



# Salvesen Mindroom Centre

21 years of supporting, informing and empowering

## How to set up your Raisely fundraising page

Here's our guide for everything you need to know about Raisely fundraising pages, including how to sign up and join a campaign!

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Creating your online fundraising page for Salvesen Mindroom Centre will take just a few minutes. After a few quick steps, you'll be able to share your story via email and social media and will be able to start receiving donations for your chosen fundraising challenge.

There are some key things that you'll want to think about before you begin; why are you fundraising for Salvesen Mindroom Centre, what amount do you want to raise, and what is your chosen challenge.

With that sorted you can get started on your journey to raise money and support Salvesen Mindroom Centre.

### Signing up

1. To join the '**Walk in My Shoes**' challenge, visit our dedicated campaign page [here](#)
2. When you click **Sign up** or **Take the challenge** you will be redirected to a **Sign up** form and prompted to fill in your details.
3. Complete the **Sign up** form, entering the reason you are fundraising, your fundraising goal and your chosen activity.
4. Once you've completed the sign up process a confirmation email will be sent to your email address – this might go to your junk inbox. Follow the instructions to confirm your account and access your **Fundraising Dashboard**.
5. Job done! Your **Fundraising Page** is now set up and ready to accept donations!

### How to use Raisely

There are different pages on the Raisely platform to help you monitor your fundraising activity, thank donors and view campaign updates. We'll take you through some of the main pages one-by-one so you feel ready to get started with your fundraising journey:

## Home

This is our main campaign page for '**Walk in My Shoes**'. You can view total money raised so far, keep updated with our latest campaign stories, and check out our top fundraisers/teams!

## The Challenge

Read all about our '**Walk in My Shoes**' event and why you should get involved.

## Dashboard

The dashboard is your private page for keeping track of your fundraising activity! You can use the buttons to share your **Fundraising Page** on social media to encourage friends and family to donate. View your latest donors and send them a personalised 'thank you'. Create or join a team so you can fundraise with friends! And stay up to date with campaign stories.

If you are completing a physical challenge, you can also keep track of your activity by connecting your Strava account or adding exercise manually – this will only be visible to you and is a way to monitor your progress. Activity can only be tracked in miles.

## Fundraising Profile

This is your public fundraising page, where friends and family can follow your progress and make donations! You can use the '**Edit Profile**' button to change your profile details e.g. your name, photo, fundraising goal, reason for fundraising and your fundraising challenge. You can also update your supporters by adding posts to your fundraising story – posting regular updates is a great way to keep supporters engaged and boost donations.

## My Account

Your account contains private pages that allow you to update your details, password and track your donation history. Only you and our Raisely administrators are able to access your personal details. We will never share your details, but we will be in touch with you to offer support for your fundraising along the way.

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And that's it! We hope you found this guide useful but if you require some support please don't hesitate to get in touch with our friendly Fundraising Team at [fundraising@mindroom.org](mailto:fundraising@mindroom.org).

**Thank you**