How to set up a Facebook fundraiser from your Profile Page

When your Facebook fundraiser is created from your profile page, donations received from your Facebook Fundraiser will display on your PTC personal fundraising page.

**Please Note:** Donations that are made directly to your PTC personal fundraising page will not sync to your Facebook fundraiser.

Logging In

To set up a Facebook fundraiser, you’ll need to log in to your PTC personal fundraising page at pedalthecause.org using the login credentials you created when completing your registration. You can also set up your fundraiser immediately after registration when you first view your profile page.

To log in, click “Log In,” the rightmost item on the menu bar. Enter your username and password and click Log In or hit Enter.

Your Profile

Your profile is displayed when you sign in.

Setting Up fundraiser

To create a Facebook fundraiser, click the Facebook icon in your toolbar or click “Create a Facebook Fundraiser” link in the Profile menu.

Follow the prompts to set a goal and update the text that will accompany your fundraiser and click “Create Facebook Fundraiser.”

You will have to give permission to connect with your Facebook page.
Once setup is complete, you will get a pop-up message that says “Fundraiser Created”. Click “OK”.

Your Facebook fundraiser has now been set up. You can go directly to Facebook or click the blue highlighted text to visit your Facebook page.

How to Manage your Facebook fundraiser

Editing Your fundraiser

Your fundraiser will be set up with a default photo from Pedal the Cause but you can customize your picture by clicking “Edit” in the bottom right corner. You can upload a photo or choose a photo from Facebook.
Your amount raised towards your goal will update in real time as people donate to your Facebook fundraiser page. These donations will be reflected in the total raised on your Pedal the Cause profile as well.

If you would like to update the fundraiser settings, click “Edit”

In this section, you can edit:
- Your goal
- When your fundraiser ends (it will end at midnight on the day you select)
- The title of your fundraiser
- Information about why you are raising money

When all changes are complete, click “Save”

If at any point, you need to immediately end your fundraiser, you can do so by clicking the three dots on the right side below your picture. Then click “End Fundraiser”.

If you need to delete the fundraiser as well, you can follow the same steps and click “Delete Fundraiser”. This can only be done once the fundraiser has ended. Note this will not delete the donations recorded on your PTC fundraising page.
Inviting to and sharing your page

You can share your fundraising page to potential donors through Facebook either by inviting Facebook friends to the fundraiser or by sharing the page on your timeline. To invite friends, click the “Invite” button below the picture. Then, you can search your Facebook friends and click “Invite” next to the names of people you want to invite to your fundraiser.

You can also click the “Invite” button in the Invite Friends section of the page and invite all of your Facebook friends at once.

To share the Fundraiser to your timeline, click the “Share” button below the picture. In the pop-up box, type your message to friends and click “Post.”

If you would like to share your Facebook fundraiser on Twitter, Instagram or via email, you can do so by copying the link to the page using the “Copy Link” button.
Donation Notifications

When a donation is made to your fundraiser, you will receive a Facebook notification:

If you click on the notification, you will see a pop-up window where you can comment and say thank you. Type your message in the box and hit enter.

You can also comment on the donation posts that show up on your fundraising page at any time.

Note: Because Facebook does not share donor info with Pedal the Cause, your donors on Facebook WILL NOT receive a thank you email and tax letter from PTC. Make sure you thank your donors by sending them a message! If they want a receipt for their donation, Facebook provides that directly to donors. See the next page for details.

Say Thank You
Facebook Donation Notifications

When someone makes a donation, they will receive a donation receipt from Facebook.

They can also access the donation through Facebook by following these steps:

• Log in to Facebook page
• Click the arrow in the top right corner and select “Payment History” from the drop down
• Click on the donation under Payment History
• Click “Download Receipt” in the pop-up window

Print or save the PDF to computer