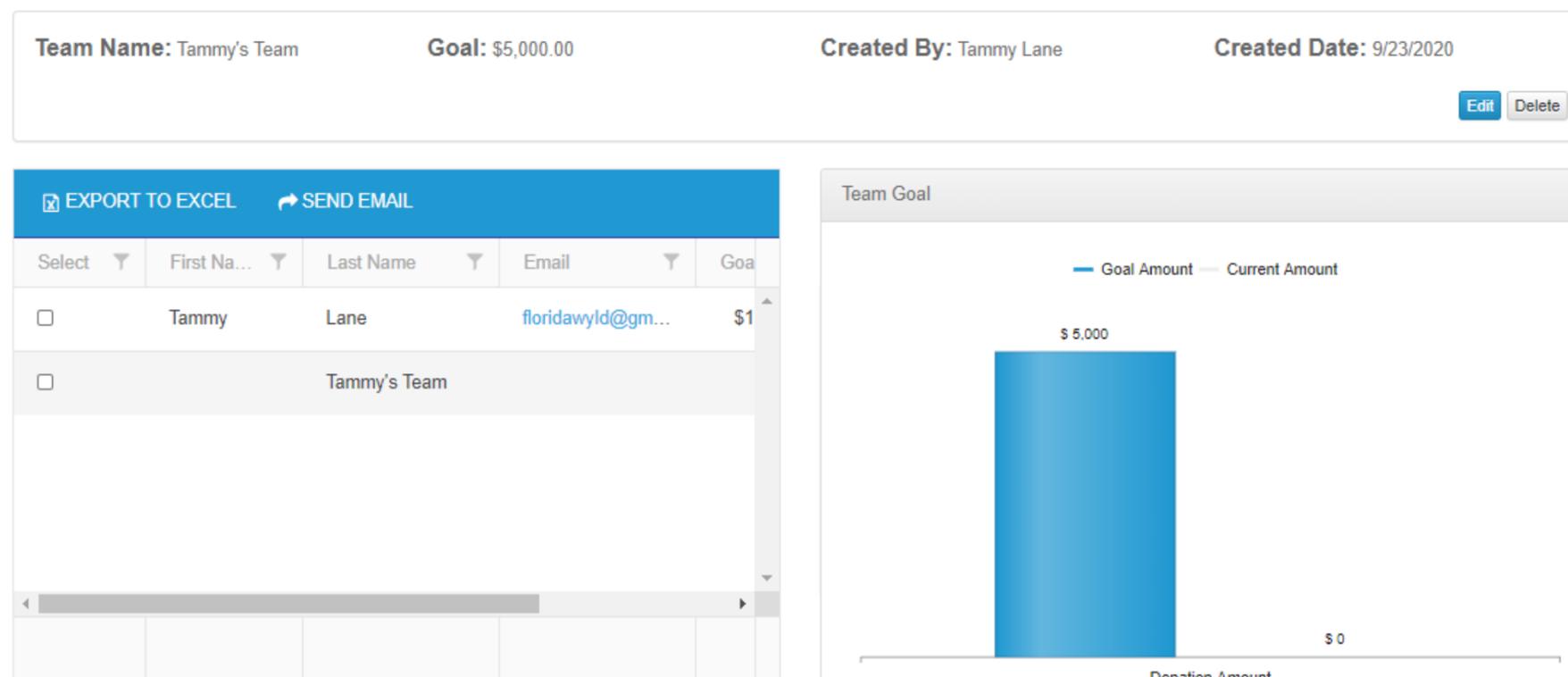
1 - 1 of 1 items



# CUSTOMIZE YOUR PAGE: TEAMS

## Personalization: Creating Teams

Selecting MY TEAM from the menu on the left gives you the ability to create your own fundraising team or join an existing one. Enter a name for your team and choose a group fundraising goal in dollars. After inputting this information, the MY TEAM menu will enable the team dashboard seen here.





# SHARE YOUR PAGE: PERSONAL EMAILS

## Sending Personal Emails

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Email can be sent from your dashboard in two ways. First, you can send personalized email to either a single email address or a list. Simply click SEND EMAIL in the left menu and it will bring up a text editor. Note that all emails entered will receive the email as a "Blind Carbon Copy" to prevent recipients from seeing anyone else's email address.

Click to open text editor

Chipola Area Habitat for H

Peer To Peer -

- My Profile
- My Updates
- Gallery
- My Supporters
- My Team
- Send Email

Powered by DONORVIEW

Email Body

BCC

Enter email addresses, separated by semicolons

Subject Line

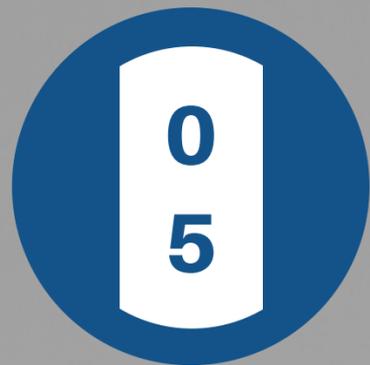
Email Body

B I U abc (inherited font) (inherited size) A

Dear Friend,

Sincerely,  
Your Name

Send Cancel



# SHARE YOUR PAGE: TEAM EMAILS

## Sending Team Emails

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You can also email all members of your team from your MY TEAM page by choosing SEND EMAIL, which is located next to the EXPORT TO EXCEL option. Clicking SEND EMAIL will bring up a standard text editor.

Send your team an email!

Team Name: Tammy's Team      Goal: \$5,000.00      Created By: Tammy Lane      Created Date: 9/23/2020

[Edit](#) [Delete](#)

[EXPORT TO EXCEL](#) [SEND EMAIL](#)

Select	First Name	Last Name	Email	Goal
<input type="checkbox"/>	Tammy	Lane	floridawyld@gm...	\$1
<input type="checkbox"/>	Tammy's Team			

Team Goal

— Goal Amount — Current Amount

\$ 5,000

\$ 0

Donation Amount



# SHARE YOUR PAGE: SOCIAL MEDIA

## Sharing Your Page

When you've personalized your page and have it just the way you want it, it's time to share! You'll find the link to your page on the main dashboard page (MY PROFILE). Simply copy and share to your favorite social media network!

The screenshot shows a fundraising page for 'Area Habitat for Humanity'. At the top right, it says 'Personal Page - Tammy's Habitat for Hu'. Below this, there are three summary boxes: 'Amount From Team' with a green dollar sign icon and '\$0.00', 'Amount From Supporters' with a gold star icon and '\$0.00', and 'Goal Amount' with a gold coin icon and '\$1,000.00'. Below these boxes, it says 'This is the link to your fundraising page: <https://app.donorview.com/pEDZk>'. At the bottom, there is a 'Page Name' input field.

Share your page online!



# FINAL NOTES

GET SOCIAL AND HAVE FUN!!



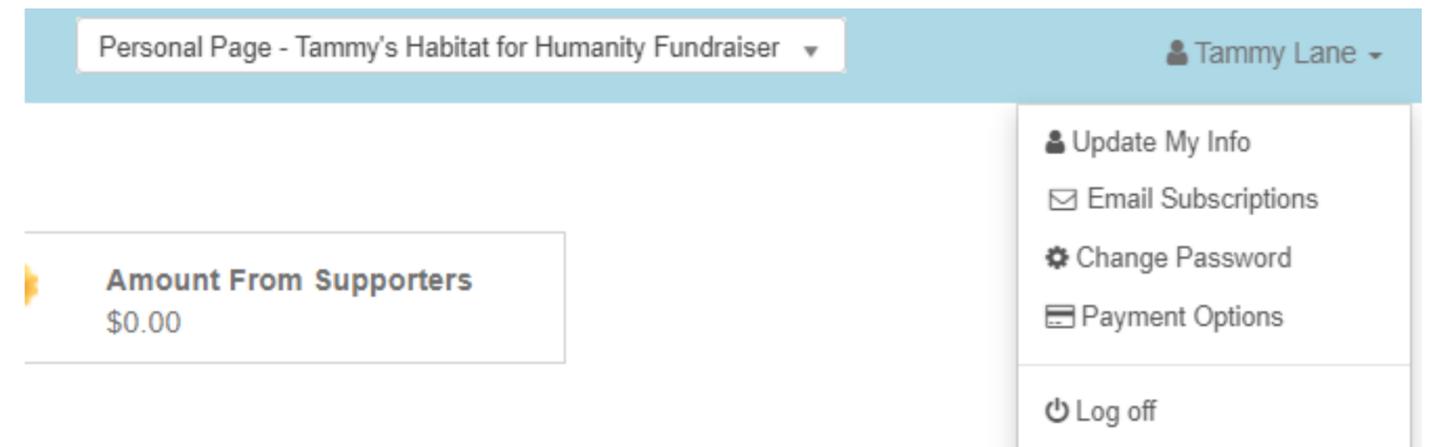
## ACCESSING PAGES

While pages can be created and personalized prior to the launch of the fundraiser, they will not be accessible to the public until the official start date of **October 1st.**



## ACCOUNT INFORMATION

Account information can be found by clicking on the down arrow next to your name at the top right side of the dashboard.



The screenshot shows a dashboard header with a dropdown menu for the page name and a user profile dropdown. Below the header is a box for 'Amount From Supporters' showing '\$0.00'. The user menu is open, showing options for 'Update My Info', 'Email Subscriptions', 'Change Password', 'Payment Options', and 'Log off'.

Personal Page - Tammy's Habitat for Humanity Fundraiser ▾

Tammy Lane ▾

- Update My Info
- Email Subscriptions
- Change Password
- Payment Options

Amount From Supporters  
\$0.00

Log off