

Fundraising Pages Instruction Manual

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EXTENDED HEARTS

Making a Difference in Communities All Over the World

WELCOME TO THE EXTENDED HEARTS FAMILY

Dear Friend,

Thank you for choosing Extended Hearts and welcome to the Extended Hearts family.

At Extended Hearts, we understand how important fundraising is to the success of your organization, which is why we vow to be here for you throughout the entire process. In fact, we hope that you'll grow to think of us as an integral part of your fundraising team.

Our company was formed to help groups and charities, such as yours connect with people around the world that are passionate about a particular cause. We believe that by minimizing the steps and costs involved in raising awareness and funds, organizations can then meet and exceed their goals, by being able to access a larger number of donors, and carry out fundraising initiatives year-round.

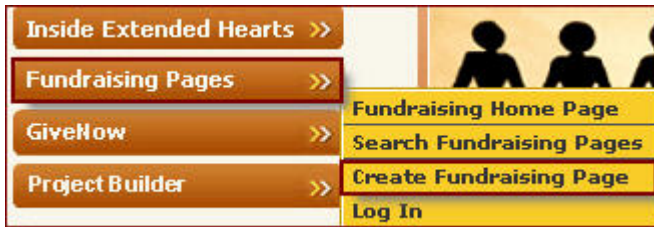
Your satisfaction is our priority and we value your feedback. If you are disappointed with something, let us know so we can address the problem. If you have a question or suggestion, we'd love to hear it. And if we exceed your expectations, tell us about it, so we can keep doing it!

As always, thank you for allowing us to be a part of your organization and we look forward to working together to make a difference in communities all over the world.

Sincerely,

Milton L. Gibson, CEO and President

CREATING YOUR FUNDRAISING PAGE

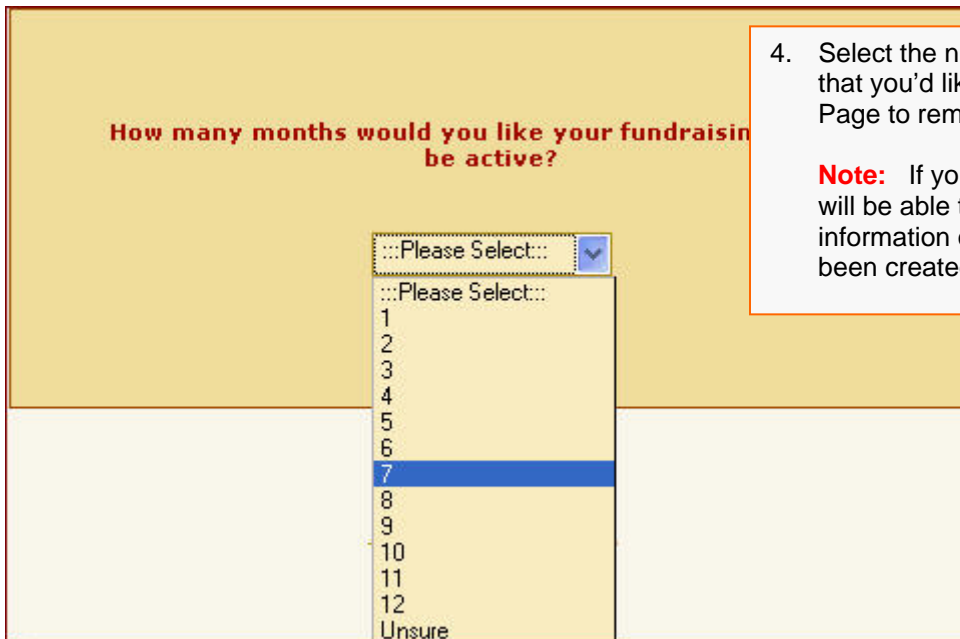


From the Extended Hearts Main Page:

1. Select **Fundraising Pages**.
2. Select **Create Fundraising Pages**.



3. Select your fundraising cause from the drop down menu.



4. Select the number of months that you'd like your Fundraising Page to remain active.

Note: If you are unsure, you will be able to change this information once your page has been created.

Basic Account Information

* Title:

* First Name:

* Last Name:

* Your E-mail address:

* Gender: Male Female

* Address:

* Town / City:

County / State:

* Post / Zip Code:

* Telephone No.:

* Country:

* Choose Password:

* Confirm Password:

[Please acknowledge that you've read and accepted the User Agreement of the website.*](#)

[Please acknowledge that you've read and accepted the Terms and Conditions of the website.*](#)

[Please acknowledge that you've read and accepted the Privacy Policy of the website.*](#)

Sign up for our newsletter. Extended Hearts would like to send you free information about fundraising news, tips, and more.

continue

5. Fill out your **Basic Account Information**.

Note: Be sure to read the Extended Hearts Privacy Policy, Terms & Conditions, and User Agreement. You will be able to edit this information once your page has been created.

Which charity would you like to raise money for?

If you are unsure of the charity's full name, try typing just part of it.

Search


Or Search All Charities

6. Find your charity by entering all or part of the name in the search field.


Or

7. Select **Search All Charities**.

Charity Search Results

 **"All donations made to this cause goes directly to**

Results for: "All Charities"



 **JoMa Foundation, Inc**

JoMa Foundation, Inc. is an 501(c)3 not for profit organization formed to increase awareness of breast cancer for African American and other minority women. We intend to accomplish this by offering free, community-based breast health education and breast cancer screening, where not available. A percentage of our funding supports our mission to help with the research of breast cancer as a life threatening disease. All our services are in efforts to increase the odds of survival by early detection and one day find a cure for this deadly disease.

Registered Charity No. 59-3688339



Extended Hearts (Demo)

Extended Hearts, LLC is an online fundraising, donation and fundraising solution provider, enabling ordinary people to raise extraordinary amounts of money for the causes they care about. Not for profit charities, organizations, groups and individuals have the ability to use our services to raise money online for the causes they care about the most. Extended Hearts mission is to become the #1 Online Community for Fundraising Solutions for all not for profit charities, organizations, groups and individuals.

Registered Charity No.

8. Select your charity from the Search Results list.
- Note:** If you cannot find your charity in the search results, you must either
- a. Nominate your organization for entry to the Extended Hearts database by Selecting the appropriate link (estimated 1-2 weeks for approval).
 - b. Create a personal page to immediately raise funds for your cause.

9. Choose a web address for your Fundraising Page by entering character's into the allotted text field.
10. Select check availability to see if your address is available. If it is taken, create a new address.

This is the address your sponsors will use to find your page so please keep it:

<http://www.extendedhearts.com/> -fund* **This web address is available**

(e.g. - <http://www.extendedhearts.com/yourname-fund>)

Design Your Own Page

Page Creator: User Name
Page Closes: 17th Feb 2006



About our Funding Organization

Contact Name : Joe Smith
Organisation : My Organization
Address : 1234 Cherry Hill Lane
City : Fairview
State : US
Zip : 12345
E-mail Address : joesmith@myorganization.com

Fundraising progress

0% 25% 50% 75% 100%


[Bookmark this page](#)
[Tell a friend](#)
[I want a page like this](#)

[Change this image](#)

Customize your Fundraising Page by adding your own fundraising goals, personal messages, and photo.

11. To change your photo, select the **Change this Image** link.

:Your Current Image:



Change the image on your page

Changing the picture on your fundraising page is simple. You can either use an image from your own computer or use one of our stock images. Please select one of the two options below.

[Upload your own image](#)

Displaying your own image is definitely the best way to personalise your page. It looks great and reassures potential sponsors that they are in the right place.

[Use a stock image](#)

If you don't have an image on your computer or don't want to use your own picture, you are welcome to use one of the stock images we provide.

Please note - Once you have uploaded your Image Please Refresh Your Browser to View Your Current Selection on Your Create Fund Raising Page

12. To upload or own image, select the **Upload your own image** link.

:Your Current Image:

memorial.gif

[Use a stock image](#)

If you don't have an image on your computer or don't want to use your own picture, you are welcome to use one of the stock images we provide.

Upload your own image

If you have an image on your computer which you'd like to display on your page, click the "browse" button below to find it. Then simply click "upload" to save the new image on your page.

quarry.jpg


[* Photo Policy](#)

13. Browse for the image on your computer.

14. Select **Upload**

After your file uploads, refresh your browser to reveal your new photo on your Fundraising Page.

:Your Current Image:



Change the image on your page
 Changing the picture on your fundraising page is simple. You can either use an image from your own computer or use one of our stock images. Please select one of the two options below.

Upload your own image
 Displaying your own image is definitely the best way to personalise your page. It looks great and reassures potential sponsors that they are in the right place.


Use a stock image
 If you don't have an image on your computer or don't want to use your own picture, you are welcome to use one of the stock images we provide.

Please note - Once you have uploaded your Image Please Refresh Your Browser to View Your Current Selection on Your Create Fund Raising Page

To choose an Extended Hearts stock photo:





15. Select **Use a stock image.**

:Your Current Image:







Use one of our images
 Please choose from the stock images below by pressing the select button.

Please note - Once you have uploaded your Image Please Refresh Your Browser to View Your Current Selection on Your Create Fund Raising Page

Select
Select
Select
Select

No thanks I've changed my mind - [I'd rather upload my own image](#)

16. Select the photo that you would like to use.

Note: Be sure to read the Extended Hearts Photo Policy and image restrictions.

Once your selected image appears on the right, simply confirm below that you are happy with your selection to continue building your fundraising page.

Fine Thanks

17. Once your image appears, select **Fine Thanks**.

Choose a color scheme for your page.

<input type="radio"/> Orange	<input type="radio"/> Rouge	<input type="radio"/> Rose	<input type="radio"/> Silver
<input type="radio"/> Cream	<input type="radio"/> Creamcicle	<input type="radio"/> Gold	<input type="radio"/> Brown
<input type="radio"/> Violet	<input type="radio"/> Beige	<input type="radio"/> Green	
<input type="radio"/> Pink	<input type="radio"/> White	<input type="radio"/> Blue	

18. Select the color scheme for your Fundraising Page by selecting the radio button next to the color of your choice.

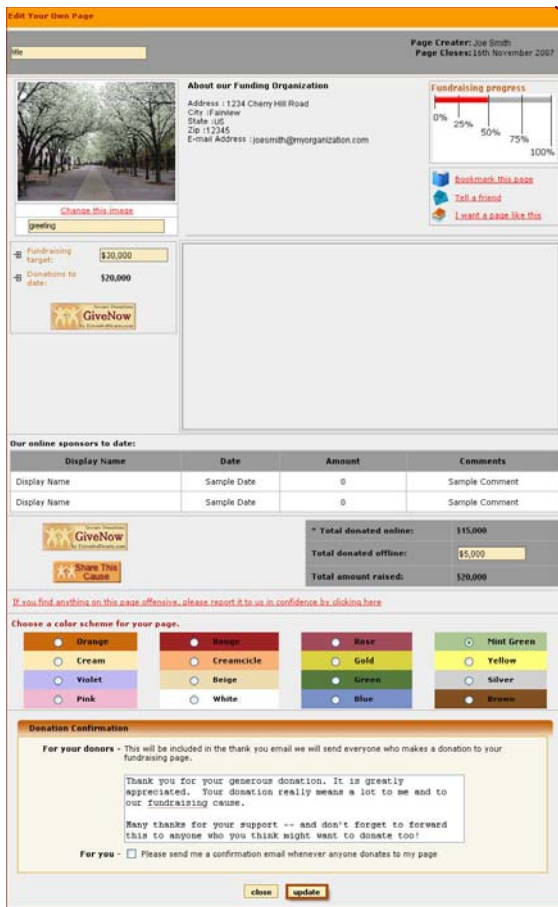
You are now ready to begin collecting donations through your Fundraising Page!

MANAGING YOUR FUNDRAISING PAGE



To make changes to your Fundraising Page:

1. Select **Manage Fundraising Page**.



...make any necessary changes to your fundraising page...

2. Make any necessary changes to your messages, photos, and/or color scheme.
3. Select **Update**

REQUESTING FUNDS

Account Home
Manage Fundraising Page
Request Funds
Offline Donations
Donation Statement
Tell a Friend
Modify Tell a Friend
My Account
Charity/Non Charity Info
De / Activate Fund Page
Change Password

To request funds collected from your Fundraising page:

1. Select **Request Funds** on the Fundraising Page Administration Panel.

Request From: Joe Smith joesmith@myorganization.com	
Amount Donated to Date: \$	
7% Processing Fee: -	
Money Paid to Date: -	
Total Owed to You: \$	\$15,600
Request Amount: \$	<input type="text" value="200.00"/>
Send money to me via:	<input checked="" type="radio"/> Check (mailed to address on file) <input type="radio"/> Paypal (mailed to emailaddress on file)
<input type="button" value="Request Funds"/>	

2. Enter the dollar amount that you would like to receive in the allotted field.
3. Select your payment method.
4. Select **Request Funds**.

RECEIVING YOUR DONATED FUNDS

Every time a donation is made through ProjectBuilder account, a donation notification email will be sent, complete with the details of the contribution.

Extended Hearts, LLC distributes all funds raised through your ProjectBuilder account, less transaction fees, on the 15th and 30th of each month. If the aggregate amount of donations (less transaction fees) is less than \$50 on the 13th, your funds will be distributed on the 30th.

UPDATING YOUR OFFLINE DONATIONS

To update the amount of contributions made to your organization offline and keep members and donors informed of your fundraising activity:

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Change Password

1. Select **Offline Donations** on the Fundraising Pages Administration Panel.

2. Select add a new donation record.

Your Offline Donations:				
add a new donation record				
Giver Name	Date of Donation	Amount (\$)	Edit	Delete
test	01/22/2007	5.00	edit	delete

Make A Donation

Donation Amount :

\$5
 \$10
 \$25
 \$50
 \$100
 Other

Donor's Name:

Donor's Email:

Donor's Comments:

Donation Date:

submit

- On the **Make A Donation** page, select the amount of the contribution that was made.

Edit Donation Record

Donation Amount :

\$5
 \$10
 \$25
 \$50
 \$100
 Other

Donor's Name:

Donor's Email:

Donor's Comments:

Donation Date:

submit

- If the amount is not listed, select **other** and enter the dollar amount in the space provided.
- Enter the donor's name, email address, and comments in the text fields provided.
- Using the drop down menus, enter the date that the donation was made.
- Select **Submit**.

To make changes to your offline donations, on the **Offline Donations** page:

1. Select **edit** next to the donation that you would like to alter.

Donation Record has been Updated Successfully				
Giver Name	Date of Donation	Amount (\$)	Edit	
test	01/22/2007	5.00	edit	delete
Sue Jone	05/08/2007	50.00	edit	delete
Sue Jone	06/17/2007	0.00	edit	delete

Edit Donation Record

Donation Amount :

\$5
 \$10
 \$25
 \$50
 \$100
 Other

Donor's Name:

Donor's Email:

Donor's Comments:

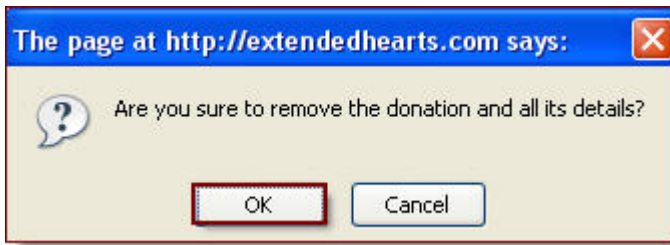
Donation Date:

2. Make any necessary changes on the **Edit Donation Record** page.
3. Select **submit**.

Donation Record has been Updated Successfully

Giver Name	Date of Donation	Amount (\$)	Edit	
test	01/22/2007	5.00	edit	<input type="button" value="delete"/>
Sue Jone	05/08/2007	50.00	edit	delete
Sue Jone	06/17/2007	75.00	edit	delete

- To delete an offline donation:
1. Select **delete** next to the contribution that you would like to remove.



2. Select **OK** on the pop-up screen.

Deletion of Donation Detail is Successful.

Giver Name	Date of Donation	Amount (\$)	Edit	Delete
Sue Jone	05/08/2007	50.00	edit	delete
Sue Jone	06/17/2007	75.00	edit	delete

3. Donation record will be deleted.

VIEWING YOUR ONLINE DONATIONS

Account Home
Manage Fundraising Page
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Offline Donations
Donation Statement
Tell a Friend
Modify Tell a Friend
My Account
Charity/Non Charity Info
De / Activate Fund Page
Change Password

To view donations made through your Fundraising Page:

1. Select **Donation Statement** on the Administration Panel.

USING THE TELL A FRIEND FEATURE

Spread the message of your cause or charity to family and friends with the Extended Hearts Tell a Friend Feature.

TELL A FRIEND

Account Home
Manage Fundraising Page
Request Funds
Offline Donations
Donation Statement
Tell a Friend
Modify Tell a Friend
My Account
Charity/Non Charity Info
De / Activate Fund Page
Change Password

1. Select **Tell a Friend** on the Administration Panel.

Your Name: * Joe Smith	Your Email: * joesmith@myorganization.com
Message: * Your friend has built a fundraising page on ExtendedHearts.com to help raise funds for a great cause! Find out more by visiting the page at http://www.extendedhearts.com/myname-fund	
Friend's Names: * John Doe Sue Simmons 	Friend's email address: * John.Doe@email.com Sue_Simmons@email.com
Send Your Message Cancel	

2. Enter your name and email address in the allotted text fields.
3. Use the Extended Hearts default message.

Or
4. Create a personal note to friends and family by deleting the default text and entering your own.
5. In the spaces provided, enter the names and email addresses of friends, family members, and/or colleagues of whom you would like to receive your Tell a Friend message.
6. Select **Send Your Message**

MODIFYING TELL A FRIEND

Account Home
Manage Fundraising Page
Request Funds
Offline Donations
Donation Statement
Tell a Friend
Modify Tell a Friend
My Account
Charity/Non Charity Info
De / Activate Fund Page
Change Password

To modify your Tell a Friend message:

1. Select the **Modify Tell a Friend** tab on the Administration Panel.

##NAME## has built a fundraising page on ExtendedHeart help raise funds for a great cause!

Find out more by visiting the page at ##PATH##

Donating through this site is simple, fast and totally secure. It is also the most efficient way to make a contribution to our fundraising efforts- all you have to do is visit the page and click \"GIVE NOW\" to donate funds over a secure server. Many thanks for your support-- and don't forget to forward this to anyone who you think might want to donate too!

2. Make any necessary changes to your message in the text field provided.
3. Select **Update**.

UPDATING YOUR CONTACT INFORMATION

Account Home
Manage Fundraising Page
Request Funds
Offline Donations
Donation Statement
Tell a Friend
Modify Tell a Friend
My Account
Charity/Non Charity Info
De / Activate Fund Page
Change Password

To make changes to your personal contact information associated with your Fundraising Page:

1. Select **My Account** on the Fundraising Page Administration Panel.

My Information	
* Title:	Mr <input type="button" value="v"/>
* First Name:	Joe
* Last Name:	Smith
* Gender:	<input type="radio"/> Male <input checked="" type="radio"/> Female
* Email:	joesmith@myorganization.com
* Phone No.:	555-555-5555
* Address:	12345 Cherry Hill Road
* Town / City:	Fairview
* County / State:	US
* Post / Zip Code:	12345
* Country:	United States of America <input type="button" value="v"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

2. Make any necessary changes to your contact information.

3. Select **Update**.

UPDATING YOUR ORGANIZATION'S INFORMATION

Account Home
Manage Fundraising Page
Request Funds
Offline Donations
Donation Statement
Tell a Friend
Modify Tell a Friend
My Account
Charity/Non Charity Info
De / Activate Fund Page
Change Password

1. Select **Charity/Noncharity** Info on the Fundraising Page Administration Panel.

Charity/NonCharity Information	
* Non Charity Contact Person:	Joe Smith
Non Charity Organisation Name:	My Organization
* Non Charity Mail Address:	1234 Cherry Hill Lane
* Non Charity City:	Fairview
* Non Charity State:	US
* Non Charity Country:	USA
Non Charity E-mail:	joesmith@myorganization.com
Non Charity Phone No.:	555-555-5555
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

2. Make any necessary changes to your organization's information.
3. Select **Update**.

ACTIVATING OR DEACTIVATING YOUR FUNDRAISING PAGE

Account Home
Manage Fundraising Page
Request Funds
Offline Donations
Donation Statement
Tell a Friend
Modify Tell a Friend
My Account
Charity/Non Charity Info
De / Activate Fund Page
Change Password

To activate or de-activate your Fundraising Page:

1. Select **De/Activate Fund Page** on the Administration Panel.

Is Active :	Yes	▼
Up	Yes	cel
	No	
	Defaulter	

2. Select the either **Yes** or **No** from the drop down box, indicating whether or not your page is active.

Is Active :	Yes	▼
Update	Cancel	

3. Select **Update**.

CHANGING YOUR PASSWORD

Account Home
Manage Fundraising Page
Request Funds
Offline Donations
Donation Statement
Tell a Friend
Modify Tell a Friend
My Account
Charity/Non Charity Info
De / Activate Fund Page
Change Password

1. Select **Change Password** on the Administration Panel.

Old Password	XXXXXXXX
New Password	XXXXXXXX
Confirm Password	XXXXXXXX
<input type="button" value="submit"/> <input type="button" value="Cancel"/>	

2. Enter your old password in the text field provided.
3. Type your new password in the text field provided.
4. Confirm your new password by re-typing it in the text field provided.
5. Select **Submit**.

FREQUENTLY ASKED QUESTIONS

What are Fundraising Pages?

Extended Hearts' Fundraising Pages allow individuals, groups, and charities to raise awareness and funds online through customizable pages with user-friendly backend tools.

Do I have to be a part of a non-profit organization to launch a Fundraising Page?

It is not necessary for individuals to be affiliated with a non-profit organization to create a Fundraising Page. Individuals wishing to raise money for any cause, group, or charity may do so by creating their page and sending the link to others to collect payments on our secure server.

Do I need a merchant account to receive credit card donations through my Fundraising Page?

No merchant account is necessary to collect donations through your Fundraising Page. Extended Hearts handles all credit card processing for your convenience.

How much does it cost to set up a Fundraising Page?

Fundraising Pages are available to set up at no cost! Extended Hearts only collects transaction fees on donations made to your page, therefore no money is ever charged to you.

I cannot find my organization through the Fundraising Pages search, how can I create a Fundraising Page?

If you are unable to locate your organization or cause in the Search Results, you can nominate your charity to be included in our extensive database by filling out the appropriate form and waiting for approval OR create a Personal Page using your own information. After your organization receives approval in 1-2 weeks, you can modify the information on your Personal Page to reflect the changes.

How do I retrieve/request funds from my Fundraising Page?

To retrieve or request funds from your Fundraising Page, log in to your account and access your Administration panel. Click the Request Funds tab to view the amount of donated funds available, and request funds to be dispersed to you via check or Paypal payment.

How do I make changes to the appearance of my Fundraising Page?

To change the appearance of your Fundraising Page, log in to your account and access your Administration panel. Click the Manage Fundraising Page tab to make changes to text, colors, photos, and Thank You messages.

How do I make changes to my contact information?

To make changes to your contact information, log in to your account and access your Administration panel. Click the My Account tab and make any necessary changes to your basic contact information.

How do I update my organization contact information?

To update your organization's contact information, log in to your account and access your Administration panel. Click the Charity/Non Charity tab to modify your organization's contact information.

How do I update my offline fundraising totals?

To update your offline fundraising totals, log in to your account and access your Administration panel. Click the Offline Donations tab and click Edit to add the details of donations secured outside of the Extended Hearts network. To detail another transaction, click "Add a new donation record".

Will donors receive receipts after making a contribution?

Yes, all donors will receive a tax-ready receipt (if applicable), payment confirmation, and a customized "Thank You" message from you upon contributing to your Fundraising Page.

How and when am I notified of donations made through my Fundraising Page?

You will be notified of contributions made to your Fundraising Page via email as soon as they are made.

[How do I de-activate my Fundraising page?](#)

To de-activate your Fundraising Page, log in to your account and access your Administration Panel. Click on the De/activate Fund Page tab and select your desired action from the drop down menu. Click update.

[My donor's company can provide a matching gift, what do I do?](#)

If your donor's company runs a matching gift program, have your donor make sure that their company pitches in and matches their contribution.

Encourage your donor to ask their company's Human Resources Department for instructions and/or forms for the matching gift program, and follow through with all steps of the process.

After the donation is processed, the donor will receive a Donation Acknowledgement email from Extended Hearts, which should be sufficient proof for the company. If the company needs more proof of donation, they should be instructed to contact your organization or charity directly