

firstgiving INSTRUCTIONS

It's easy! The **FirstGiving** site is user-friendly, but if you need help, here are some instructions to help you through the process.

Open your Internet browser (i.e. Microsoft Internet Explorer) and go to www.firstgiving.com/villagenorthwestunlimited

You'll see a page like the one shown below. Click the **GET STARTED** button.

firstgiving[™] 1,526,245 people have helped raise \$83,103,015 for 20,672 nonprofits using Firstgiving

IOWA RUN WALK ROLL
JUNE 8 2009 SHELDON

Village Northwest Unlimited...
Unlimited in our desire to provide
Purpose, Privacy & Dignity
for people with disabilities.

330 Village Circle - Sheldon, Iowa ♦ Ph. (712) 324-4873 ♦ Fax (712) 324-4877 ♦ www.villagenorthwest.org

Village Northwest Unlimited
Sheldon, IA | EIN: 42-1044017

We are 100% secure

Want to raise money?
[Join a team](#) | [Create a Fundraising Page](#)
Get Started
[Learn more](#)

We accept:

WELCOME TO VILLAGE NORTHWEST UNLIMITED'S FIRSTGIVING HOME PAGE! Located in Sheldon, Iowa, VNU provides residential, vocational and therapeutic services for 200 adults with disabilities. By setting up your own FirstGiving page here, you can be an ambassador for VNU by spreading our mission to your friends and family members. All donations through your site will help us provide Purpose, Privacy and Dignity for the special people we have the privilege of working with at VNU.

Getting started is easy - It only takes a few minutes to create your Online Fundraising Page:

Enter your e-mail address and click "I'm new to this site" and then **CONTINUE**.

Fill in the information here to register with the **FirstGiving** site, make a note of your password, and click **CONTINUE**. You will need to check the box saying you accept the terms of service. However, you may wish to consider whether to check the box asking for the **FirstGiving** newsletter.

Are you part of a team? Once you're registered, you'll be asked if you are part of a team. If you have a Run, Walk & Roll team and more than one of you are creating a FirstGiving page, you may want to try creating a team name. Otherwise just click **CONTINUE**.

Choose a web address name – don't use any spaces. (Example: johndoe –which would make your personal web address www.firstgiving.com/johndoe.)

Go To Your Account & Personalize Your Account: This is where you will personalize your page. Fill in all the yellow boxes, following these guidelines:

Change the page title if you wish. – whatever you like (Example: Mary’s Run, Walk & Roll Page)

Display Event Date – leave as is. Display Event Date will show up as June 7, 2008 –the date of the event.

OPTIONAL: Training Buddies – if you have friends or family walking/running with you, you can say that here if you’d like.

OPTIONAL: Fundraising Target – set your goal. Remember, people who give on-line are likely to give larger gifts, \$10 or more, since they are charging it to their credit card in most cases.

OPTIONAL: If you want to add a picture of yourself, click “**Change This Image**”. You’ll need a digital photo of yourself on your computer (no larger than 1500KB), or you can choose another cartoon image from the options shown. Follow instructions on the screen.

Edit personal message: **IMPORTANT! This is your chance to tell a personal story or message to your visitors.** You might want to tell them about the **Run, Walk & Roll** and why you are participating, what it means to you, etc. This is your personal appeal to sponsors. You can leave the provided message and add your personal comments before or after this paragraph. **NOTE: You may also wish to include this sentence, in case anyone prefers donating with a check:** “If you prefer to give your gift by check, use this link <http://www.villagenorthwest.org/RWR%20Donor%20Form.pub.pdf> to download a donation form. Mail the completed form along with your check (made payable to Village Northwest Unlimited) to the address provided. A receipt will be sent to you by mail and I will be notified of your gift.”

Scroll down and look at the Donation Confirmation letter that will be e-mailed to your donors automatically. You will probably want to personalize this a little. You may also want to check the box that says “please send me a confirmation e-mail”. Each time someone donates to your site, you will be notified, without having to look up your page to check on activity.

Note also the box that says Amount Raised Offline. If sponsors send you a check in the mail or hand you cash, you can come back to edit your page and put in the total amount you’ve raised elsewhere, so it applies to your goal stated here.

When you’re done with the fields to set up your page, click **SAVE & CONTINUE**. You will be shown a link to your page.

You’ve now completed your page! Make a note of the address for your page.

NOTE: If there’s something you wish to change, click on **YOUR ACCOUNT** at the top right-hand corner of the page, click the **Your Fundraising Pages** tab, and click on **Do Some Basic Page Editing**. Make any necessary changes to the page.

But the next step is the most important!!! Click on “**Share This Page**”. This will step you through entering the email addresses of people you want to reach with your message. They will be sent your welcoming message inviting them to click on a link to your **FirstGiving Run, Walk & Roll** page. There, they can click on the “Sponsor Me Now!” button to make an on-line donation by credit card. They are also able to click on a link that downloads a form that can be printed and mailed in to Village Northwest Unlimited with a check, along with your name identified as the person they are sponsoring.

ANY QUESTIONS? Call Judy TeGrootenhuis at Village NW Unlimited (ph. 712-324-5416).