

CrowdChange How-To-Guide

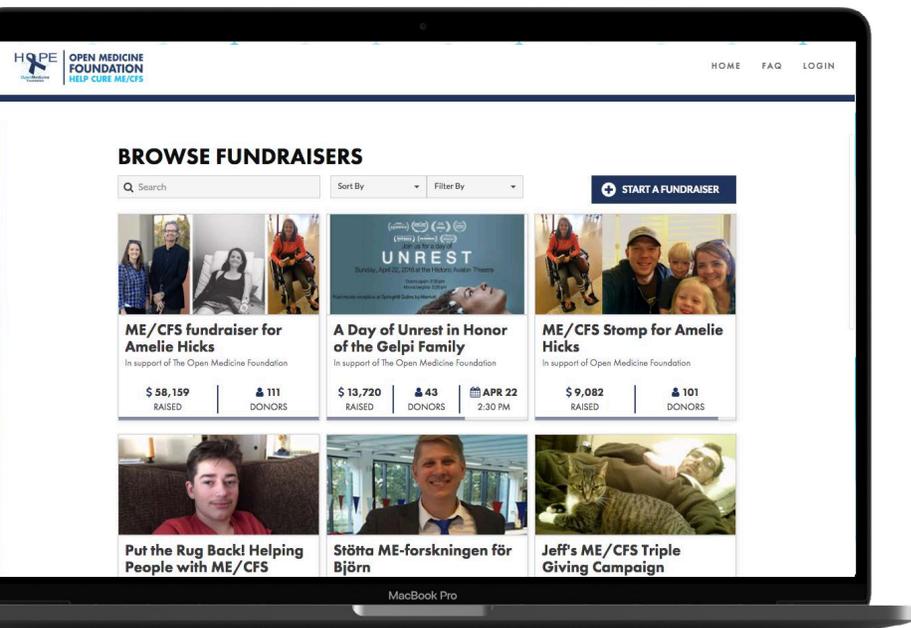
How to Start Your Philanthropy Event

Donations, tickets, and more



Welcome!

Welcome to the CrowdChange “how-to” guide! This guide will walk you through how to start your online fundraiser and customize it specifically for your event. Every feature you need – all in 10 minutes or less!



Step 1: Get Started

Go to

openmedicinefoundation.crowdchange.co and click the “Start a Fundraiser” button!

Step 2: Basic Fundraiser Info

Page one is where you fill in the basic information about your philanthropy event. If you would like the amount raised to remain a secret, simply toggle off the fundraising goal. If your fundraiser does not have a time, date or location, leave these features toggled off.

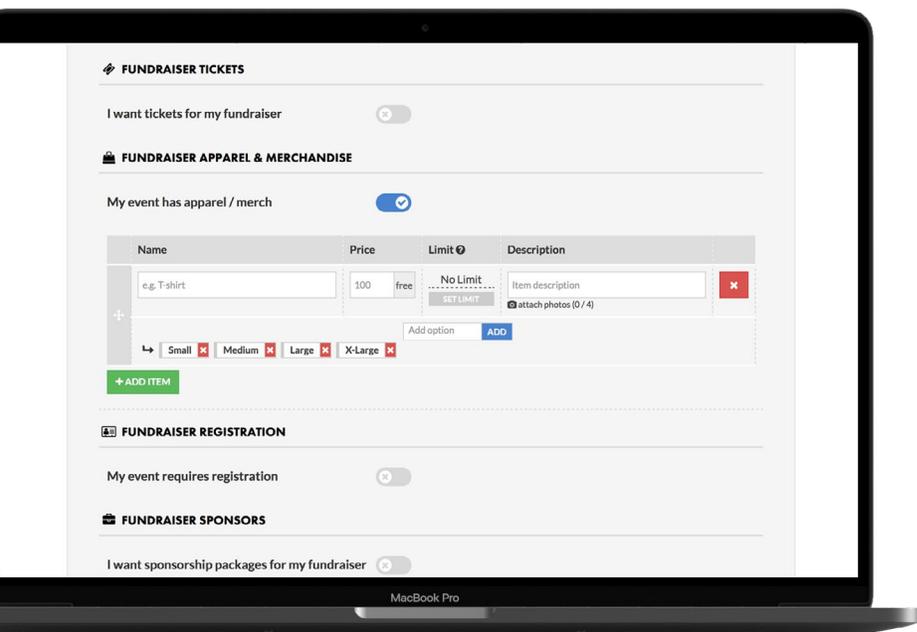
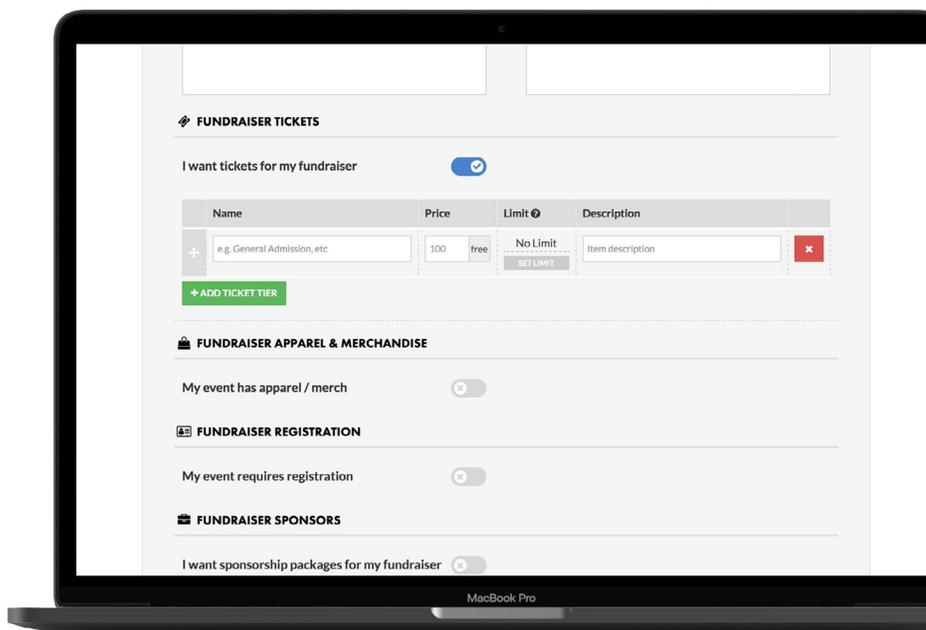
The screenshot shows the 'BASIC FUNDRAISER INFO' form. It includes the following fields and options:

- My fundraiser name:** Text input field with placeholder 'e.g. Friday Night Lights'.
- In support of:** Text input field with placeholder 'e.g. American Cancer Society'.
- Goal:** Text input field with placeholder 'e.g. \$5,000' and a toggle switch that is currently turned on.
- My fundraiser has a date and time:** A toggle switch that is currently turned on.
- Start date and time:** Date and time picker showing 'August 16, 2018 12:00 PM'.
- My fundraiser has a location:** A toggle switch that is currently turned on.
- Location:** Text input field with placeholder '123 Main Street, New York, NY 10001'.
- My fundraiser has an end date and time:** A toggle switch that is currently turned on.
- End date and time:** Date and time picker field.
- CONTINUE:** A blue button at the bottom right.

Step 3: Customize

Tickets:

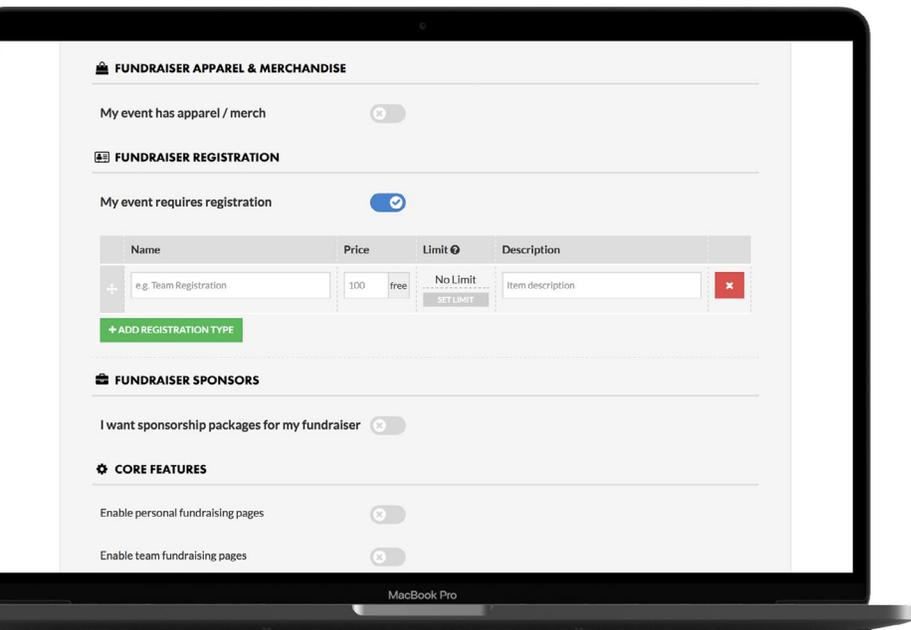
Turn on “This event has tickets” to enable tickets, then fill in your ticket tiers. Everyone who buys a ticket will get an email with a PDF ticket attached. As the event organizer, you will be able to download a full guest list with one click.



Fundraiser Apparel & Merchandise:

If you are looking to sell apparel or merchandise for your event, we've got you covered. Simply fill in the name of what you are selling, set the price and add any sizes or colors you would like to offer by clicking "add variations" located below the name field. For events with registration that includes a t-shirt, simply put the name as “Registration + t-shirt”, and this feature will allow you to collect sizes from participants that register.

Please note that funds flow directly to the Open Medicine Foundation. This means that if you wish to use the Apparel & Merchandise feature, the cost of the merchandise must be covered by the event organizer. The Open Medicine Foundation cannot reimburse event organizers.

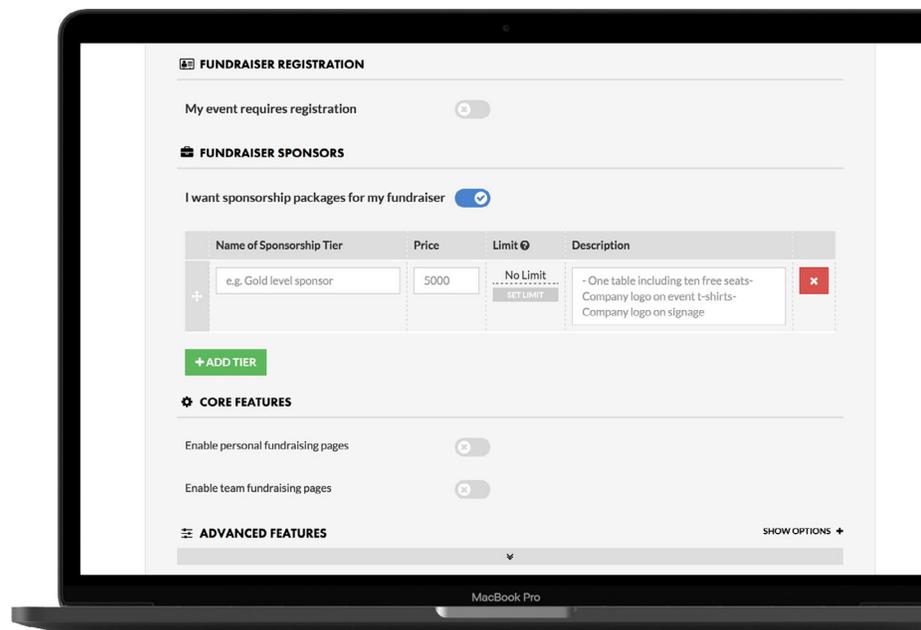


Fundraiser Registration:

For events that require individual or team registration, we've made it easy. You can create as many registration tiers as you wish, and participants can pay and register directly online. All participant information can be downloaded, with one click, right to Excel.

Fundraiser Sponsors:

Event organizers can engage companies through our sponsorship feature. Create as many different sponsorship tiers as you wish to offer, and companies can go to your CrowdChange page and purchase a sponsorship package online by credit card. Common sponsorship tiers include offering the naming rights for the event, including company logos for the event, including company logos on apparel and incorporating company logos on event signage.

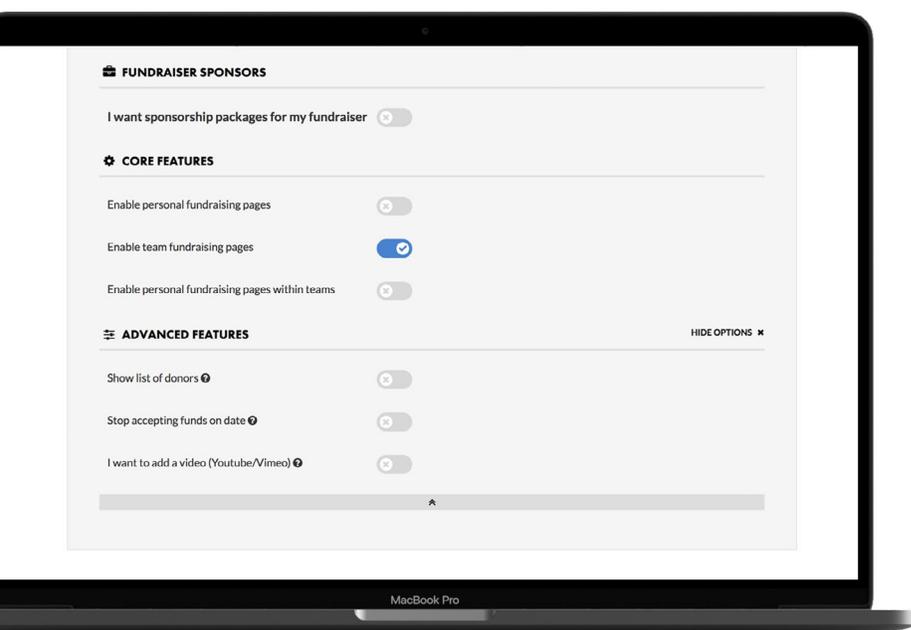
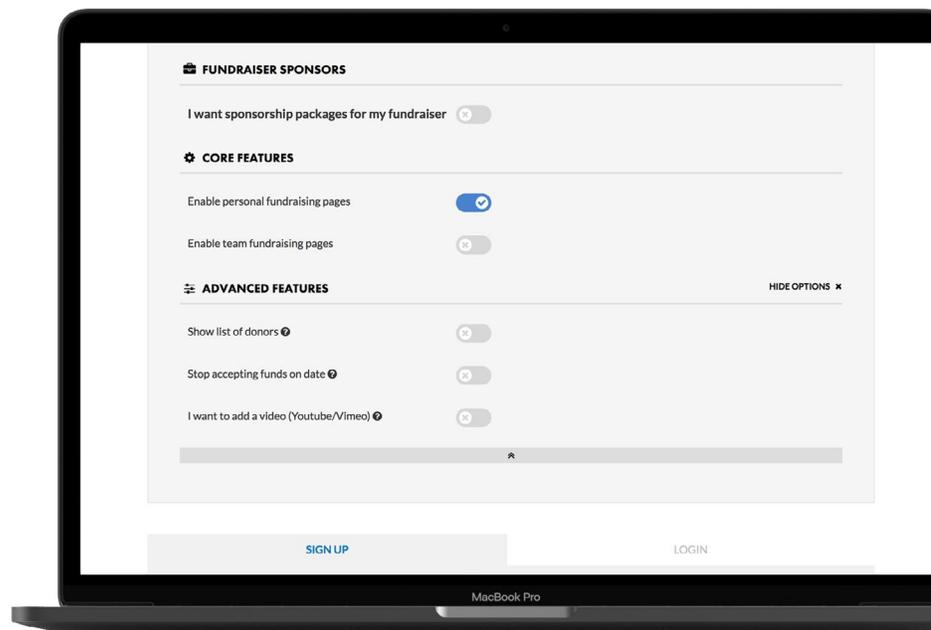


Tips & Tricks

Many consider this to be the #1 tip to raising more money on CrowdChange pages: We encourage you to take five minutes in a meeting with everyone involved in the event and have them create a personal page and send it to five people **WHILE IN THE MEETING**. People can share this personal page with family and friends as a way to receive additional donations.

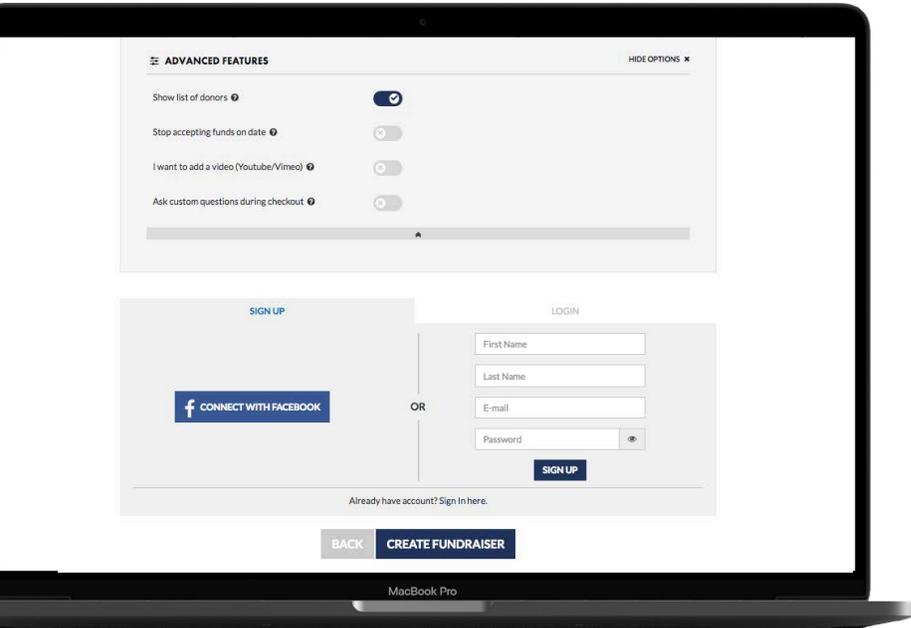
Personal Fundraising Pages:

This is arguably the best feature for increasing funds raised. It allows everyone involved to create a personal fundraising page that is part of your broader fundraising page. Turn on the toggle button for “Users can create personal fundraising pages” to enable this.



Team Fundraising Pages:

This will enable you to create team fundraising pages as part of the broader fundraising page. These pages will appear in a leaderboard format on the fundraising page. Turn on the toggle button “Users can create team fundraising pages” to enable this feature.



Advanced Features

Here you can choose to show the donor list, stop accepting donations on a certain date and add a promotional video. Event organizers can also ask donors custom questions during checkout.

Sign Up:

This will allow you to generate reports, download a guest list and more. If you already have an account, click the “Login” button and sign in to create your fundraiser.

* Please note that all funds raised are transferred directly to the Open Medicine Foundation.

That’s it! Feel free to share your page and start fundraising!

Have a Great Fundraiser!