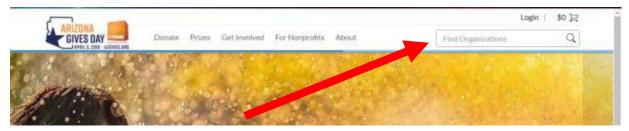


## Arizona Gives Day How-To-Fundraising Guide

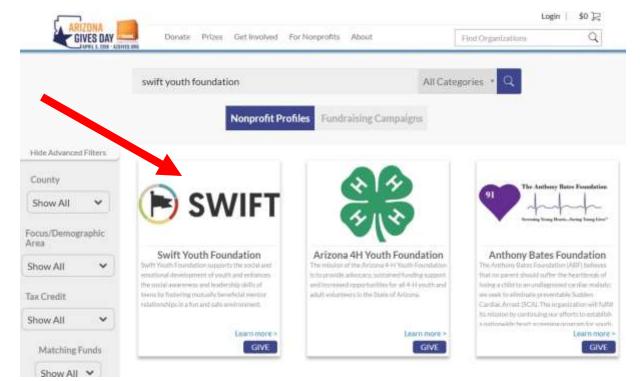
## How to create an account:

Step 1: Go to www.azgives.org

Step 2: In the search bar, type in Swift Youth Foundation and press enter.



Step 3: You will be directed to the search results where you will click on the name Swift Youth Foundation

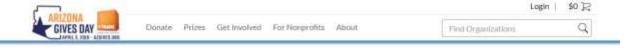




**Step 4**: After clicking on **Swift Youth Foundation**, you should be directed to the organization page. Click on the orange CREATE CAMPAIGN PAGE button.



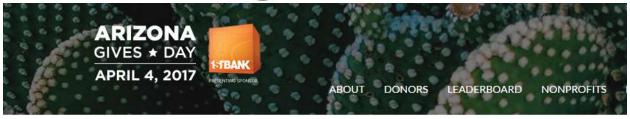
You will then be directed to the login in page. Click CREATE PROFILE at the top of the page if you are a new fundraiser. If you fundraised last year, use your existing login credentials.





**Step 5**: On the next page, fill out the required information and click CREATE PROFILE at the bottom of the page

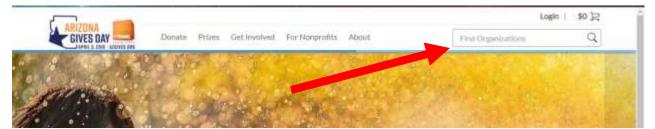




* First Name	* Last Name
Swift	Youth Foundation
* Email	
Swift@Swift.com	
* Password	* Confirm Password
* - Required field	
	CREATE PROFILE CANCEL

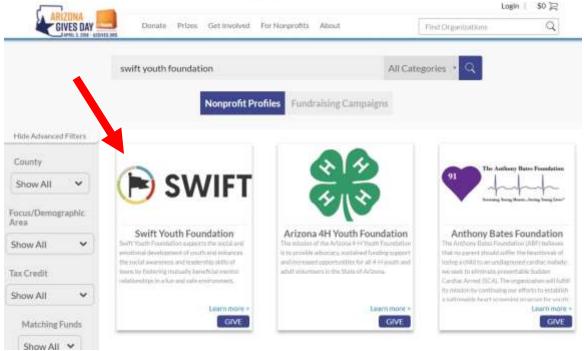
Congratulations, you now have an account! Now on to creating your fundraising campaign! How to create a fundraising campaign:

**Step 1**: Set up an account on <a href="www.azgives.org">www.azgives.org</a>. See above for step by step instructions! **Step 2**: In the search bar, type in Swift Youth Foundation and press enter.



**Step 3**: You will be directed to the search results where you will click on the name **Swift Youth** Foundation





**Step 4:** After clicking on **Swift Youth Foundation**, you should be directed to the organization page. Click on the orange CREATE CAMPAIGN PAGE button.



Step 5: Login to your account





## **DONOR LOGIN**

To create a campaign page or view your donation history, please create a donor profile, or login to your existing one.



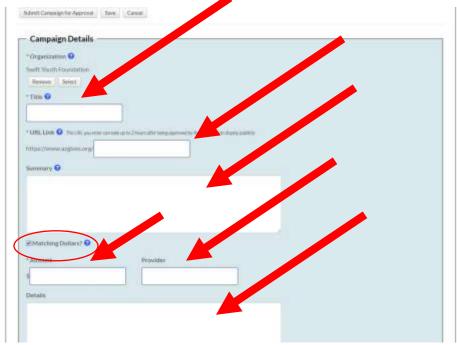
Step 6: Fill out the Campaign Details:

**Title**: Try to use an original title that is personal to you! Try to be short and catchy!

**URL Link**: Customize your link to the page to make it easier for donors to find your page. Shorter is better. Be creative and remember not to leave any spaces.

**Summary**: Give a short summary of raising money for Swift is important to you.

**Incentive Fund**: Click the box if you plan on putting in some of your own money as a matching donation. People love to see that you support your own cause. Put in an amount and where that money is coming from. Add some details in the section below about the match and challenge them to match your donation!





## Step 7: Fill out the Personal Details:

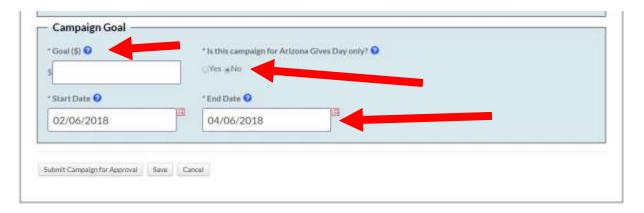
**Campaign Video:** Find your favorite video on the <u>Swift YouTube channel</u> and paste the URL into the field.

**Campaign Page Photo:** Upload a picture (1MB or less) to be shown in the top right corner of your fundraising page.

Personal Appeal: Add a sentence describing your fundraising appeal (your ask!)



**Step 8:** Set your Campaign Goal and click NO for if the campaign is for AZ Gives only. Set the end date for 4/6/2018 and click SAVE.



**Step 9:** Once you submit, you will no longer be able to make any changes. Click Submit for Approval and you are done! To make changes after submitting, email mike@swiftyouth.org.

