

**JUNIOR ACHIEVEMENT**  
**ONLINE FUNDRAISING INSTRUCTIONS**  
Easy Steps to Successful Fundraising

- 1: Log onto Junior Achievement's website at : [www.janeny.org](http://www.janeny.org)
- 2: Click on the JA Bowl-a-thon arrow, and then "click here" to create your own fundraising page
3. Click on the "Register Now" button
4. On the "Select Company Page", click the down arrow and find your company. Select it. If you do not see your company, contact your coordinator or Junior Achievement
5. Next register a team, join a team or register as an individual
6. If you are joining a team, search either by team name or captain name, if creating a team or registering as an individual select that option and continue
7. At the Account Page you complete the requested information to start your personal page and then customize as you see fit.

You are now ready to begin fund raising!

8. Click the "Start fundraising now" link and then on "My Fundraising" at the top left corner.
  9. On the left hand side column, click on "Send emails asking for donations"
  10. Select Option 1... and then click "Just Email Me"
- \* You now have an email in your inbox to then email out to potential donors. You can personalize this email as you see fit. Do not delete your personal fundraising page link from the email. This is what donors will click on to view your page and make a donation.

Questions? – Please call 783-4336 x216 or x215 for help!