

Instructions for Accessing & Editing Your PledgeIt Fundraising Page

For Walkers who are registered and need to access their fundraising page: You can access your fundraising page by going to <https://charity.pledgeit.org/TBBCFWalk> and clicking the “Sign In” button at the top right of the page. Use the email address and password that you used to register.

Once logged in, you will be at your Account Home page. Here you can edit your profile picture, your name, email address and you can change your password by clicking “Manage Account”. You can also access your fundraising page and your team fundraising page (if applicable).

To make edits to your fundraising page, under “Account Home” – “My pages” – Click on TBBCF 18th Annual Walk for a Cure Fundraising page. This is your individual fundraising page*. The fundraising goal**, picture and story are editable by clicking the “Edit Page” button under the stock picture. Wherever you see a camera icon, you can upload a picture.

*Note – Fundraising page URLs are not editable at this time.

**Note – your goal should be equal to or greater than your fundraising commitment.

At the top of your page are 4 tabs: **Community; My Page; Team; and Donors.**

- The **Community** tab allows you to share updates to your page & donors, or just to your page. This is a fun way to interact with your community.

- The **My Page** tab essentially tells your story. It's from here that you can “Share” your fundraiser to Facebook, Twitter, via email or text, or by copying your page URL to share as appropriate. You can also view your progress, your fundraising profile and the donations received.

- The **Team** tab (if applicable) allows you to see your teammates, donations made, etc. There is a message board feature here that allows you to communicate with your fellow teammates. Team Captains have additional information available and additional functions on this page.

- The **Donors** tab is where you can invite donors to give, keep track of the sent invitations, monitor donations received, and send Thank you notes/messages for donations received.

*** Important - If emails are sent from the fundraising platform, two automated reminders will automatically be sent two days apart reminding donors about your campaign. Reminders will not be sent if a donation is made. These reminders can be turned off by going to the Donors tab; Invited Donors; then click the 3 dots to open a drop down that says, “Cancel Reminders”.**

* Thank you notes can be sent to your donors from the Donors tab; Donations; then click on the paper airplane icon to Say Thanks. This message is editable.