

RACE OF GRACE 2008

HOW TO MAKE YOUR OWN PERSONAL ONLINE FUNDRAISING PAGE

- Type this link into your browser: <http://www.active.com/donate/raceofgrace>
- Click on Become a Fundraiser at the top of the page.
- Join Active.com or (if you are already a member) enter your username and password. (Write them down so you will remember them.)
- You should now be logged in.
- Enter in the information for your fundraising page. For the tagline you might use: "Health and Hope for the Human Race." For the description you might use:

The Race of Grace is a 5K race and walk organized to make a difference in the lives of those who are homeless. Our homes and the security they offer are something we often take for granted. Yet, for an estimated 3,300 people in our community, including over 700 children, having no place to call home is an everyday reality. The 2008 Race of Grace will help strengthen three agencies which serve those in our community who have lost their homes for a variety of reasons: Wake Interfaith Hospitality Network, Safe Space of Franklin County and Haven House. Will you help us?

- You can upload a picture from your computer – it must be under 100K.
- Go to the bottom of the page and click on Save and Finish in the lower righthand corner.
- Do NOT click logout or preview. You might lose your changes.
- To view and edit your page, go to <http://www.active.com/donations>. If you are not logged in, you will have to enter your username and password again.
- Once you are logged in, you will be welcomed by name and you can click on your personalized fundraising page to view it. (Your page address is right near the top where it says: "Click here to view your website". Write down the address of your page so you can use it in fundraising emails to your family and friends.)
- If you want to edit your page, go to "#1 GET READY" and click on Customize Your Message.
- Edit your page and click on Save and Finish in the lower right-hand corner.
- To send out an appeal to friends and family, go into your email program and write an email to all your friends and family and type in the address of your fundraising page. They can click on that web link, go to your page, and make an online contribution by credit card. Alternately, you can use the Active.com "send email" form to contact your family and friends.

TRACKING DONATIONS on PAPER

If you would like to keep track of your pledges on paper, you can print out a pledge form by going to: http://www.raceofgrace.org/docs/pledge_form.pdf

PUTTING CHECK & CASH DONATIONS ONLINE

You will probably receive some donations in the form of checks or cash. Here's how you put these donations online:

- Click on <http://www.active.com/donations>. If you are not logged in, you will need to enter your username and password.
- Once you are logged into your "ActiveGiving HQ", click on the [Track Offline Donations](#) menu tab near the top of the page on the right.
- Type in the "Offline Donation Details".
- Click [Save this Donation](#) (near the bottom).
- When you click on your webpage address (near the top of the page) it will now show the new donation added to your online total.
- Mail your donation check or cash to Race of Grace, Treasurer, 100 South Hughes Street, Apex, NC 27502. Be sure that checks are payable to "Race of Grace" and have your church's name on the memo line.

(For more information, contact Fred D'Ignazio at 919-244-7601 or fred.dignazio@gmail.com.)