Lotsa Tip Sheet – How to Create a Fundraiser

We are excited to offer GiveForward to our communities at Lotsa. We know so many of you wish to raise funds to support loved ones. GiveForward provides an easy way to raise money online — whether it is to raise money for medical bills, gas to and from treatment, or to offset household bills during caregiving, GiveForward offers personal fundraising pages to help with those financial stresses. Now you can link your fundraising page to your Lotsa Community. Follow these steps to create your fundraiser, add a link to your Lotsa community and start sharing with your community members.
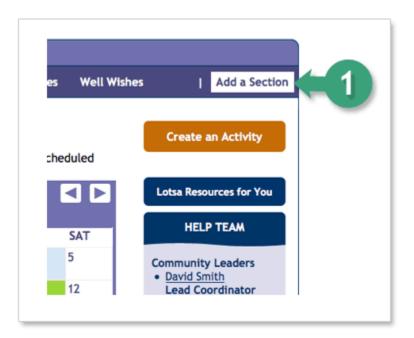
Visit GiveForward

Identify someone in your Lotsa Community to start the GiveForward page. Make sure this person is designated as a Lotsa Coordinator so they have permissions to administer the fundraiser. Visit **www.giveforward.com/lotsa** and click the **Create a Fundraiser** button. You will need to create your own account with GiveForward. Fill out the form to create your fundraiser. Once your fundraiser is complete, make note of shortened URL (address) on the GiveForward Dashboard. You will need to have that when adding the fundraiser to your Lotsa Community.
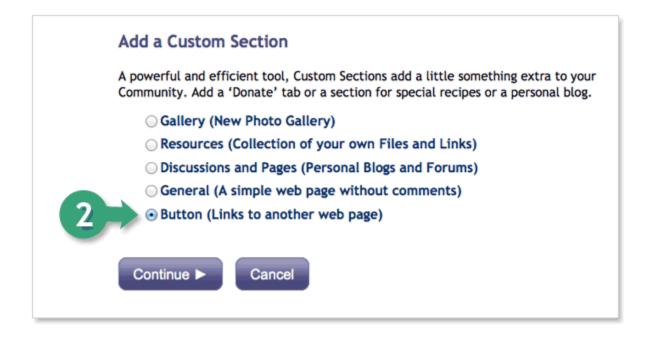
Add your Fundraiser to your Lotsa Community

Follow these simple steps to create a Custom Section that links directly to your Fundraiser. Here is an example:
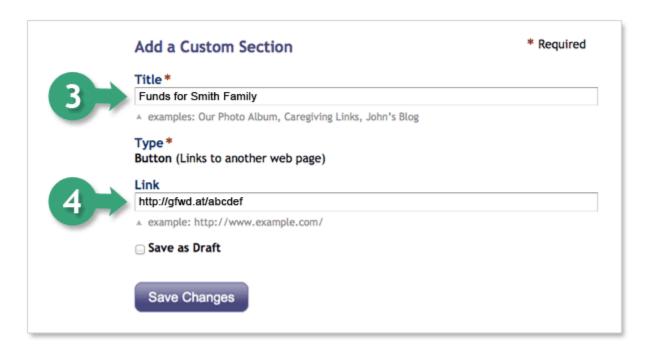
Step 1: Click **Add a Section** in the upper right corner of your screen.

Step 2: Select **Button** on the Add a Custom Section page and click **Continue**.

Step 3: Add a title for the Custom Section. This title will be visible in the Navigation Bar. For example **Funds for Smith Family**.

Step 4: Enter the unique URL (address) of your GiveForward Fundraiser. You can find that address by visiting the Overview page for your fundraiser at GiveForward.com. Look for **Shortened URL to fundraiser**. Make sure to include the http:// as part of the link.

Add a Custom Section   * Required

3 → **Title** *
Funds for Smith Family

   ▲ examples: Our Photo Album, Caregiving Links, John's Blog

Type *
Button (Links to another web page)

4 → **Link**
http://gfwd.at/abcdef

   ▲ example: http://www.example.com/

☐ **Save as Draft**

[Save Changes]

Step 5: Click **Save Changes**. Once complete, send an email to your community from the Administration tab to let them know about the fundraiser.