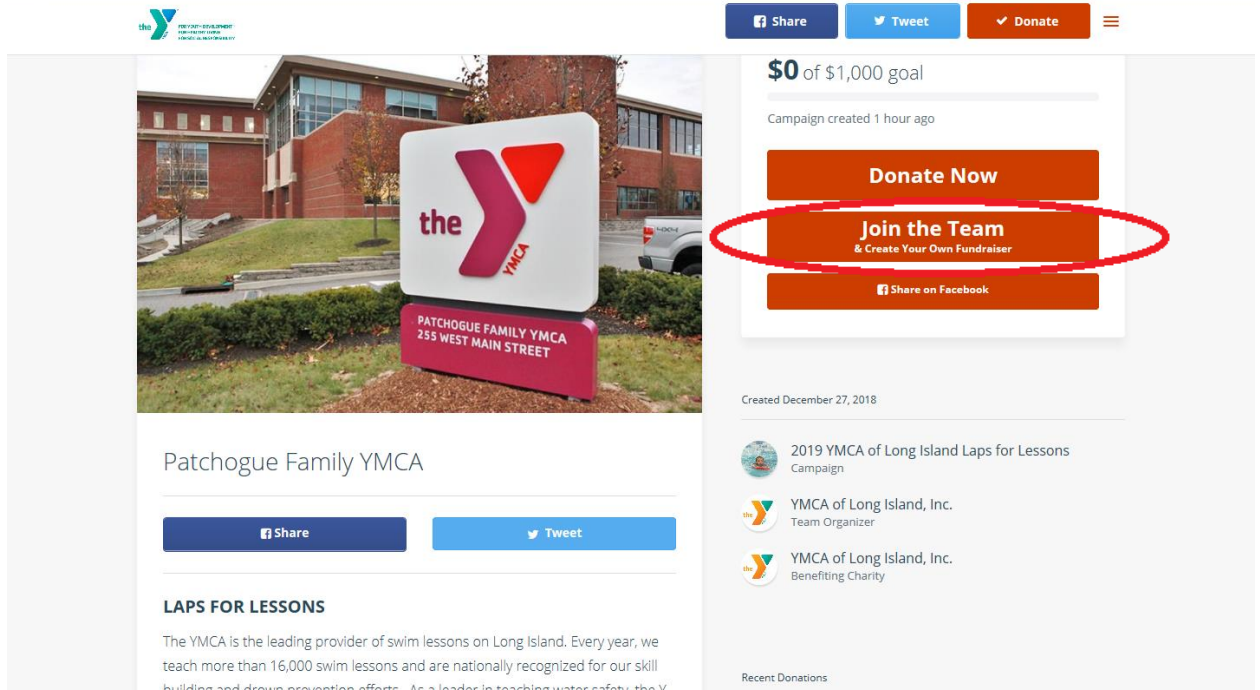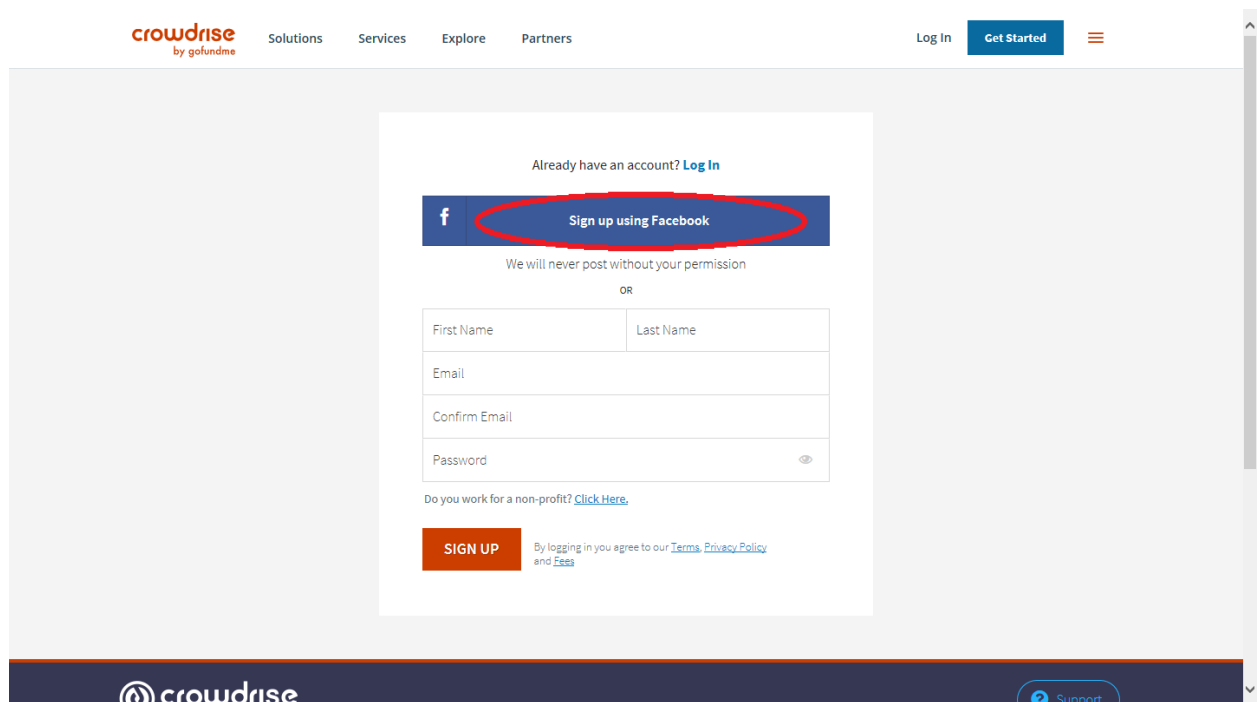# How to Set Up your Crowdrise Page

1. Go to your branch event URL page. TIP: We suggest that you DO NOT use Internet Explorer as the site functions best on other platforms like Mozilla Firefox or Google Chrome. You can also access Crowdrise through their mobile app available for free in your app store.
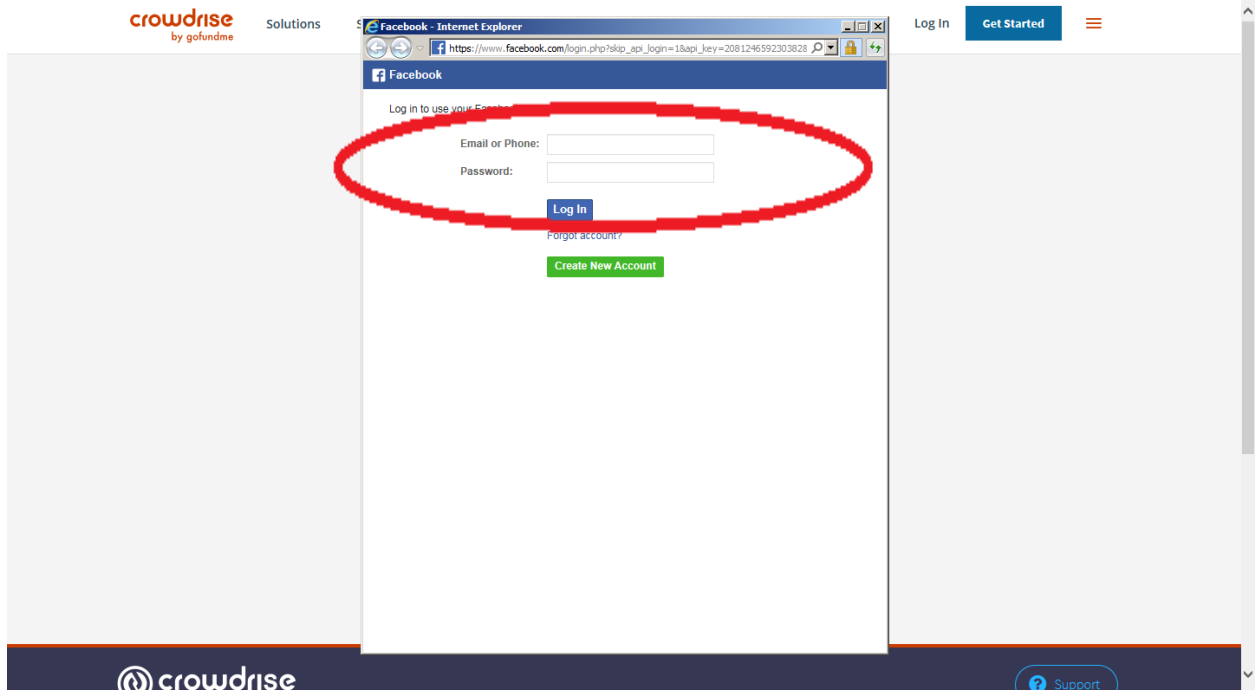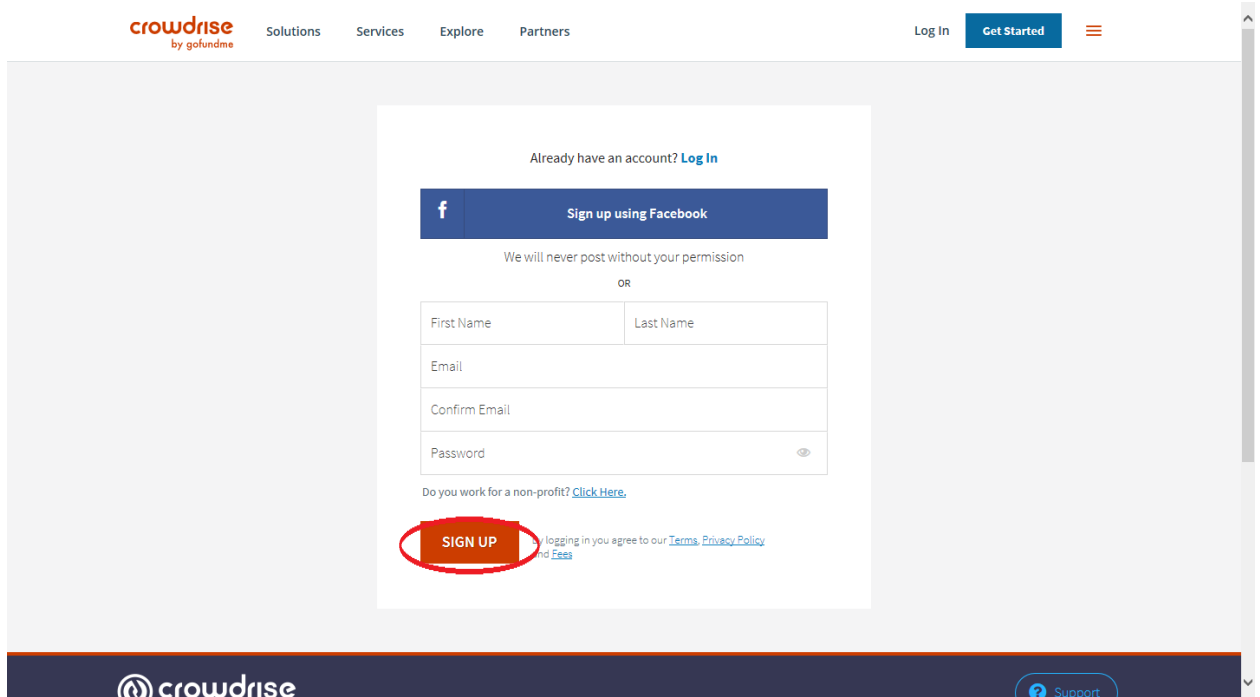
2. Click on the orange "Join the Team" button.

3. If you are a new user either click "Sign Up" on the bottom or "Sign up using Facebook".
   a. If you select "Sign up using Facebook", you will be asked for your Facebook email and password credentials. Then hit the blue "Log In" button. Crowdrise does not pull your profile information from Facebook into your Crowdrise Profile, so you will need to update your Crowdrise Profile with a picture and information manually if you would like.
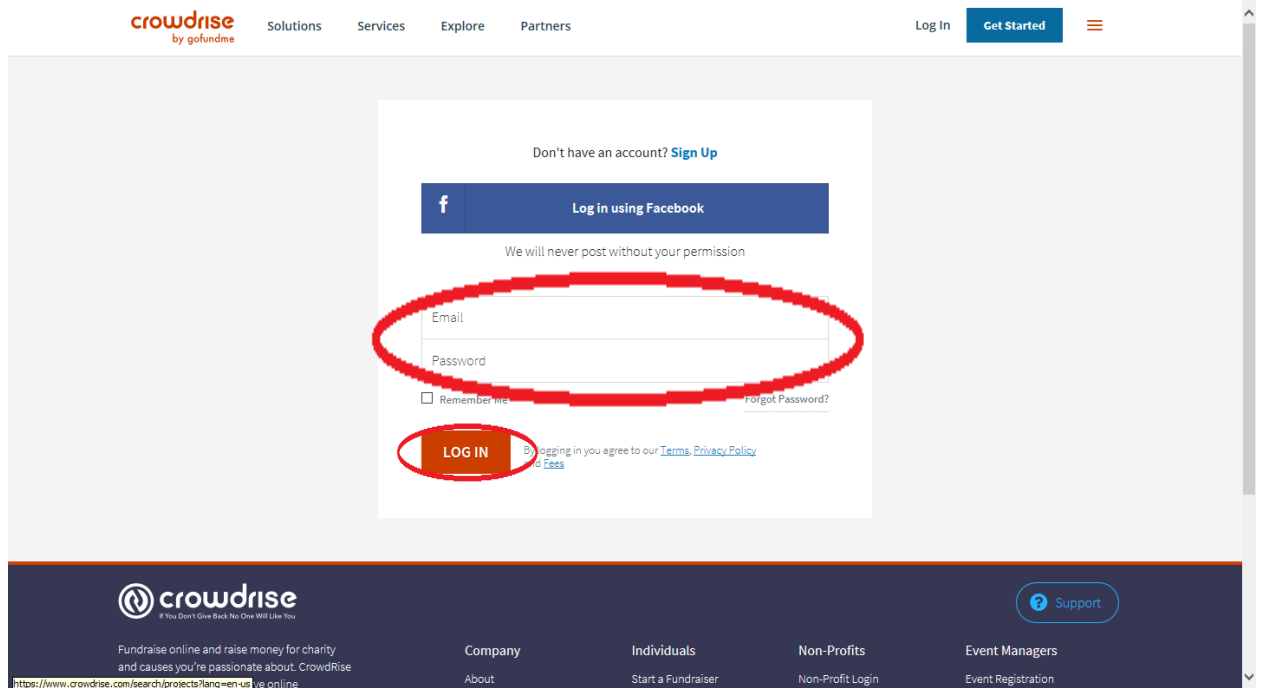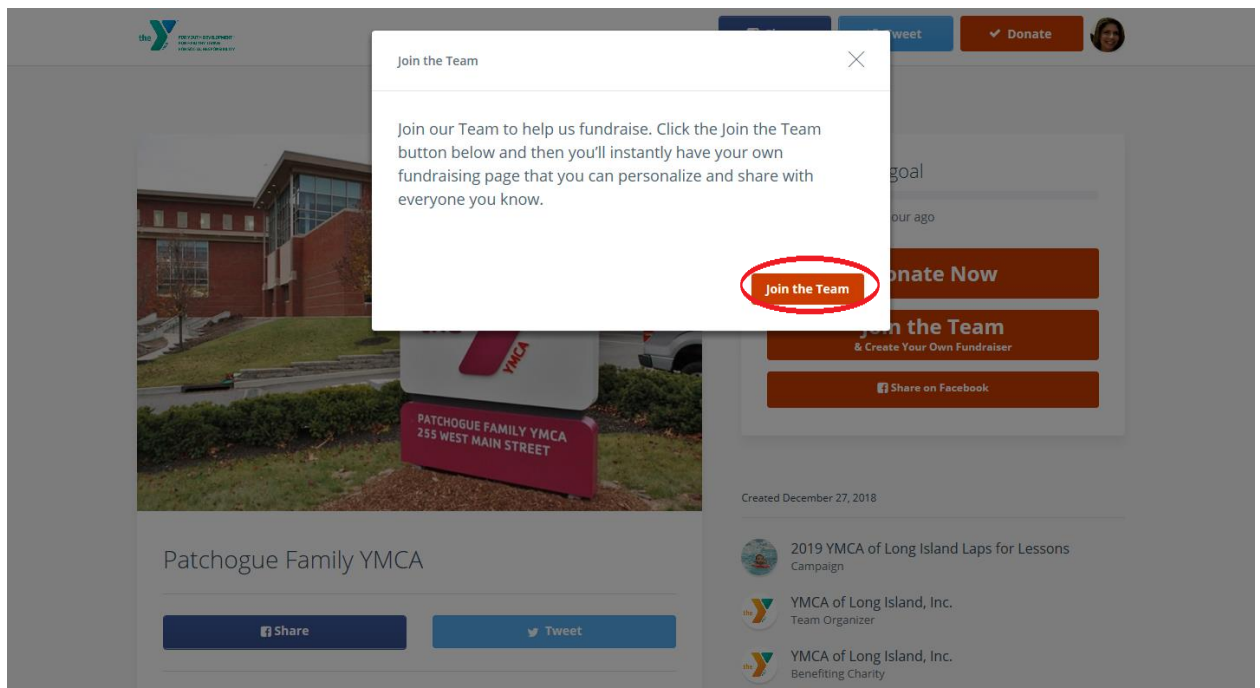
b. If you want to sign up for a Crowdrise account directly, fill in your First and Last Name, Email twice and Password. We suggest you write this down as you will need it to login for future use. Then Click the orange "Sign up" button.

c. If you already have an account, please select "Log In" in blue on the above screen and the below screen will appear. Enter your Crowdrise credentials and click the orange "Log In" button.

4. Once signed up/logged in, the following screen will appear. Please click the orange "Join the Team" Button.

5. After clicking "Join the Team" you will automatically be taken to your fundraising page. This is the front end of your page. You will know it is your page as it will have your name listed as the organizer above YMCA of Long Island, Inc. as the benefitting charity.

Should you wish to email your contacts from your email account or post on social media from your social media account, please copy and paste your fundraising page URL located at top of your screen. You can access/update your profile, account, fundraisers or log out by clicking the orange hamburger menu/picture icon in the upper right hand corner next to the share, tweet and donate buttons.

6. Click "Profile" to edit your profile information and picture. Click "My Campaigns" to edit your fundraising page.
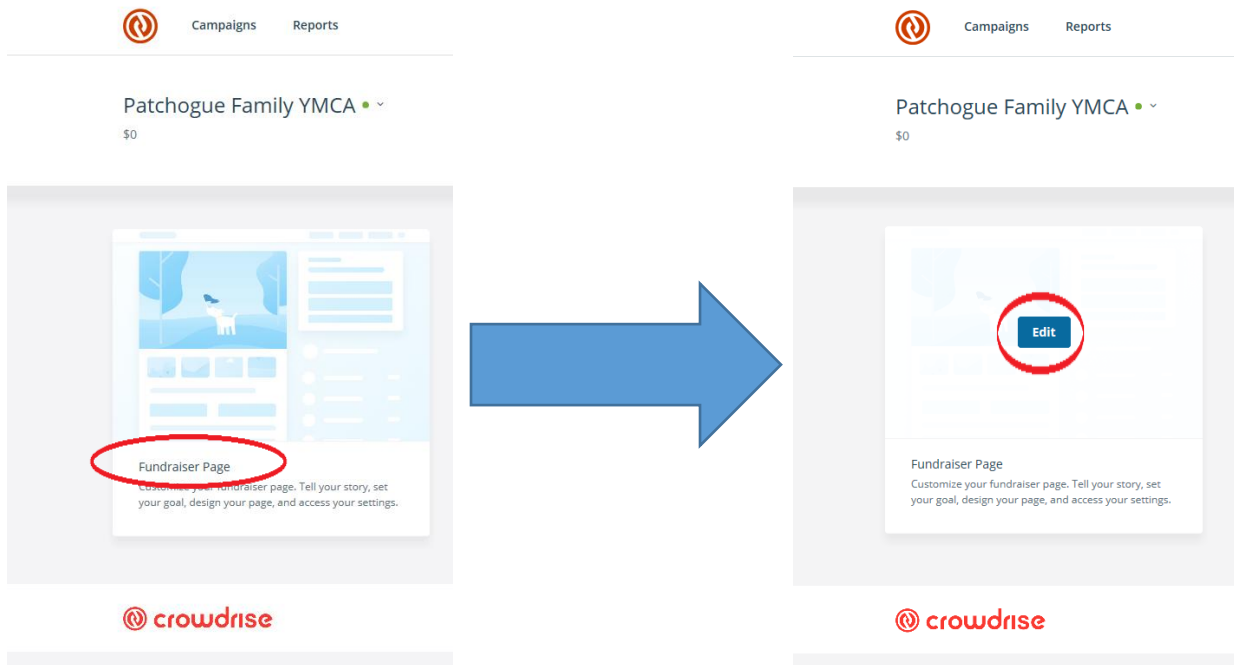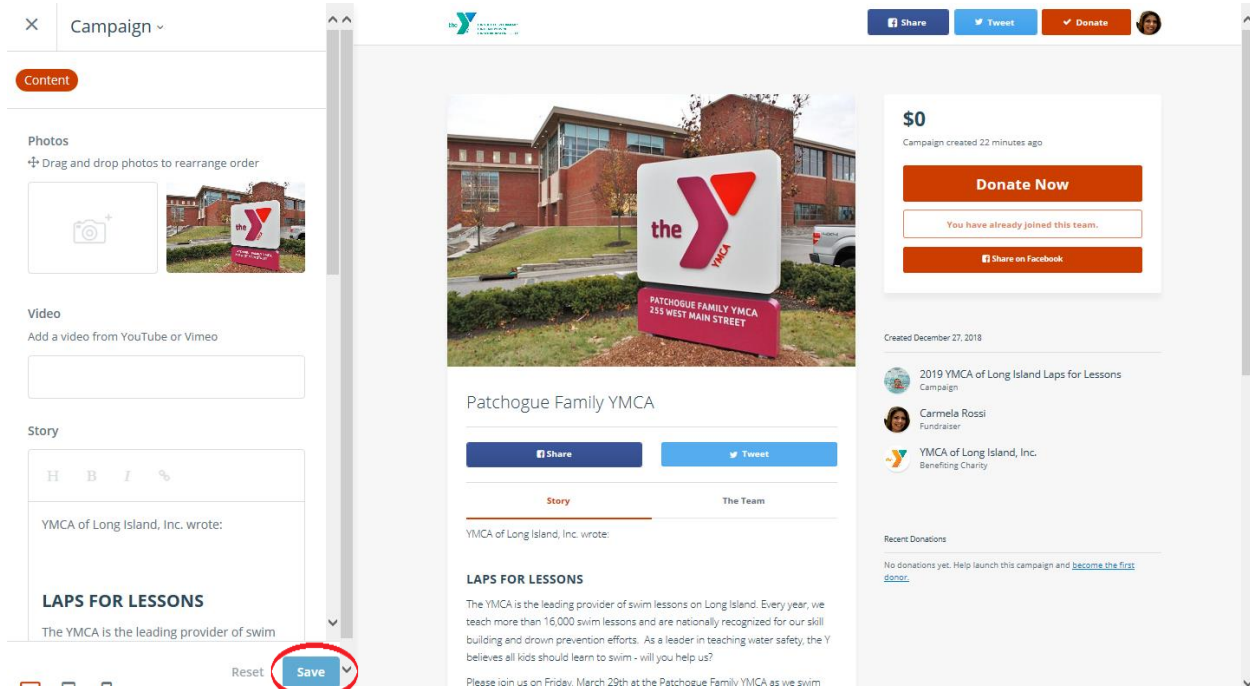
7. After you click "My Campaigns", hover over your branch 2019 Laps for Lessons box and click "Manage" to be taken to the back end of your page. Here you can edit share your page on social media, email contacts directly through the site, post updates, see your donations and thank donors personally.

8. You can edit your fundraising page by clicking "Edit" on the upper right hand corner of your screen. Then hover over the Fundraiser Page box and click "Edit."
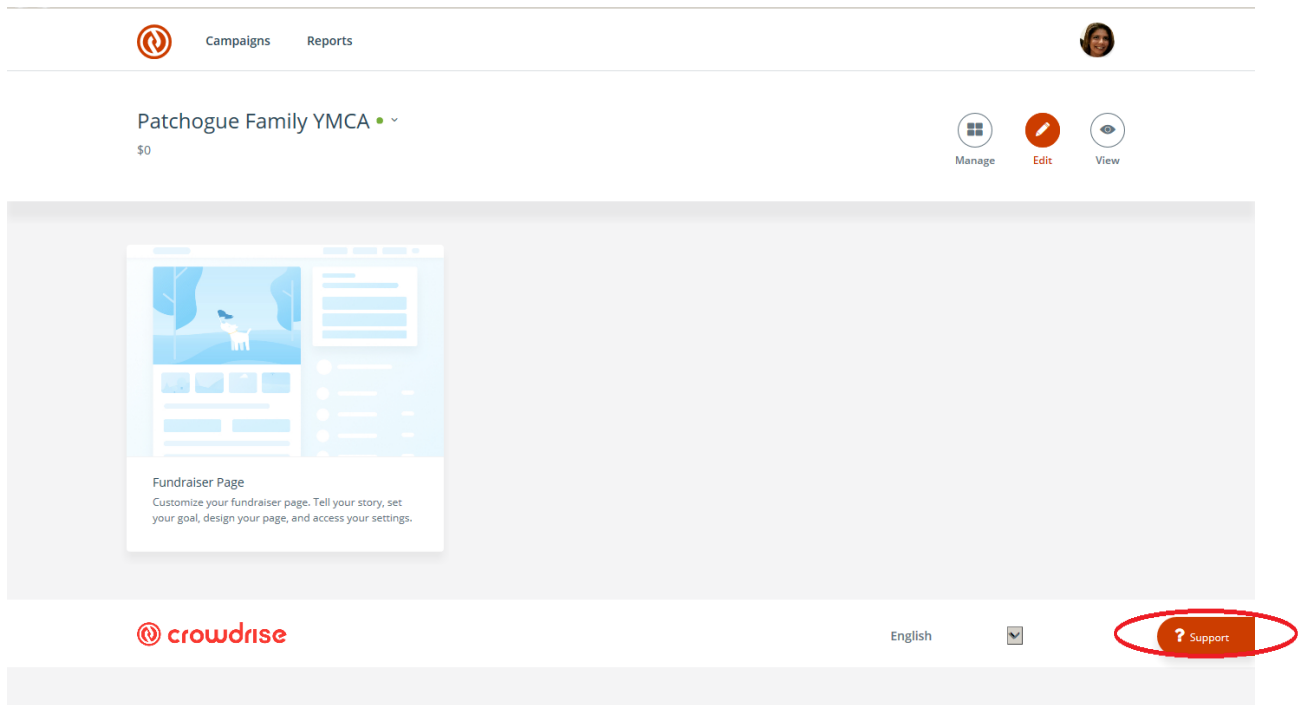

The pictures/video and story will automatically be pulled from the branch page you joined. Feel free to add pictures or videos, set your personal campaign goal and edit your story on the left hand side of your screen if you would like. Edits will be previewed on the right. Make sure to click the blue "Save" button at the bottom frequently to save your edits.

By "X"-ing out of the left bar and clicking "View" on the upper right hand corner your screen next to the "Edit" button you can see your personal fundraising page from the front end.

9. If you need help at any point, scroll down to the bottom of your page and click on the orange "Support" Button.

10. You can email/contact Crowdrise directly from here or click on "Explore FAQs" to troubleshoot on your own. It is very likely your question may already be addressed here.