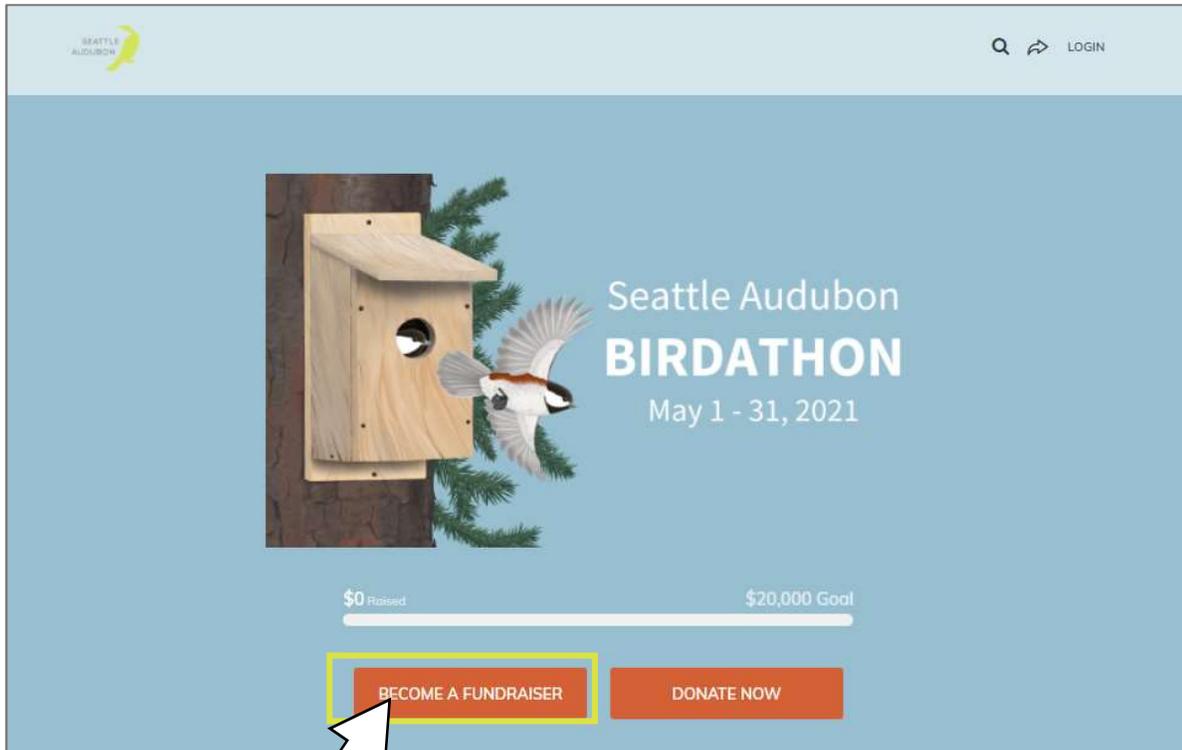


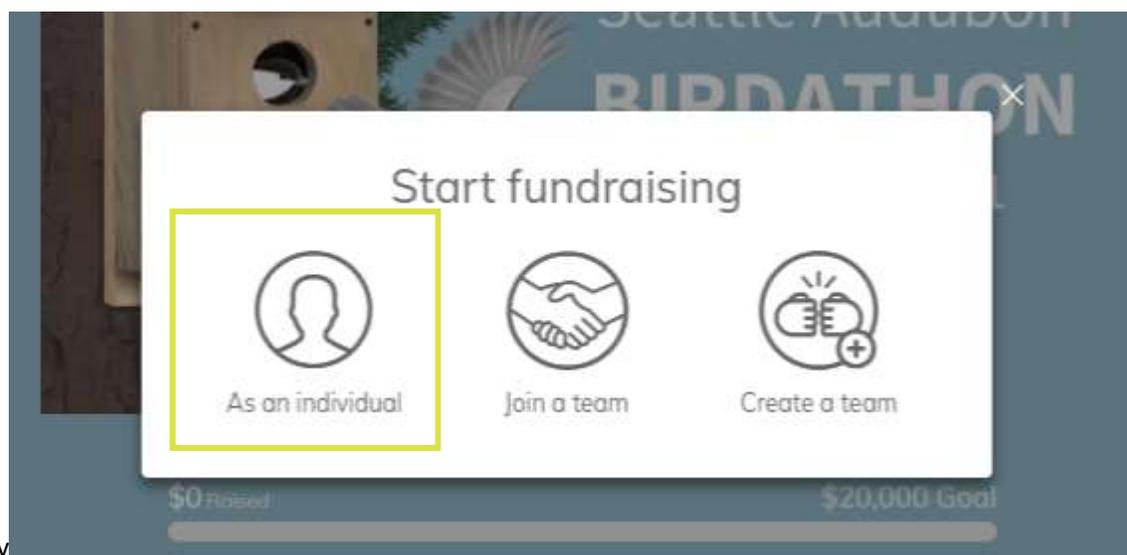
# Birdathon 2021 – How to Set up Your Very Own Birdathon Page

Below is a step-by-step guide on how to become a fundraiser and create your own Birdathon page.

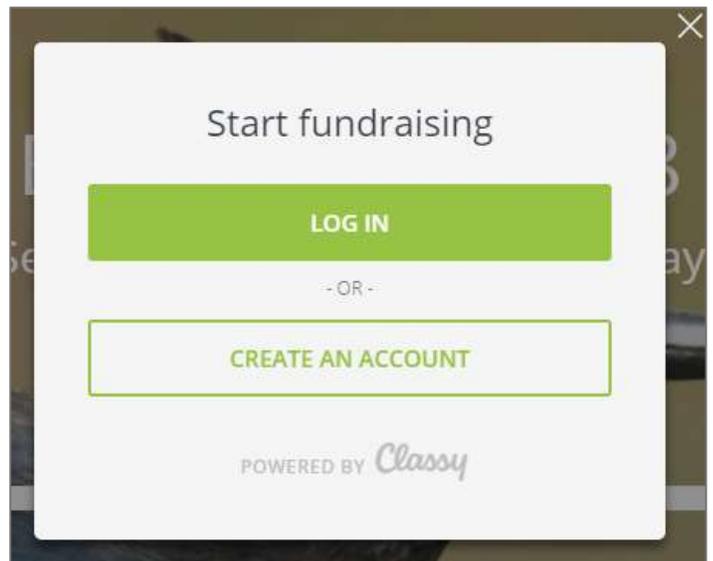
1. Click on **BECOME A FUNDRAISER**



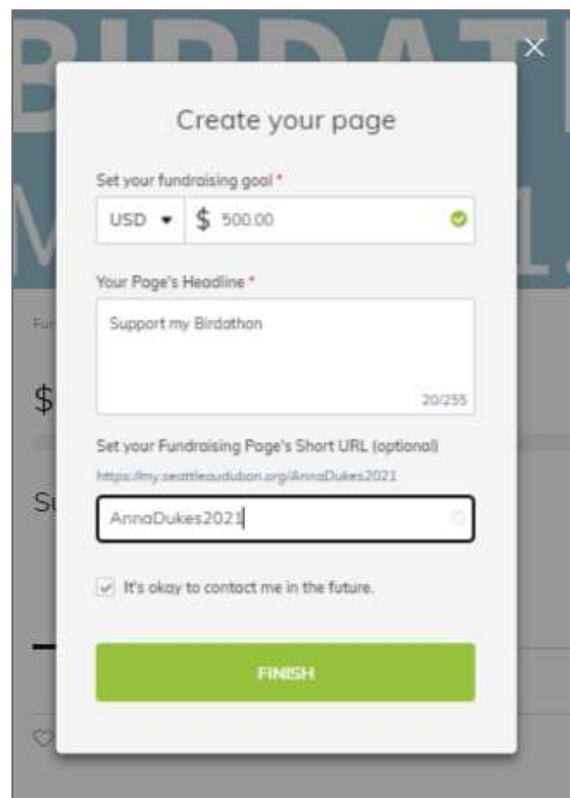
2. Select **AS AN INDIVIDUAL** or **JOIN A TEAM** if you joining one and know your team has already been created



3. **Create an Account** or **Log In**. If you don't remember your password, click "Forgot Password?" or email Anna Dukes at [AnnaD@seattleaudubon.org](mailto:AnnaD@seattleaudubon.org).



4. **Create Your Page**. You will be asked to
- set a fundraising goal,
  - edit your page's headline, and
  - create a URL for ease of sending to your potential donors. (e.g. [my.seattleaudubon.org/AnnaDukes2021](https://my.seattleaudubon.org/AnnaDukes2021))



**CONGRATULATIONS! You have created your Birdathon Fundraising Page!!**

## Orienting yourself to the Fundraiser Page Details

Manage your page details here! Including story, goal,

The screenshot shows a fundraiser page for Seattle Audubon's Birdathon. At the top left is the Seattle Audubon logo. The main header features the text "Seattle Audubon BIRDATHON May 1 - 31, 2021". A "MANAGE" button is highlighted in the top right corner. Below the header is a profile picture of Anna Dukes, a woman wearing a wide-brimmed hat, with a callout box stating: "Add a birdy photo of you by going to MANAGE". To the right of the photo, the name "Anna Dukes" is displayed, with a callout box: "Share your page via social media/email." Below the name, it shows "\$0 Raised" and a "\$500" goal, with a green "DONATE" button. A progress bar is visible below the goal. Underneath, there are tabs for "STORY" and "UPDATES". The "STORY" tab is active, showing a post titled "Thanks for visiting my Birdathon page!" with a callout box: "Your 'story' personalize it by going to MANAGE". The post text describes the Birdathon as an annual tradition and provides details about participating. A callout box on the right says: "Post updates for your donors/followers by going to UPDATES". Below the story is a call to action: "Please help me support Seattle Audubon by making a donation through my page!" followed by a paragraph explaining donation options. At the bottom, there are icons for activity, comments, and donations, with a callout box: "You can see activity, comments, and donations here!". Below these icons are tabs for "ALL", "COMMENTS", and "DONORS". A comment box is visible with the text "Post a comment...". A recent activity item shows "Anna Dukes created a fundraising page 21 minutes ago" with a "Reply" option.

Add a birdy photo of you by going to MANAGE

Share your page via social media/email.

Your "story" personalize it by going to MANAGE

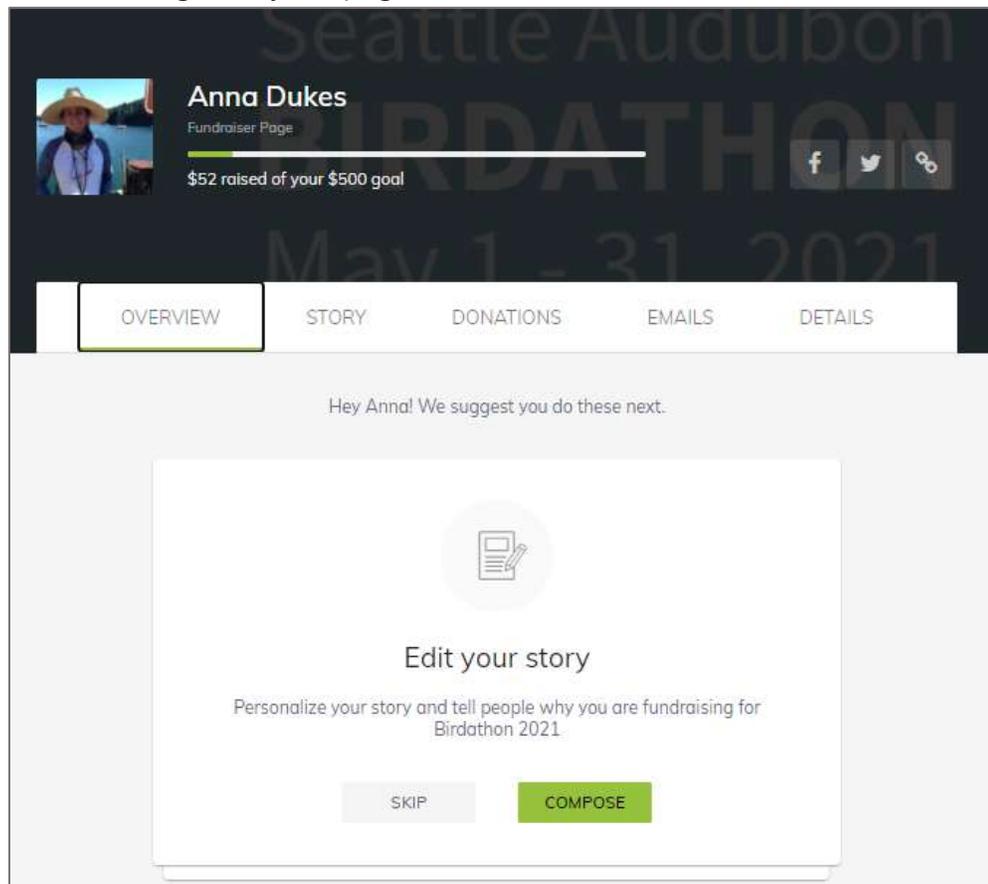
Post updates for your donors/followers by going to UPDATES

You can see activity, comments, and donations here!

## How to Edit Your Fundraising Page



Select **MANAGE** in the top right corner of your fundraiser's page and you will be directed to where you can make changes to your page



**STORY** is where you can choose between STORY and UPDATES to personalize journey.

**DONATIONS** is where you see the people who are supporting your fundraiser – read their comments and thank them!

**EMAILS** is where you can find sample emails to send to your friends and family to ask for their support – pick one to copy and paste and personalize.

**DETAILS** is where you will edit your name, headline, goal, URL, or notification settings.

## One Last Tip regarding Photos

We've noted some problems when trying to add a profile or team photo. If you're experiencing any issues try the following:

- When you try to add a photo, instead of clicking "Browse" try **dragging the image** to add.
- Create your page without adding a photo and then under "Manage" in the top right corner, add your image again. Go to "Manage" → "Details" → "Upload" to add the photo
- If you were able to successfully add your photo but it is no longer showing up on your profile, leave it for a day and check back.

If none of these work, contact Anna Dukes at [AnnaD@seattleaudubon.org](mailto:AnnaD@seattleaudubon.org).