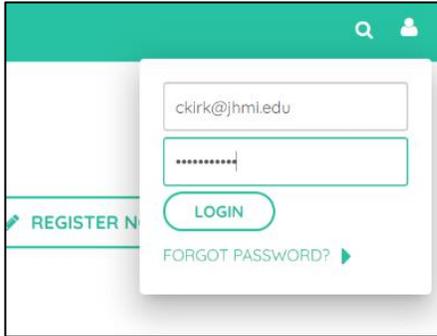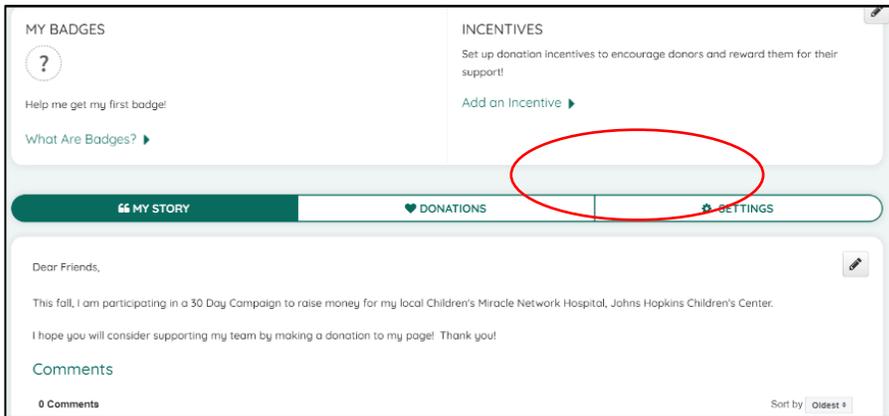# Creating a Facebook Fundraiser

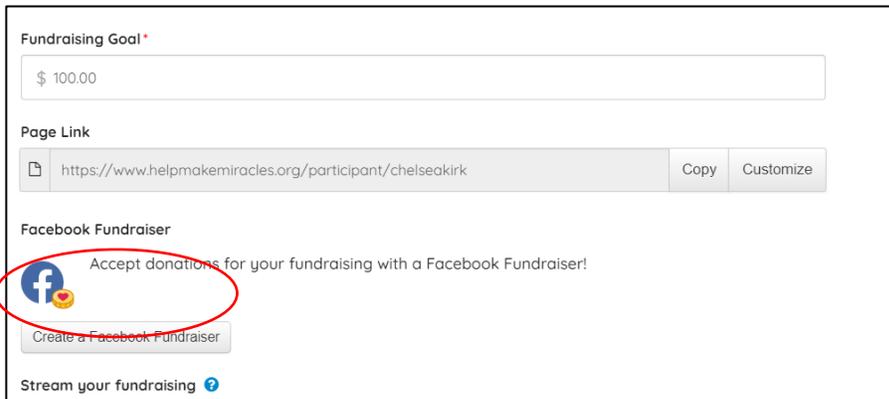1. Log into your fundraising portal **here.**

2. Once in the system, click on "Your Page" at the top left.
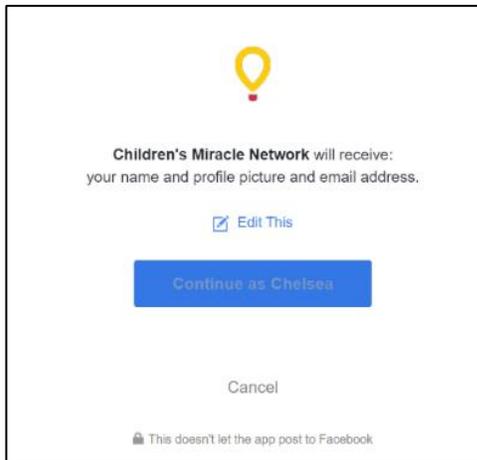3. Scroll down and click on "Settings".

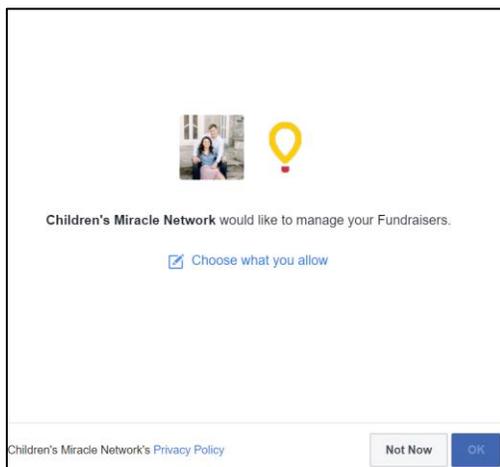4. Scroll down and click on "Create a Facebook Fundraiser".

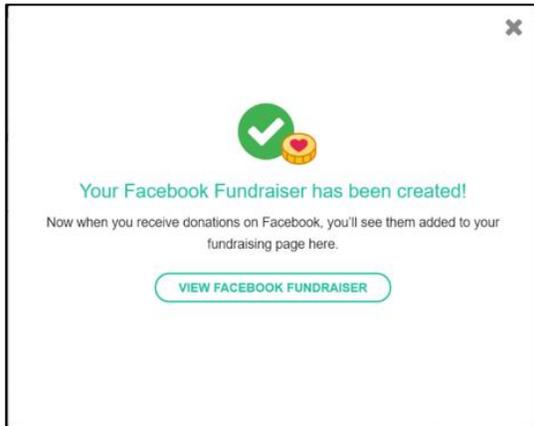5. Click to continue through this prompt to create your Facebook Fundraiser.

6. Facebook will then ask you to continue through, assuming you are already logged into Facebook on whatever browser you are using. Double check to ensure it is you. Facebook is only getting access to your profile picture and email address to update you on your Fundraiser.
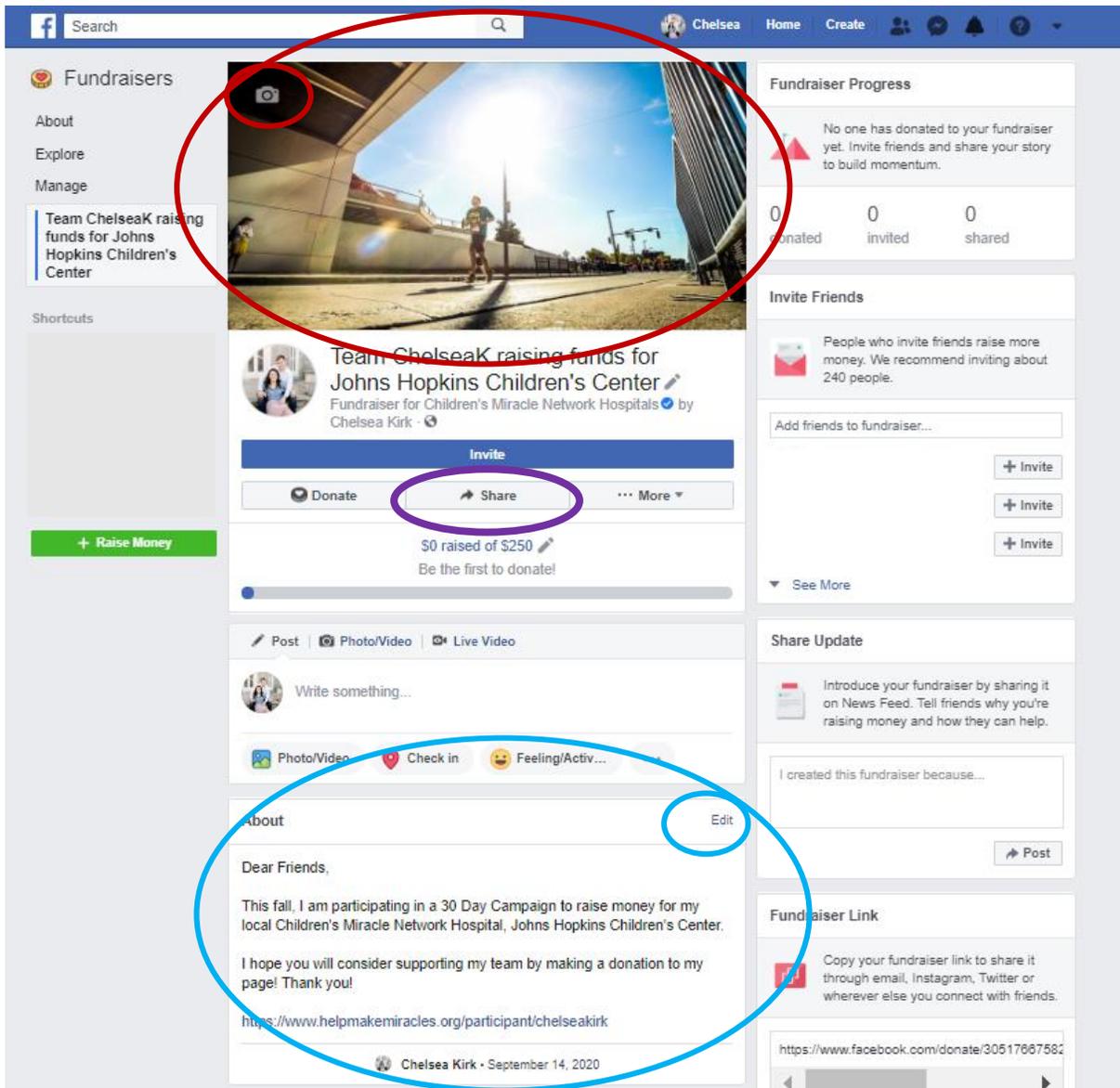

7. Next, Facebook will ask you to allow CMN Hospitals to manage your Fundraiser. This means that CMN Hospitals is collecting the donations and then disseminating them directly to Johns Hopkins Children's Center. We will ensure that all the funds you raise go directly to the area you chose in your registration.

8. You have now successfully created a Facebook Fundraiser! Click on "View your Facebook Fundraiser" to customize the information posted on your page.
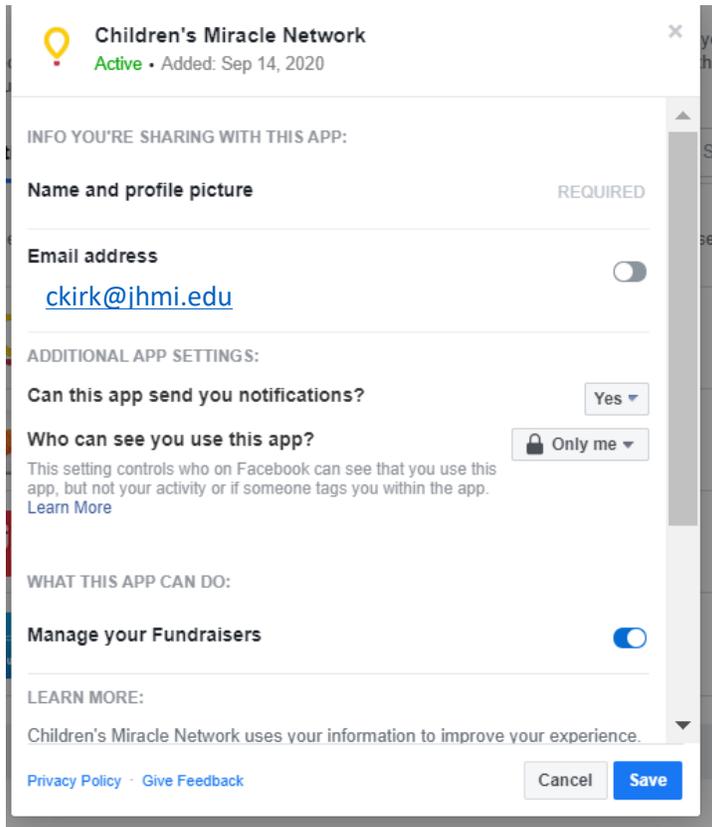
9. Next, you will be brought to a homepage – looking similar to a Facebook event – where you can make modifications to your Facebook Fundraiser which will appear directly on your page.
   a. Click on the camera button circled in **red** below to modify the banner photo that will be featured at the top of this page and on your posting page.
   b. Click on the Edit circled in **blue** to modify the text that is shared on this event page and when you are posting.
   c. IMPORTANT: The Fundraiser will automatically post on your home social media page *just once* after that you can continue to **share the Fundraiser** to keep pushing it onto other peoples feeds to keep encouraging donations.

10. Facebook fundraiser will allow a more streamlined approach to your fundraising and has proven to raise nearly 4x more funds online than similar platforms.

11. If you would like to remove your email from CMN Hospitals access, you can go into your Facebook >> Click on Settings >> Click on App & Websites >> Click on CMN Hospitals 'Edit' and turn off the button with their address.

Thank you for creating your Facebook Fundraiser! If you have any questions, please contact hopkinschildrens@jhmi.edu. Good luck!