Fundraiser Guide to Click & Pledge Connect

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How to Create a Click & Pledge Connect Fundraiser Account

1. On the main El Rey Fido Fundraising Page…
2. Click the "**Become a Fundraiser**" button on the right-hand side of the screen.

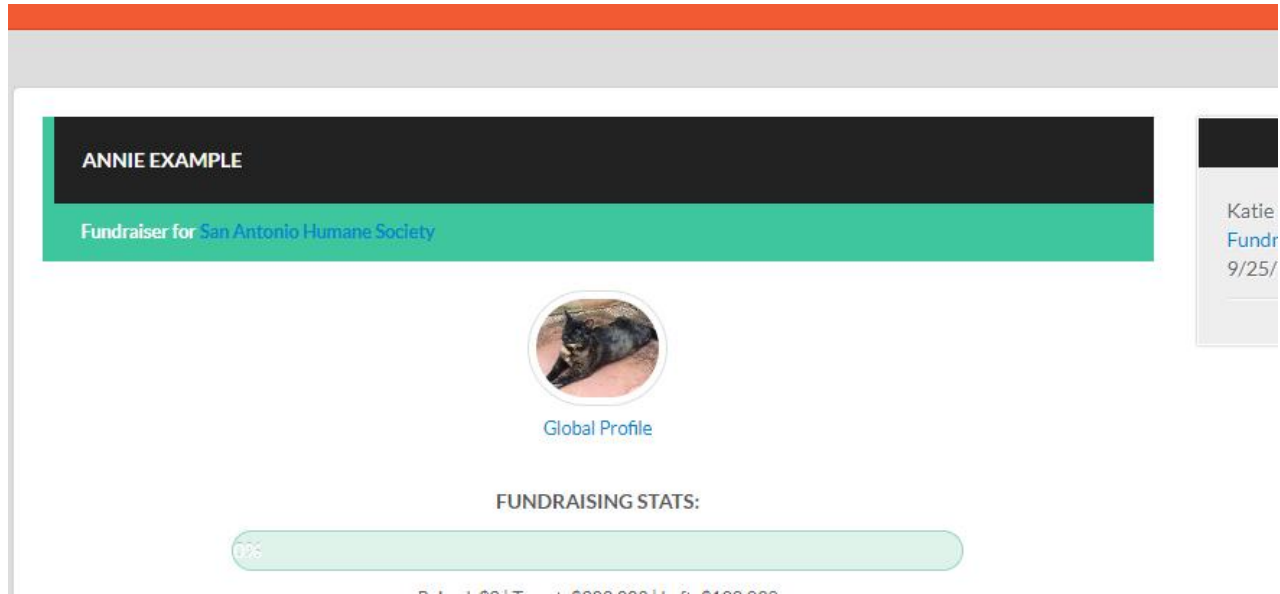3. When prompted, fill out all the necessary information and required fields to create your account.

Tip: Enter your own First and Last Name. Use an email address and password that you use frequently.
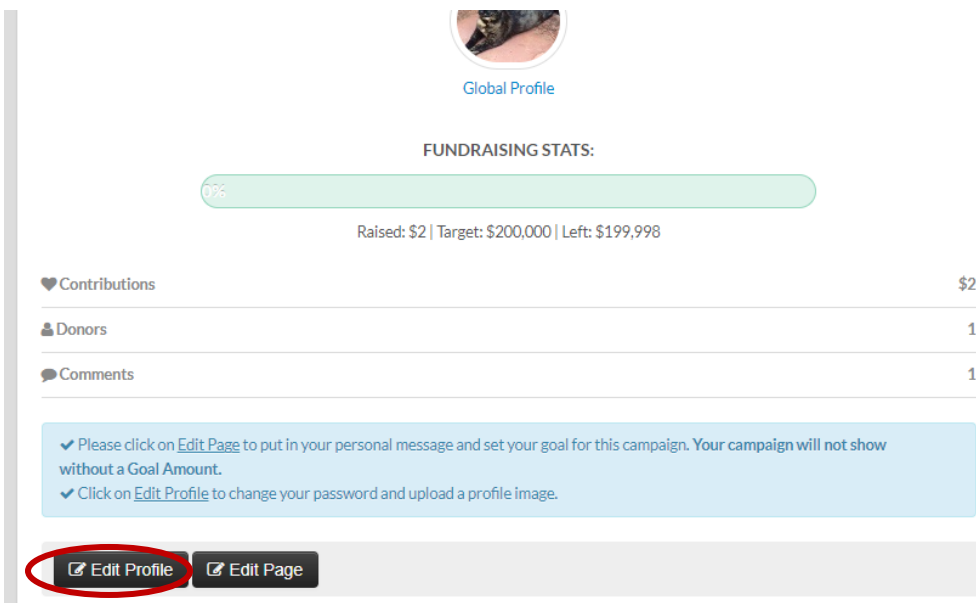
4. When finished, click, "**Submit**".

How to Edit Your Profile Information & Add a Profile Picture

1. Once you click "**Submit**" after creating your Fundraiser Account, you will be redirected to your editable Fundraising Page.

2. Click the "**Edit Profile**" button to edit your name, password, and add a profile picture.

Tip: There are helpful instruction provided for you in a blue textbox right on your screen! Use these as guides when editing your profile and page!

3. You will be redirected to a new screen where you are given the option to change your name and password if need be as well as add a profile picture. Please upload a picture of yourself or your dog as your profile picture. This will help make your page easily identifiable to potential donors!

Tip: Please note that your profile picture must be 85x85 pixels and no larger than 100 KB. If you need help resizing an image before you upload it, check out these helpful instructions!

[Video: How to Resize an Image with MS Paint](#)

4. Once you've resized and uploaded your image, click "**Submit Changes**" to save and then click "**Back to your fundraising page**" to return to your El Rey Fido fundraising page.

How to Edit Your El Rey Fido Fundraising Page

1. Click on the "**Edit Page**" button to customize your El Rey Fido fundraising page.

2. Towards the bottom of the screen, you'll see a new blue help text box with instructions on customizing your page.

> **Tip**: First customization to make will be to add your fundraising goal into the "Target Amount" box that you'll see on your screen. *Please note that you must set a Target Amount for your fundraising page for your page to appear on the El Rey Fido Campaign.*

3. On this first tab where you set the Target Amount, you can add a short description of why you are fundraising for El Rey Fido, however, it is suggested that you create another Tab to add more detail and pictures specifically related to your Pup!

How to Add/Edit Your Fundraising Page Tabs

1. On the same screen, click the "**Add Tab**" button to add an additional tab. Use this tab as a space to provide more information about your contestant and why you are fundraising to potential donors! Maybe add a picture or two to show off your Pup!
   a. After clicking the "**Add Tab**" button, you'll be prompted to enter the Tab Name. You can name this tab after your contestant to draw donor attention to the tab and the information you provide here.
   b. After adding the Tab Name, click Save and you'll be redirecting to the tools you need to add text and pictures to the tab.

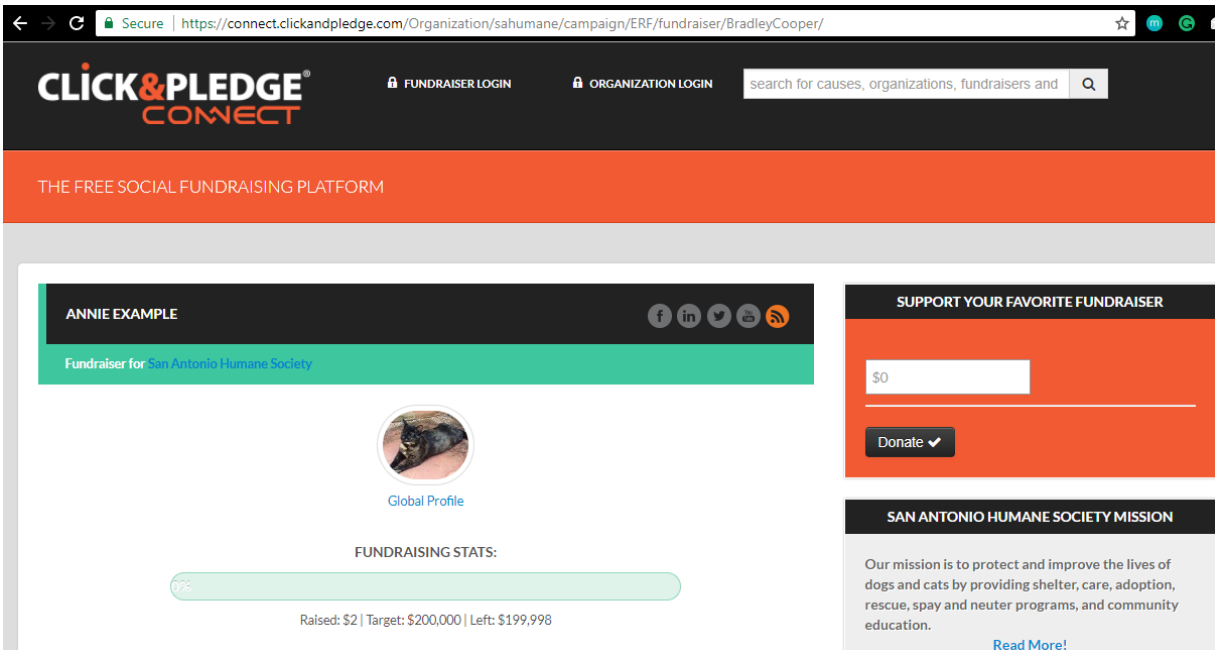   c. Once finished, you can click the blue "**Save Changes**" button at the bottom of the screen.
   d. After clicking "**Save Changes**", scroll to the middle of the screen and hit "**Close Edit**".

> **Tip**: You are able to edit and customize your page at any time to add more information or new pictures if you desire. Always remember to Save Changes so that your edits are viewable to the public.

How to Share Your Fundraising Page with Donors

1. To share your page directly to donors who want to contribute to your campaign, copy the URL from the website and paste into your social media post, text message or email. When clicked, this link will take donors directly to your fundraising page with the donate option box on the right-hand side of the screen.

**Please note that under your profile, you have a Global Profile and a Fundraising Profile. Your fundraising profile, as shown above, is the correct page to share with your donors. Your Global Profile will not have an option to donate directly to you available for your donors. To reach your Fundraising page, you can navigate to the El Rey Fido main fundraising page and click on your icon. This will take you to the correct page to share with your donors and ensure you have the right sharing link.

FAQs

1. **What is Click & Pledge Connect?**
   a. Click & Pledge Connect is a peer-to-peer social fundraising platform powered by Click & Pledge. Fundraisers can create personal fundraising pages for any Campaign related to a non-profit organization and collect donations for that organization.
2. **I forgot my password, how do I reset it?**
   a. If you forget your password for your Fundraiser Login, please click the "Reset Password?" click and the bottom of the sign in page. Click & Pledge Connect will prompt you to enter the email address you used to initially sign up and email you a link to rest your password so you are able to access your account again.
3. **What is the difference between my El Rey Fido Fundraising page and my Global Profile?**
   a. Click & Pledge Connect allows you, as the Fundraiser, to have multiple different fundraising pages at one time so that you could be contributing to multiple campaigns at the same time. Your Global Profile is your "parent" profile for all of your Fundraising pages. For instance, your El Rey Fido 2018 fundraising page is nested under your Global Profile and next year, if you participate again, your El Rey Fido 2019 Fundraising Page would be nested under the same Global Profile, allowing you to use the same login information from year to year.
4. **Can I enter offline donations?**
   a. No. You cannot enter offline donations (cash or check donations dropped off at the front desk) into your Fundraising Page. The SAHS will be keeping detailed record of both online and offline donations to ensure that all Fundraiser's totals are accurate. If you have a question about any of your donations, please contact the Donations Department at (210) 226-7461 ext. 100 or by email at donations@sahumane.org.
5. **I'm having technical difficulties with my Fundraising Page, who do I contact?**
   a. If you are experiencing any technical difficulties with Click & Pledge or your Fundraising Page, please do not hesitate to reach out to the Donations department at (210) 226-7461 ext. 100 or by email at donations@sahumane.org.
6. **Is there a credit card transaction fee associated with Click & Pledge Connect?**
   a. Yes. Click & Pledges charges organizations $3.75% +$0.35 for every transaction processed. Our donors have the options to offset this expense for the SAHS by accepting the "Additional Fee" option at the time of the donation.