



## A guide to your online fundraising page

**Congratulations once again!** JVC is thrilled that you will soon begin 2 years with us in service, working for justice. This guide will introduce you to the fundraising page for Send Me to Serve and utilizing its many helpful features.

Why this online fundraising page? You will use a diverse range of methods when asking for money to support your time of service with JVC. This is encouraged! Your page will not limit *how* you fundraise, but it will streamline how donors give and how you track your progress.

### Benefits

- You can personalize your fundraising page to share specifics about your upcoming year.
- Updates can be added to your page easily as you learn more and prepare for your arrival at Orientation.
- You will have your own personal web link to your page that you can include in your electronic and written requests. We'll even provide you with cards that you can pass along to people in conversation.
- Donors will be able to give quickly and securely using our online credit card processing or automatic withdrawal from a checking or savings account.
- You will be able to see all donations given in your honor and track your progress in relation to your personal goal.
- In addition to your donors being thanked by JVC, you will have access to your donors mailing information so that you can send personal thank you notes directly!
- It's easy, fast, and a great way to spread the mission of JVC!

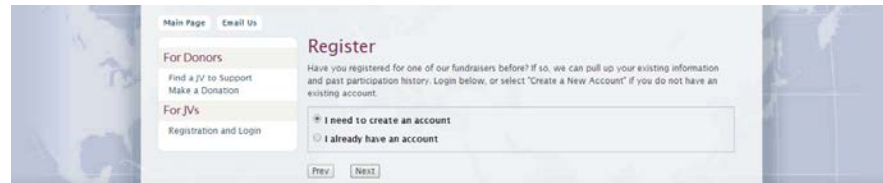
This guide will detail the specifics on setting up your online fundraising page. We will briefly go over this in your Welcome Call but if you have any questions before then please email us at [smts@jesuitvolunteers.org](mailto:smts@jesuitvolunteers.org) or call 410-244-1733.

*Prior to attending the call, please take some time to create and personalize your online fundraising page.*

## Your Online Fundraising Page!

### Step 1: Find the Starting Line

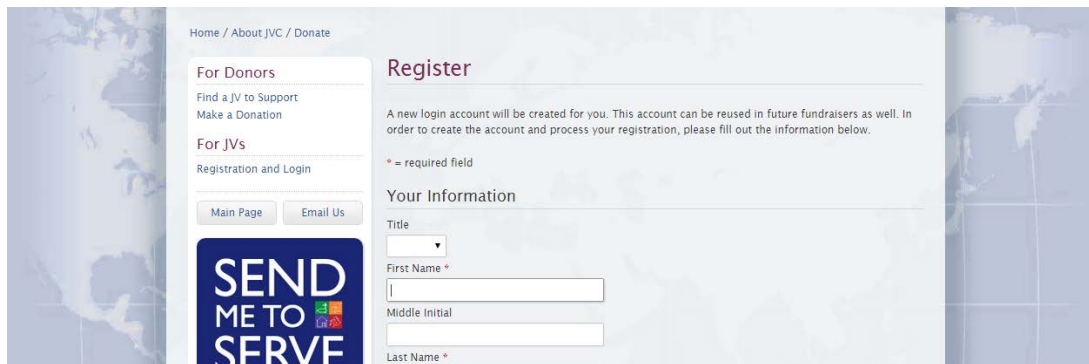
- Go to the JVC donating portal online at:  
<https://jesuitvolunteers.org/sendmetoserve>
- Use the left navigation panel to direct you to “Registration and Login”
- **Login**
  - o Click on *Need to register?*
  - o Click on I need to create an account



- o Fill out your information. \*Please use the email you provided JVC with. Then click next.
- o Note: Your password must contain at least three of the following items: a lower case letter, an upper case letter, a number, and a special character.

### Step 2: Confirm User Information and Select Fundraising Goal

- The **below image** shows the beginning of your registration. From this point forward, you will be guided, step by step, through the registration process. Use the *Next* button to continue.



- o After completing, click, *Next*.
- Your Fundraising Goal will be automatically set to the \*Domestic\* minimum amount of \$600. We ask for you to adjust this to International goal of \$3,000. This is just the minimum, though, so please go higher if you think you can!

- You will now then be asked if you would like to join a team. This option is not being offered for our fundraiser, so please click *Next* to proceed.
- The next page displays the information you provided including your name, address and phone number.
  - o Please confirm that this is the CORRECT information and if not go back to correct it by clicking the *Prev* button.
  - o If everything is correct click *Next*.

Once complete, the wizard will confirm all information and submit it to our database. You will receive a confirmation email confirming your registration as a *Send Me to Serve* participant and also provide you a link to the login page.

We urge all incoming JVs to log into your fundraising center and begin personalizing your page. Here are some tips for how to do so.

### Step 3: Use Your Fundraising Center

- When you log in to your online fundraising page, you will see a screen similar to the one below. Your “Fundraising Center” is where you will be able to see your fundraising goal, amount raised to date as well as all of the donors that have given in your honor. This is only visible to you after registering and logging in.
- In the left navigation bar, under “My User”, there are several options for how to customize your page. You can edit your page, view how it appears to donors, edit your profile, and customize your email templates.

Home / About JVC / Donate

**For Donors**  
 Find a JV to Support  
 Make a Donation

**For JVs**  
 Fundraising Center  
 Edit My Page  
 View My Page  
 Edit My Profile  
 Change My Password  
 Emails  
 Logout

**My team**  
 Join a Team

Main Page   Email Us

**SEND ME TO SERVE**  
 JESUIT VOLUNTEER CORPS

## Fundraising Center for Colleen Cremin

Welcome to the Fundraising Center! From here you can see your progress toward your fundraising goal. You can edit your page, goal, and contact information using the links provided.

Please customize your page with information about why you are doing this, and include a picture! Update your page often! Include a picture, increase your goal, have a weekly reflection... the possibilities are endless!

Your Fundraising Summary	
Goal	\$600.00
Total Raised	\$0.00

Sponsorship Details	
Date	Donor
Email Selected Sponsors	

My Other Fundraisers		
Date	Fundraiser Name	Team

By viewing your Sponsorship Details, you can see who has given in your honor, when s/he gave, and the amount of the gift; please note that only donors who have given through your online fundraising page via credit card will appear in your Sponsorship Details. **Please note!** donations received in the

#### **Step 4: Customize Your Fundraising Page**

- Follow the links on your navigation bar after logging in and edit your personal fundraising page. You are able to include a picture, edit text, and customize email text that can be copied into all emails that you send to family and friends.
- You can also access and update your registration information. If you think you may have filled something out incorrectly during registration or need to update your address or email, just click on the "Edit My Profile" link and you can make your changes!

#### **Suggestions for Customizing Your Page**

#### **Make it PERSONAL. Share with your potential donors what you'll be doing as a JV:**

- Where will you be living and serving as a Jesuit Volunteer?
- What job will you have and what types of people will you encounter there?
- What JVC value are you most excited to experience?
- What brought you to JVC?
- What are you nervous about?
- Why is it important for you to fundraise for JVC prior to starting your year?

**Include a picture! Your page can only include one picture, but it can easily be changed throughout your time fundraising.**

#### **Keep your page up-to-date!**

- One of the great things about your online fundraising page is that you can edit its contents as much and as often as you'd like! Let people know how your fundraising is going, increase your fundraising goal as you reach it, add new information about where you'll be serving. These are all exciting things to include.

#### **Include LINKS!**

- Many current JVs are writing blogs about their JV experience. If you plan to do the same, your fundraising page may be a good place to put a link to your blog. Mirroring this by including a link to your fundraising page on your blog!
- Include the website for the organization where you'll be working.
- Include links to social justice articles that interest you.

*Each of you have stories and something worth sharing. Take advantage of this opportunity!*

**Thanks to all of you for your dedication to JVC and its four values.  
And again, welcome to JVC!**