



Need help?

Firstgiving Support:

Email: support@firstgiving.com

Call: 1-877-365-2949

Life Centers Admin:

Email: info@lifecenters.com

Call: (317) 280-2635

Firstgiving Questions & Answers

1) Q. How do I set up a fund-raising page online?

A. Go to www.firstgiving.com/lifecenters and click the orange button "Get Started." Follow the prompts to create your own page and submit your registration information.

2) Q. Is there a fee to participate?

A. No. The event is free. However, there is a suggested registration donation of \$25 for age 18+.

3) Q. How do I create a team?

A. When you are registering, you have the option of creating a team. You can select a team name. People can then go to your page and join your team. If you register and create a fundraising page and later decide you want to go in and create a team, you can do that as well. Simply click "Join a Team," and you can add a new team at that point.

4) Q. How do I register other people?

A. On the home page, www.firstgiving.com/lifecenters, click "Register for an event." Then click "Yes, register online now yourself or others." Then select runner or walker and click the box that says, "I have read and agree to the above waiver." Under where it says, "Please log in or create an account" type in your e-mail, and click "I have an account and my password is ____." Under "Registration for" click "Someone Else." Then follow the prompts to enter all the information about that person, including name, address, city, state, zip, phone number, county, e-mail address, registration type (walker or runner), t-shirt size, site (State Fairgrounds, Lebanon or both), age, church name, church city, gender, how they heard about the event, phone number, whether they would like to volunteer, and if they are a first year attendee or repeat attendee.

5) Q. How can people sponsor me?

A. After you have registered, you will have a page with a url like: www.firstgiving.com/yourname. You can tell people to visit this site and click "Sponsor me now."

6) Q. What if someone wants does not want to donate online?

A. You have two options. The best option is to have that person mail a check made out to Life Centers with a note that says "In support of Your Name" and give it to you to mail to Life Centers or they can mail it directly to Life Centers, 8902 Vincennes Circle, Ste A. Indianapolis, IN 46268. You can then enter the amount this person sponsored you for on your Firstgiving site as an offline donation. Please also write



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their address and information on your sponsor form to be turned in the day of the event, and mark them as paid.

The other option for you is to record that person's information on a WRFL brochure and turn it in on the day of the event. Life Centers will then bill them. This option is less preferable, as people are much less likely to pay a pledge.

7) Q. How do I enter an offline donation?

A. Go to your account, click "Your fundraising pages," look to the right under the Page Summary column under "Raised offline to date" and click "update." Enter the amount in the yellow box next to "Amount raised offline."

8) Q. Can I register other people?

A. Yes. You can go to register and under the question "Would you like to register for this event? Click "Yes, register online yourself or others." Fill out the walking/running information and click the waiver agreement and press continue. Then log in with your e-mail and password. Then click registration for someone else.

9) Q. How do I add my Firstgiving page to Facebook?

A. Go to Your Account Home at the top of www.firstgiving.com/lifecenters. After logging in, go to "Your Fundraising Pages and click "Add your page to Facebook."

10) Q. How do I display offline donations on my fundraising page?

A. If someone **donates with a personal check**, there are two ways you can add them to your fundraising page.

1. Type their donation amount into your offline donation total
2. Add their name, date, amount, or comment to your personal message

If someone **donates with cash**, you can add them to your donor list by making a donation on their behalf to your page - just be sure to enter their name in the **display name** field.

11) Q. What makes a fundraising page successful?

A. The most successful fundraisers personalize their page with photos and compelling personal stories of why they're fundraising. They send their page to everyone in their address book, not just family and friends. We also suggest sending updates - email donors and potential donors on your fundraising and



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training progress. Don't forget about including your fundraising efforts on your blog and social networks, such as Facebook and MySpace.

The essentials for successful fundraising

Tell your story:

- Why are you fundraising?
- Why is this cause important to you?
- What impact will each donation make? (eg \$10 feeds a child for a week)

Set a fundraising goal. Donors want to see their friend succeed. In fact, some will donate again if they know their friend is close to their goal.

1. Set a fundraising target when editing your fundraising page.
2. Give updates on the status of your fundraising goal.
3. Raise your goal once you reach it. Then update your donors again.

Add a picture. Add an image that speaks to your donors, e.g. photo of you in your event, or who or what donations are helping.

Tell your contacts. Share your fundraising page with family, friends, colleagues, parishioners, or anyone in your community. Firstgiving provides email templates you can use in your account.

Thank your donors. Firstgiving automatically emails a "thank you" message to your donors. When editing your fundraising page, personalize it. Tell donors what it means to you or how their donation is helping your nonprofit.

Keep sharing. Send updates on your fundraising, life, or training. Sharing your stories about challenges and achieving milestones makes donors feel a part of your fundraising efforts. Firstgiving provides an email template you can use in your account. Who knows - you may inspire some donors to join or advocate for your efforts.

You can also try some of these other fundraising ideas:

Talk about your fundraising efforts on your blog. A blog is an online journal. This is a great place to update donors on your progress and a subtle way to tell blog visitor's that you are accepting donations for a great cause. Be sure to [add a widget](#) or link to your fundraising page.

Link to or add your page to your social media sites.



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- On Facebook? We are too. Talk about and add your fundraising page to your profile via our [application](#) and then join our group.
- On MySpace? Talk about your fundraising page and [add a badge](#) to your space, then [become our friend](#).
- On Twitter? Tweet about your fundraising efforts and link to your fundraising page, then [follow us](#).
- On other social networking sites? Talk about your fundraising efforts and link to your fundraising page.

Celebrate your birthday. Ask friends to make a donation to your fundraising page in lieu of presents.

Offer your services. In exchange for a donation to your fundraising page, you could:

- Babysit
- Drive a friend to the airport
- Rake leaves, shovel snow or cut the grass

Throw a party. Get your family and friends in on it and divvy up the tasks.

- Set a date.
- Ask your favorite restaurant, bar, or coffee shop to donate some space.
- Have guests RSVP via making a donation to your Firstgiving page. This way you don't have to collect donations at the door and you will have an attendance list.
- Host a raffle. Ask local business to donate products, services or gift certificates that you can raffle off at your party. Use your fundraising page as a way to collect money for raffle tickets.