

# Passion Fundraising for Peer to Peer - User Guide

## What Is Passion Fundraising?

A passion fundraising event is created when a participant is inspired by his/her favorite hobby or pastime to develop a unique fundraising event or opportunity. Passion fundraising allows participants to elevate their special event fundraising efforts by getting friends, family and community involved in a fun, exciting and personalized way. The CFF Passion Fundraising website will help bring your passion fundraising event to life. This new fundraising tool will help you diversify your fundraising efforts and reach new goals for your team. Whether you are a team leader, team member, individual or virtual participant, anyone can start a passion fundraising event!

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# Creating a Passion Fundraising Event for Peer to Peer Events

## Great Strides, CF Cycle for Life, CF Climb, and Xtreme Hike

- After registering for any of the programs above, you'll be able to create a passion fundraising event by accessing your participant center and clicking on the Passion Fundraising button. To register for an event, you can visit <http://fightcf.cff.org>.
- After clicking on Passion Fundraising, you'll be redirected to the Passion platform registration screen.

### Register for Passion Fundraising!

Today you can inspire others to take ownership of this campaign by asking them to donate on your own grassroots fundraising page.

 Sign Up with Facebook

Create an account to get started – your page includes all the tools you need.

First Name  Last Name

Email Address

Password  Confirm Password

CF Connection



**That was quick!**

- Fill in your First Name, Last Name, Email Address, Password, and CF Connection, then click **That was quick!**
- Your registration will be confirmed through the pop up below. Click **Continue**.

## Thank you for your registration!

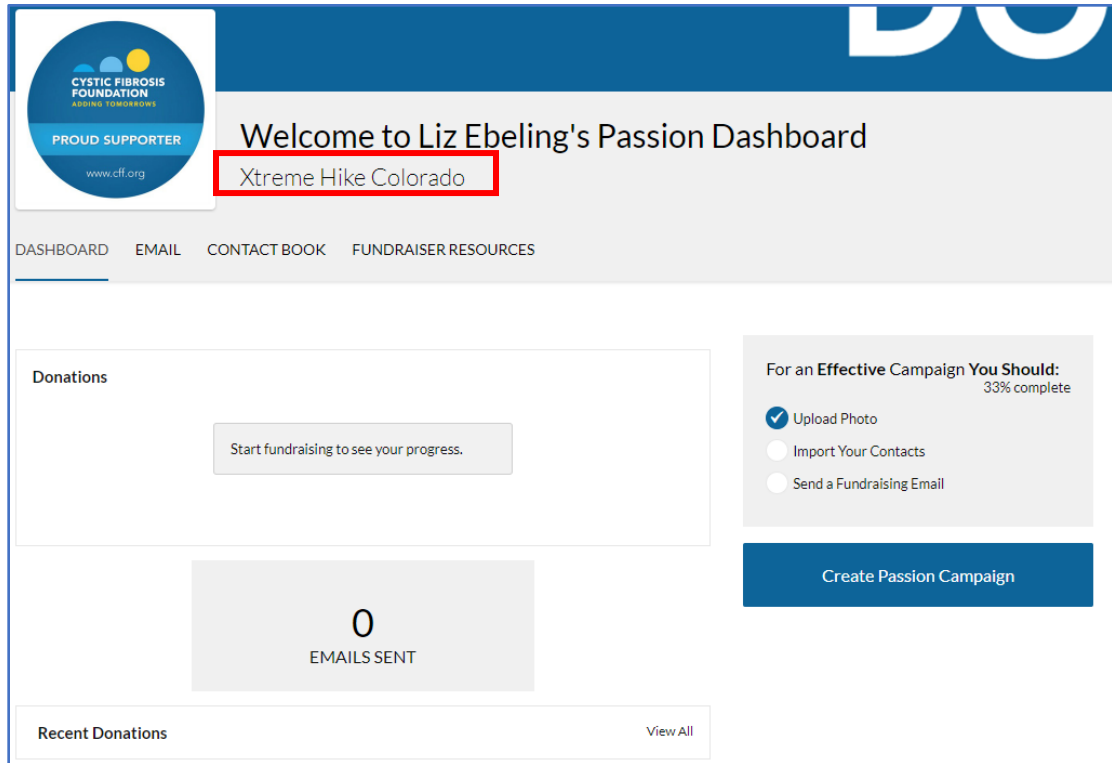
You will receive an email with a link to your Passion Platform page.

Click continue to go to your HQ or share Passion Platform with your friends and family.

 Share on Facebook  Share on Twitter

**Continue**

- This will bring you to your Passion Fundraising Dashboard for the event that you registered for.
  - **NOTE:** If you are registered for more than one event, you'll need to access Passion Fundraising through *that* event's Participant Center to make sure the funds are going to the correct event.
- The event that your passion fundraiser will benefit is listed on your Dashboard.



## Understanding Your Passion Dashboard

### Dashboard

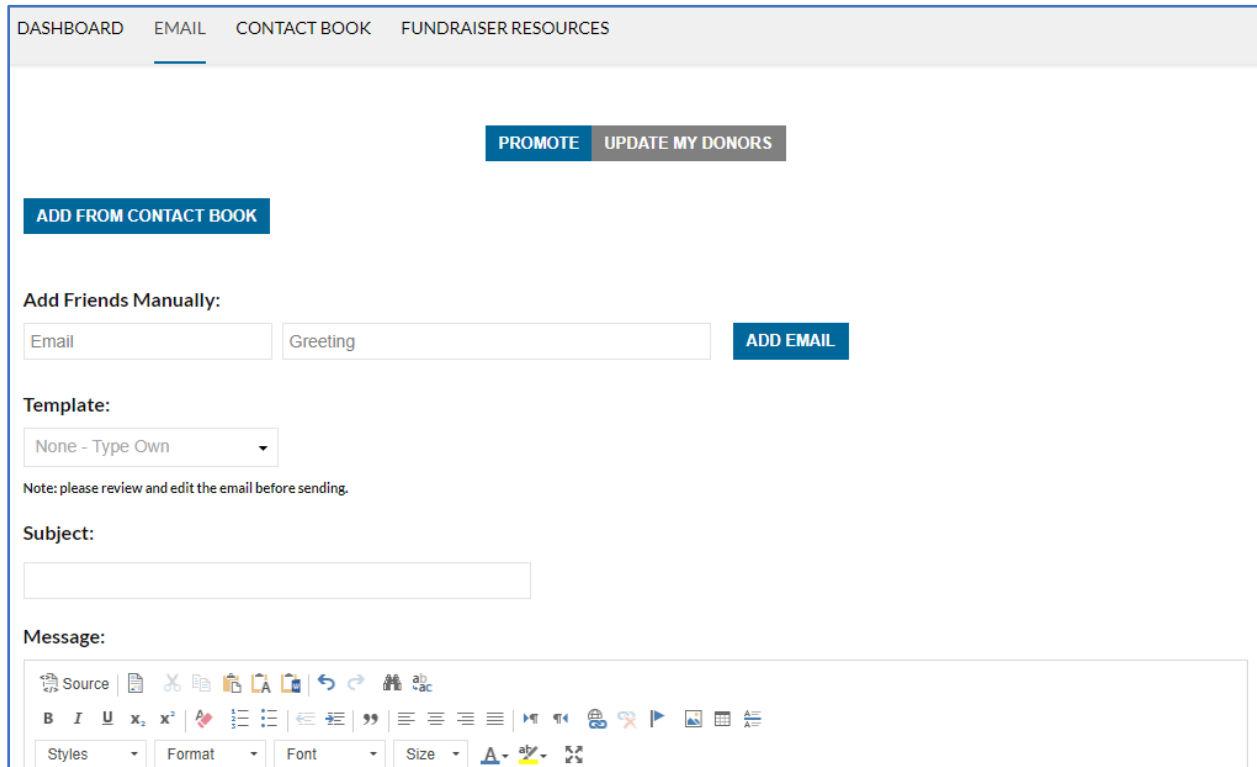
The Dashboard will give you an overview of all Passion activity for the event you are participating in. The following is available on the Dashboard:

- Donations graph
- Count of emails sent through the Dashboard email section
- Recent Donation list
- Effective Campaign check list
- Create Passion Campaign button
- A card listing your Passion Campaigns will display underneath the Create Passion Campaign button after you create an event

## Email

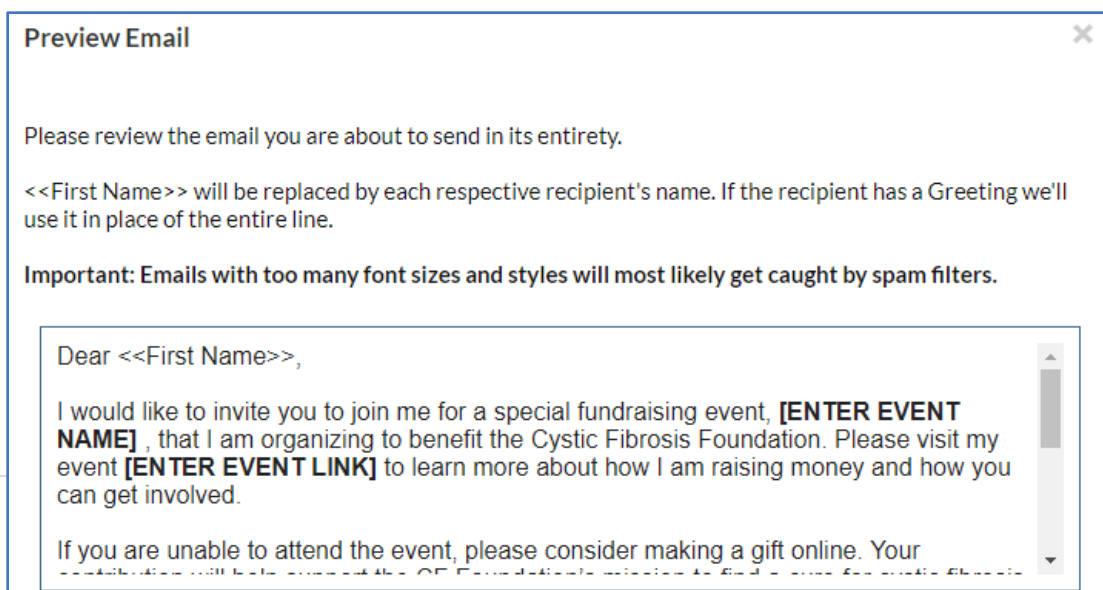
The email tool on the Dashboard is one of the places where you'll be able to send out requests to your family and friends for donations and ticket requests as well as thank your donors. You can also send a link to your passion fundraising page from your personal email client. Below you'll learn how to upload contacts in the Contact Book.

- **NOTE:** This email engine will not include your passion event URL automatically, so you'll need to add this manually. Please make note of your URL when creating your event.



The screenshot shows the 'EMAIL' section of a dashboard. At the top, there are navigation tabs: DASHBOARD, EMAIL (selected), CONTACT BOOK, and FUNDRAISER RESOURCES. Below the tabs, there are two buttons: 'PROMOTE' and 'UPDATE MY DONORS'. A prominent blue button labeled 'ADD FROM CONTACT BOOK' is visible. Underneath, there's a section for 'Add Friends Manually' with input fields for 'Email' and 'Greeting', and an 'ADD EMAIL' button. A 'Template:' dropdown menu is set to 'None - Type Own'. A note below reads: 'Note: please review and edit the email before sending.' There is a 'Subject:' input field. The main area is a rich text editor for the 'Message:' with a toolbar containing options like Source, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, and Text Color. The toolbar also includes dropdowns for Styles, Format, Font, and Size.

After choosing your contacts from your **Contact Book** or selecting them directly from the **Email** section via **Add from Contact Book**, you can select an email template or create your own. Hit **Review Email** to preview your email before sending!



The 'Preview Email' dialog box contains the following text:

Please review the email you are about to send in its entirety.

<<First Name>> will be replaced by each respective recipient's name. If the recipient has a Greeting we'll use it in place of the entire line.

**Important:** Emails with too many font sizes and styles will most likely get caught by spam filters.

Dear <<First Name>>,

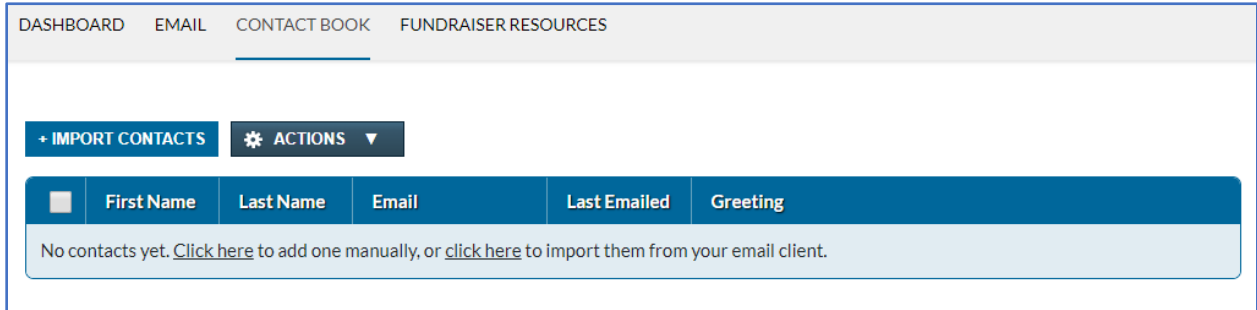
I would like to invite you to join me for a special fundraising event, **[ENTER EVENT NAME]**, that I am organizing to benefit the Cystic Fibrosis Foundation. Please visit my event **[ENTER EVENT LINK]** to learn more about how I am raising money and how you can get involved.

If you are unable to attend the event, please consider making a gift online. Your contribution will help support the CF Foundation's mission to find a cure for cystic fibrosis.

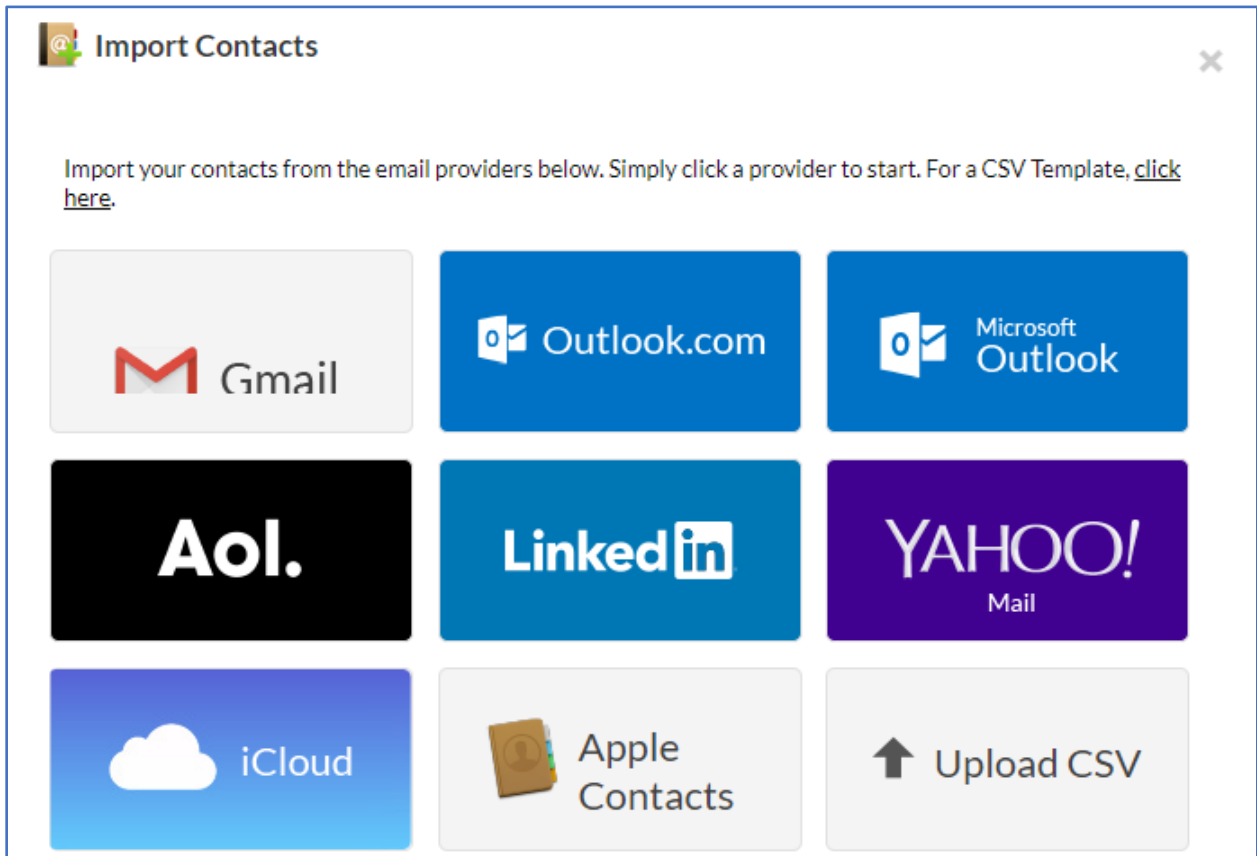
Click **Send ## Email(s)** to complete sending your message. Return to the **Email** section to send another email or choose contacts from your **Contact Book**.

### **Contact Book**

Manages your contacts for the Dashboard Email engine.



Click **+ Import Contacts** to add contacts from major email providers or upload a CSV file.



From the **Actions** button in your **Contact Book**, you can select large groups of contacts to send requests to and it will redirect you to the **Email section**.

## Fundraising Resources

Find additional resources to promote and plan for your passion fundraising event like the Proud Supporter Badge, sample timeline, tips for planning, and brainstorming!

## Creating a Passion Event

- Under the Dashboard tab, click the **Create Passion Campaign button** below the Fundraising Check List.



- This will generate a pop-up image that will allow you to put in the basic details of your passion fundraising event: Event Name, URL (only letters, numbers and hyphens are valid for the URL), simple descriptions, goal, date, time, and location. Then click **Next**.
  - **NOTE:** Please make a note of your event URL in this step, since you will need it to copy into outgoing emails that you send from your Passion Dashboard.
  - **NOTE:** You'll also be required to agree to the Terms and Conditions. Click on the link to review these.

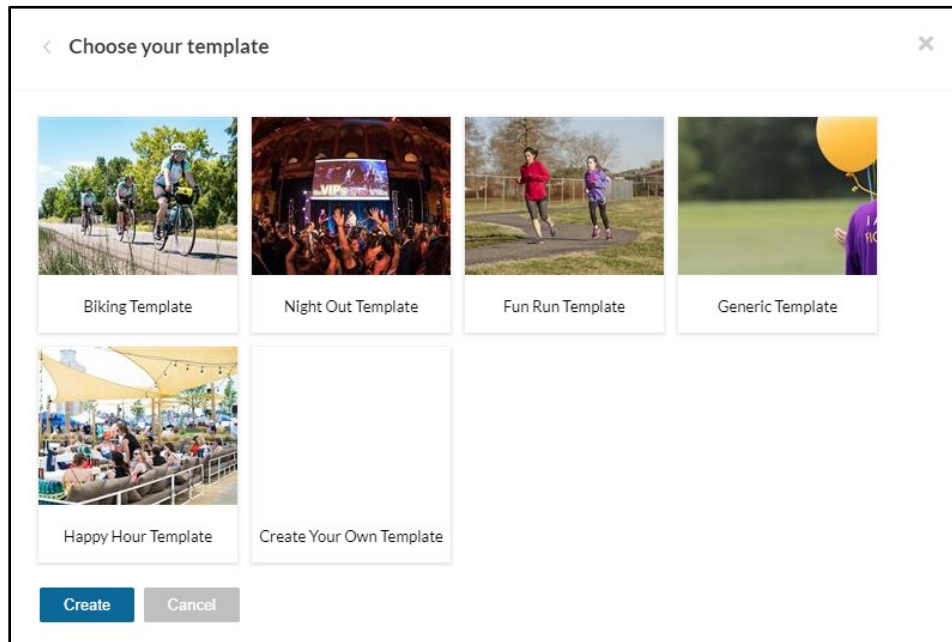
### New Passion Campaign ✕

Name	Campaign name
URL	passion.cff.org / Sub-Domain
Description	Add description
Goal Amount	\$
Date	Add Date
Location	Add location

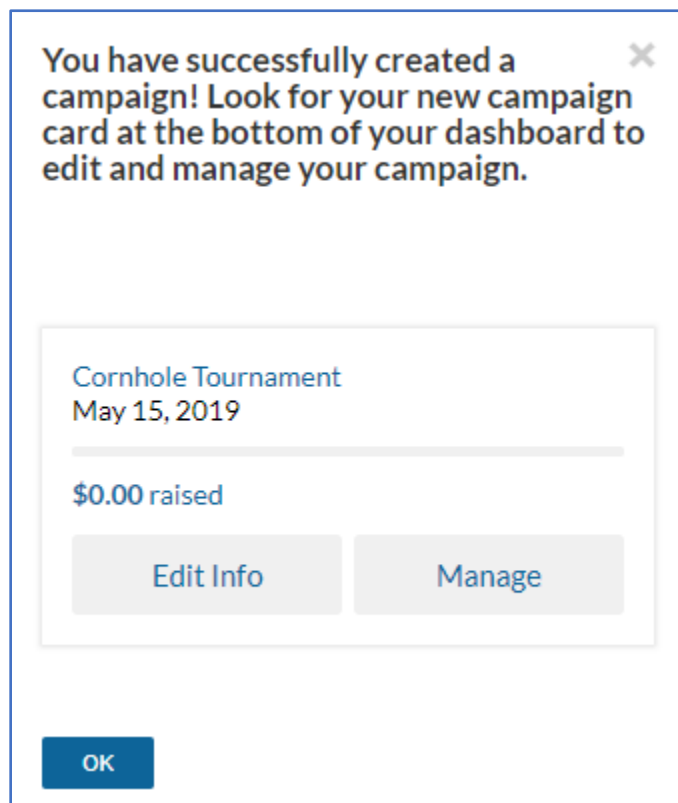
I agree to the [terms and conditions](#)

**Next**

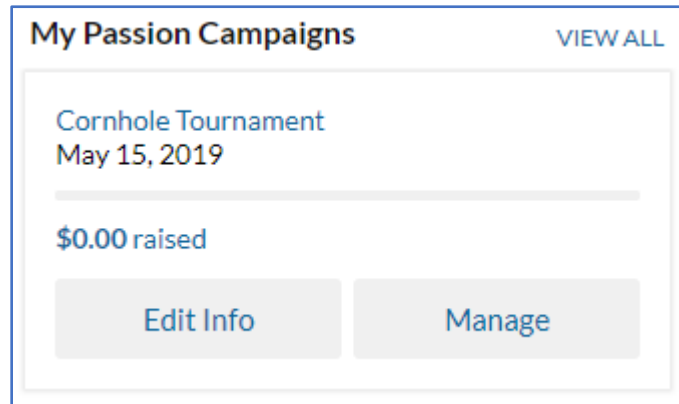
- Choose one of the default templates to get your page started! Then click **Create**.
  - **NOTE:** You may change this image after the initial creation of your site.



- After creating your event, a pop-up will appear letting you know the passion event has been created and where to find the event card on your Dashboard.



- The Event Card will display the event name and the amount raised to date. You can navigate to three places through the event card.
  1. Click on **Edit Info** to edit the details of your event that you filled out during creation: Name, URL, simple descriptions, goal, date, time, and location. **NOTE: This is also where you can publish your event when you are ready for tickets to be purchased or donations to be made.**
  2. Click on **Manage** to go to your Admin Panel.
  3. Click on the **Event Name** to go to the front end of the website.



## Event Info

- Click on **Event Info** to generate the pop-up below. This is where you can change the basic information about your event.
- You are also able to decide whether you'd like people to be able to create fundraising pages from your event. All funds raised on these pages will go towards your event fundraising.
  - Uncheck the **Enable fundraising** on my event to turn off this feature and click **Save**.
- Click **Publish** to make your event live! It will then be searchable on <https://passion.cff.org>.
  - **NOTE: Only publish your event once you've customized your site and are ready for ticket purchases and donations!**

 A screenshot of a "My Passion Campaign" edit form. The form contains the following fields:
 

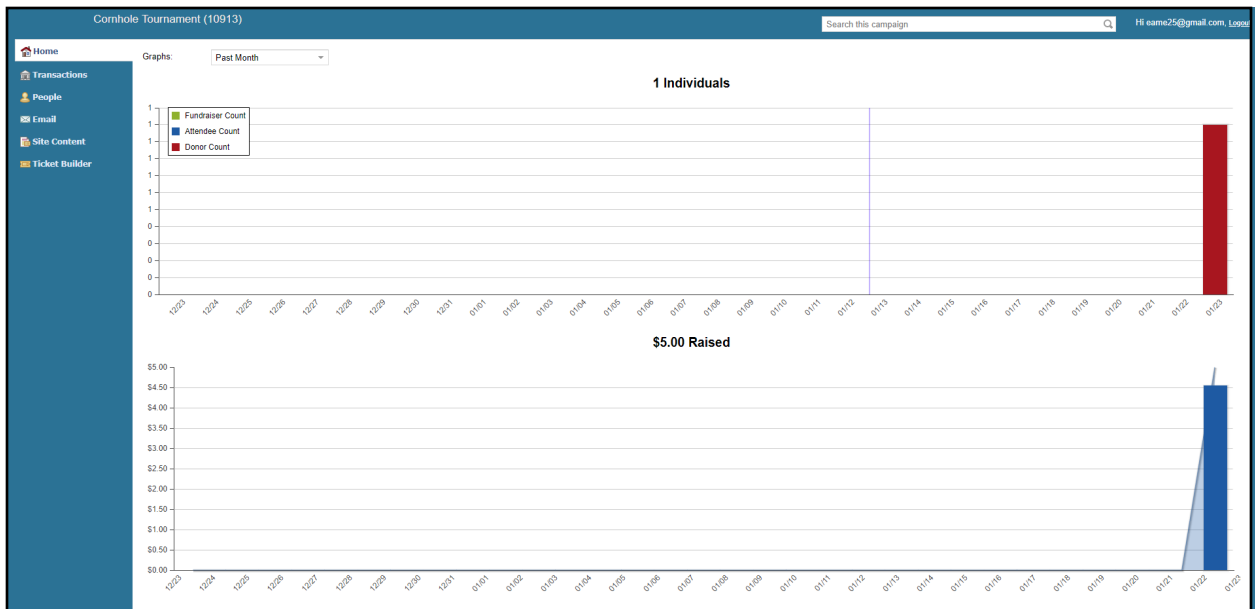
- Name: Cornhole Tournament
- URL: passion.cff.org / test-cornhole-tournarr
- Description: Add description
- Goal Amount: \$1,000.00
- Date: 05/15/2019 12:00 AM
- Location: 4550 Montgomery Ave, Bethesda, MD 20814

 At the bottom, there is a checkbox labeled "Enable individual fundraising pages on my event" which is checked. Below the checkbox are three buttons: "Publish", "Save", and "Cancel".



## Manage - Admin Panel

- Click **Manage** on your Event Card to be taken to the Admin Panel. This is where you will be able to see information regarding the tickets sold or donations made to your event. Below is an explanation on each of the tabs listed in your Admin Panel.

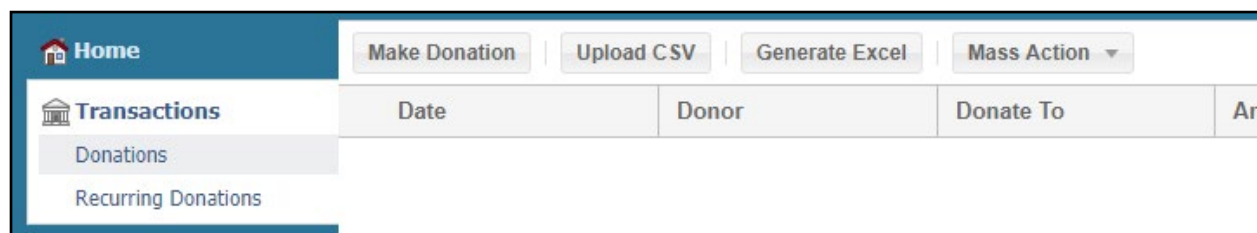


### Home

An overview where you will be able to see tickets/donations as your site gains more traction.

### Transactions

Provides a comprehensive list of all donations or ticket purchases on your event page as well as recurring donations if applicable.



- Click **Make Donation** to add an offline donation.
  - **NOTE:** You'll be asked to add at least the First and Last Name of the offline donation along with the amount and method (Check, Cash, Offline Credit Card).
- Click **Generate Excel** to convert your data into an Excel file.

### People

Provides information about the people who have made donations or purchased tickets on your site.

- **Contacts** – Provides contact information for your donors and ticket purchasers.

- **NOTE:** You can also add contacts by clicking Add and adding them manually or uploading a CSV.
- **Donors** – Lists information for all donors who have purchased a ticket or made a donation.
- **Registrants** – Lists information of individuals who have created a page from your passion event. The funds raised on these pages will still be credited to you and the Great Strides/Endurance event the passion event was created for.
- **NOTE:** For each section you can generate an Excel file or perform Mass Actions like sending an email to all donors.



## Email

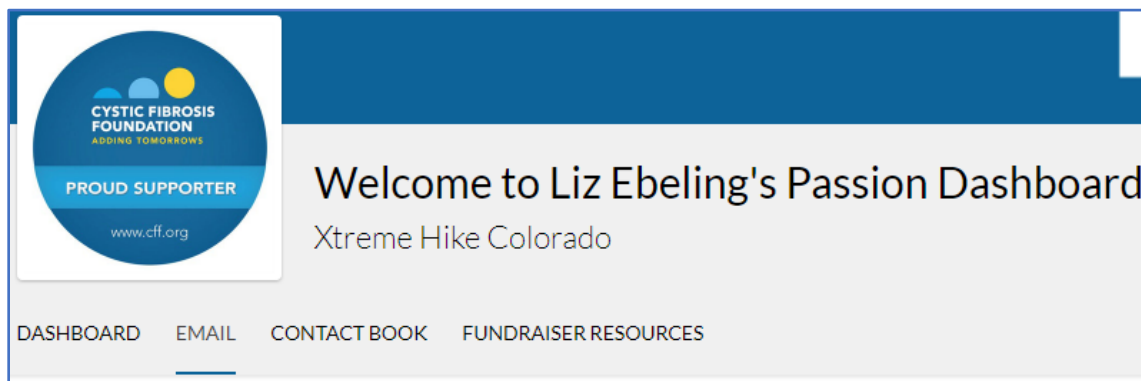
- **Send Emails**
  - You can choose either groups or individual contacts that you added under **Contacts** to send emails to, as well as schedule a time for the email to be sent or send them in real time.
  - Under the subject line, you have a WYSISYG editor to compose your email. You can either send the email after composing it or click **Save as a Template** to be able to reuse the composed email later.

 A screenshot of the 'Send Emails' interface. On the left is a dark blue sidebar with navigation links: Home, People (with sub-links for Donors, Registrants, Teams), Email (with sub-links for Send Emails, Sent Admin Emails), Site Content, and Ticket Builder. The main content area has a 'Test Email' button and a 'Save as Template' button. Below these are several sections:
 

- Recipients:** Radio buttons for 'Choose Classes of Recipients' (selected) and 'Choose Individual Recipients'.
- Recipient groups:** Checkboxes for 'All Donors', 'All Registrants', 'All Attendees', 'All Non-Attendee Registrants', 'All Team Captains', 'All Non-Captain Team Members', and 'All Solo Fundraisers'.
- Schedule:** Radio buttons for 'Now' (selected) and 'Specific Date/Time'.
- Date / Time (PST/PDT):** A date input field showing '11/26/2018' and a time zone dropdown menu.
- Template:** A dropdown menu currently showing 'None Selected'.
- Subject:** An empty text input field.

- **Sent Admin Emails** – Review emails sent from the Admin Panel.
  - **NOTE:** When sending emails from the admin site, the URL for your event will automatically populate. You do not need to add manually.

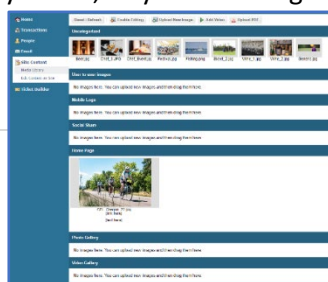
**NOTE:** You do not have to use this email engine. You can send out emails about your event using the Email section on your **Passion Dashboard** as stated on page 3 in Understanding your Passion Dashboard.



## Site Content

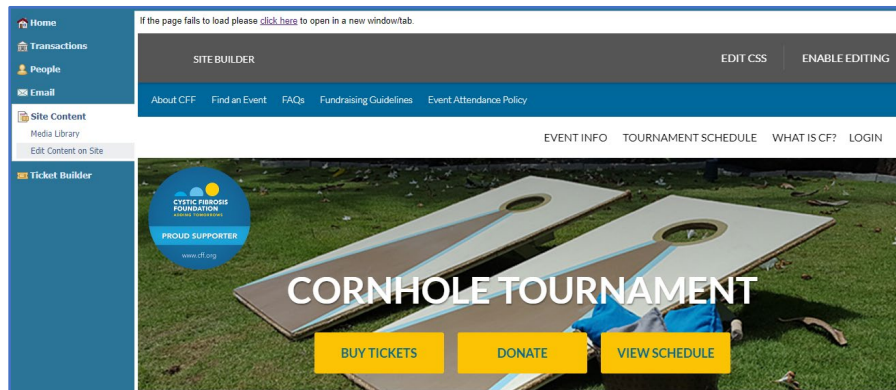
### Media Library

- The media library allows you to create photo and video galleries as well as change your main event image to another default image.
- Use the action buttons at the top of the page to upload an image, video or PDF. These new items will display in your **Uncategorized** section of the Media Library.
- To move an item, click **Enable Editing**. Then drag and drop the item into the desired section. You will see a check mark populate on the item in the desired section when the item has been added successfully.
  - Home Page – change the main website image. This display the default image that you chose during the creation of your event.
    - **NOTE:** We suggest you add these images through Site Builder which is explained below.
  - Photo Gallery – create a photo gallery
    - **NOTE:** You will need to enable the Photo widget on your event page while customizing your site for guests to see the images. See pages 20-21 under **Types of Widgets**.
  - Video Gallery – create a video gallery
    - **NOTE:** You will need to enable the Video widget on your event page while customizing your site for guests to see the images. See pages 20-21 under **Types of Widgets**.
  - We've added default images to the other necessary sections and we suggest they are left to the defaults.
- Any change is automatically saved, so you can navigate away from the media library and not lose your changes.



## Edit Content on Site

- You can edit the front end of your event site from this tab in the Admin Panel or click the link above **Site Builder** to open your site in a new tab.



## Using Site Builder and In-Line Editing

### Site Builder

- **Site Builder** will enable you to personalize your site to be exactly what you want it to be. When you are logged into your account, the **Site Builder** grey bar will be available. If it doesn't display, log in using the **Login** button.
- Click **Enable Editing** in the upper right-hand corner to start customizing your site!
  - **NOTE:** When customizing your site, you'll need to click **Publish** in the upper right-hand corner to save your changes. This does not Publish your event to the public.

### Site Builder Editing Widgets

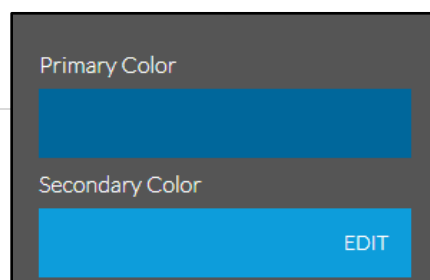


There are five Site Builder Editing Widgets that will help customize the look and feel of your passion fundraising site. These widgets are only available on the homepage of your event.



### 1. The Color Editor

- Click on this icon to change the Primary and Secondary color for your site.



- Hover over the color and click **Edit**. Use the color picking tool to select a color or add a pantone number.

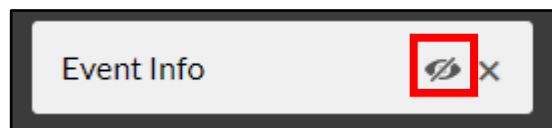
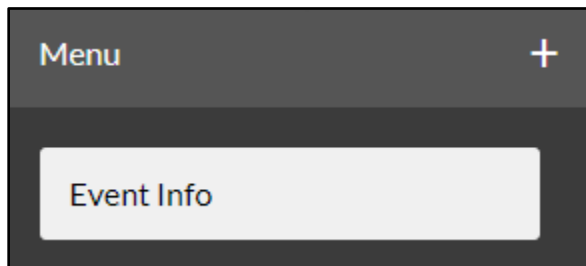


- After choosing new colors, click **Publish** in the **Site Editor** bar to save the changes.
  - **NOTE:** You will need to refresh the page to see any changes that you've made take effect.



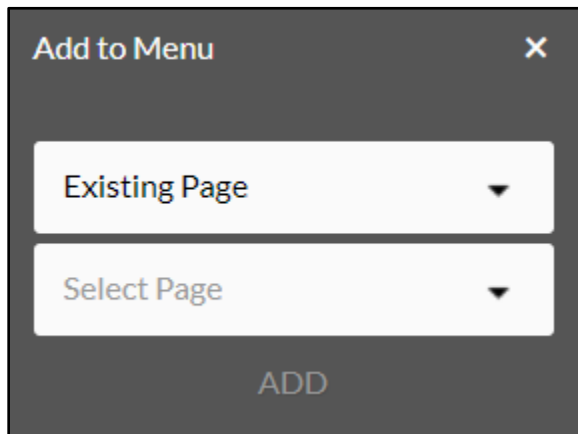
## 2. The Navigation Bar Editor

- Click on this icon to add or change the navigation pages on your site. You will see that Event Info is defaulted on your page.
- **NOTE:** You can drag and drop all navigation pages to reorder their appearance on your site.

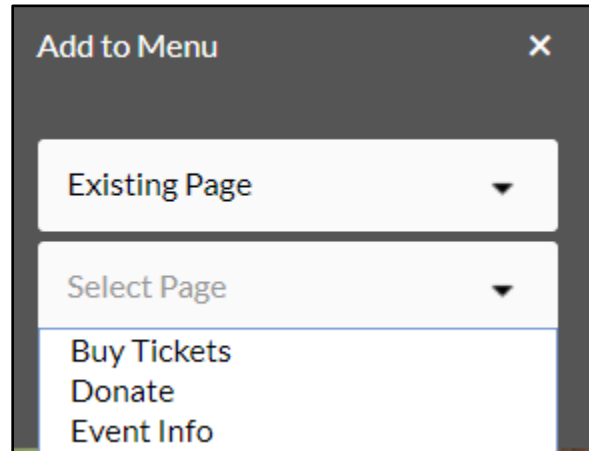


- **Hover** over an existing page to either hide the navigation page or delete the navigation page.
  - **NOTE:** If you hide a navigation page, you can always come back and make it visible. If you delete a navigation page, you cannot recover this information.
- Click the + next to Menu to add a new page. You can add three different types of pages.

1. **Existing Page** – Add a navigation item for an existing page or button on your site. More pages will become available as you create them.

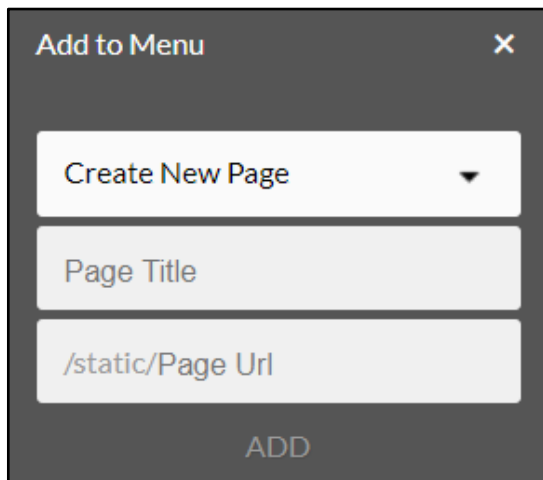


The 'Add to Menu' dialog box has a dark grey background and a close button (X) in the top right corner. It contains two dropdown menus. The first dropdown menu is set to 'Existing Page'. The second dropdown menu is set to 'Select Page'. At the bottom center of the dialog is an 'ADD' button.

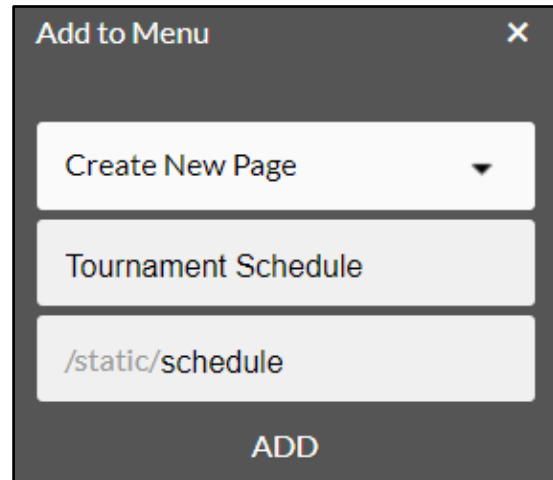


The 'Add to Menu' dialog box is shown with the second dropdown menu open. The menu is white with a blue border and contains three items: 'Buy Tickets', 'Donate', and 'Event Info'. The 'ADD' button is visible at the bottom.

2. **Create a New Page** – Create a new navigation page by adding a page title and page URL.

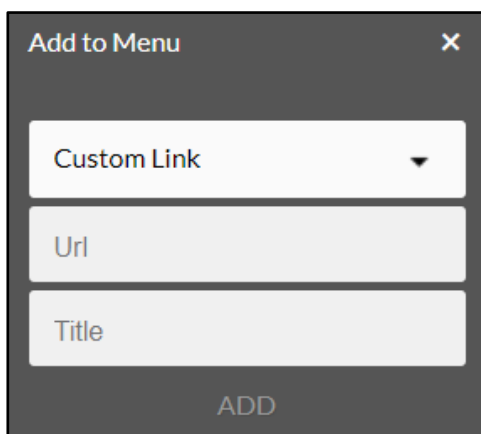


The 'Add to Menu' dialog box has a dark grey background and a close button (X) in the top right corner. The first dropdown menu is set to 'Create New Page'. Below it are two text input fields: 'Page Title' and '/static/Page Url'. At the bottom center is an 'ADD' button.

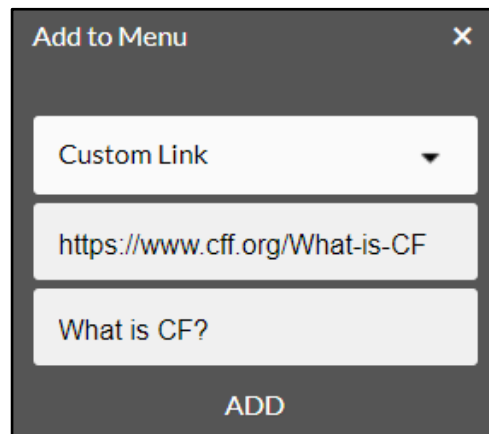


The 'Add to Menu' dialog box is shown with the 'Page Title' field containing 'Tournament Schedule' and the 'Page Url' field containing '/static/schedule'. The 'ADD' button is at the bottom.

3. **Custom Link** – Add a navigation page that links directly to another site. Include the page URL and the navigation title for your site.

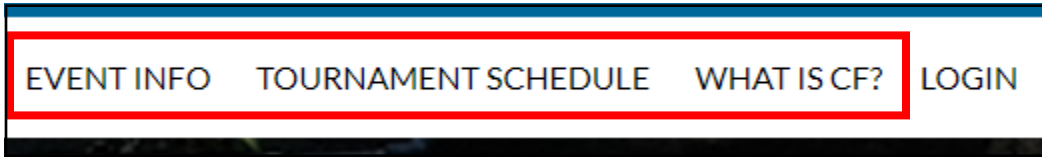


The 'Add to Menu' dialog box has a dark grey background and a close button (X) in the top right corner. The first dropdown menu is set to 'Custom Link'. Below it are two text input fields: 'Url' and 'Title'. At the bottom center is an 'ADD' button.



The 'Add to Menu' dialog box is shown with the 'Url' field containing 'https://www.cff.org/What-is-CF' and the 'Title' field containing 'What is CF?'. The 'ADD' button is at the bottom.

- Click **Add** after choosing one of the options above.
- Click **Publish** in the Site Editor bar to save the changes.
  - **NOTE:** You will need to refresh the page to see any changes that you've made take effect.

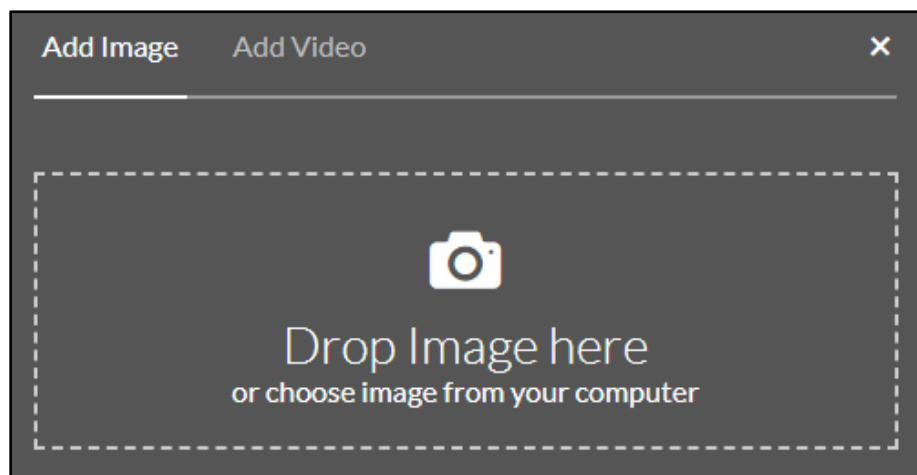


### 3. The Hero Image Editor

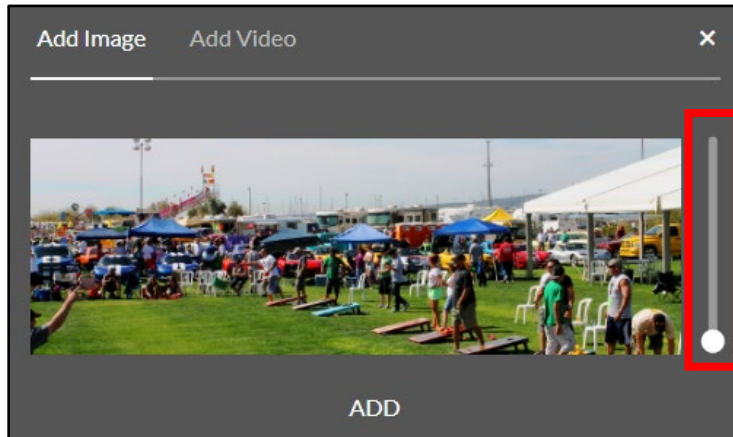
- Click this icon to change the hero image that is displayed on your event site. This is the template image you chose during site creation process.
- The Image that is displaying currently will be listed in the Banner section.
- **NOTE:** If you have multiple images the images will cycle through when on your site.



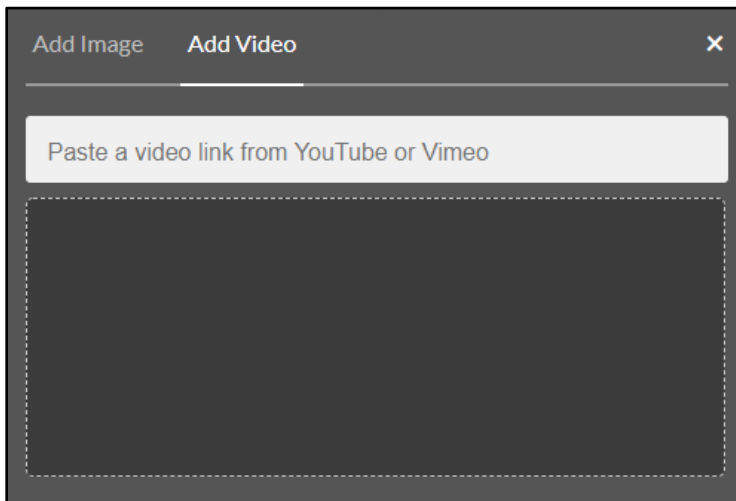
- Click the + to add a new image or video.



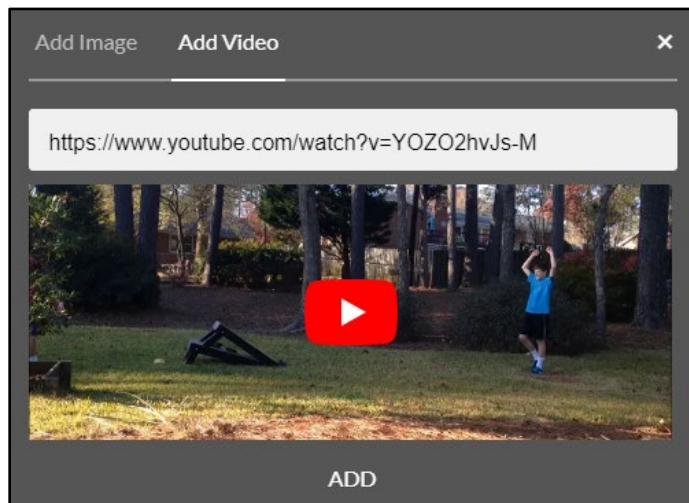
- Click the Camera to add an image from your computer. After choosing a photo, you can zoom using the toggle to the right of the photo and drag the photo, so it displays exactly as it appears in the dotted rectangle. Click **Add** to Save.



- Click **Add Video** to add a YouTube or Vimeo link. After you paste the URL, click **Enter**.

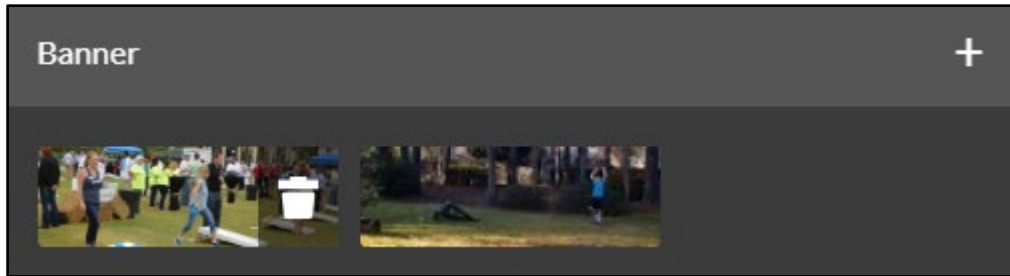


- A preview of the video should populate. Click **Add** to Save.





- New Photos or Videos will appear in the Banner section. You must delete all photos for you video to display properly on your site. Hover over the image and then click the trash icon to delete photos or videos.

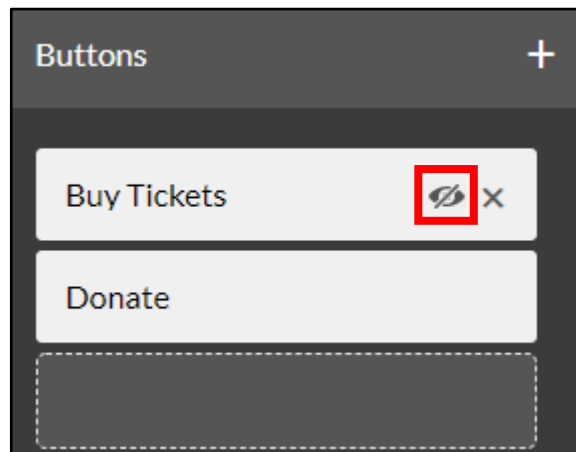
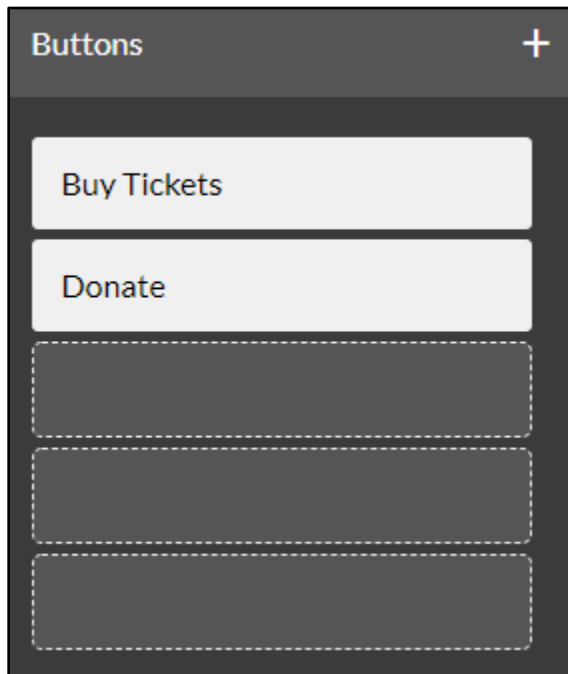


- Click **Publish** in the Site Editor bar to save the changes.
- **NOTE:** You will need to refresh the page to see any changes that you've made take effect.



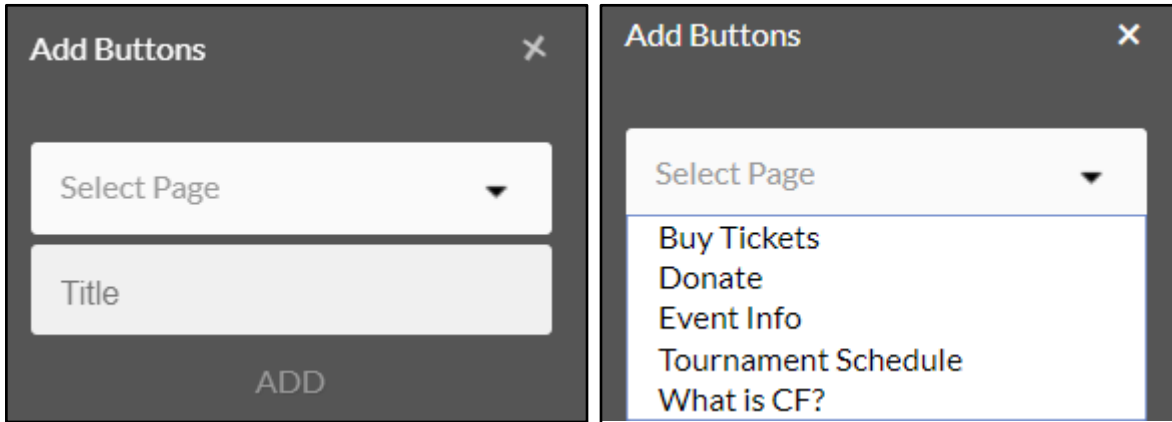
#### 4. The Button Editor

- Click on this icon to add and hide buttons that overlay on the Hero Image/Banner.
- You can add up to five buttons. **Buy Tickets** and **Donate** are defaulted.

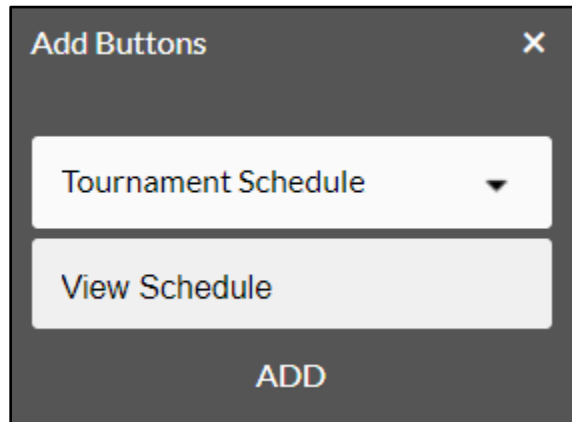


- Hover over the button text to either hide or delete the option.
- **NOTE:** If you hide a button, you can always come back and make it visible. If you delete a button you cannot recover this information.

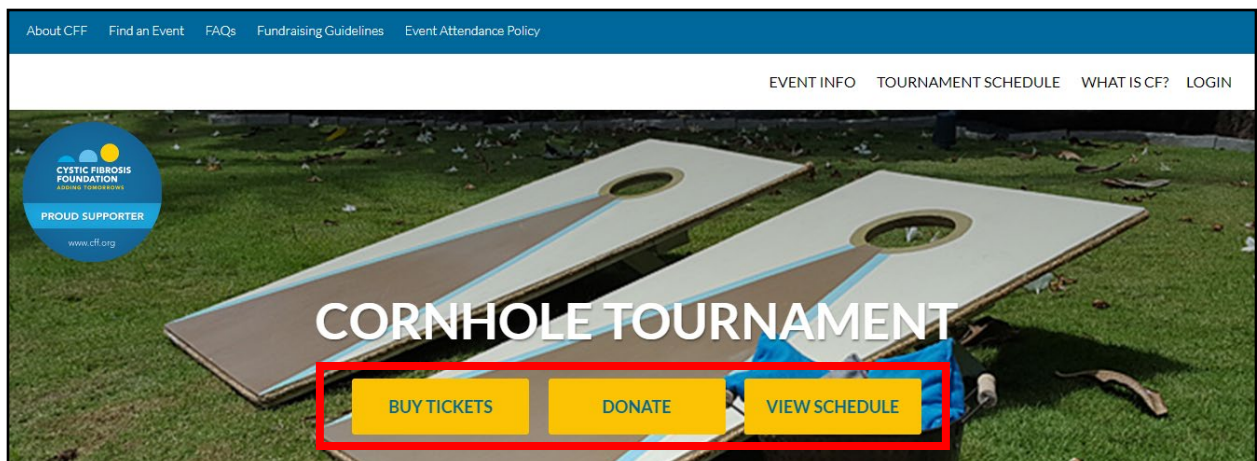
- Click the + to add a button. You will be given the option to select any of the pages that you've create via the Navigation builder.



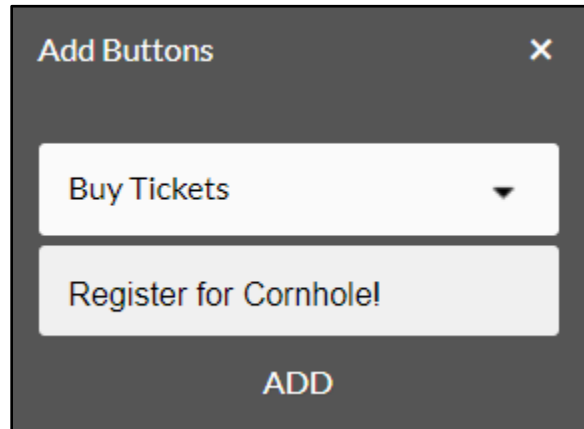
- **Select** a Page. The page name will auto populate in the title field, but feel free to edit the title to your desired button language.



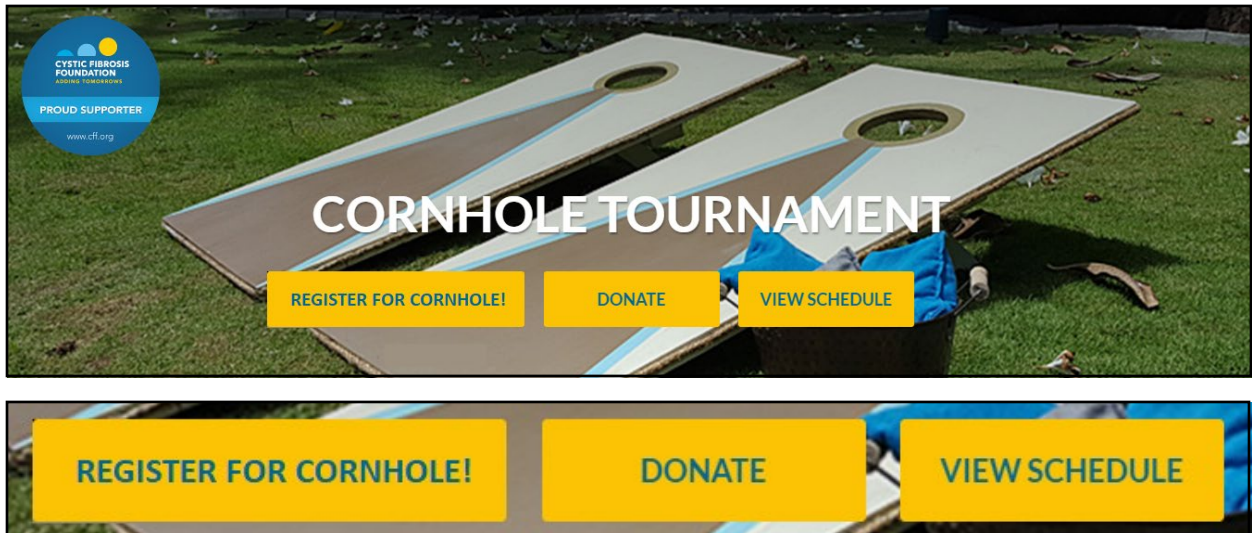
- Click **Add** to **Save** the new button.
- Click **Publish** in the Site Editor bar to save the changes.
  - **NOTE:** You will need to refresh the page to see any changes that you've made take effect.



- **NOTE: Buy Tickets and Donate** are available pages if you'd like these buttons to display with different wording. For example, the **Buy Tickets** button on this passion fundraiser could say **Register for Cornhole!**
  - Select **Buy Tickets** as your page and add **Register for Cornhole!** as the title. Click **Add**.



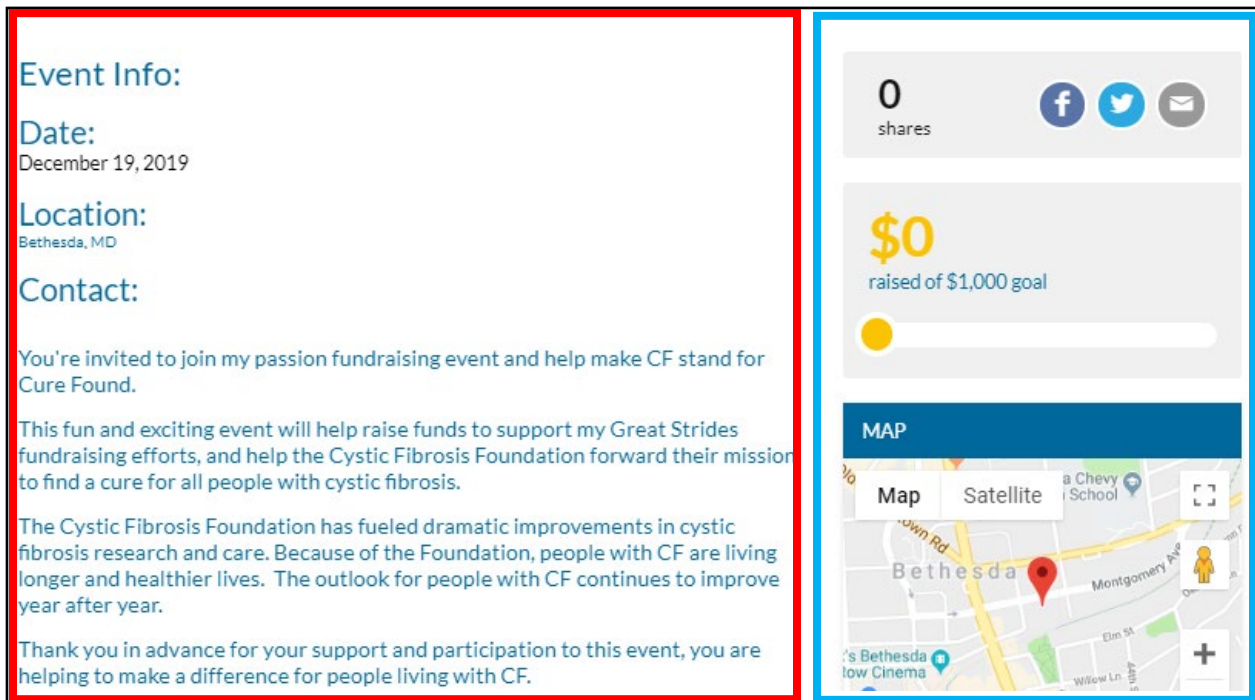
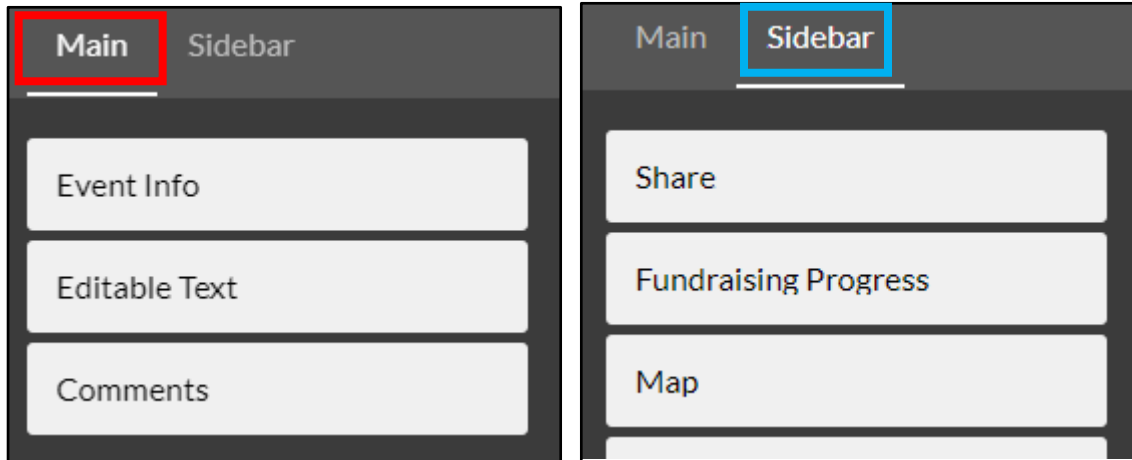
- Hide the existing **Buy Tickets** and click **Publish**.
- **NOTE: You will need to refresh the page to see any changes that you've made take effect.**



## 5. The Widget Editor

- Click this icon to control what widgets display underneath your hero image. We have defaulted widgets selected for you, but feel free to customize the look and feel of your site!

- There are two parts of the site to add widgets – the main body, and the sidebar. Toggle between the two sections to edit the widgets that appear there.

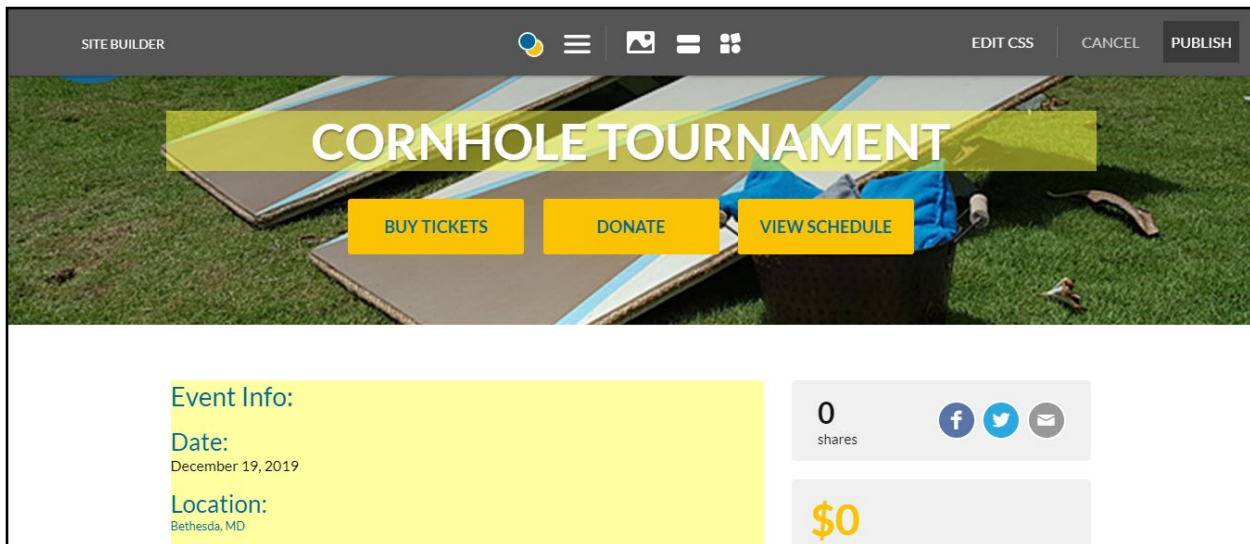


- Types of Widgets – **Bold widgets are automatically defaulted.**
  - Main Body
    - **Event Info** – Auto populates the information you provided during the creation of the event.
    - **Editable Text** – Blank text box where you can add more details about your event.
    - **Comments** – A place for people to add comments or questions (Facebook plugin)
  - Sidebar
    - **Share** – Facebook and Twitter links that share the page URL.

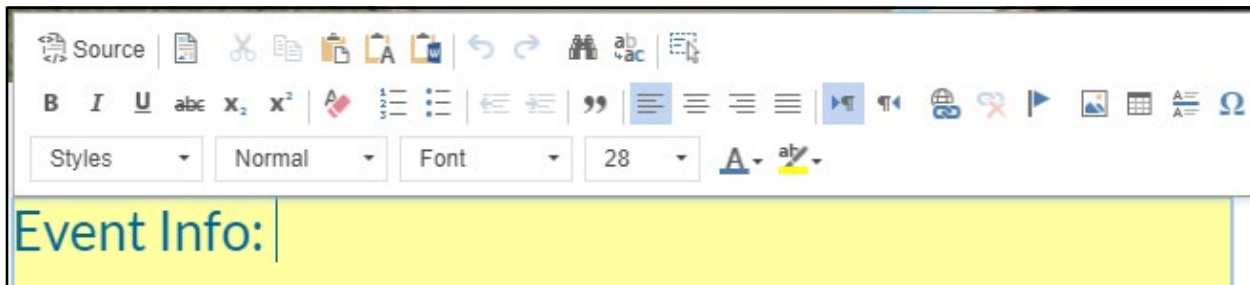
- **Fundraising Progress** – A thermometer that shows progress toward your fundraising goal.
- **Map** – Google map generated with the address that you provided in location.
- **Recent Donations** – A list of recent donations and donor comments if they’ve left one.
- **Photos** – Displays a button where people can click to view a photo gallery.
- **Videos** – Displays a button where people can click to view a video gallery.
- **Top Fundraisers** – Displays Individual Fundraising pages created off your Passion event and the amount raised on that page.
- **Custom Buttons** – Display the custom buttons you created or display over your hero image using the Button Editor.

## In-Line Editing

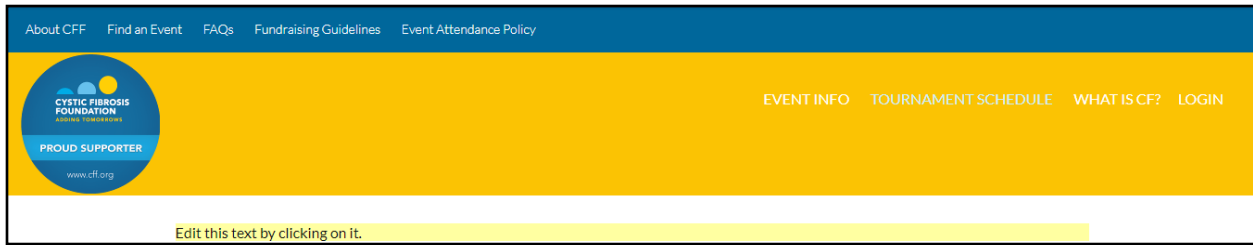
- In-line editing can be used to customize the rest of your site that isn’t in Site Builder.
- Click the **Enable Editing** button in the upper right-hand corner.
  - **NOTE: Edit CSS is available for users who are well versed in CSS coding. CFF highly recommends not using this feature if you are not familiar with CSS.**
- Areas that are editable are highlighted in yellow.



- Click on one of the yellow highlighted areas and a WYSIWYG (What You See IS What You Get) editor will appear. Add content and click **Publish** in the upper right-hand corner to **Save**.

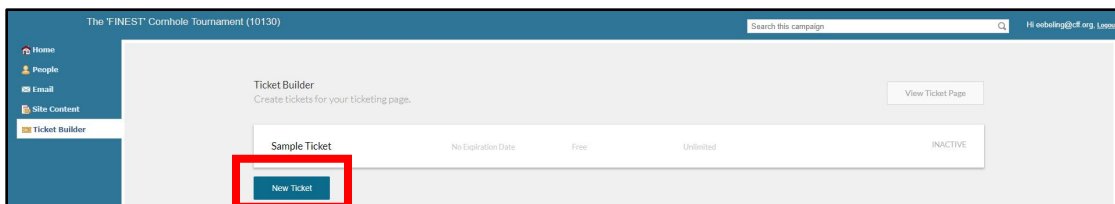


- Click on existing or created navigation tabs to enable editing on those pages. Each page will have yellow highlighted areas where editing is available.
- After making any changes, click **Publish to Save**.



## Ticket Builder

- This section of the admin panel will allow you to create tickets/sponsorships for your event. An inactive sample ticket will be listed. Do not delete the sample ticket before adding new tickets.
- Click **New Ticket** to start building.



- A new ticket box will expand below.

- **Add** the title of the ticket where it says **Untitled**. (Red box above)

- **NOTE:** Adding a title will auto populate the Api Name. For best results, leave this field with the auto populated text.
- A description of your ticket can be added. This will show on the Ticket Page of your site under the ticket level. Add descriptions to let guests know what their ticket gets them.
- **Add** an expiration date if you plan on closing ticket sales at a certain time and date. This is not required.
- Click **Fair Market Value Calculator** to calculate the price, tax deductible amount (if applicable), and quantity.

### Tax Deductibility Information

Calculating the tax-deductible amount is an important part of ensuring compliance with applicable regulations and running a successful event. To assist you with this process, we have created an easy to use form to calculate the tax-deductible amount of tickets and registrations that you will provide.

Fair Market Value Calculator

Price	\$
Tax Deductible Amount	\$
Quantity	Unlimited Available      0 Used

- The **Tax Deductibility Calculation Form** (*see next page*) helps ensure that the tickets you create adhere to the compliance standards of the Cystic Fibrosis Foundation. Please read the instructions at the top carefully and enter the total amount of food, beverage, etc. for that type of ticket in the Benefits section. Complete the rest of the steps to determine the price and fair market value of each ticket sold. When you are done, hit **Save** to go back to the ticket information.
  - **NOTE:** Once a ticket type has been sold you will not be able to change any of the ticket information.

## Fair Market Value Calculator



**Step 1:** Calculate the Fair Market Value by indicating the total expenses/values for each of the following items when applicable. Include an estimate for donated goods.

### Benefits

Food	\$	▾
Beverage	\$	▾
Entertainment (all entertainment - bands, etc.)	\$	▾
Goody Bag Items (ex. wine glasses, t-shirts, etc.)	\$	▾
Venue/Site Fees	\$	▾
Parking	\$	▾
Other	\$	▾
Estimated Value of Donated Items (if not included above)	\$	▾

**Total of all items:**

\$

**Step 2:** Enter the total number of anticipated guests

▾

**Step 3:** Fair Market Value per person (Fair Market Value divided by number of participants)

\$

**Step 4:** Enter the amount you are selling this ticket for per person

\$

**Step 5:** Calculated tax deductible amount per ticket (price minus Fair Market Value per person)

\$

Save



- The **Price**, **Tax Deductible Amount**, and **Quantity** of tickets will auto populate below the calculator after clicking **Save**.
  - **NOTE:** You can go back into the ticket and update the information if needed before selling your first ticket.

Price	\$30.00		
Tax Deductible Amount	\$10.00		
Quantity	50 total	50 Available	0 Used

- **Custom Questions** can be added to each ticket
  - **NOTE:** If you'd like a question to be asked on all tickets, you'll need to add it to each ticket separately. If you are adding the same question to all tickets, you will need to make the Api Name unique (you can do this by adding a number to the end of each one.)
- Click **Add Field** to bring up the types of questions.

Form Fields  
Add fields to collect information from users.

**Add a field to this ticket.**

Use fields to ask users for information - like name, shirt size, or meal preference.

[Add Field](#)

Add Field
▼

A
Text

≡
Paragraph

Checkbox (single)

Dropdown

Multi select



Date


- **Text** – Single line fill in the blank
- **Paragraph** – Textbox fill in the blank
- **Checkbox (single)** – A statement that you can have the ticket purchaser agree to
- **Dropdown** – Select an answer
- **Multi-select** – Select multiple answers
- **Date** – Ask a question which the ticket purchaser fills a date in as the answer

- **Select** one of the types of questions.
- Replace **Untitled** with your question for any type of question. Based off the type of question you selected, you'll fill out different information.
  - **NOTE:** The Api Name will auto populate. For best results, leave this with the auto populated text.

Untitled



Field Type



Option 1   



Api Name 



What is your t-shirt size?


Field Type

Api Name 

- All tickets are **Active** after you create them. You can deactivate them using the expiration date in the ticket creation or the **Deactivate** button.
  - **NOTE:** Deactivating your ticket will hide it from the ticket page. If you click Delete, this will remove the ticket from the ticket page and the Ticket Builder page.

The screenshot shows a form titled "Cornhole Ticket" with the following fields and controls:

- Api Name:** A text input field containing "CornholeTicket".
- Description:** A rich text editor containing the text "Entry into the Cornhole Tournament".
- Expiration Date:** A text input field containing "No Expiration Date".
- Actions:** In the top right corner, there are three buttons: "DELETE", "DEACTIVATE" (highlighted with a red box), and "DONE".

- **Add** as many tickets or sponsorship your event requires by repeating the **Ticket Builder** steps.

## Publishing your Passion Fundraising Event

- When you've completed your site edits and the tickets have been created, you can publish your event!
- Navigate back to your **Passion Dashboard**
- Click **Edit Info** in your event card
- Select **Publish**. (If your site is already published, this button will say **Delist**. Use Delist to hide your passion page.)
  - **NOTE:** Your passion fundraising event will display on <https://passion.cff.org>.

Thank you for choosing to create a passion fundraising event to benefit your Great Strides, CF Cycle for Life, CF Climb, or Xtreme Hike fundraising! We look forward to seeing your creative ideas come to life online. Good luck!

### **Questions? Need Additional Assistance?**

- Call 240-200-3734
- Email [passion@cff.org](mailto:passion@cff.org).
- Contact your local CFF chapter or the event coordinator