



## HOW TO FUNDRAISE ONLINE FOR CODE 3 FOR A CURE

Thank you for your interest in raising funds for the Code 3 for a Cure (C3FAC) Foundation. Since C3FAC is a nonprofit 501(c)3 public charity, all donations are tax deductible. A major aspect of our purpose is to provide financial assistance to firefighters in need who are battling cancer; and, thanks in large part to the efforts of individual fundraisers, we have not had to turn away any firefighter since we began issuing funds in June 2012.

Below are some instructions for setting up your fundraising page. There is no cost to you. As people donate on your page, checks will be sent directly to C3FAC by Active Network, with no further work on your part beyond initially registering, setting up the page, and telling people about it. If you have questions or would like additional information, please contact us at (909) 732-8102 or [firefighters@code3foracure.org](mailto:firefighters@code3foracure.org).

### INSTRUCTIONS FOR SETTING UP YOUR FUNDRAISING PAGE:

1. Go to [www.active.com/donate/code3foracurefound](http://www.active.com/donate/code3foracurefound) on the web.
2. In the right column, click where it says "Individuals: Click here to build your personal fundraising page."
3. On the Login page: If you already have an Active Network account, log in and skip to Step 5. If you don't have an account, click on "I do not have a username or password."
4. Fill out the fields to create an account, then click on "Agree and continue" on the bottom of the page.
5. On the page called "Create Your Fundraising Web Page," do the following:
  - A. Enter a title for your page (this can be changed later).
  - B. Enter the name you want for your web address in the box located on lower right. NOTE: Enter only the last characters and NOT the entire web address, something that will identify it as your page. For example, if you enter "william" in the box, the web address for your fundraising page will be: <http://www.active.com/donate/code3foracurefound/william>.
  - C. Click on bottom to continue.
6. On the page called "Customize Your Fundraising Web Page," do the following. (NOTE: If you don't have time to do this now, simply scroll down to the bottom and click "Save and finish." Your fundraising page is already created; it will just take 24 to 48 hours for it to be approved by Active and "live" on the web. You can always come back later and change content/design.)
  - A. Enter a tagline. (This will be displayed as the subtitle on your page.)
  - B. Welcome message: Here, you may want to enter a description of what you are doing and why. (NOTE: If you are writing more than one paragraph, note that paragraph breaks don't happen automatically. To create paragraphs, enclose each paragraph in paragraph tags and the content will be displayed as separate paragraphs on your web page. Here's how: enter <p> at the beginning, and </p> at the end, of each paragraph.
  - C. You can add an image if you'd like.
  - D. You can set a goal.
  - E. Choose your display options.
  - F. Click "save and finish." Congratulations! You have created and written content for your fundraising page. (Remember: it will take 24 to 48 hours for it to be "live" on the web.)
7. You can choose your layout design, explore other design options, and review various information by clicking on the tabs on top of the page.
8. To log back into your account at a later time and make changes to your fundraising page, go to [www.activegiving.com](http://www.activegiving.com), click on the upper right, "Fundraiser Login," and enter your login email address and password.