Fundraising Page Step by Step Start-up Instructions

Thank you for joining The Foundation for Sarcoidosis Research (FSR) in our efforts to raise awareness and funds to support sarcoidosis research and patient support efforts! As a participant you will be able to create your very own online fundraising page to join the movement. Included in this guide is a step-by-step breakdown of how you can create your page and start fundraising during April’s Sarcoidosis Awareness Month!

*Note* - The images will be different than the current campaign images. All instructions remain the same.

**Step 1: Register for the Campaign**

1. Begin by going to the website: 
   [https://stopsarcoidosis.rallybound.org/say-sarcoidosis](https://stopsarcoidosis.rallybound.org/say-sarcoidosis)

2. Click **Register** in the navigation bar or on the welcome message to begin.

3. If you have used the Team KISS fundraising website in the past, enter email address used in your previous campaign. If you have not, simply enter your email address to create a Team KISS account.
*Note* - If you need a password reset, simply click **Forgot Password** and you will be emailed a link to reset your password.

4. Enter in your contact information and then scroll down to edit your participation preferences.

*Note* - **This is the section where you can create a new team or join an existing team, see below.**
5. Follow these instructions if you would like to 1) Create a Team or 2) Join a Team.
   a. **Create a Team**
      i. Simply begin entering the name of your desired team into the search box. A **Create** button will appear if the team name is available, click **Create** to proceed. (See in screenshot below.)
   b. **Join a Team**
      i. Start entering the name of the team you would like to join, you will be able to click on the button, **View All Teams**, to search for your team.
   c. Once you have created a team, or joined a team, click **Next** to proceed.
6. Review the information on the next page to ensure it is correct and then click **Continue**.

7. Show your supporters you are dedicated to the campaign by being the first one to make a donation! People are much more likely to donate when they see the donations have started. Even a small donation from yourself can get the ball rolling (This will also be a prompt in your dashboard.)
8. Agree to the participant waiver and click **Complete Registration**

9. You will be taken to this page that confirms your registration. This will automatically pop-up. If the page does not move on after 3 seconds, to proceed click the **Click Here** on the page.
10. You will be prompted to upload a picture for your profile. You can click on your initials to upload a picture from your computer or device or select the option to skip and upload a picture at a later time.
a. **Note** To change your picture later, click **Upload Photo** in the **Dashboard** section.

11. You can choose to personalize the language on your page by including your story and why you have joined Stand up for Sarc by clicking on **My Page** in the toolbar and then clicking **Welcome Message**.
12. You can invite contacts to join your team by clicking **Import Contacts** in the **Contact Book** section to use one of the apps indicated in the screenshot below or select the option to add contacts in manually. This will add individuals to your own email list so you can use the **Email** function in the dashboard to send emails for individuals about your campaign.
13. Post a message to social media!
   a. Under the **Dashboard**, you will see the option to post a message to **Social Network**.
   b. Use the **FSR Social Media Toolkit** to copy and paste one of the pre-written social media posts!

**CONGRATULATIONS!** You have successfully built your fundraising page!

If you have questions or are running into problems getting started, reach out to FSR’s Senior Director of Development, Angela O’Malley, at angelastopsarco.org.