Directions for setting up a
Peer to Peer Fundraiser

Thank you for helping us raise funds to build, maintain, protect and promote the MST! This guide will help you through the process of setting up a peer to peer fundraiser through NeonONE. We use this system to track donations and now, fundraisers! This should be a fairly straightforward process, and this guide will walk you through it.

NOTA BENE: This is the first time that we are using this system. Therefore, you will NOT use any existing account to log in because you do not have one! You will be creating an account from scratch.

Questions? Email or call.

bbrown@mountainstoseatrail.org

919 518 1713

Step 1: Create a New Account – start at:

https://mountainstoseatrail.z2systems.com/np/clients/mountainstoseatrail/createFundraiser.jsp?campaignId=1&&test=true

In order to start fundraising, you need to create an account. You can either click the "Create New Account" button, or you can use an existing Facebook or Twitter account to log in instead. We highly suggest using the New Account option rather than Facebook or Twitter.

Begin by clicking **Create New Account**.

Our page looks like this:

Once you click that link, you will be taken to a page to establish a Login Name and Password:
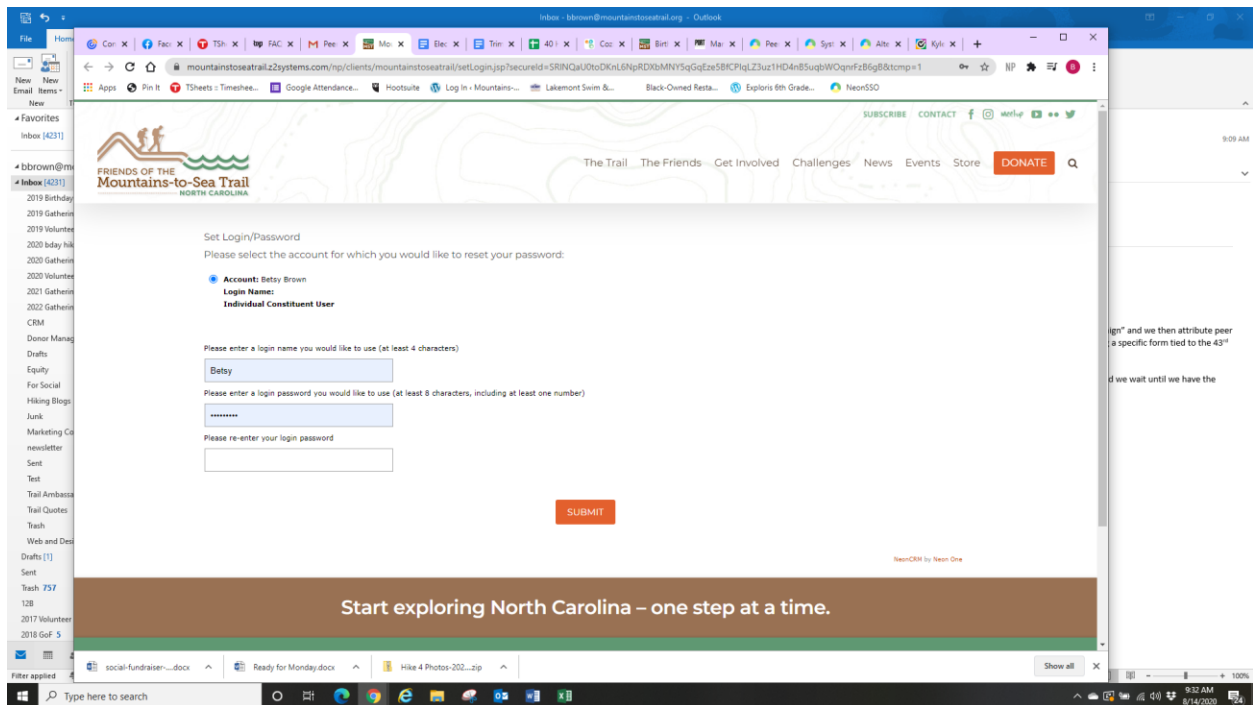
https://mountainstoseatrail.z2systems.com/np/clients/mountainstoseatrail/createFundraiser.jsp?campaignId=1&&test=true
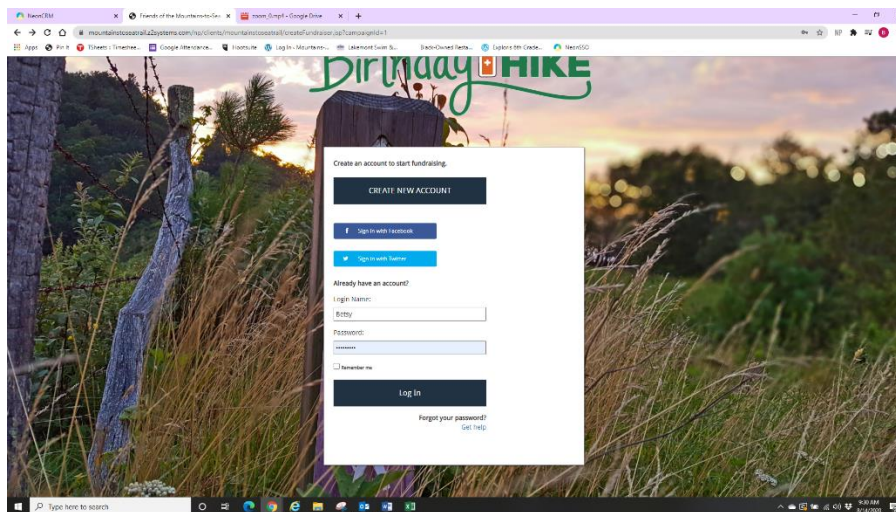
Once logged in, it's a good idea to bookmark this page so you can easily find your fundraising page later.

Step 2: Creating a Fundraising Page

Once you have logged in, you will be taken to your fundraising management page.
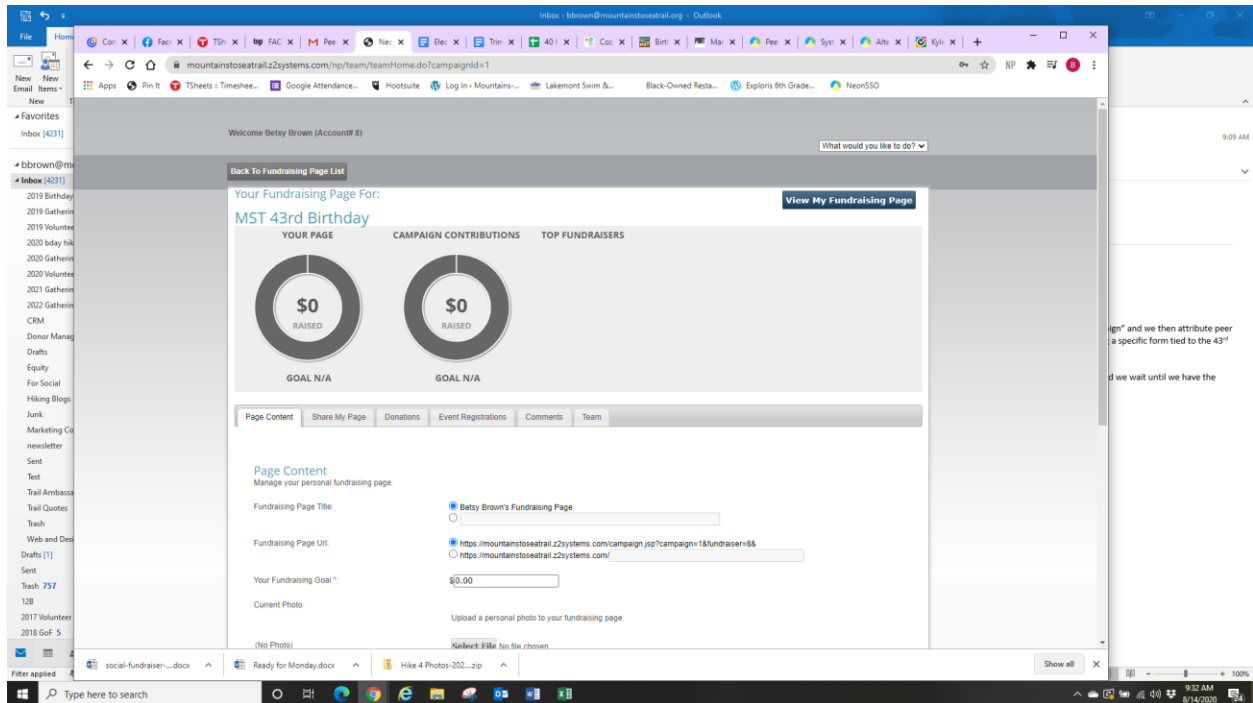
Managing Your Fundraising Page

The drop-down menu in the upper-right corner of the screen allows you to navigate to other pages that Friends created to provide information about the fundraiser and our mission.
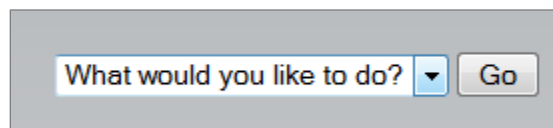
The **View My Fundraising Page** button in the upper-left corner of the screen opens your live fundraising page in a new browser tab. You can click this any time to see what your fundraising page looks like.
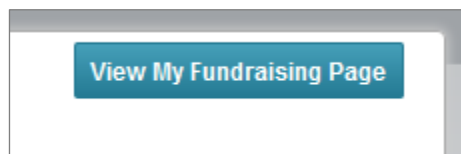
This is what your individual page will look like when you click that button.
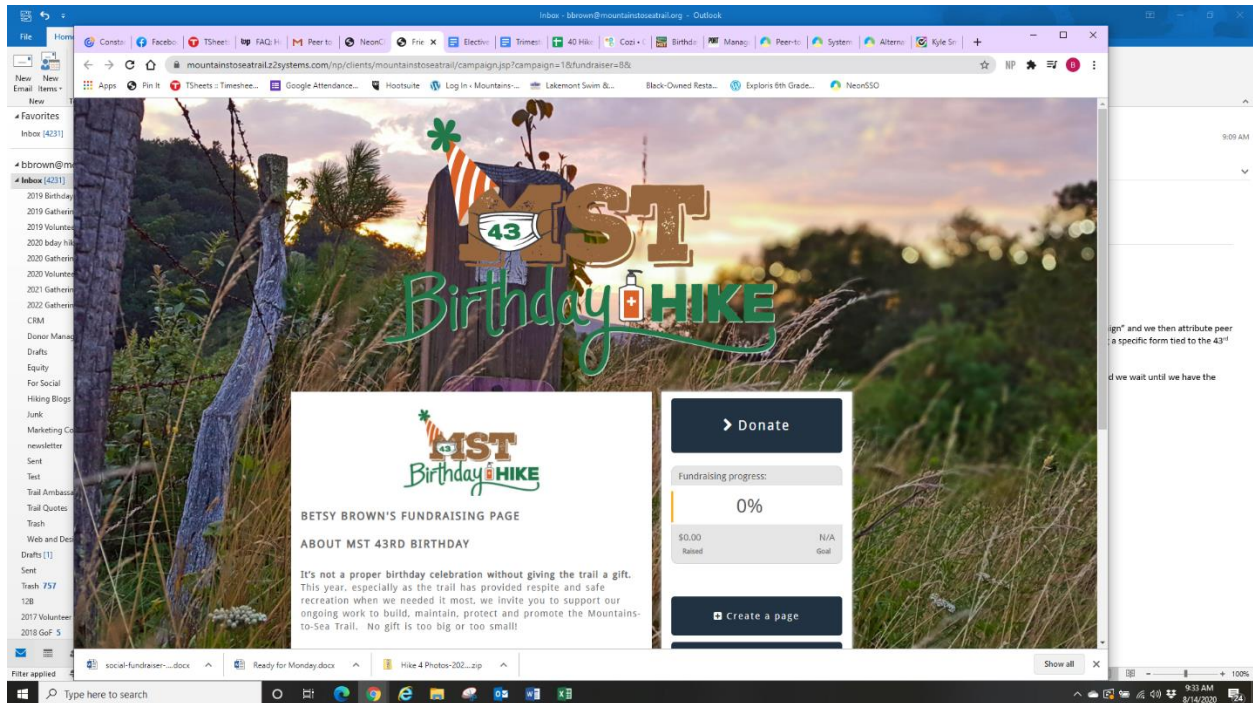
The charts on this page show your fundraising page's progress toward your fundraising goal, as well as the overall progress towards the campaign's goal. It also shows you a list of top fundraising pages for this campaign.
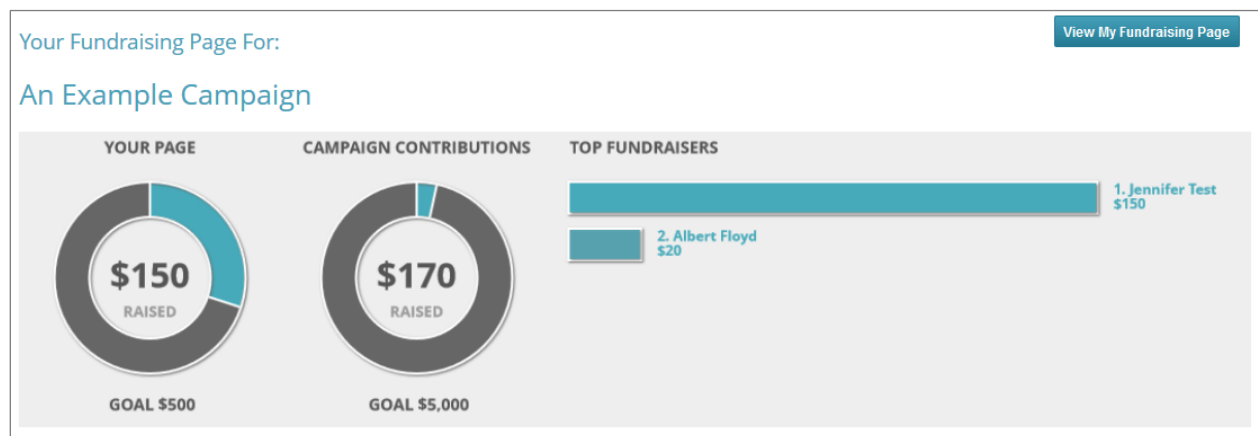
You can use the navigation bar below the charts to navigate through the features provided to help your fundraising efforts. Details follow after the bulletpoints.
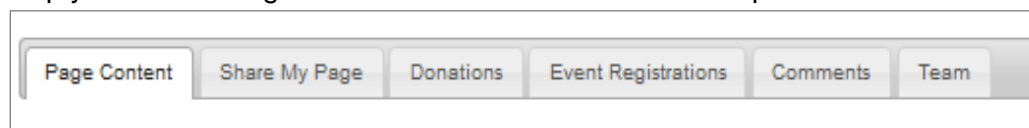
- **Page Content** – Edit the text and images that appear on your fundraising page. You can add personal content to help donors understand why you are asking them to support you, and the Friends.
- **Share My Page** – This helps you get the word out to your friends about your fundraising page through social media.
- **Donations** – This is a list of all of the donations that you have received.
- **Event Registrations** – This is a list of all the people who have signed up for a related event and credited you for their sign-up. <u>There won't be anything here.</u>
- **Comments** – When your donors make a donation, they can leave a comment. Use this page to hide any comments that you don't want displayed on your page.
- **Team** – Use this tab to join a fundraising team or create your own.

The **Back to Fundraising Page List** button immediately above the charts will take you back to the Social Fundraising Overview.

Welcome Jo Person (Account# 47395)

Back To Fundraising Page List

Page Content Tab

It's a good idea to specify a fundraising goal – $430 is the threshold to receive a plaque from Friends thanking you for your achievement. This goal will show up on your fundraising page. You'll see a progress bar that shows you your progress. Remember, no gifts or donations are too small, so don't be overwhelmed by the $430 amount.

You can also upload a personal photo. This will appear on both your fundraising page and the fundraiser listing page (All Fundraisers).

Adding personal content is a great way to tell your supporters about your fundraising efforts. Use this content editor, which works similarly to Microsoft Word, to add text and images to your fundraising page. Be sure to click **Save** to save your changes.

Share My Page Tab

The **Share My Page** tab gives you tools for sharing your fundraising page with your personal networks. You can copy and paste the direct link for use on web pages and sharing through emails.

Use the **Social Media** links to use your existing social media accounts to share your fundraising page with your personal networks.

My Fundraising Page

Share your fundraising page by copying this direct link.

Donation Link: https://uat.z2systems.com/np/clients/test/campaign.jsp?campaign=60&fundraiser=71200&team=240&

Social Media

Use these links to share your page with your personal network.

Donations Tab

The **Donations** tab displays a list of all donations that have been credited to you. This includes the name of the donor, the donation amount, the date they donated, and any comments they left. These donations may have either come through your donation page or have been added manually by a staff member of the organization for which you are fundraising.

Click the **Export to CSV** button to export this list to a .CSV file. You can open this file in a spreadsheet program such as Microsoft Excel.

Manage Donations

View donations, export them to CSV, or hide them from displaying on your fundraising page.

Export to CSV

Donation List

Donor	Amount	Date	Comments
Jennifer Test	$100.00	11/04/2013	
Jim Bob	$50.00	11/04/2013	Way to go!

View 1 - 2 of 2

Event Registrations Tab

The **Event Registrations** tab displays a list of all event registrations that have been credited to you. You will only see data on this page if we created a corresponding event for your campaign. You will see nothing here.

Comments Tab

The **Comments Tab** allows you to manage the comments on your fundraising page. You can turn comments completely off by clicking the large **On/Off** button. This does not delete any existing comments, nor does it prevent people from adding new comments when they donate. It merely prevents them from displaying on your page. You will still be able to see all comments on this page.

You can also hide individual comments by clicking the **Hide** button next to the specific comment.

Comments

Turn the comments section of your fundraising page on or off. If you turn comments off, they will be saved but not visible to the public.

ON

Manage Comments

	Donor	Comment	Date	Action
☐	Jim Bob	Way to go!	11/04/2013	**Hide**

View 1 - 1 of 1

Bulk actions ▾   Apply

Team Tab

If you would like to fundraise as part of a group, you can join a team in this tab. Your options are:

- **No thanks, I'm fundraising on my own** – This will keep you unaffiliated from any team.
- **Yes, and I'm team captain** – This will prompt you to create a team page with its own title and content separate from your individual page.
- **I'd like to join a team.** – This will list all other teams currently available for you to join.

If you are team captain, you are in charge of adding content to your team page. Be sure to add a compelling story that inspires others to give to your campaign. Team pages themselves do not accept donations. Instead, visitors will be encouraged to donate to you and your teammates' individual pages.

Team
Manage your team's fundraising page.

Are you part of a team:
- ○ No thanks, I'm fundraising on my own.
- ◉ Yes, and I'm team captain.
- ○ I'd like to join a team. [Select a Team...   ▾]

Team Page Title:
- ◉ Guy Neal's Fundraising Team
- ○ [   ]

Team Page Url:
- ◉ https://test.z2systems.com/campaignTeam.jsp?campaignId=71&teamId=10&
- ○ https://test.z2systems.com/ [   ]

Your Team Goal *:
[$0.00   ]

Current Photo:

Upload a personal photo to your Team page.

(No Photo)

[Select File] No file choosen

[**Upload**]

Team Page Content:

[Rich text editor toolbar]

[**Save**]

Your donors will receive a thank you note directly from us. We are only collecting their names and email addresses.

File Home Send / Receive Folder View Help Tell me what you want to do

New Email New Items New Meeting Ignore Clean Up Delete Archive Reply Reply All Forward More Meeting Archive Team Email To Manager Reply & Delete Move Rules OneNote Unread/ Read Follow Up Search People Address Book Send/Receive

New TeamVie...

▲ Favorites
Inbox [4231]

▲ bbrown@mounta...
▲ Inbox [4231]
2019 Birthday Hike
2019 Gathering 1
2019 Volunteer Hours
2020 bday hike 4
2020 Gathering of Fr...
2020 Volunteer Hour...
2021 Gathering
2022 Gathering
CRM
Donor Management
Drafts
Equity
For Social
Hiking Blogs
Junk
Marketing Consulta...
newsletter
Sent
Test
Trail Ambassadors
Trail Quotes
Trash
Web and Design 1
Drafts [1]
Sent
Trash 757
12B
2017 Volunteer Hours
2018 GoF 5

Filter applied ♻ Remi...

mail.google.com/mail/u/0/#inbox/WhctKJVzcLIRFghnpmvzTctJjTHKKqlxNzRBprbCvKrQGgDfNDwJJHPNHzFJRrcbGVXQPv

Apps Pin It TSheets :: Timeshee... Google Attendance... Hootsuite Log In ‹ Mountains–... Lakemont Swim &... Black-Owned Resta... Exploris 6th Grade... NeonSSO

≡ Gmail

Search mail

Compose

Inbox 892
Snoozed
Sent
Drafts 7
Spam 46
Categories
Social 26
Updates 198
Forums 4
Promotions 152
Annual Meeting MST
Cat's Cradle Block Party
Cat's Cradle Construction

Meet
Start a meeting
Join a meeting

Hangouts
Betsy
holdcc

Friends of the Mountains-to-Sea Trail thanks you for your donation ≫ Inbox ✕

Betsy Brown via bounces.z2systems.com 9:37 AM (0 minutes ago)
to Betsy

FRIENDS OF THE
Mountains-to-Sea Trail
NORTH CAROLINA

Dear Betsy,

Thank you for your generous donation of $1.00. Every dollar counts and we appreciate your contribution to our cause.

Friends of the Mountains-to-Sea Trail is a U.S. tax-exempt 501 (c) (3) organization. Consistent with IRS guidelines, Friends of the Mountains-to-Sea Trail affirms that goods or services of only insignificant value have been provided to you. Your contribution was received on 08/14/2020.

Thank You for Your Support!

Sincerely,

Friends of the Mountains-to-Sea Trail

www.mountainstoseatrail.org

Error checking mail for millerlovescats@gmail.com. Details Dismiss ✕

Type here to search

9:38 AM
8/14/2020