

# JUNIOR ACHIEVEMENT ONLINE FUNDRAISING INSTRUCTIONS

## 10 Easy Steps to Successful Fundraising

- 1: Log onto Junior Achievement's website at: [www.janeny.org](http://www.janeny.org) , Click on the blinking arrow of the JA BOWLATHON marquee.
- 2: "Click Here" to create your own personal fundraising page. You are now in the online fundraising tool.
3. Click on the "Register Now" button. If you are a past participant, the site remembers your username and password, and your personal page will automatically be updated for 2011.
4. On the "Select Company Page", click the down arrow and find your company. Select it.
5. Next register a team, join a team or register as an individual. 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. (If you do not see your team, check with your team captain.)
6. At the Account Page you complete the requested information to start your personal page, and customize your page as you see fit.

You are now ready to begin fundraising.

7. At the top left of your personal page, click on "My Fundraising".
8. On the next screen, you will see a left hand side bar, click on "Send Emails Asking For Donations".
9. Select Option 1 and click on "Just Email Me". A sample email will be sent to the email that you registered with. This email will include a link to your personal fundraising page.
10. From your email system, you can now edit the sample email as you see fit (make sure you keep the personal fundraising link). Select recipients from your address book and send out the email to your potential donors.