

Editing & Managing Your Page – Tips

1. Editing the content of a widget

In the top-right corner of each widget, there are two icons that you can select. The “wheel” is to edit the widget and the “eye” is to hide (or unhide) an item.

2. Content

Want help with what to write or need a Leader Dog image? Visit the **“Resources”** in your **“My Fundraising Tools”** (green box, upper-right corner) to find documents that will give you text and images you can include on your page.

3. Managing Donations

Go to **“My Fundraising Tools”** and click on **“Donation Center”** for a summary of your donations and goal. If you have a donation that you will mail in to Leader Dog, but want it to count toward your goal on your page click on **“Add Cash or Check”** and it will be updated in your offline donations. It will be verified once the Leader Dogs for the Blind’s philanthropy team receives it (please note this process can take a couple of weeks).

4. Managing Emails

Go to **“My Fundraising Tools”** and click on **“Share Event”** for ways to share via emails or social media. To email from the system, you need to **“Create a New Campaign”** and then you can include the email addresses you would like it to go to, as well as select from one of the pre-made email templates or create a brand new email.