



Quick Start Guide - Online Fundraising

To access your fundraising page please:

Step 1: Visit www.cctakesteps.org

Step 2: Click *Login* on left side of page.



You will then have access to your fundraising page

Step 3: IMPORTANT! If you are a member of team, go to upper right hand corner of your campaign page, select change campaign here and select TEAM MBR. (Note: there is a team page and team mbr page. You can only send out a link to the team mbr page for people to donate and register).

Step 4: Customize your page



Click on *Customize My Web Page* link to personalize your page:

1. *Title:* Put the Name of your team here
2. *Welcome Message:* Personalize your message here to your family, friends & co-workers
3. *Add an image:* OPTIONAL
4. *Set a Goal:* Put your fundraising goal here

NOTE: All other options can be left standard!

Choose *Save and Finish* at bottom right hand corner of page.

Step 5: Send Emails

Click on *Send Emails* link to use Email Center.

Enter email addresses you would like to mail to and customize a template or create a new message.

Your friends and family will receive an email with a link to your personal fundraising page where they can *Make a Donation* and support your efforts.

NOTE: If you have problems downloading your email addresses, you may also copy and paste your Take Steps URL and send it out the link to your family and friends from your own email address like you would typically send an email. Your URL is found under *Customize your page* where it says create your web address.

Step 6: Receive Donations

When they receive your link, family and friends can select *Make a Contribution* on your page to support your participation in *Take Steps*.