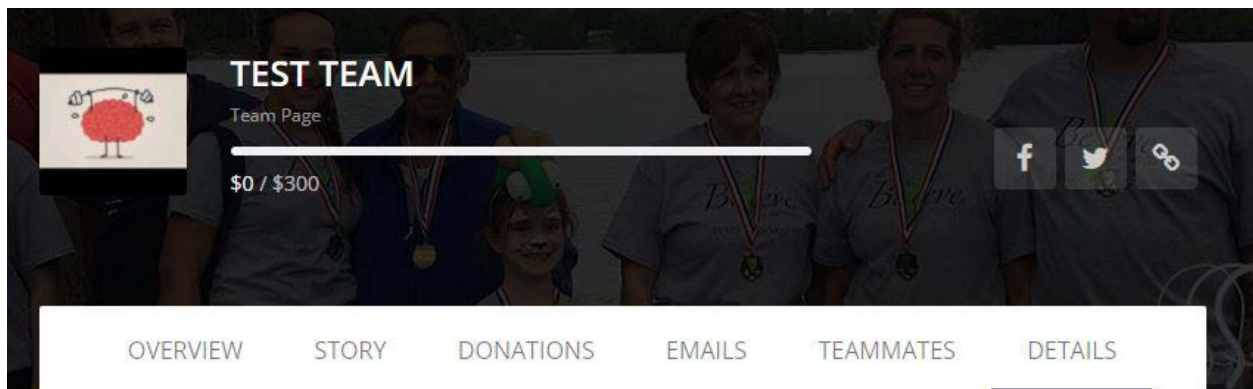




## HOW TO MANAGE YOUR PAGE ON CLASSY.ORG

Once registered and working in Classy.org you will receive a confirmation page to “Claim Your Page” and an email with a link to “Claim Your Page” – once in Classy.org there is a “**Manage**” button in the top of page – clicking this button will bring you to behind the scenes to edit and update your personal Team and Fundraising pages!

From your Home page you can customize your whole page through the tabs across the top. The boxes to the right should link to your Facebook and Twitter accounts directly while the “chain” image provides a pop up with a unique url code you can share anywhere – like email messages, your email signature, and other social media. You may update both team and personal fundraising pages the same way.



### STORY:

Personalize your story here! This is the default story behind our campaign, but you can make it your own. Add photos, video, and text to tell people why you are fundraising or building a team!

### DONATIONS:

This is a place to thank your donors. Write or upload custom thank you letters!

### EMAILS:

Here you can customize emails for recruiting a team, asking for donations, and thank your donors. There are helpful links to help you compose your email.

### TEAMMATES:

From here you can keep track of your teammates and see how they are doing.

## DETAILS:

- Upload your Team photo
- Choose your team name & page headline
- Set or change your fundraising goal
- Give yourself a custom url for your team page to easily share with friends & family
- Set a default thank you message to donors