

Managing Your SFA Fundraising Page

This guide assumes you've already created a Sing for America fundraising page. If you haven't yet created your page, please follow the instructions for "Creating Your SFA Fundraising Page".

Step 1: Visit our online fundraising site located at give.classy.org/sfa2020

Step 2: Click on the "**LOGIN**" link in the upper right corner of the page.

Step 3: Enter the email and password you used to create your page and click "**LOGIN**".

NOTE: If you've forgotten your password, click on the "*Forgot password?*" link to initiate a password reset. Enter your email and click "Send" to receive an email with a reset code and link. Please be sure to check your spam box if you don't see the email after a bit.

Step 4: Assuming you've successfully logged in, click on the "**Go to...**" box in the upper righthand corner of the page and select your fundraising page from the dropdown menu.

Step 5: To edit your story, click on the "**MANAGE**" button at the top right of the page.

Step 6: On the next page, click on the "**STORY**" tab.

Step 7: Next, scroll down the page until you see a box containing your story text. Click inside the box to start editing the text. Use the toolbar at the bottom of the box to bold, underline, insert pictures and video, and add hyperlinks. Editing is similar to using a word processor.

Step 8: IMPORTANT: At minimum, there are three things you need to change to personalize your fundraising story.

1. Enter the name of the charity you are raising money for in the space provided.
2. Write a paragraph or two about your charity (optional, but encouraged).
3. Add *YOUR* SFA box office code so you can receive credit for tickets purchased.

Step 9: MOST IMPORTANTLY: Once you are done with your edits, click the "**SAVE**" button located below the editing area. Depending on the size of your screen, you may need to scroll down to see the "SAVE" button.

Step 10: To exit editing mode and to see what your page will look like, click the "**VIEW**" button at the top right of the page. Click the profile icon at the top right of the page to log out.

Please watch our "Managing Your SFA Fundraising Page" instructional video to learn more about how to edit, share, and manage your page.