How to Create a “Created to Thrive” Scholarship Friendraising Page

Here are step-by-step instructions for customizing CBE’s “Friendraise for ‘Created to Thrive’ Scholarships” template to create your own conference scholarship friendraising page. Before you dive in, we suggest you take a moment to review the process below.

1. Click the link: [https://cbeinternational.salsalabs.org/friendraise](https://cbeinternational.salsalabs.org/friendraise). It will bring you to CBE’s parent friendraising page—click “Register Me to Friendraise.”
2. Register your friendraising page by entering your name and email address—click “Next.”

   **Registration Details**

   **Friendraise for "Created to Thrive" Conference Scholarships (You)**
   Registration #1 of 1

   **Enter your information.**

   **First Name** *
   **Last Name** *
   
   **Email Address** *

   Next »

3. Click “Create an Account” to add your Fundraiser Details.

   **Fundraiser Details**

   **Friendraise for "Created to Thrive" Conference Scholarships (mlwiley@cbinternational.org)**
   Registration #1 of 1

   Log in or create an account to customize the name of your page and set a fundraising goal. Once you're logged in, you'll be able to customize your page with your photos and your personal story.

   [Continue with Facebook]

   [Create an Account]
4. Enter and confirm a password, click “Next,” then type in a name for your friendraising page and a goal—click “Next” again.

**Your Account**

Email Address *
mlwiley@cbeinternational.org

First Name *
mary lou

Last Name *
wiley

Password *(6 characters minimum)*

Password Confirmation *

**About This Fundraiser**

What would you like to call this fundraising page? *

Mary Lou’s Help Everybody Thrive Page

What is the fundraising goal?

$ 0.00

Cancel  « Back  Next »
5. Confirm the details you’ve entered (there is no cost for registering a friendraiser page)—click “Go to Checkout.”

**Summary**

Please review the information below before you continue.

**1 Registration**

- **Friendraise for "Created to Thrive" Conference Scholarships (You)**
  
  **REGISTRATION LEVEL**
  Friendraise for "Created to Thrive" Conference Scholarships
  Price: $0.00

  **REGISTRATION DETAILS**
  NAME:
  Mary Lou Wiley
  EMAIL:
  mliwiley@cbeinternational.org

  **FUNDAISER DETAILS**
  FUNDRAISING PAGE NAME
  Mary Lou's Help Everybody Thrive Page
  FUNDRAISING GOAL
  $250.00

  **Clear Cart**  
  **Add Another Registration**  
  **Go to Checkout »**
6. Complete the details below (if you would like to make a kick-off donation, check the box and a donation form will appear)—click “Submit.”

☐ I would like to kick off my fundraising efforts with my own contribution

**Payment Details**

<table>
<thead>
<tr>
<th>First Name*</th>
<th>Last Name*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Lou</td>
<td>Wiley</td>
</tr>
</tbody>
</table>

Address, line 1 (optional)

City (optional)    | State (optional) | Zip Code (optional)

Email Address*    | Phone     |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:mjlou@cbenational.org">mjlou@cbenational.org</a></td>
<td><em><strong>-</strong></em>-___</td>
</tr>
</tbody>
</table>

☐ I'd like to receive updates from this organization

We will never share your email address. Ever.

Submit

Please review before submitting your payment.

<table>
<thead>
<tr>
<th>Item</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrations</td>
<td>$0.00</td>
</tr>
<tr>
<td>Purchases</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>No Charge</td>
</tr>
</tbody>
</table>

(The summary above will show no charge unless you donate. A donation amount would be added to the summary.) You'll see a confirmation message and receive an email summary with a link to your new personal friendraiser page (at the top and bottom of the email message).

Thank you for registering as a CBE scholarship friendraiser to help share the “Created to Thrive” conference experience with more people. You'll receive an email with a link to your personal friendraiser page and more information to help you get started.

We are privileged to join hands with you!
Thank you Mary Lou! Your fundraising page for CBE’s “Created to Thrive” conference scholarships has been created—find it here: https://cbeinternational.salsalabs.org/fundraise/marylouwiley. We appreciate your time and commitment to advance the egalitarian movement. We wish you success with your fundraiser and are here to support you in any way we can.

If you haven’t already, be sure to download the P2P Fundraising app for your mobile device. Using the app, you can check your progress, ask for donations, and thank donors quickly and easily while on the go. The app is free to download for Apple devices on iTunes as well as Android devices on Google Play.

If you have any questions about your fundraiser and/or how we can help you to be as successful as possible, please contact us at cbe@cbeinternational.org.

CBE is truly honored by your commitment to fundraise on our behalf. Thank you!

Mimi Haddad
President

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**EVENT DETAILS**

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Friendraise for “Created to Thrive” Scholarships</th>
</tr>
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<tbody>
<tr>
<td>Starts</td>
<td>Wednesday, February 6, 2019 8:00 AM CST</td>
</tr>
<tr>
<td>Ends</td>
<td>Friday, May 31, 2019 5:00 PM CDT</td>
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<tr>
<td>Location</td>
<td></td>
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</tbody>
</table>

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**TRANSACTION SUMMARY**

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Wednesday, February 13, 2019 4:17 PM EST</th>
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<tbody>
<tr>
<td>Name</td>
<td>Attendees</td>
</tr>
<tr>
<td>Event Ticket - Friendraise for “Created to Thrive” Conference Scholarships #1</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>$0.00</td>
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<tr>
<td>Total Paid</td>
<td>$0.00</td>
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</tbody>
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**REGISTRANT SUMMARY**

Review or Edit the registration details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Registration Level</th>
<th>Fundraiser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Lou Wiley</td>
<td><a href="mailto:mlwiley@cbeinternational.org">mlwiley@cbeinternational.org</a></td>
<td>Friendraise for “Created to Thrive” Conference Scholarships</td>
<td>Yes*</td>
</tr>
</tbody>
</table>

“We’ve emailed each fundraiser a link to set up their fundraising page but we’ve listed them here in case you need to redistribute them.

https://cbeinternational.salsalabs.org/fundraise?register=a6c09e00-155c-41a5-88b2-24cfaf56a43f (this one is yours)
7. Click either of the links to your personal friendraiser page. This is what your friends will see when they click the link you share with them. They can start their own friendraiser, donate, or comment. To customize with your message and picture, click “Log In” at the top or “Is this your fundraiser? Click here to manage the page” at the bottom.

8. Log in by entering your email address and password. Your CBE International Friendraise for “Created to Thrive” Scholarships page will open. It has four sections: Dashboard, Post Update, Edit Page, and Donations. They help you connect with your friends and family, customize your page, and keep track of fundraising.
**Dashboard:** Here, you can see notifications, goal progress, and options to promote your friendraiser on social media. Promote your friendraiser by email, Facebook, Twitter, or by pasting your unique page URL to other social media or sharing platform. You can also revise your Goal and Page Title.

**Post Update:** You can post an update to your friendraiser page and share that update with your social networks on Facebook and Twitter.
Edit Page: Click “Change” to edit your story (CBE provided copy, but please feel free to make it your own) and click “Submit.” Click “Change” to upload a profile photo through Facebook or from your computer (maximum image size is 3 MB). You can “Set Viewable Area” (crop), then “Save.” Click “View Page” for a preview of your new friendraiser page.

Donations: Here, you can see who donated. Click “this form” to download a form for keeping track of gifts donated offline (in person or by mail).

Your Donations

See who has donated and thank them for their support!

Raise funds offline? Keep track of cash and check donations you receive with this form. Mail the donations with the form to receive credit toward your goal!

<table>
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<tr>
<th>Date</th>
<th>Name</th>
<th>Amount</th>
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<tr>
<td></td>
<td></td>
<td>You have not had any donations yet.</td>
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Mail cash and checks with the form. (Checks should be made out to CBE International.) CBE will manually add those donations to your friendraiser page, so they are included in your progress update. (Be sure to check “Anon” if a donor prefers to remain anonymous.)

Sample Form:

**Fundraiser Contribution Tracking Form**

Thank you for your support of CBE International! Use this form to send us any checks or cash gifts you receive toward your fundraiser. Please instruct donors to make checks out to CBE International.

<table>
<thead>
<tr>
<th>Donor Name &amp; Address/City/State/Zip</th>
<th>Phone</th>
<th>Amount</th>
<th>Check or Cash?</th>
<th>Check#</th>
<th>Anon*</th>
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*Check the column when a donor’s name should not be displayed publicly:

Total Amount Collected $________________________

Send cash and checks with this form to:
CBE International
122 W Franklin Ave
Suite 218
Minneapolis, MN 55404
Under **Account Settings**, update your login information, connect your Facebook or Twitter accounts, and download the free mobile app from the App Store or Google Play. With the app, you can check your progress, ask for donations, and easily thank donors while you're on the go.

### Social Networks

Connecting your social network accounts will allow you to easily share your fundraising page and post updates with your friends and family.

**Facebook - No account connected!**

Connect to Facebook

**Twitter - No account connected!**

Connect to Twitter

### Mobile App

Using the app, you can check your progress, ask for donations, and thank donors quickly and easily on the go. The app is free to download for Apple devices on iTunes as well as Android devices on Google Play.

Status: Never connected

Download on the App Store | GET IT ON Google Play

If you have any questions, email [cbe@cbeinternational.org](mailto:cbe@cbeinternational.org) or call CBE at 612-872-6898 and ask for Andrea or Mary Lou.

Here's the link to get started: [https://cbeinternational.salsalabs.org/friendraise](https://cbeinternational.salsalabs.org/friendraise).

Thank you for sharing CBE with your friends and family!