



## Charity Village Notes

Charity Village has a team of coaches that are available to assist you online through email and direct messaging. The great part about the direct messaging feature is that you do not have to stay online to wait for your reply; they will send you an email with a response to your question.

To access your team of coaches please login to your account. Go to your campaigns by clicking on the drop down at the time right hand corner (see below)

The screenshot shows a web browser window with the URL <https://give.charityvillage.com>. The page features the Charity Village logo and navigation links: 'Subscribe', 'Get Started', and 'Contact Us'. The 'Contact Us' link is circled in red. Below the navigation is a section for 'Trending crowdfunding campaigns' with a search bar and a grid of campaign cards. The first card is for 'Help us start our math tutoring program!' by the Learning Disabilities Association of Manitoba, showing \$950 raised and 14 days left. The second card is for 'Help us start our math tutoring program!' by Robyn Wallman, showing \$750 raised and 14 days left. The third card is for 'H.O.P.E. Society' by H.O.P.E. Society, showing \$50 raised and 3 days running. A right-hand sidebar contains a 'Browse' section with categories like 'Near me', 'Offering Perks', 'Trending', 'Ending soon', 'Newest', and 'Categories' (Arts, Community, Creative, Diversity, Education, Faith, Health, Politics, Schools, Sports, Volunteer). The Windows taskbar at the bottom shows the search bar and various application icons.

# Choose campaigns

The screenshot shows the Charity Village website interface. At the top, there's a navigation bar with "Subscribe", "Get Started", and "Contact Us" links. A user is signed in as "Tevelde Family". A dropdown menu is open, showing options like "Create a campaign", "Campaigns", "Contributions", "Account", "Support", and "Sign out". The "Campaigns" option is highlighted with a red circle. Below the navigation, the main heading is "Trending crowdfunding campaigns". A search bar is present. The "Trending" section displays three campaign cards: "Help us start our math tutoring program!" by LEARNING DISABILITIES ASSOCIATION OF MANITOBA, "Help us start our math tutoring program!" by Robyn Wellman, and "H.O.P.E. Society". Below these are more campaign cards partially visible. The bottom of the page shows a Windows taskbar with the search bar and system tray.

# Click on your fundraising page

The screenshot shows the "Your Campaigns" page on Charity Village. The page title is "Your Campaigns" with a "Missing some?" link and a "Create a campaign" button. A search bar is visible. A red circle highlights the campaign card for "Hike for Hospice 2021" with "\$50 raised". Below the card, a table provides details about the campaign:

Campaign type	By Tevelde Fam	Pays to North Simcoe Muskoka Hospice Palliative Care Network
Your role	Tevelde, you're a Member	
Progress	\$50 raised	\$250 goal Keep it all
Created	5 days ago	
Ends	Ends May 2, 2021 11:59 PM	

At the bottom, it says "Showing 1 - 1 of 1 total" and "Support Terms of service Privacy policy". The Windows taskbar is visible at the bottom.

## You will now see your Admin Panel

The screenshot shows a web browser window with the URL [https://give.charityvillage.com/e1mU8c?ref=ab\\_6A06c](https://give.charityvillage.com/e1mU8c?ref=ab_6A06c). The page header includes the Charity Village logo and navigation links: "Subscribe", "Get Started", and "Contact Us". Below the header, there's a "Skip to content" button and a "View as Member Public" dropdown. The main content area is titled "Admin panel" and includes a sub-header: "Tevelde, this is your member admin panel for Hike for Hospice 2021" and "Campaign ID: e1mU8c". An "Inbox (4)" section lists four items:

- Your personal sharing options** - Use the options below to share your campaign and we'll track your personal impact on its success. ... 4 days ago
- Coaches are here to help** - Tevelde, the CharityVillage coaching team is here to help you. You'll find our advice here in your campaign ... 5 days ago
- Comment on this milestone: We have our first contributor!** - Comment on this milestone: We have our first contributor! 4 days ago
- Ask friends & family first** - Ask your best friends and family to make the first contributions to your campaign. Their support will get t... 4 days ago
- Import your contacts** - Build an audience for your campaign by importing up to 100 of your email contacts. We'll send them each a w... 5 days ago

Below the inbox, there's a profile section for "Tevelde Family" with a circular profile picture containing the letters "TF". The text reads: "I believe we should honour our loved ones during their end of life journey the way we do the beginning of life; Hospice Palliative Care can help us do that! Please help us support Mariposa House Hospice and Hospice Orillia!". It also states: "Tevelde has raised \$50 from 1 contributor towards a goal of \$250 Please contribute now". A yellow call-to-action box says: "Tevelde, add your picture or a video and you'll raise more money."

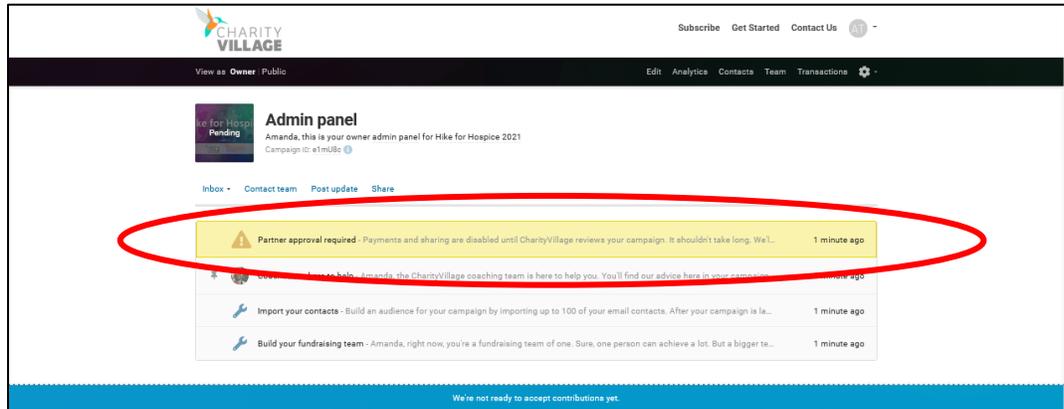
## Click on the Coaches post

This screenshot is identical to the one above, but with a red circle highlighting the "Coaches are here to help" post in the inbox list. The rest of the page content, including the header, admin panel title, and profile section, remains the same.

You will now be able to contact your Charity Village coaches with any questions you may have!

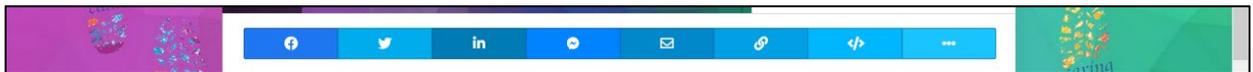
If you are looking for an update on the approval of your account, please follow the log in process and go to your admin panel.

If you see a yellow bar, click on this and it will take you to the update on the status of your only fundraising page.

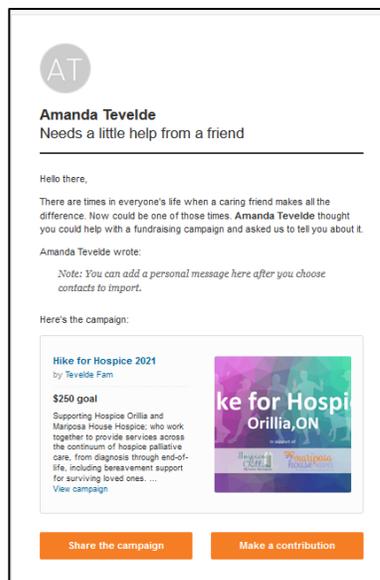


Charity Village goes through a security process to ensure the safety of all fundraising pages and the charities they support. The general rule of thumb is that your page should be validated within the 24 hours; however, this could take a bit longer due to any unexpected delays experienced at Charity Village. Do not hesitate to reach out to the coaches or to Amanda ([amanda@hospiceorillia.ca](mailto:amanda@hospiceorillia.ca)) if you are concerned about the length of time it is taking.

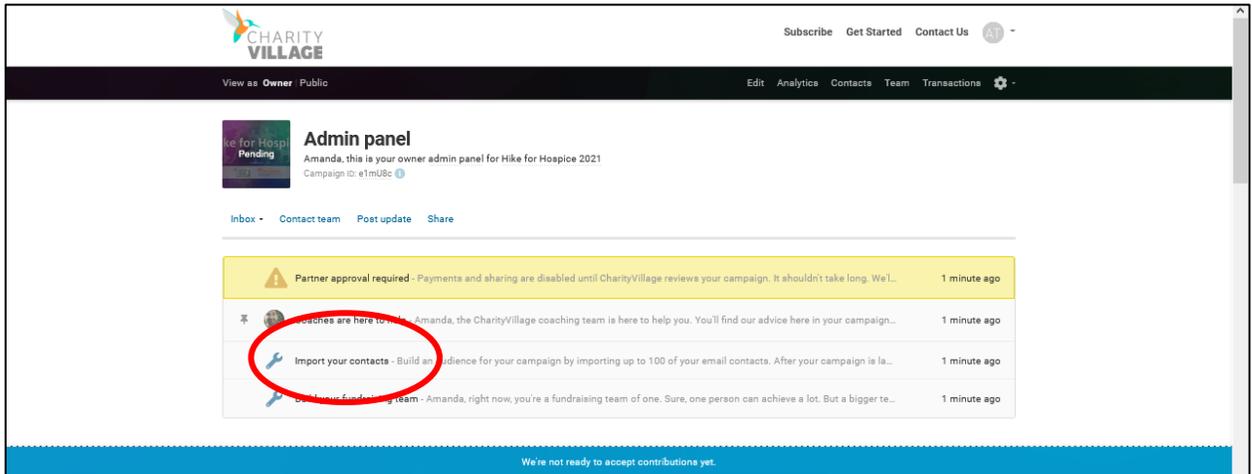
Once you login and see this yellow bar has been disappeared (usually less than 24 hours) you will be able to share your page on your social media as well as other methods utilizing the links provided right on your fundraising page (see below)



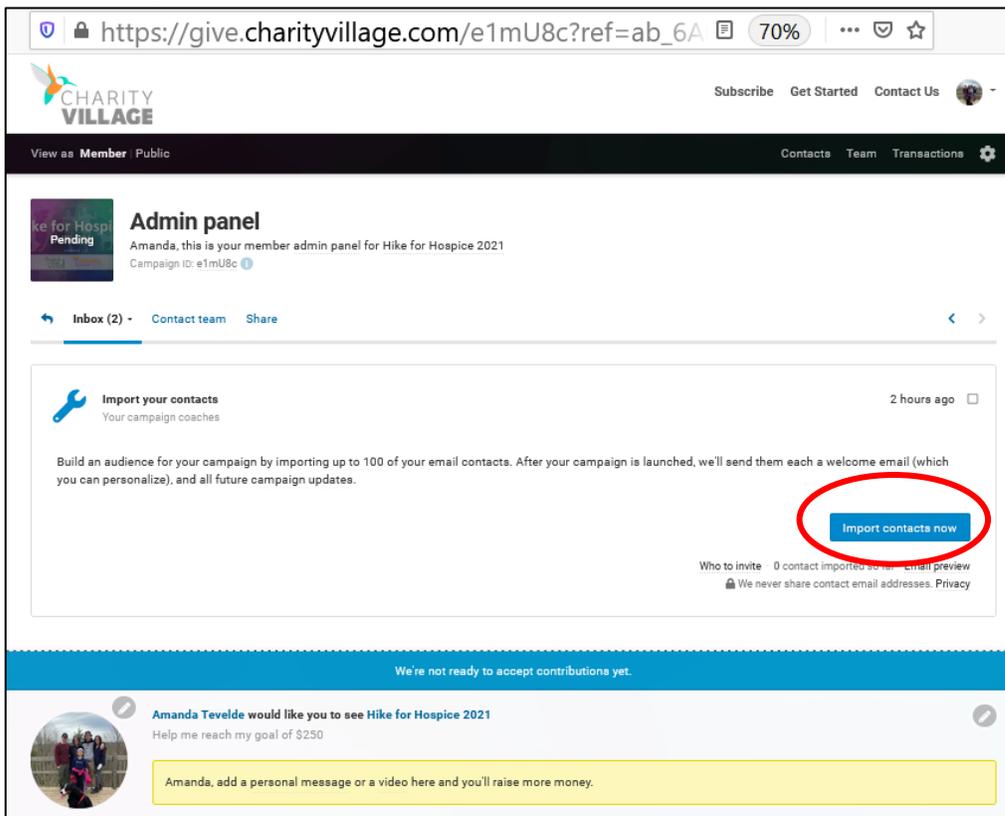
In the meantime, you are able to share your fundraising page directly through Charity Village by entering your contacts. This will email your contacts as soon as your fundraising page as been approved by Charity Village (see example below).



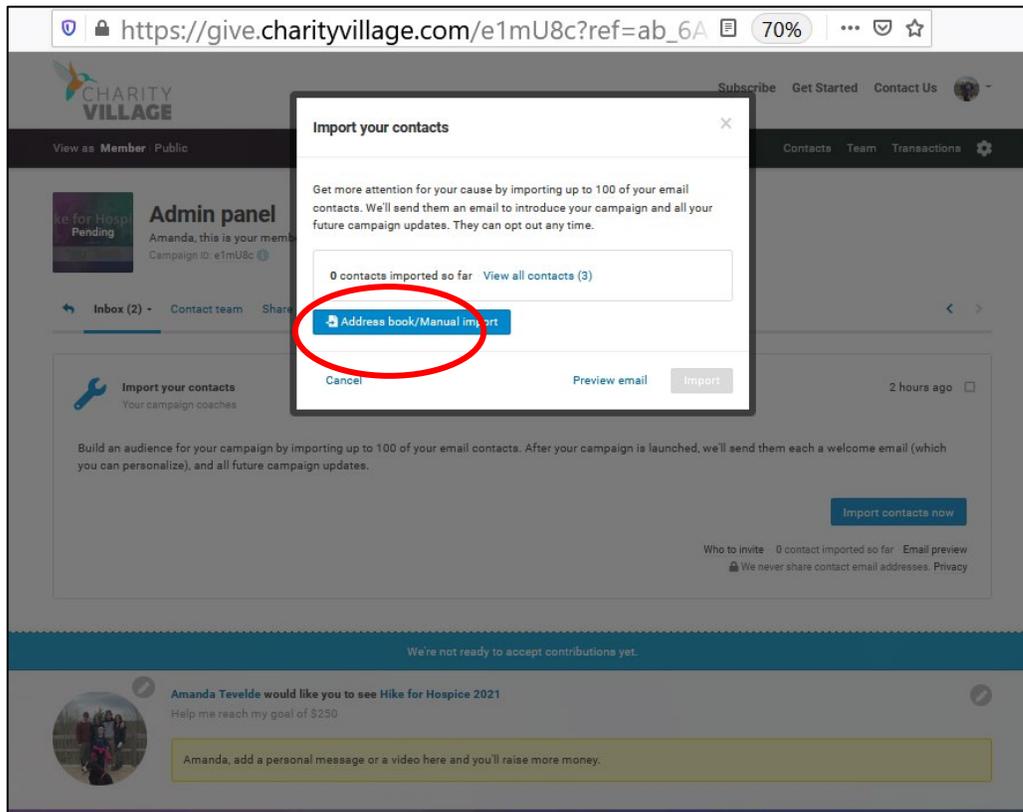
1. To do so, simply upload your contacts through your admin panel (see below)
  - a. Click on import your contacts



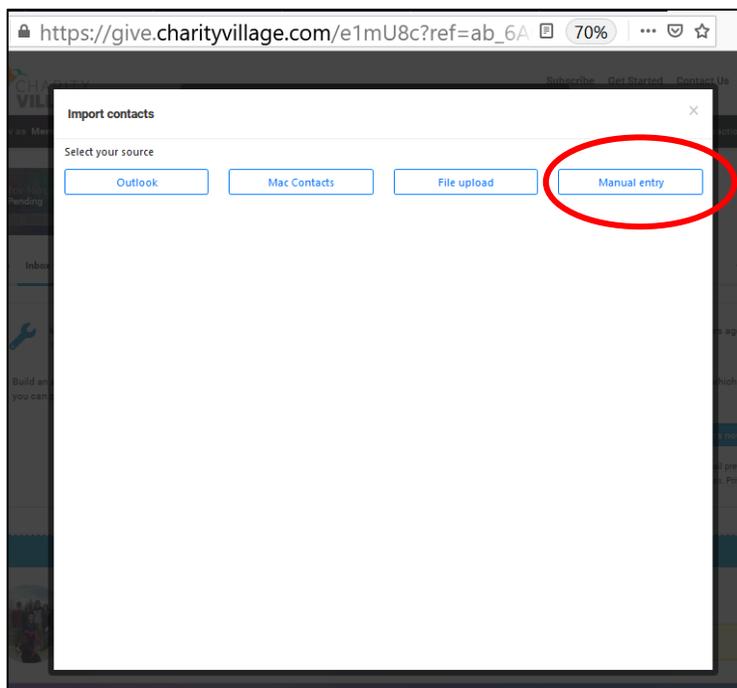
- b. Click "Import contacts now"



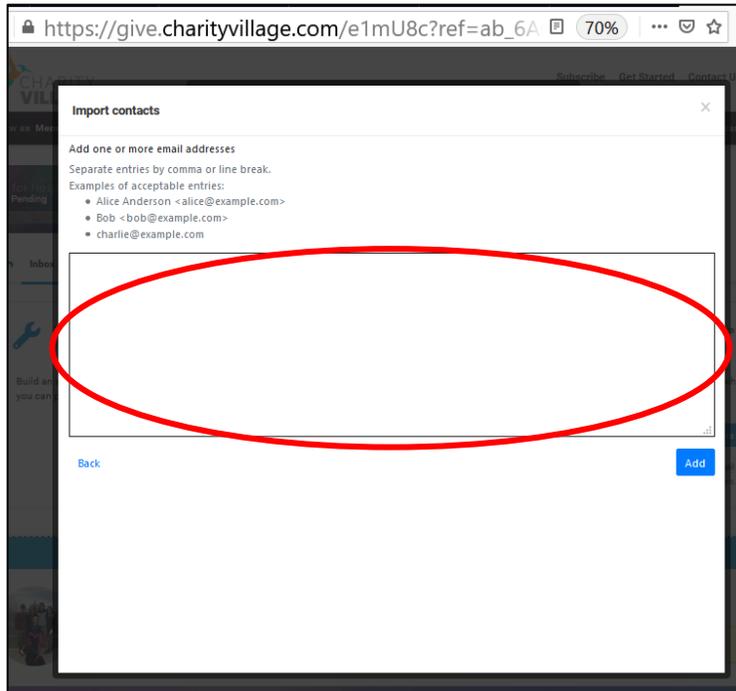
c. Click “Address book/manual import”



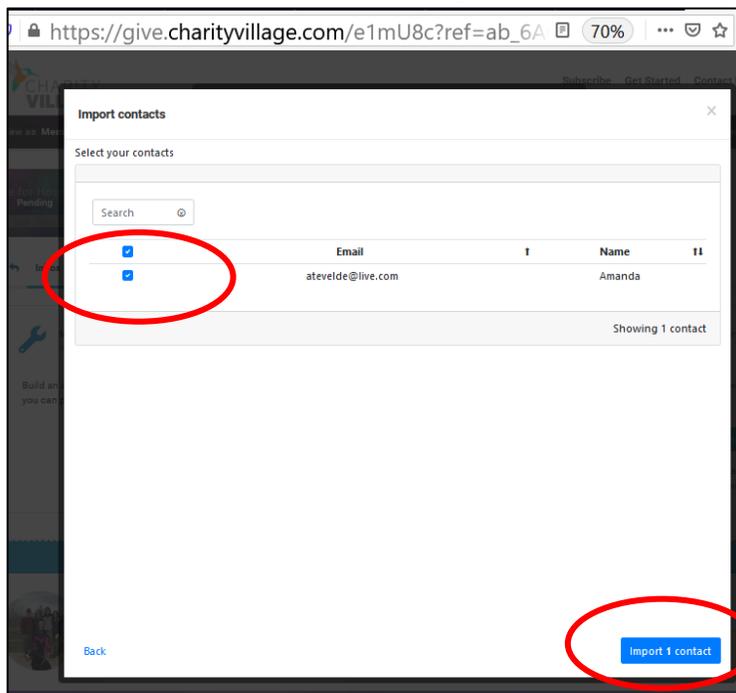
d. Click “Manual Entry”



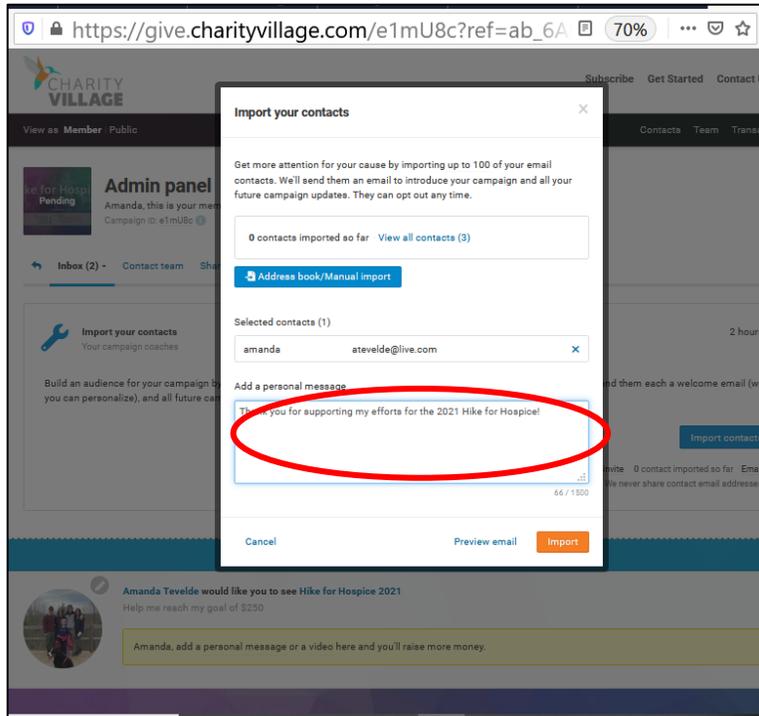
e. Enter your contact email addresses in the space provided, click "Add"



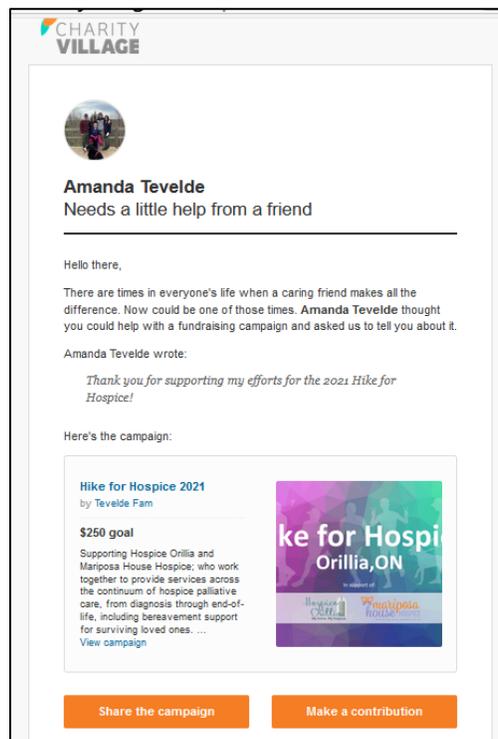
f. Check the box beside the name you would like to import



g. Enter a personal message that will be seen by your contacts you are importing, click "Import"



h. The following is a sample of the email that will go to your imported contacts once Charity Village has approved your account:



Be sure to go back in and post updates as you make progress towards your goal. You will then be able to share on social media from within your fundraising page.

**Have fun and THANK YOU for your support!**