



# COMMUNICATING POSSIBILITIES

Online Fundraising Campaign to raise \$25,000  
for Columbus Speech & Hearing Center



## Set up your personal fundraising page! Follow these instructions:

- Type [www.columbusspeech.kintera.org](http://www.columbusspeech.kintera.org) into your browser, or scan the QR code with your smartphone.  
*You are now at the Home Page for our fundraising effort. The menu on the left is divided into three major categories: "Information," "Visitors" and "My Personal Page."*
- Create your own fundraising page by clicking on **"Create Personal Page"**.
  - **"Personal Information"** and **"Create User Name and Password"** are self explanatory. Please note that you'll probably need to add some numbers or additional letters to your user name, as it must be a unique name to Kintera – not just to our site.
  - Under **"Personalized Web Page Link"**, you can insert anything in the blank section. This may be your name, the person's name who you wish to honor with your efforts. This will be your link that is sent. Please make personal link now, you will not be able to do this later.
  - **"Fees"** – there is NO fee to set up your page.
  - You are welcome to make your own **"Donation"** under the next menu heading. If your company has a Matching Gift program, please check the **"Matching Gift Donation"** box. Note: this only applies ONCE.
  - We encourage you to set an achievable, yet ambitious **"Fundraising Goal."** You will be surprised how many people want to help! Click **"Continue."**
  - Click **"Start Here"** and begin to build your personal page. You can edit all the text in boxes, as well as upload your own photo. For best results, we encourage you to use this page to tell your family's personal story. **NOTE: You are limited to one photo, with a maximum size of 300 x 234 pixels and 50KB. The system will NOT accept your photo if the size is larger than this.**
  - When finished, **"Preview"** your page. You will see some preset amounts for **"Giving"** that will show up on your page. **NOTE: Your personalized photo will be the FIRST photo to appear on the page. Also, you will always be able to update the content and photo on your page at any time.**
- Next, **spread the word** about your fundraising goal. Click **"Email"** at the top of the page.
  - You can import your address book from Gmail, Yahoo, Hotmail or from a .csv file (Excel sheets can be converted to "Comma Separated Value" files.)
  - You can use the standard copy, or personalize your message by editing the form
  - Alternatively, email yourself so you can get a copy of the standard or your customized email ask and link. Then simply cut and paste that body with link into your own email to send from your own system.
- If you choose, under the Email tab, please note that you can link your personal page to your Facebook and Twitter sites.
- The management of the page is self-explanatory. Contact Jodi Carlson at 614-261-5413 or [jcarlson@columbusspeech.org](mailto:jcarlson@columbusspeech.org) with any questions!

**THANK YOU FOR YOUR SUPPORT!**