

How-To Guide: CHW Bake Challenge

You can access the link from the CHW National Events Page:

<http://www.chw.ca/support-us/national-events-and-fundraisers/>

OR by clicking here: www.chw.ca/BakeChallenge

How to Sign Up

Step 1)

Select Sign Up

hwo.convio.net/site/TR?fr_id=1100&pg=entry#...
Administrator Login... Canadian Hadassah... Exploring Franche-C... CHW Gala 2015 - G... Summerlicious | Hot... GIFs

CHW Children Healthcare Women

Sign Up Login Donate

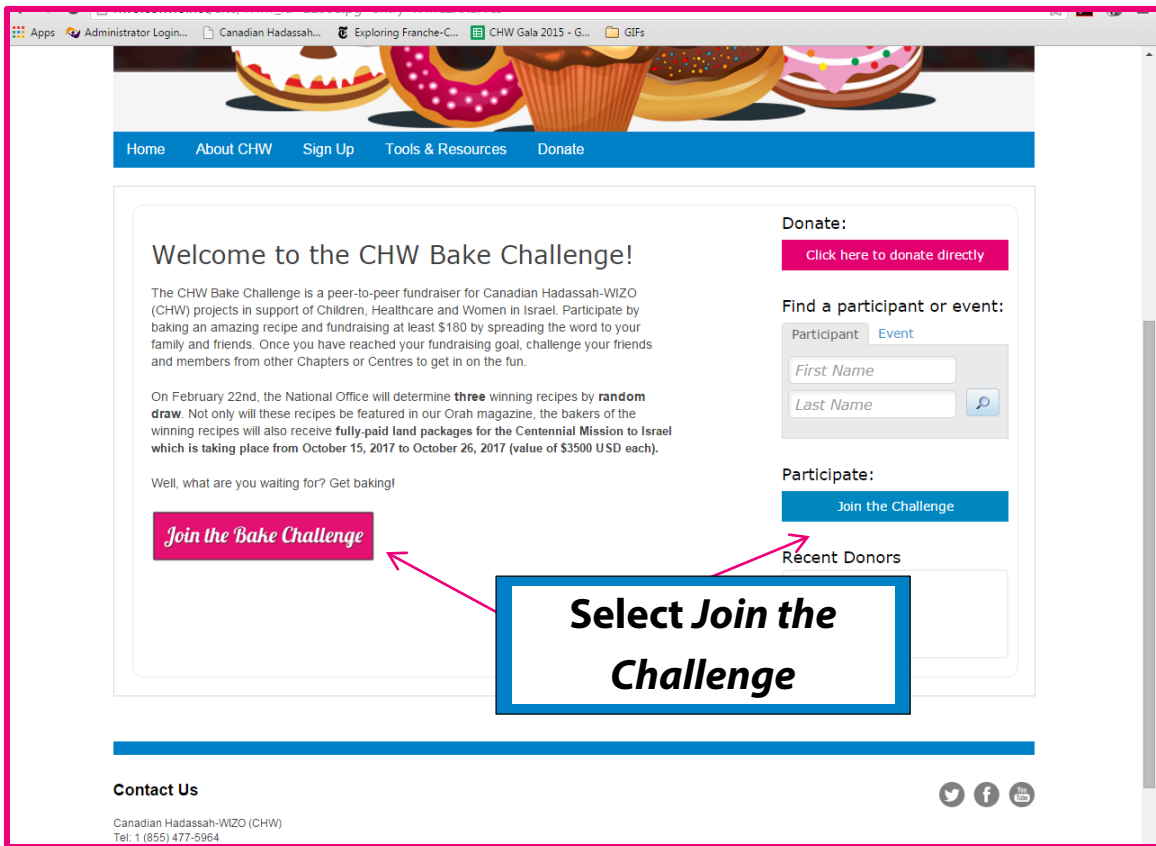
2015 CHW Bake Challenge

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Welcome to the CHW Bake Challenge!

Participate: Join the Challenge

OR



Step 2)

* Participation Type: * Indicates Required

A) Enter your fundraising goal of \$180!

Baker - No Fee
 You have taken on the CHW Bake Challenge and are committing to raise \$180 and challenge three of your friends to do the same.

Your Personal Fundraising Goal:

 Suggested Personal Goal: \$180.00

Would you like to make an additional gift?
 Amount:

B) Click Next Step

This is where you can make a donation to your own challenge.

Step 3)

Enter your Personal Information

CHW Bake Challenge
1 Select Options 2 Provide Details 3 Review

Registration

Please complete the registration form below

Personal Information

* First
* Last

Date of Birth:
Month Day Year

Contact Information

* Street 1:
Street 2:
Street 3:
* City/Town:
* State / Province:
* ZIP / Postal Code:
* Country:
Canada

* Email:

I would like to be emailed when a gift is made on my behalf.
 Yes, I would like to receive e-mail from Canadian Hadassah-WIZO (CHW)

Step 4)

Create a User Name and Password. This is what you will use to log into your personal site.

Click Next Step

Country: Canada

* Email:
* Phone Number:

I would like to be emailed when a gift is made on my behalf.
 Yes, I would like to receive e-mail from Canadian Hadassah-WIZO (CHW)

Email Format:

Participant Centre Access Information

* User Name:
5 to 60 characters

* Password:
8 to 20 characters

* Repeat Password:

Additional Information

1. How did you hear about the CHW Bake Challenge?
Please select response

Previous Step Next Step

Contact Us

Canadian Hadassah-WIZO (CHW)
Tel 1 (855) 477-5964
Email: info@chw.ca

Charitable Foundation #135550483RR0001 © 2015 Canadian Hadassah-WIZO (CHW)

Step 5)

CHW Bake Challenge: Registration Summary - Canadian Hadassah-WZO (CHW) - Google Chrome

blackbaud, inc. ps | https://secure2.convio.net/two/admin/TRRPreview/Events/CHW_FUNraiser/320019659?pg=regsummary&fr_id=1100#_VIXs9HaTcs

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CHW Bake Challenge

1 Select Options 2 Provide Details 3 Review

Registration Summary

You have configured 1 registration.

Deb Birnbaum	Participation Type: Baker	\$0.00
deborah@chw.ca 90 Eglinton Ave, Toronto Toronto, ON m4p2y3 [Edit]	Extra Gift:	\$0.00

Participant Total: \$0.00

The current total cost is **\$0.00**

Cancel Complete Registration

Contact Us
Canadian Hadassah-WZO (CHW)
Tel: 1 (855) 477-5964
Email: info@chw.ca

12:16 PM 25/11/2013

Review your registration information and make sure everything is correct. Then click *Complete Registration*.

Step 6)

CHW Bake Challenge: Thank You for Registering - Canadian Hadassah-WZO (CHW) - Google Chrome

blackbaud, inc. ps | https://secure2.convio.net/two/admin/TRRPreview/Events/CHW_FUNraiser/320019659?pg=thankyou

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CHW Bake Challenge

Thanks for Registering

Thank you for registering for CHW Bake Challenge!
A confirmation email has been sent to deborah@chw.ca.

Start fundraising today with your Participant Center!

[Access your Participant Centre](#)

Transaction Summary

Total Purchase Amount:	\$0.00
Fair Market Value:	\$0.00
Tax Deductible Value:	\$0.00
Tracking Code:	

Registration Summary

Deb Birnbaum	Participation Type: Baker	\$0.00
deborah@chw.ca 90 Eglinton Ave, Toronto Toronto, ON m4p2y3	Extra Gift:	\$0.00

Participant Total: \$0.00

[Access your Participant Centre](#)

12:18 PM 25/11/2013

This is your confirmation page. Click *Access your Participant Centre* (your personal site) to start customizing your personal page and sending solicitation emails.

How to Use the Participant Centre

When you access your "Participant Centre", the following page will appear with:

- Emails
- Fundraising Progress (your progress)
- Personal Page

The screenshot shows a web browser window with the URL https://secure2.convio.net/hwo/CHWBakeChallenge/dashboard.html?pc2_page=center&fr_id=1100. The page is titled "Welcome, Deb Birnbaum" and features a large banner for the "2015 CHW Bake Challenge" with illustrations of various baked goods. Below the banner, there is a navigation menu with buttons for "Home", "Email", "Progress", and "Personal Page". The "Email" button is circled in pink. To the right of the navigation menu, a blue box contains the text "Sending and writing emails to contacts." Below the navigation menu, there is an "Overview" section titled "Your Fundraising Progress" with a progress bar and four data points: "\$0.00 I Have Raised", "\$180.00 My Goal (change)", "0% Percent", and "0 Days Left". On the right side of the dashboard, there is a "Send email" button and a list of links: "Add Contacts", "View Your Progress", and "Edit Personal Page".

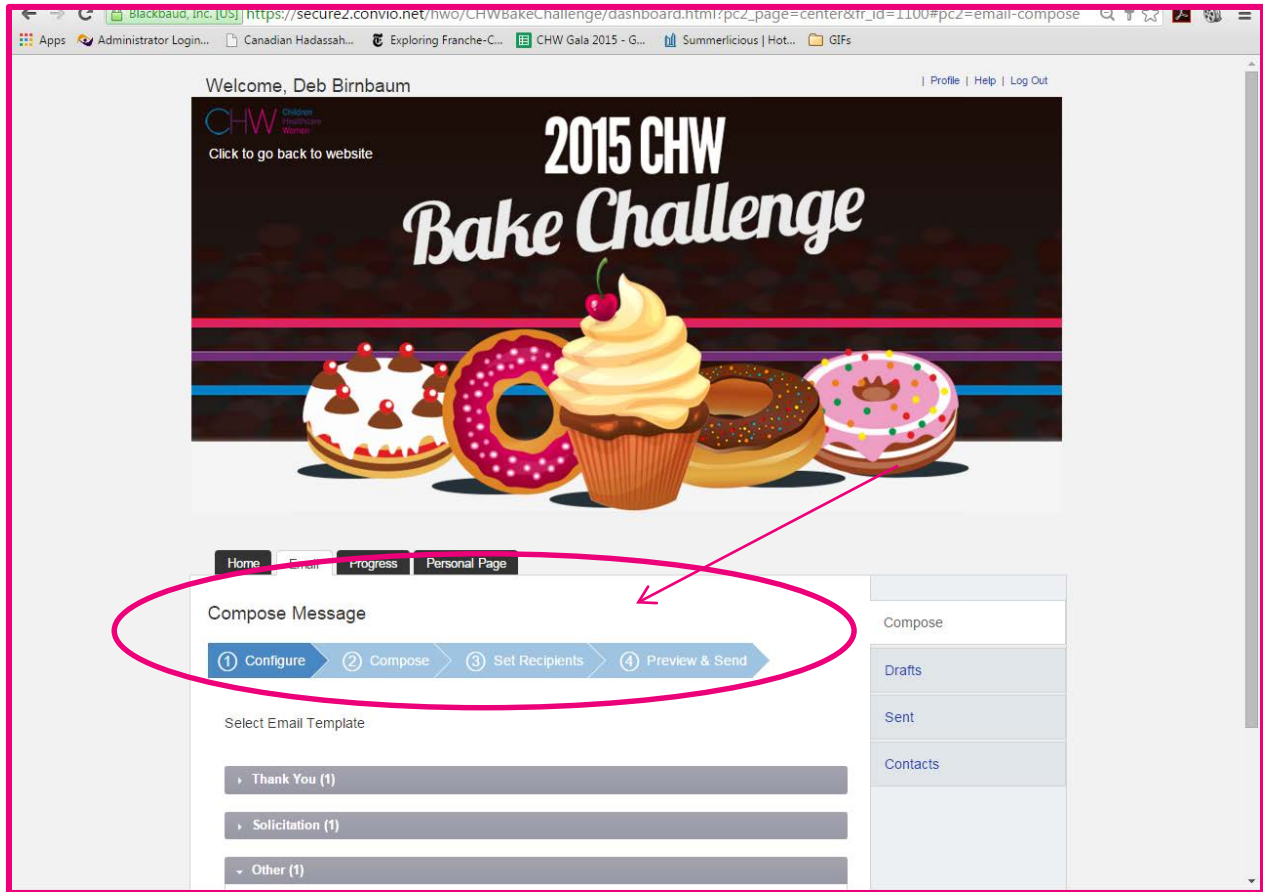
A variety of options are available to you within the email function:

- You can choose pre-written emails **or** you can create your own personalized message
- Please follow the steps to send an e-mail:
 - (1) Configure
 - (2) Compose the message
 - (3) Select Recipients
 - (4) Preview and Send

There are two pre-written emails available for you to send from your Participant Centre: *Thank You for Sponsoring Me* and *Please Support Me*. It is important that you send out the *Thank You* email to your supporter after you receive their donation.

Tip: When you are ready to send emails to your friends and family to either solicit a donation or challenge them, the easiest method is to send yourself the **Please Support Me** email and then forward it to your contacts from your own personal inbox.

More about writing emails:



Personalize Your Page

You can even customize your link by clicking *URL Settings*. Copy this link to send to your family and friends. By clicking it, they can go directly to your page and donate.

Within this section, you can personalize the content on your fundraising page.

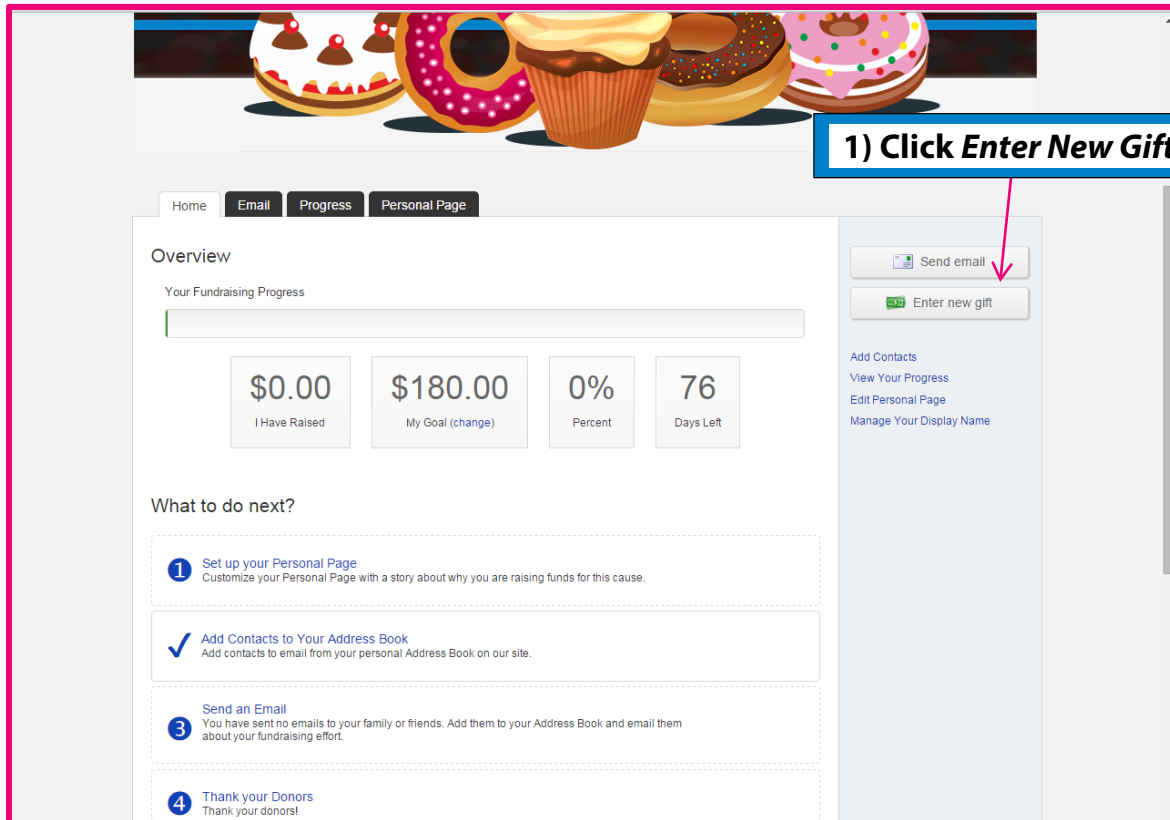
Click on *Photos/Video* to upload a photo (or two) to your page.

Upload them here.

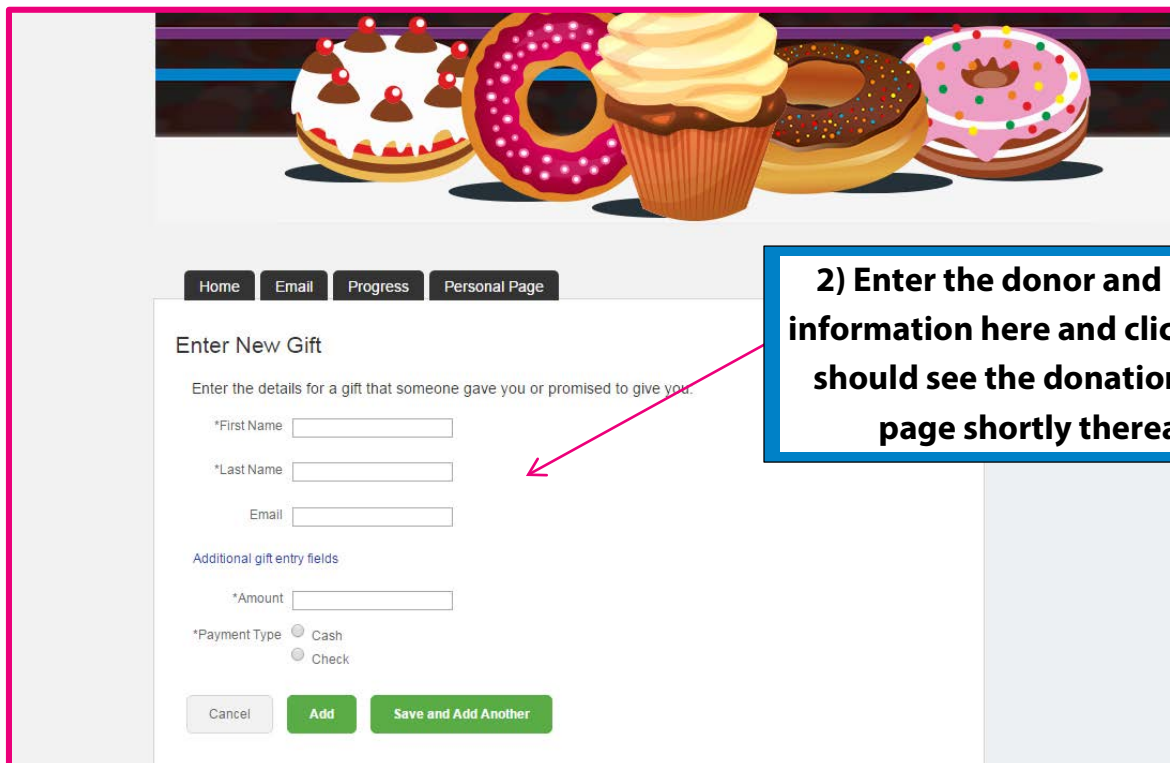
Please note that the image needs to be saved to your computer before you can upload it.

Entering Offline Gifts

If someone gives you an *offline* gift, such as a cheque or cash, it's easy to make sure it is accounted for on your personal page (so that it contributes toward your goal)!



The screenshot shows a fundraising progress page with a header featuring various pastries. Below the header are navigation tabs: Home, Email, Progress, and Personal Page. The main content area is titled "Overview" and displays "Your Fundraising Progress" with a progress bar. Below the progress bar are four summary boxes: "I Have Raised" (\$0.00), "My Goal (change)" (\$180.00), "Percent" (0%), and "Days Left" (76). A "What to do next?" section lists four tasks: 1. Set up your Personal Page, 2. Add Contacts to Your Address Book, 3. Send an Email, and 4. Thank your Donors. On the right side, there is a sidebar with buttons for "Send email" and "Enter new gift". A blue callout box with a red arrow points to the "Enter new gift" button, containing the text: "1) Click *Enter New Gift*".



The screenshot shows the "Enter New Gift" form. At the top, there are navigation tabs: Home, Email, Progress, and Personal Page. The form title is "Enter New Gift" and it includes the instruction: "Enter the details for a gift that someone gave you or promised to give you." The form fields include: *First Name, *Last Name, Email, *Amount, and *Payment Type (with radio buttons for Cash and Check). At the bottom, there are three buttons: Cancel, Add, and Save and Add Another. A blue callout box with a red arrow points to the "Add" button, containing the text: "2) Enter the donor and payment information here and click *add*. You should see the donation on your page shortly thereafter."

If the screenshots are at all confusing, here is a video tutorial on how to personalize your page: <https://www.youtube.com/watch?v=aRdzvVicBgA>

We also have a video tutorial on how to share your page on Facebook:

<https://youtu.be/nHCDhHbbuNM?t=47s>

You are now ready to begin fundraising!

Best of luck!

Note: When filling out the donation form, please ensure that the information entered matches *exactly* how it appears on the credit card bill/statement. Please pass this information along to potential donors and supporters!

Here's a recap - Step by Step:

1. Log in with your email and password (click on Remember me)
2. Access Participant Center
 - a. Choices are:
 - i. Email
 - ii. Progress
 - iii. Personal Page
 - iv. Team page
3. Click on Personal Page to review the message and picture. Once you are satisfied with both you can send a solicitation email.
4. Click on Email.
 - a. Click on Solicitation: A default "Please Support Me" letter is ready for you to use
 - i. Click next.
 - ii. You can choose to make changes to the letter and add your name at the bottom where it says "Insert Your Name Here".
 - iii. Once your changes are made, click on NEXT
 - iv. You will now send the letter to yourself. Choose your name from the list. If your name is not listed, ADD CONTACT.
 - v. Click next (the letter with the banner will appear)

- vi. Press SEND (in green) at the bottom of the page.
5. When you receive the email on your computer, you can then forward it to your friends and family. This is the easiest way to solicit donations from your own email program.