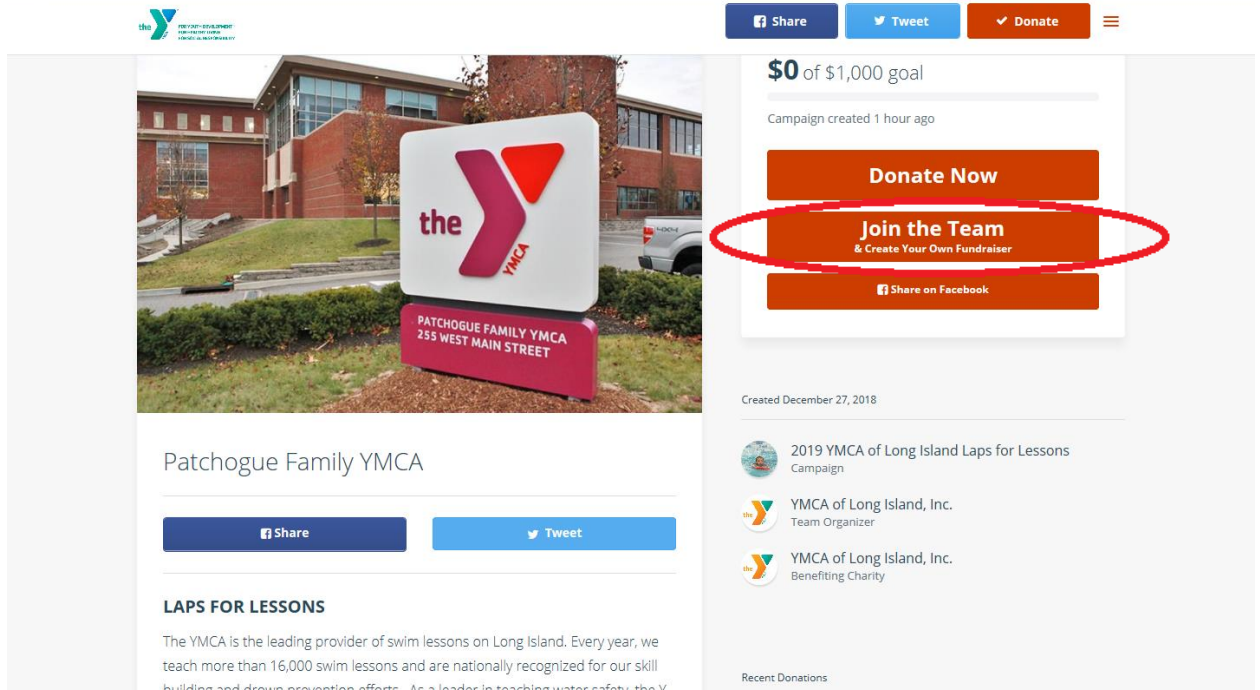


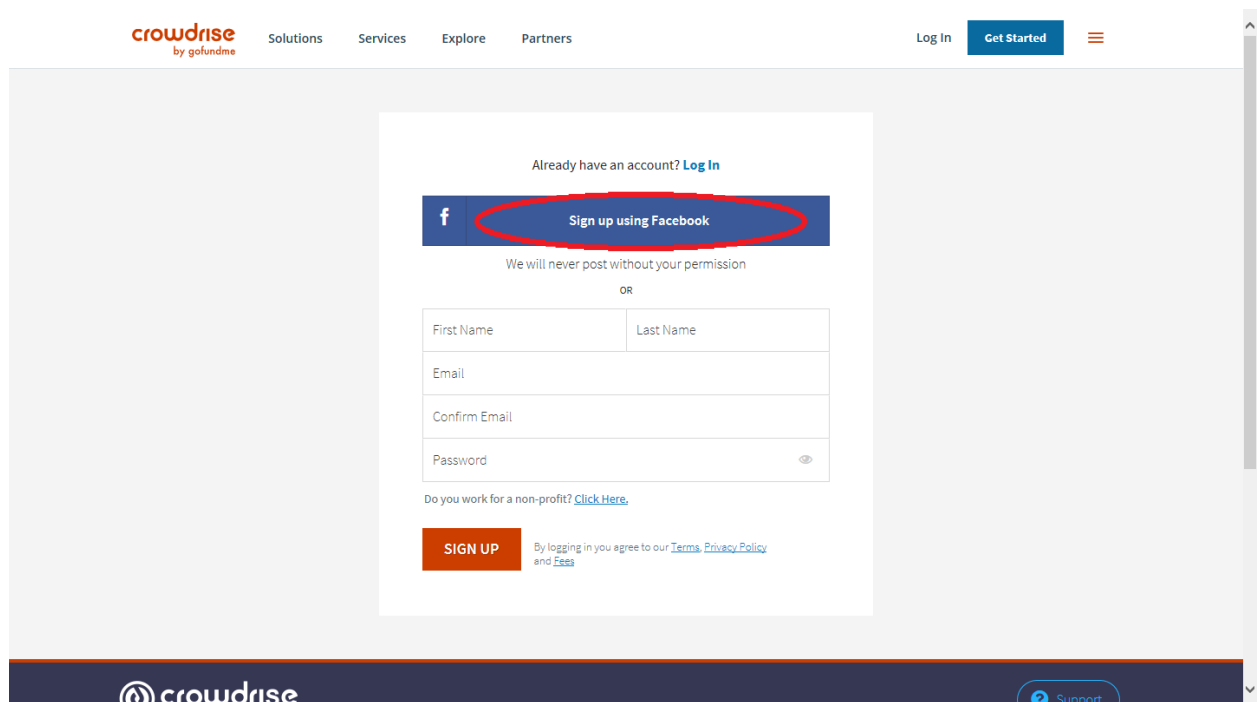
## How to Set Up your Crowdrise Page

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.

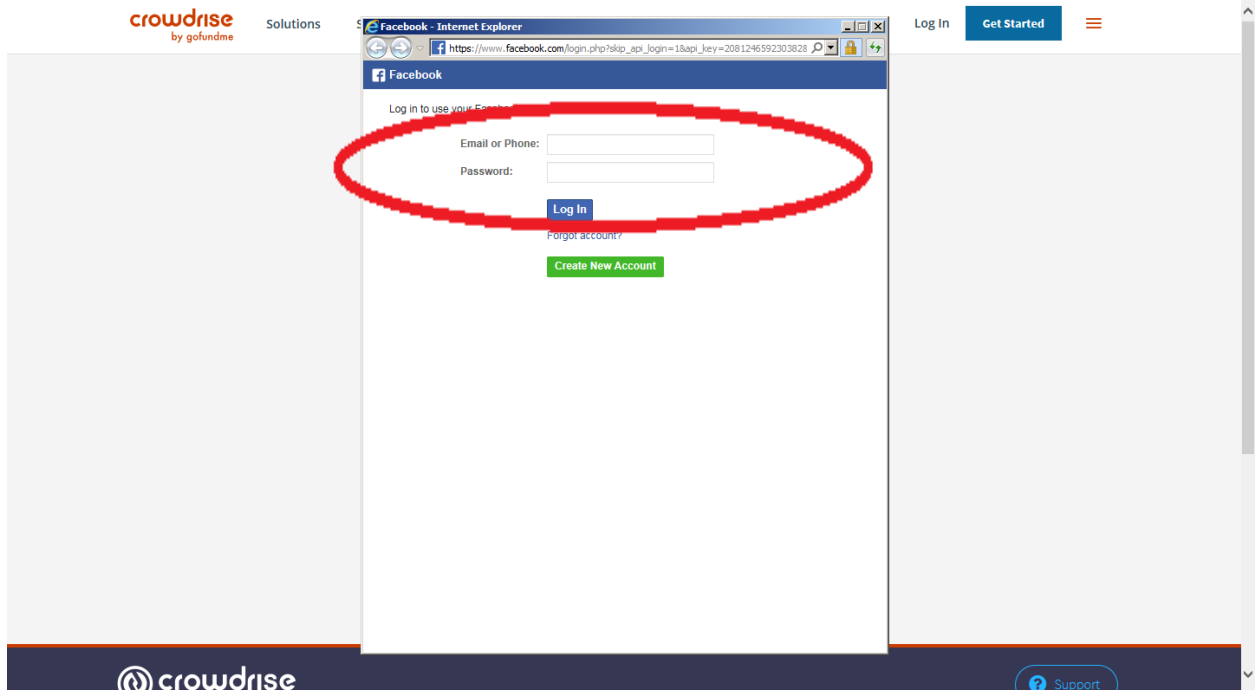


The screenshot displays a Crowdrise campaign page for the Patchogue Family YMCA. At the top right, there are social sharing buttons for Facebook (Share), Twitter (Tweet), and a red 'Donate' button. Below these, a progress bar shows '\$0 of \$1,000 goal' and 'Campaign created 1 hour ago'. A prominent orange button labeled 'Join the Team & Create Your Own Fundraiser' is circled in red. Below it is a 'Share on Facebook' button. The main image shows a sign for the Patchogue Family YMCA at 255 West Main Street. The campaign title is 'LAPS FOR LESSONS', and the description states: 'The YMCA is the leading provider of swim lessons on Long Island. Every year, we teach more than 16,000 swim lessons and are nationally recognized for our skill building and drown prevention efforts. As a leader in teaching water safety, the Y...'. The campaign is organized by the YMCA of Long Island, Inc. and is a benefiting charity.

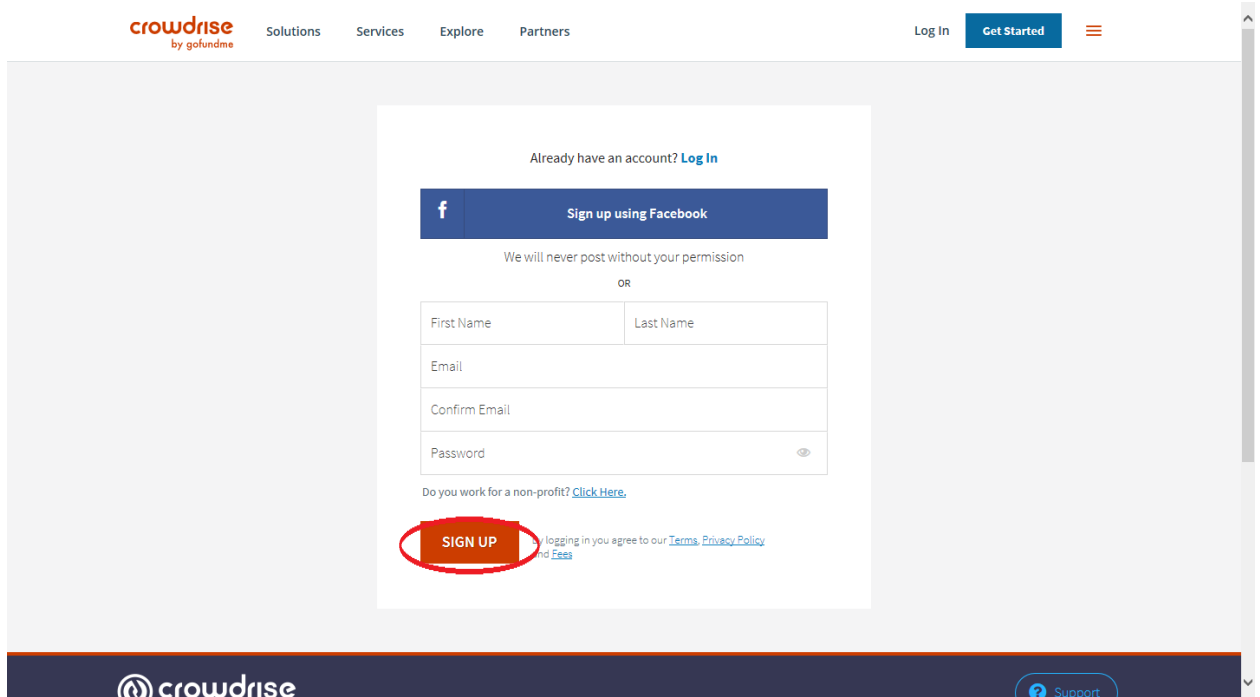
3. If you are a new user either click “Sign Up” on the bottom or “Sign up using Facebook”.
  - a. If you select “Sign up using Facebook”, you will be asked for your Facebook email and password credentials. Then hit the blue “Log In” button. Crowdrise does not pull your profile information from Facebook into your Crowdrise Profile, so you will need to update your Crowdrise Profile with a picture and information manually if you would like.



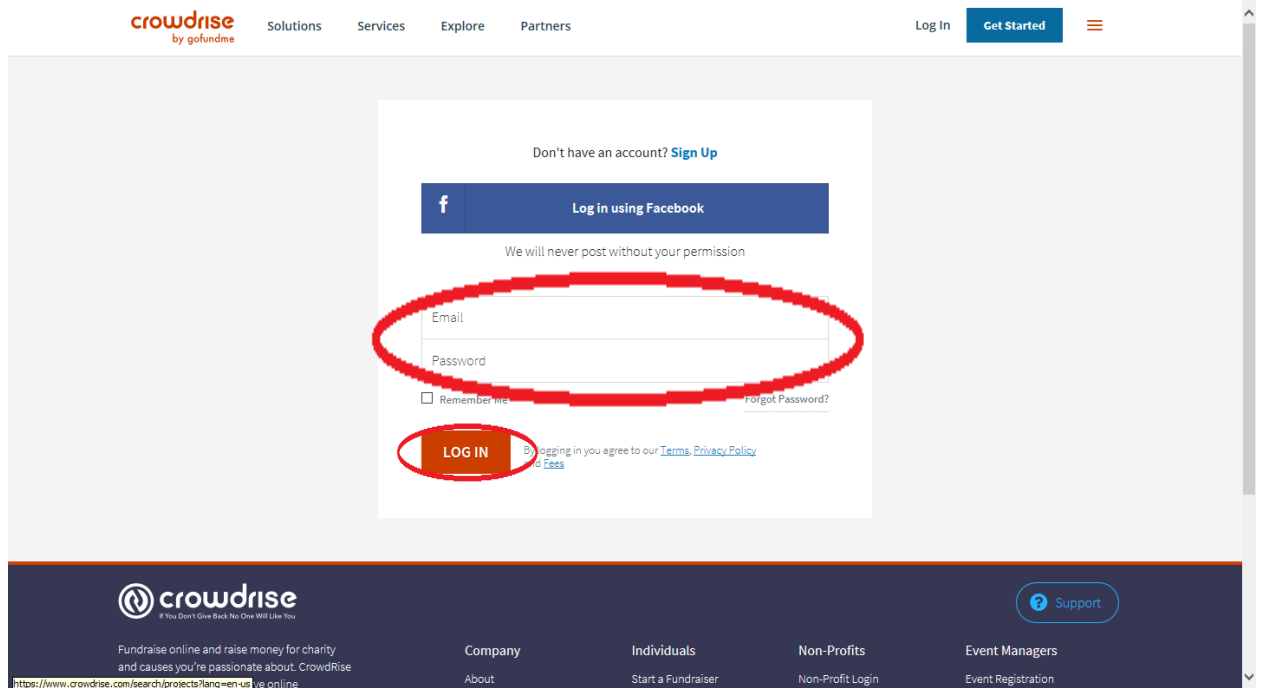
The screenshot shows the Crowdrise sign-up process. At the top, the Crowdrise logo is on the left, and navigation links for Solutions, Services, Explore, and Partners are in the center. On the right, there are 'Log In' and 'Get Started' buttons. The main content area features a sign-up form. At the top of the form, it asks 'Already have an account? Log In'. Below this is a blue button with a Facebook icon and the text 'Sign up using Facebook', which is circled in red. A disclaimer states 'We will never post without your permission'. Below this, there is a form with fields for 'First Name', 'Last Name', 'Email', 'Confirm Email', and 'Password'. At the bottom of the form, there is a 'SIGN UP' button and a link to 'Click Here' for non-profits. A footer note says 'By logging in you agree to our Terms, Privacy Policy and Fees'. The Crowdrise logo and a 'Support' link are visible in the bottom navigation bar.



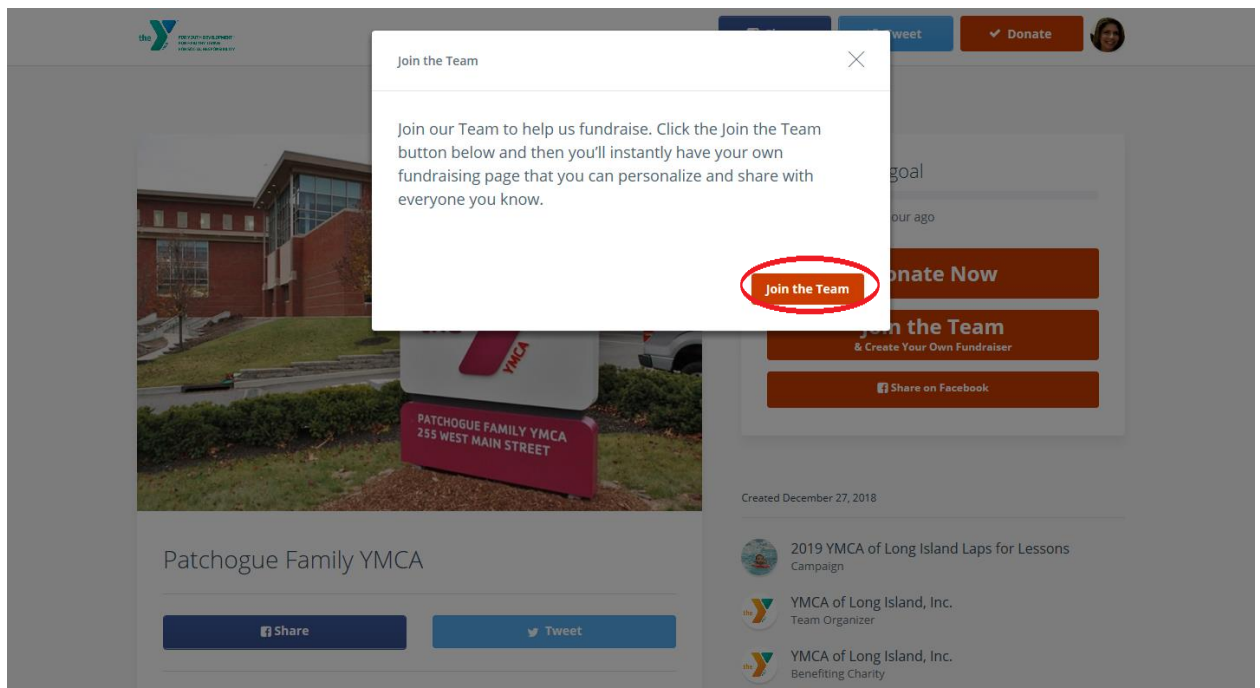
- b. If you want to sign up for a Crowdrise account directly, fill in your First and Last Name, Email twice and Password. We suggest you write this down as you will need it to login for future use. Then Click the orange “Sign up” button.



- 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 benefiting charity.

https://www.crowdfunder.com/en/campaign/patchogue-1

the Y THE YOUTH DEVELOPMENT CENTER FOR PATCHOGUE FAMILY YMCA

Share Tweet Donate

the Y YMCA PATCHOGUE FAMILY YMCA 255 WEST MAIN STREET

Patchogue Family YMCA

Share Tweet

Story The Team

\$0 Campaign created 6 seconds ago

Donate Now

You have already joined this team.

Share on Facebook

Created December 27, 2018

2019 YMCA of Long Island Laps for Lessons Campaign

Carmela Rossi Fundraiser

YMCA of Long Island, Inc. Benefiting 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.

the Y THE YOUTH DEVELOPMENT CENTER FOR PATCHOGUE FAMILY YMCA

Share Tweet Donate

the Y YMCA PATCHOGUE FAMILY YMCA 255 WEST MAIN STREET

Patchogue Family YMCA

Share Tweet

Story The Team

\$0 Campaign created 6 seconds ago

Donate Now

You have already joined this team.

Share on Facebook

Created December 27, 2018

2019 YMCA of Long Island Laps for Lessons Campaign

Carmela Rossi Fundraiser

YMCA of Long Island, Inc. Benefiting Charity

Carmela Rossi

My Campaigns

Reports

Profile

Account

Support

Search

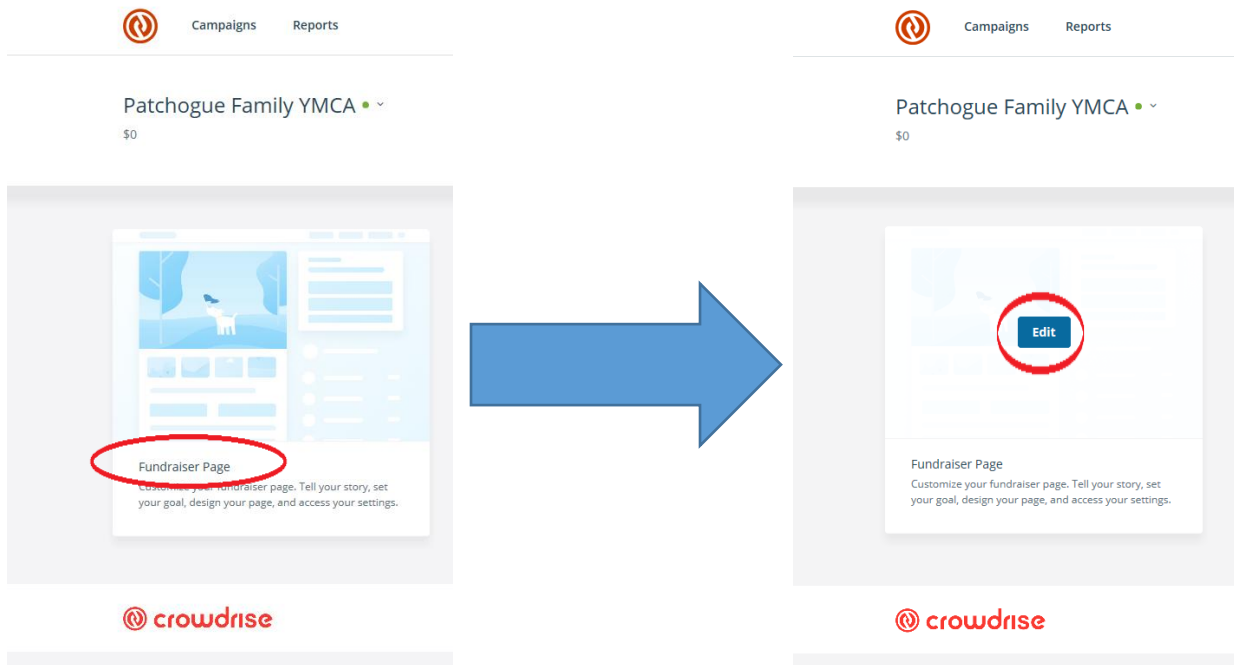
Log Out

Create New Campaign

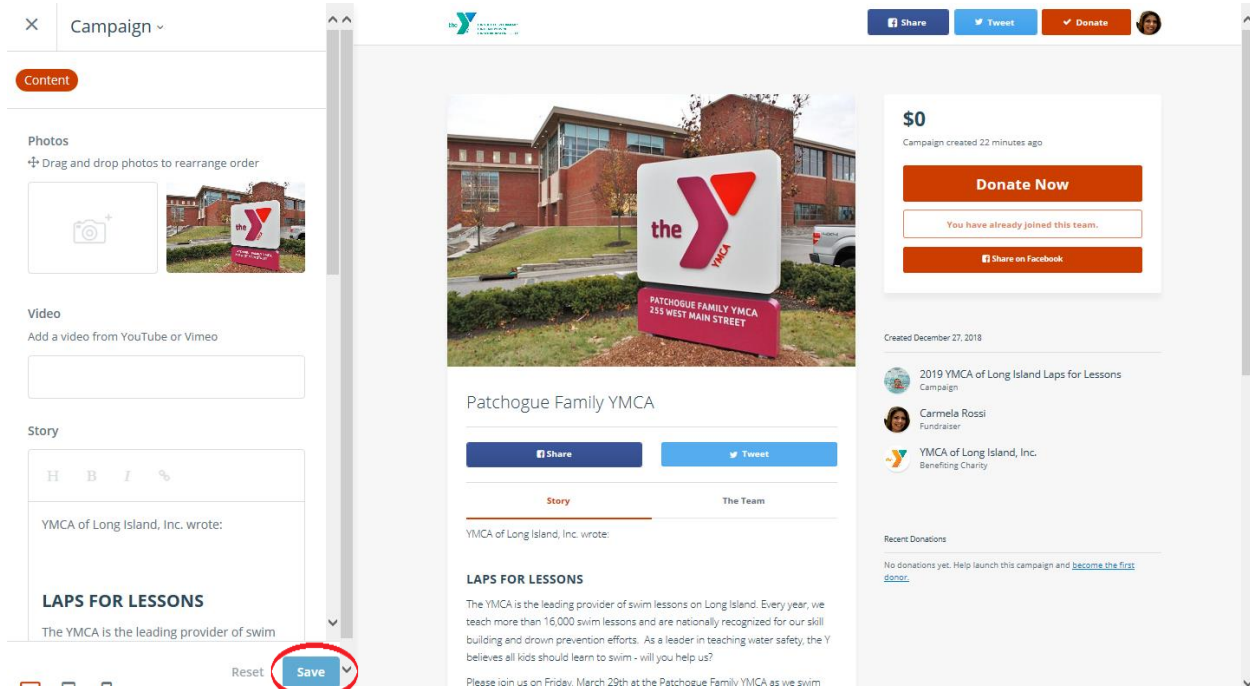
7. After you click “My Campaigns”, hover over your branch 2019 Laps for Lessons box and click “Manage” to be taken to the back end of your page. Here you can edit share your page on social media, email contacts directly through the site, post updates, see your donations and thank donors personally.

The image shows a two-step process in the Crowdrise interface. On the left, the 'My Campaigns' page displays a list of campaigns. The first campaign, 'Patchogue Family YMCA', is highlighted with a red oval. Below the campaign name, it shows the date '12/27/18', 'Created', '\$0 Amount Raised', and '0 Donations'. A large blue arrow points to the right, where the 'Manage' button for this campaign is circled in red. The right side of the image shows the 'Manage' page for the 'Patchogue Family YMCA' campaign. At the top, there are three buttons: 'Manage' (circled in red), 'Edit', and 'Reports'. Below these buttons, the campaign details are shown: 'Patchogue Family YMCA', '2019 YMCA of Long Island Laps for Lessons', '12/27/18 Created', '\$0 Amount Raised', and '0 Donations'. At the bottom of the page, there is a 'Campaign Update' section with a title field, a rich text editor with formatting options (H, B, I, U, link, image, video), and a 'Keep your supporters updated...' checkbox. There are 'Reset' and 'Preview' buttons at the bottom of the update section. On the right side of the page, there is a preview of the campaign's public page, which includes a photo of the YMCA building, the name 'Patchogue Family YMCA', the amount '\$0', social media sharing icons for Facebook, Twitter, and Email, and the URL 'crowdrise.com/o/en/campaign/patchogu'.

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.”

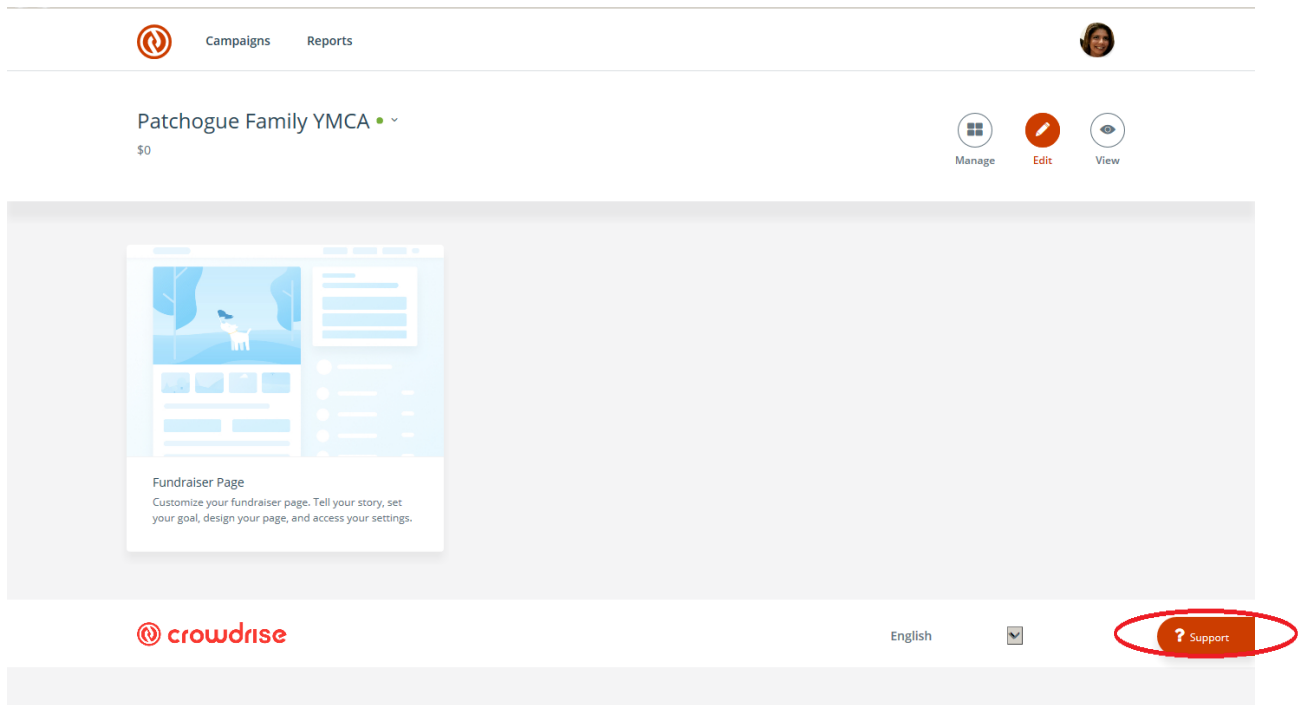


The pictures/video and story will automatically be pulled from the branch page you joined. Feel free to add pictures or videos, set your personal campaign goal and edit your story on the left hand side of your screen if you would like. Edits will be previewed on the right. Make sure to click the blue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

