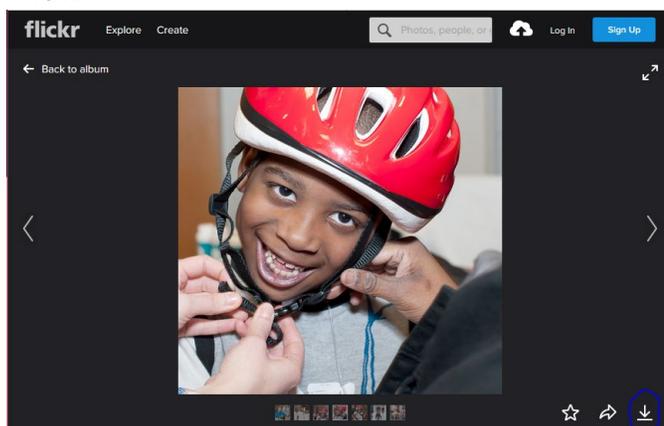


Setting Up Your Trek 4 Trykes Fundraiser Page

The process outlined below will work best if you have a facebook page or a presence on other forms of social media so you can easily get the word out to family, friends and members of your community. When you finish the set-up process you can also email out the link to friends and family.

Don't worry, it's easy and free. Here's how:

1. Visit <https://give.classy.org/2019NationalTrek> and click on **Become a Fundraiser** button.
2. Most will choose **As an Individual** but if some friends or a chapter want to get together as a team to fundraise, you can either Create a new team or Join an existing team here.
3. Login (if you have used Classy before) or create an account. Don't worry, it's free and super easy. You can even login with your facebook credentials if you want to.
4. Put in how much money you'd like to raise. You do not have to reach your goal for the funds to benefit the Wish List...so feel free to set your sights high! It will default to \$500.
5. Please make your headline something that contains your first name and Trek...go wild from there. 😊
6. The short url is optional but it's a great feature for social media or emails (so you're not pasting in a long mash of letters and numbers). You could make it Name2019Trek or something like that.
7. We know you, so you can check or not check the contact me in the future button. We'll bug you either way. **Finish.**
8. Select a photo. This is an essential step; if you do not share an image, many people will not consider giving money. Choose a nice happy image of yourself, a rider on a tryke or just leave the Trek 4 Trykes logo. **Continue.**
 - a. You can find rider images here: <https://bit.ly/2JNVTGy>. Click on image you want and then on the downward arrow symbol (circled in blue below). Medium size should be fine. Save it to your computer somewhere you can find it.



- b. Or, you can use your own image already on your computer. Click on Change and then browse for or drag and drop the image you want to use on your computer (from Device) or from facebook (Profile Photo) and then click Continue.
 - c. Because all images shared are square, it may bring up a cropping tool. You can zoom in or out with the slider at the bottom and move the light box to the left or right to crop exactly where you want to.
9. Member Questions: Tell us your city, state and chapter so we know who to credit the funds to. **Finish. Awesome. Ok, Cool.** (Yes, these are all buttons you must push.)
10. Click **Manage** at the top right.
11. You'll see that the **Overview** tab is highlighted just below the main image. Scroll down just a bit and hit **Compose**.
12. This takes you to the **Story** tab. Please feel free to make this your own. Why are you participating in Trek? Why do you care about riders waiting on the Wish List? Pull at those heartstrings and make it personal. Be sure to scroll down and hit **Save** if you make changes.
 - a. Still under the **Story** tab you'll see an **Updates** sub-tab where you can post updates to your donors. You could tell them you're half way there or that the event is just a month away or let them know about a matching gift, etc.
13. When you start getting donations, you can click on the **Donations** tab to thank your donors.
14. Click on **Emails**. There are two templates, one to ask for donations and one to thank your donors. They are encouraging you to copy the text and send it out through your personal email account because it is much more likely to be delivered. Please change the suggested text to reflect your own reasons for participating, etc.
15. Under **Details**, you can change your picture, fundraiser nickname, page headline, goal, short url and notifications. If you make changes, be sure to hit **Save Changes** at the bottom.
16. If you click on **View** at the very top right, it will take you back to the fundraising page as it will look to someone visiting. If you review it and find you want to make more changes, just click on **Manage** at the top as needed to continue updating.
17. Once you're happy with your page, **the Most IMPORTANT Step** is to click (one at a time) the social media icons (under the main image to the right) where you have an account and post it out to your social network. You could copy the url at the very top (www.classy.org/fundraiser/ and then a number or the short url you chose) and send that out in an email to family and friends. You could also use that url to post directly on your social media.

Contributions are tax deductible to the full extent of the law.

You may want to tell your funders that they can choose to not cover the cost of fees (see the screen grab below from the donation page) and we will cover them. The entire

amount of the donation will go to purchase Wish List trykes even if the donor does not cover the fees. If they do choose to pay the fees, we cannot refund them.

I'd like to cover the fees associated with my donation so all of my donation goes directly to purchase an Amtryke adaptive tricycle for the rider selected.

That's it! You're all set up. Now start creating some buzz about your participation in this year's Trek 4 Trykes! 😊

If you have any questions, reach out to ambucs@ambucs.org or 800-838-1845 x117.

