



PRESENTED BY



## Virtual Bake Sale

Hosting a Virtual Bake Sale is a great way to raise additional funds, bringing you steps closer to your fundraising goal while bringing us steps closer to ending childhood hunger in America.

### Getting your Virtual Bake Sale started...

#### Step 1

**Login** to your [Fundraising Center](#) and update your fundraising webpage.

- ⇒ Click on Personal Page on the top toolbar.
- ⇒ Edit your webpage URL. We suggest simply using your name when updating the URL. This will make remembering your Personal Page easy.
- ⇒ Update the message on your page. Make sure to tell everyone why you are raising funds and inspire them to give.
- ⇒ Upload photos or a video using the link on the right hand side.
- ⇒ Bake Sale Leaders: you can also update a Team Page to track the fundraising of your team members. The steps are the same.

#### Step 2

**Set up** your email account

- ⇒ Click on the Email tab on the top toolbar.
- ⇒ Add your contacts by using the upload or import contacts links located on the right hand side of the screen.

#### Step 3

**Share** with your friends and family

- ⇒ Email Templates have been provided for you. We suggest using the template titled Virtual Bake Sale first.
- ⇒ Insert the necessary information into the email message. (contact's name, Bake sale name, webpage URL, and your name)
- ⇒ Insert email addresses in the To: field.
- ⇒ Send.
- ⇒ Also consider sharing the link to your personal page on [Facebook](#) and [Twitter](#).

#### Step 4

**Watch** the Donations Roll In!

- ⇒ You will get an email notifying you when someone has made a donation to your Bake Sale. Send each of your donors a thank you using the Thank You email template.
- ⇒ After a few weeks, we suggest you follow up with the Virtual Bake Sale With Fundraising Goal email template to contacts that haven't donated.