



How to Create Your  
2021 SPF 3K-5K-10K Fundraiser Page

**This fundraising season, we know things are a bit different for everyone, so we created new options for spring fundraising with you in mind!**

Despite challenging times, NOAH has been working hard to keep the albinism community connected, and we need your help to continue our mission. Our fabulous fundraisers are instrumental to NOAH's success -- we can't thank you enough for your support throughout ever-changing situations.

**Thanks so much for participating in NOAH's Inaugural SPF 3K-5K-10K! Please follow the directions below to create a fundraising page for yourself or your team:**

**IMPORTANT NOTES:**

- The DonorView platform does NOT support Safari, please use Google Chrome or Firefox if you encounter any technical difficulties.
- If you experience frustration or need assistance, please give us a call at 800-473-2310 or send an email to [fundraise@albinism.org](mailto:fundraise@albinism.org) and we'll help you out as quickly as we are able!

**Step 1:** Navigate to the new SPF 3K-5K-10K page:

[www.albinism.org/spf](http://www.albinism.org/spf)




**Step 2:** Scroll down to the "Register Now!" section and select "Participate in the Race"



**Step 3:** Scroll down underneath “Select your entry type,” and choose how many registrations you are signing up for (how many people are participating). Registrations with a shirt (standard entry and Super Supporter) must be received by 4/30/21.

If you would like to make an additional donation with your race entry, enter the amount in the box below.

**Select your entry type:**

<p>SPF 3K-5K-10K Entry</p>  <p><b>\$30.00</b> \$30.00 non-refundable</p> <p>Click <a href="#">here</a> for description</p> <p>Qty: <input type="text" value="0"/></p> <p><b>\$0.00</b></p>	<p>SPF 3K - 5K - 10K Entry with Shirt - Register by 4/30/21</p>  <p><b>\$60.00</b> \$60.00 non-refundable</p> <p>Click <a href="#">here</a> for description</p> <p>Qty: <input type="text" value="0"/></p> <p><b>\$0.00</b></p>	<p>SPF Super Supporter Entry with Shirt - Register by 4/30/21</p>  <p><b>\$100.00</b> \$100.00 non-refundable</p> <p>Click <a href="#">here</a> for description</p> <p>Qty: <input type="text" value="0"/></p> <p><b>\$0.00</b></p>
<p><b>Subtotal: \$0.00</b></p>		

**If you would like to make an additional donation, please enter your amount below.**

**Step 4:** If you are creating your own team, select **Start a Team**. If you are joining an existing team skip to **Step 6**.

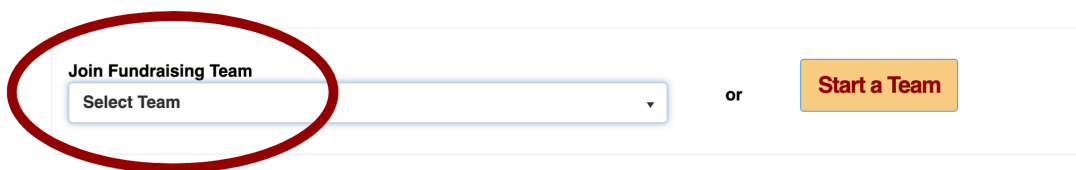
Join Fundraising Team		or	<b>Start a Team</b>
<input type="text" value="Select Team"/>			

**Step 5:** Enter your Team Name and Fundraising Goal. Skip to **Step 7**.



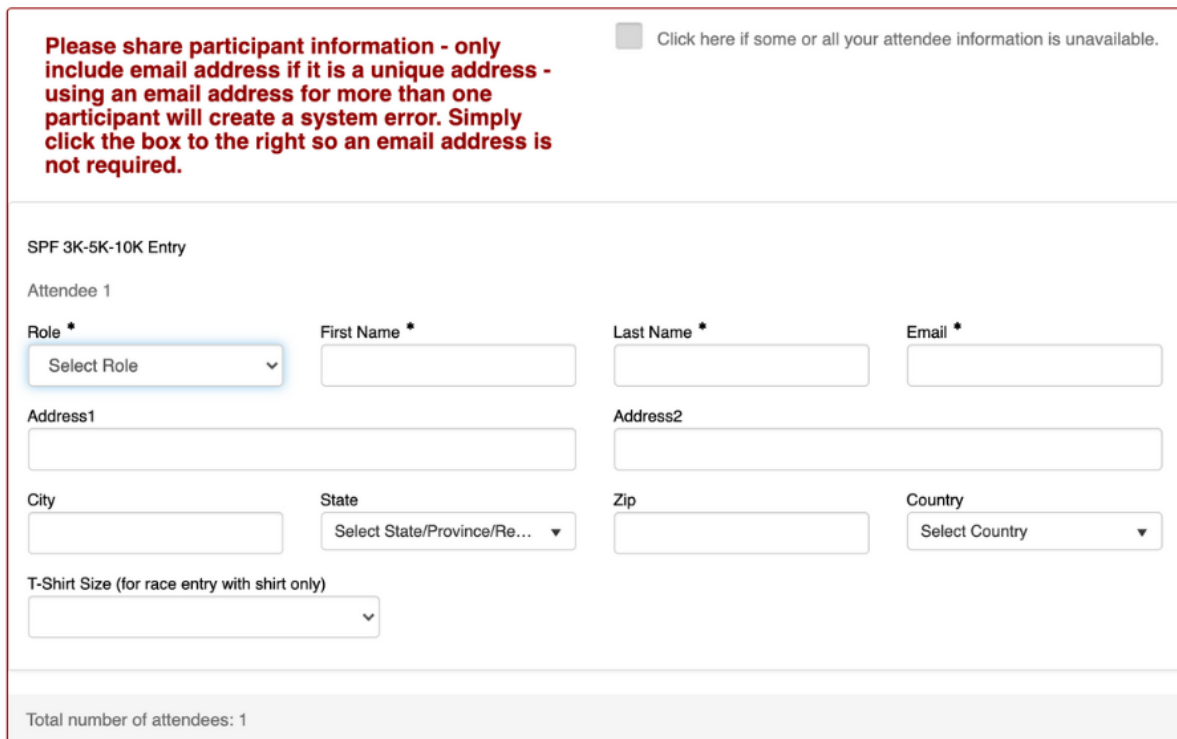
A registration form for Step 5. It features two input fields: 'Team Name' and 'Team Goal' (with '\$0.00' pre-filled). Both fields are circled in red. To the right of these fields is the word 'or' and a yellow button labeled 'Join Existing Team'.

**Step 6:** Click the **Select Team** dropdown and select the team you would like to join.



A registration form for Step 6. It features a dropdown menu labeled 'Join Fundraising Team' with 'Select Team' as the current selection. This dropdown is circled in red. To the right of the dropdown is the word 'or' and a yellow button labeled 'Start a Team'.

**Step 7:** Enter your registration & billing information (include t-shirt size if you've selected a registration that includes a t-shirt) and click **Submit**



A registration form for Step 7. At the top, there is a red warning message: 'Please share participant information - only include email address if it is a unique address - using an email address for more than one participant will create a system error. Simply click the box to the right so an email address is not required.' To the right of this message is a checkbox and the text 'Click here if some or all your attendee information is unavailable.' Below the warning, the form is titled 'SPF 3K-5K-10K Entry' and 'Attendee 1'. It contains several input fields: 'Role' (a dropdown menu with 'Select Role' selected), 'First Name', 'Last Name', and 'Email' (all with asterisks indicating they are required). Below these are 'Address1' and 'Address2' fields. Further down are 'City', 'State' (a dropdown menu with 'Select State/Province/Re...' selected), 'Zip', and 'Country' (a dropdown menu with 'Select Country' selected). At the bottom, there is a 'T-Shirt Size (for race entry with shirt only)' dropdown menu. At the very bottom of the form, a grey bar displays 'Total number of attendees: 1'.

## Billing Information

\* Denotes required field

☐ This event purchase is being made on behalf of a company/organization.

Security is of paramount importance to us. Your credit card information is processed securely via Level 1 PCI DSS Compliant Service Provider.

Credit Card Number *	Exp. Month *	Exp. Year *	CVV Number *
<input type="text"/>	<input type="text" value="Month"/>	<input type="text" value="Year"/>	<input type="text"/>

☒ Please add the processing fee \$0.00 to my total so that the full amount goes towards National Organization for Albinism & Hypopigmentation.

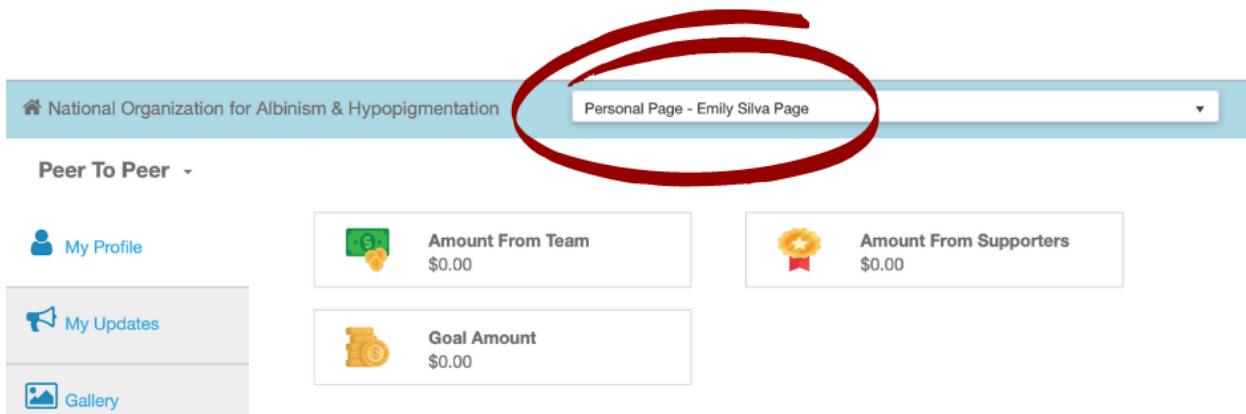
Prefix	First Name *	Last Name *	Suffix
<input type="text" value="Prefix"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Suffix"/>
Email *	Confirm Email *	Phone	Phone Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Phone Type"/>
Street Address *	Apt, Suite, Bldg.		
<input type="text"/>	<input type="text"/>		
City *	State/Province/Region *	Zip Code *	Country *
<input type="text"/>	<input type="text" value="Select State/Province/Region"/>	<input type="text"/>	<input type="text" value="United States"/>

Submit

**Step 8:** From there, the SPF 3K-5K-10K login page should appear. Create an account or login to your existing account to begin editing your page.

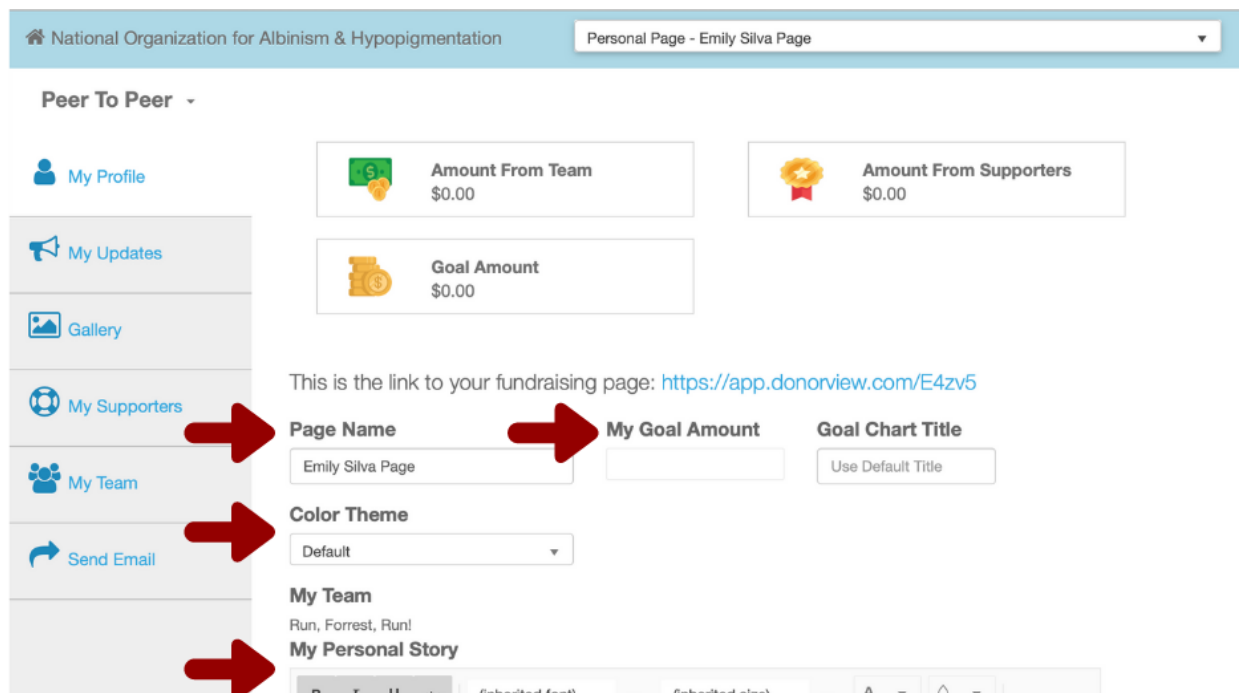
\*\*If the login page doesn't appear, check your email for a message from DonorView with the subject line "**National Organization for Albinism & Hypopigmentation personal fundraising page**" (this may be in your spam folder). Click the link in the email to sign up and personalize your page, or sign in to your pre-existing account.

**Step 9:** Under “My Profile,” set up your fundraising page. First, select your personal page or team page (if you’ve created a team) from the dropdown at the top.

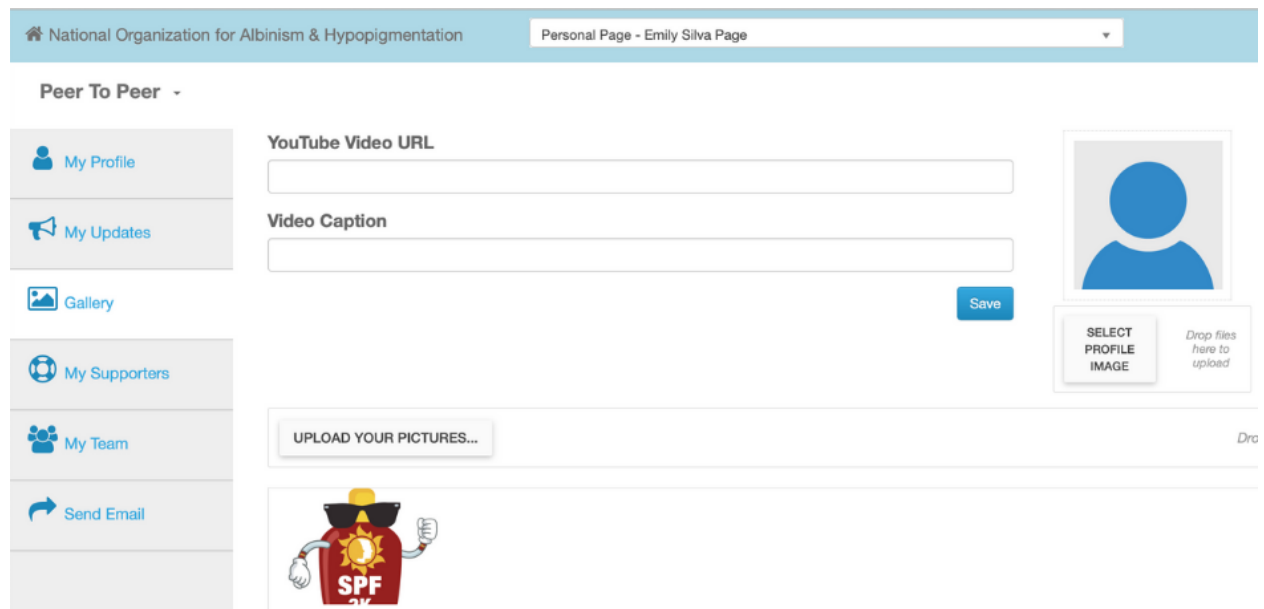


**Step 10:** Enter in your page name & fundraising goal, select a color scheme from the drop-down menu, and enter any additional details about your story in the textbox. Click [SAVE](#) (you may have to scroll down to find the save button).

If you didn’t create or join a team when you signed up, you will also have the choice to do so now!



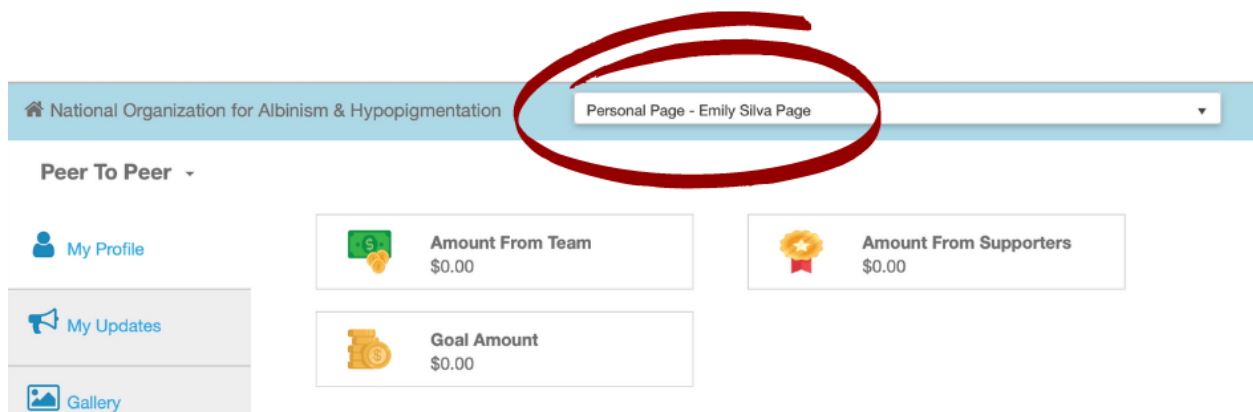
**Step 11:** Click on “Gallery” to personalize your page with photos or video.



Don't forget to click **SAVE** when you are done!

**Step 12:** When you have finished personalizing your page, click on “**My profile**” to bring you back to the starting page and scroll down to see a preview of your fundraising site. If you make any additional changes, don't forget to click **SAVE** again!


**Step 13:** If you created a team, click the dropdown on the top right of your screen and select your team page. If desired, you can personalize your team page the same way you personalized your personal page, using the above instructions.





**CONGRATULATIONS - You've created your fundraising page! Read on to learn how to share your page and interact with your supporters.**


**Step 14:** Use the link provided at the top of the “My Profile” section to share your personal fundraising page.


Peer To Peer ▾


 My Profile


 My Updates


 Gallery

 My Supporters

 My Team

 Amount From Team  
\$0.00

 Amount From Supporters  
\$0.00

 Goal Amount  
\$0.00


This is the link to your fundraising page: <https://app.donorview.com/E4zv5>


Page Name	My Goal Amount	Goal Chart Title
Emily Silva Page		Goal Chart Title


**Step 15:** Check in on your fundraising! Under “My Team” you can view your team’s progress with donations as well as see who has joined your team. If you created the team, you can also update your team name and fundraising goal at any time by clicking the “Edit” button.


National Organization for Albinism & Hypopigmentation Personal Page - Emily Silva Page ▾ Emily Silva ▾


Peer To Peer ▾


 My Profile

 My Updates

 Gallery

 My Supporters

 My Team

 Send Email

Team Name: Run, Forrest, Run! Goal: \$1,000.00 Created By: Emily Silva Created Date: 4/19/2021 [Edit](#) [Delete](#)

[EXPORT TO EXCEL](#) [SEND EMAIL](#)

Select	First Na...	Last Name	Email	Go...
<input type="checkbox"/>		Run, Forrest, Run!		
<input type="checkbox"/>	Emily	Silva	emily@precisell...	

Team Goal

— Goal Amount — Current Amount


\$ 1,000

\$ 0


Donation Amount





**Step 16:** See who is supporting you! Under the “[My Supporters](#)” tab you can see who has donated on your personal fundraising page.


 National Organization for Albinism & Hypopigmentation Pers


Peer To Peer ▾


 My Profile


 My Updates


 Gallery

 **My Supporters**

 My Team

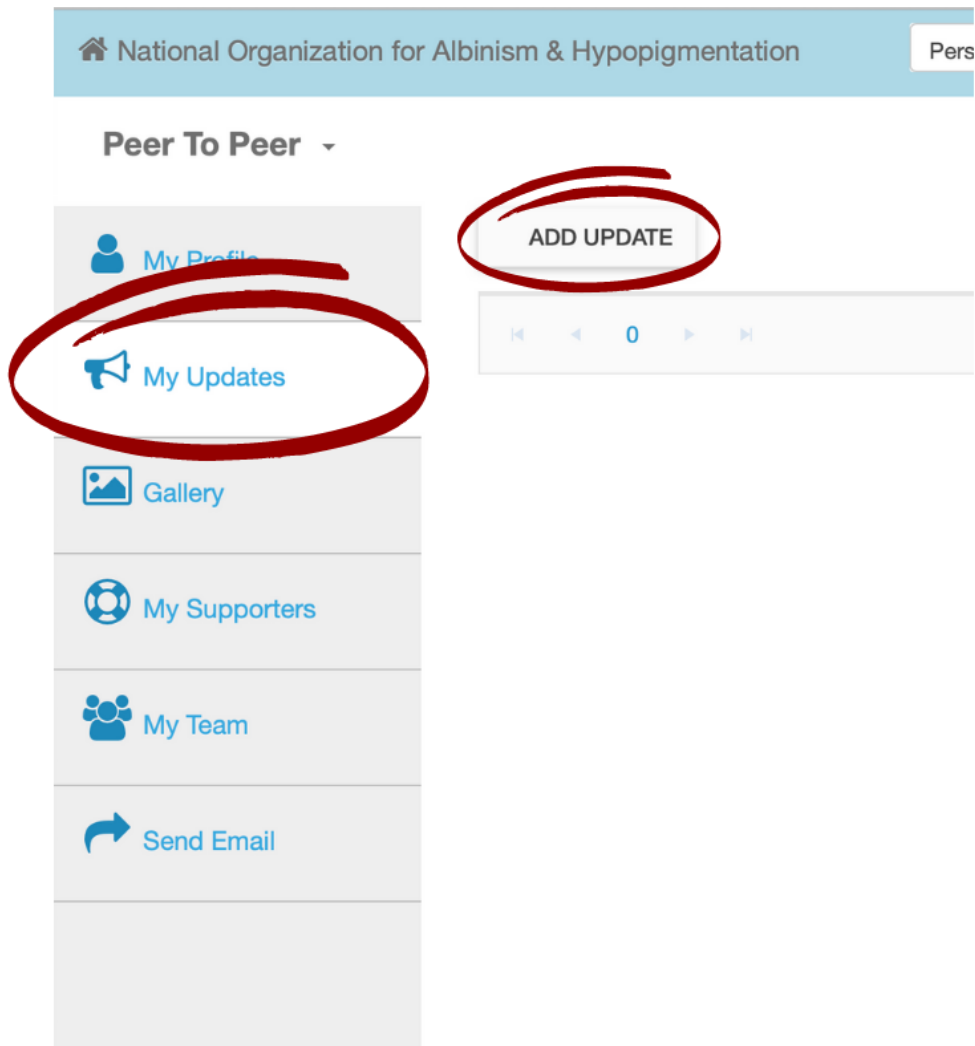
 Send Email

 EXPORT TO EXCEL

 SEND EMAIL

Select ▾	Payment Date ▾
<input type="checkbox"/>	04/19/2021

**Step 17:** Share updates with your supporters! Under “[My Updates](#)” select “Add Update” to open the text box and write a message to display on your fundraising page. Click **UPDATE** to share your update when you’re done!



We hope this guide was helpful in setting up your spring for NOAH fundraiser page quickly and without stress, but if you do encounter any issues that this document doesn't explain, simply give us a call at 800-473-2310 or send an email to [fundraise@albinism.org](mailto:fundraise@albinism.org) and we'll help you out as quickly as we are able.

**Happy Fundraising!**