Website: www.mcgrathforguidedogs.raisely.com

**Process for registering your office & creating a webpage for your office fundraiser**
These instructions will help you to:

1. Create your personal account
2. Create Your Office Profile
3. Create individual pages for fundraisers hosted by your office

Go to the home page: www.mcgrathforguidedogs.raisely.com

Create Your personal Account
Click on "Sign up your office" this will direct you to a page to create your personal account first.
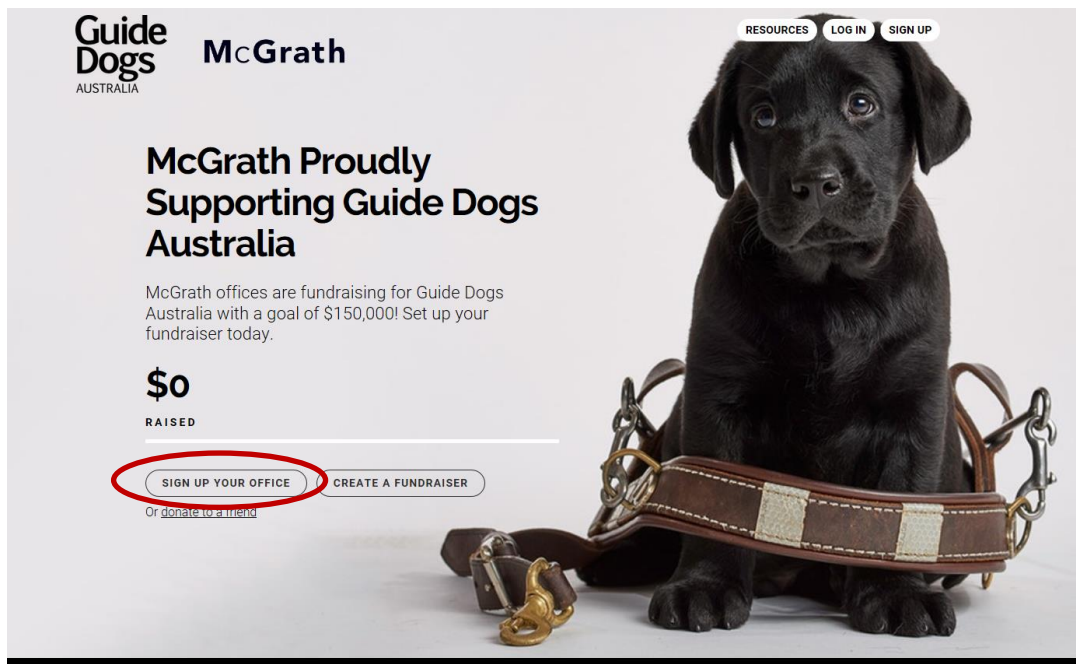
Fill in the requested information to create your personal Account (as an individual).
Then, click on "Sign up your office" to submit your information.
Alternatively, you can sign up with Facebook by clicking on the button.

Create Your Office Profile

You will be automatically directed to a page to "Create Your Office Profile"

Please note when creating this form:

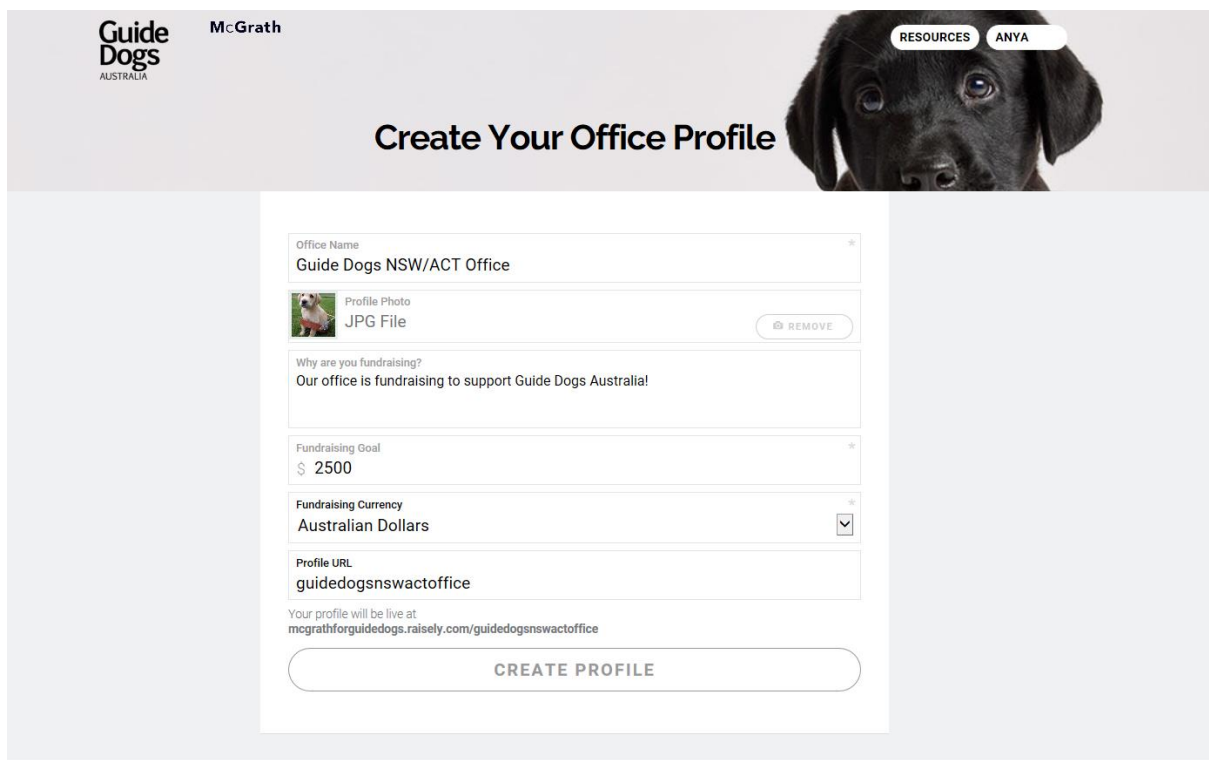Office Name: Please enter your office name eg. McGrath Chatswood

Profile Photo: Please use a square photo (250 pixels x 250 pixels) for best results. If you use another size of photo it will display the centre square area of the photo.

Why are you fundraising?: Add an inspiring personal message here. The more detail you add, the more your community will be encouraged to donate.

Fundraising Goal: We would suggest a minimum of $2,500 as your fundraising office amount which will unlock some exciting benefits for your office.

Office Profile URL: This page URL will be automatically generated from when you entered your Office Name

Click on "Create profile" to submit information.

View Your Personal Account Dashboard

You will be automatically redirected to your "Dashboard" after creating your Office Profile

From the Dashboard you can:

1. See you are logged in
2. See any "Latest Updates" from donations made to the McGrath for Guide Dogs Australia campaign
3. Click on "My Office" to view your Office page
4. See Recent Donations to Your Fundraisers
5. Search for other McGrath Office pages or Fundraisers organised by other Offices "Find Your Friends" search box
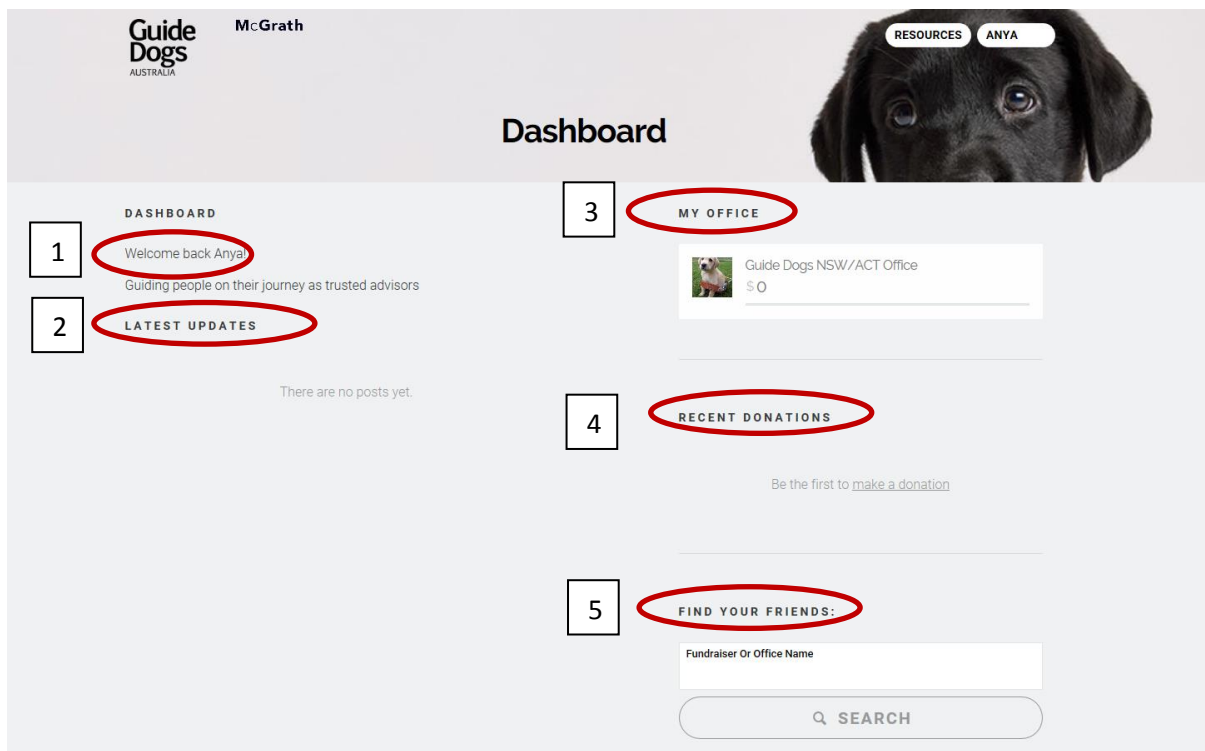
View Office Page

On your Dashboard, click on "My Office" to see your McGrath Office page
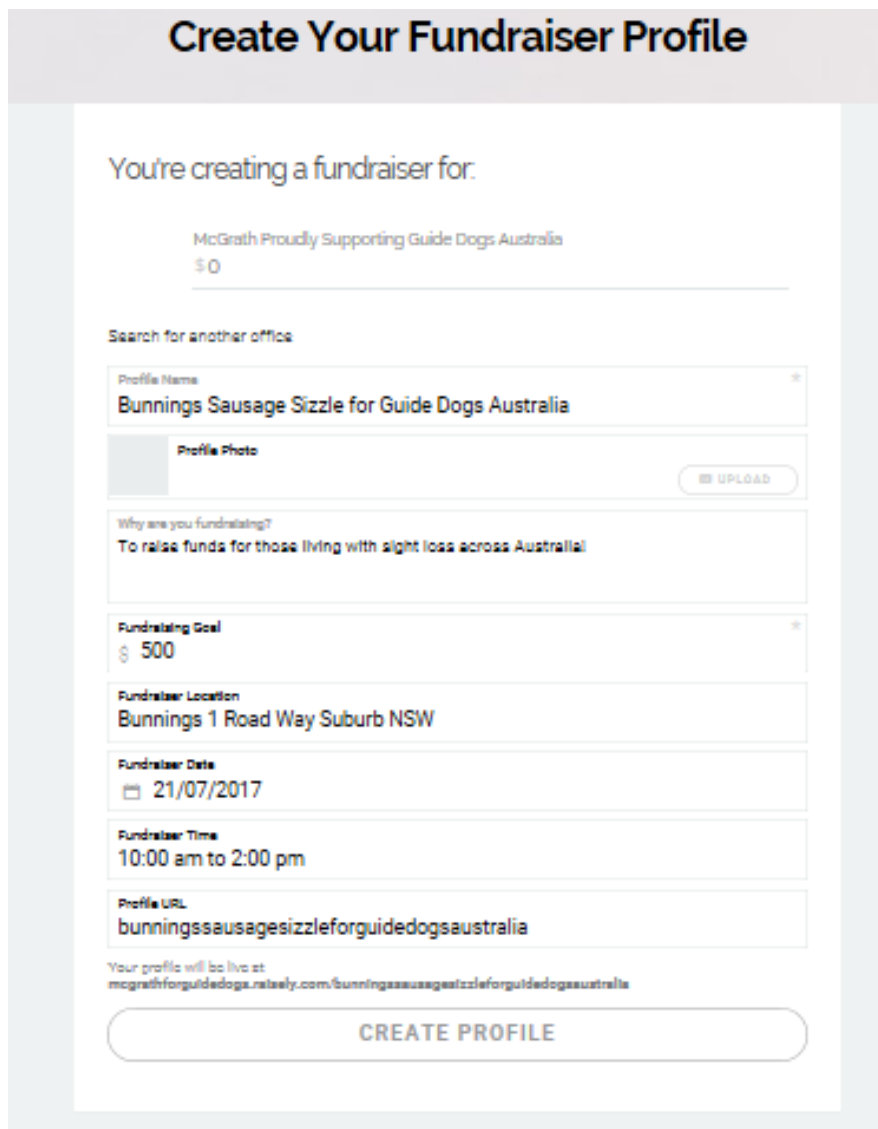
From here you can:

1. See how much money your office has raised
2. Share your profile on Twitter or Facebook to ask friends to donate or view your campaign progress
3. Create a new fundraiser for your office
4. Edit your Office Profile: Name, Photo, Fundraising Amount
5. Return to your personal Dashboard
6. Use "New Post" to post a message on your Office profile page eg. Don't miss out on Trivia night this Saturday in support of Guide Dogs Australia!
7. Make a donation to Guide Dogs Australia. Donate on this page and the donation will be automatically tracked on your Office page fundraising total
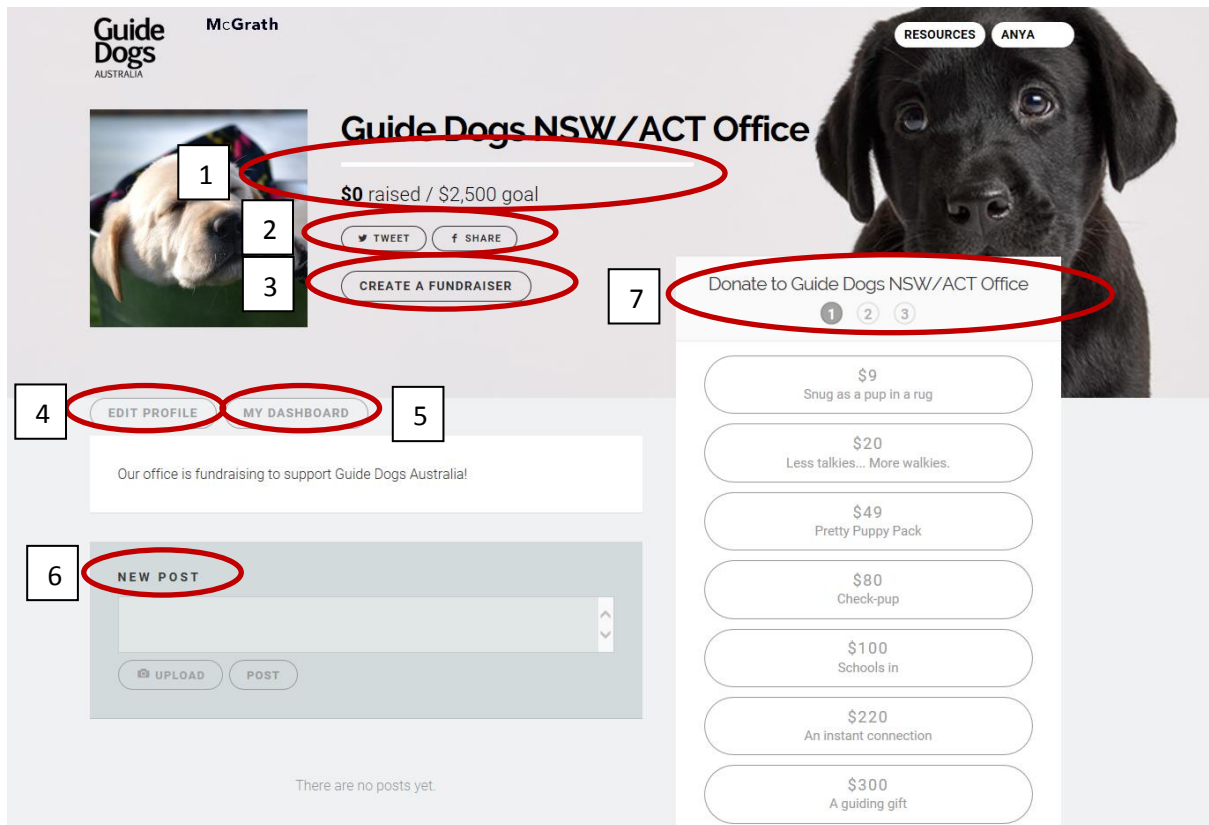
Create a webpage for each individual fundraising event hosted by your Office

1. Click on "Create a Fundraiser" (at #3 above)
2. Fill in the form with all the details of your fundraising activity
3. Click on "Create Profile" to submit the information

Create Your Fundraiser Profile

You're creating a fundraiser for:

McGrath Proudly Supporting Guide Dogs Australia
$0

Search for another office

Profile Name
Bunnings Sausage Sizzle for Guide Dogs Australia

Profile Photo
📷 UPLOAD

Why are you fundraising?
To raise funds for those living with sight loss across Australia!

Fundraising Goal
$ 500

Fundraiser Location
Bunnings 1 Road Way Suburb NSW

Fundraiser Date
📅 21/07/2017

Fundraiser Time
10:00 am to 2:00 pm

Profile URL
bunningssausagesizzleforguidedogsaustralia

Your profile will be live at
mcgrathforguidedogs.raisely.com/bunningssausagesizzleforguidedogsaustralia

CREATE PROFILE

McGrath

Guide Dogs AUSTRALIA

You can then view your fundraisers from your personal Dashboard:

From your personal Dashboard, you can click on your fundraiser to view the page.
Here you can:

1. See how much money your fundraising event has raised
2. Share your profile on Twitter or Facebook to invite others to the event
3. Edit your fundraiser: Name, Photo, Fundraising Amount
4. Return to your personal Dashboard
5. Use "New Post" to post a message on your Office profile page eg. Our staff will be face painting from 11 am to 1 pm, so don't miss out!
6. Make a donation to your fundraiser. Donate on this page and the money will be automatically tracked on this fundraising page and go towards your Office total. This is where you would submit any money raised at the sausage sizzle in the "Other" category.
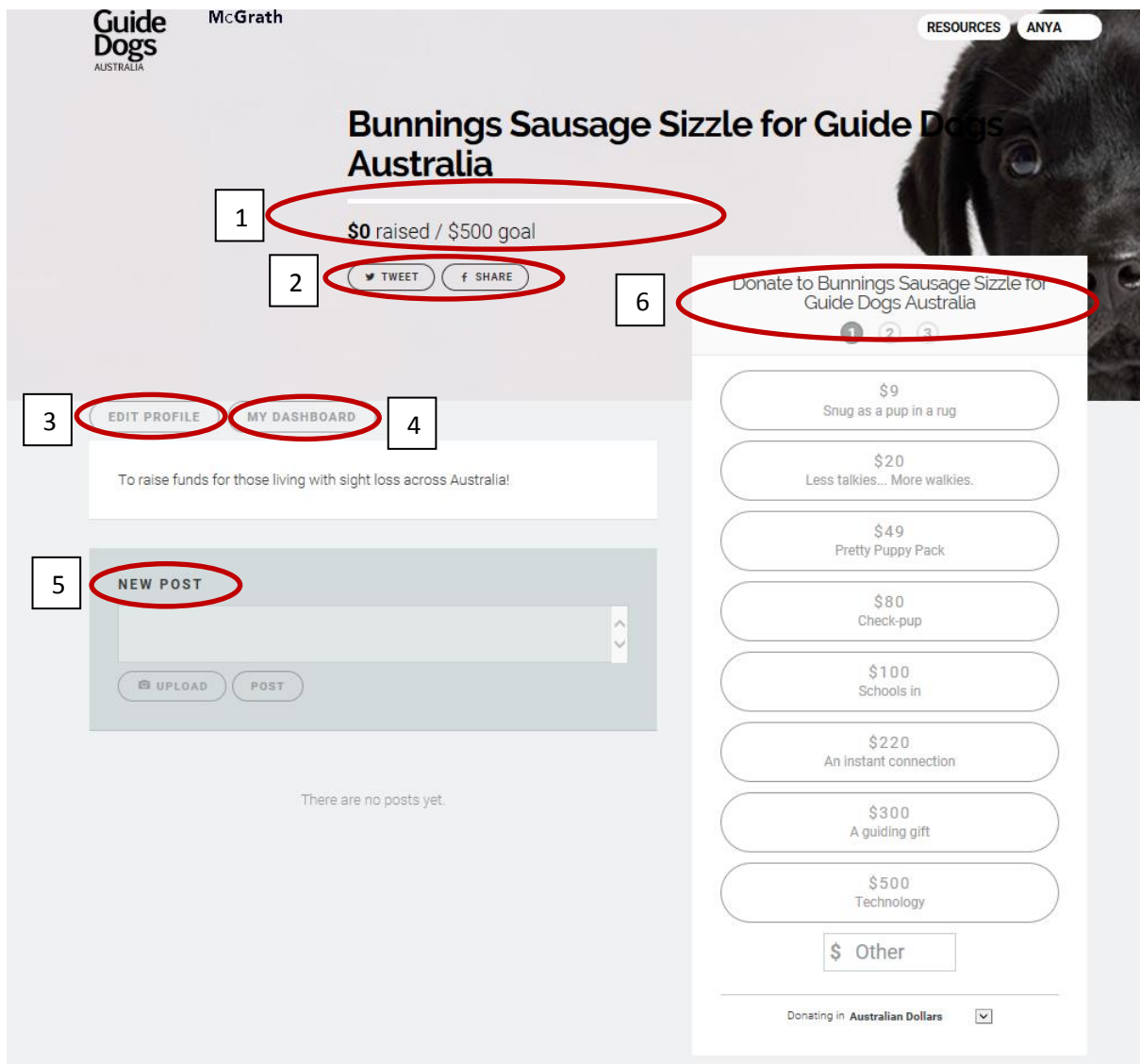
Note: You can also "Create a Fundraiser" from the McGrath for Guide Dogs Australia home page
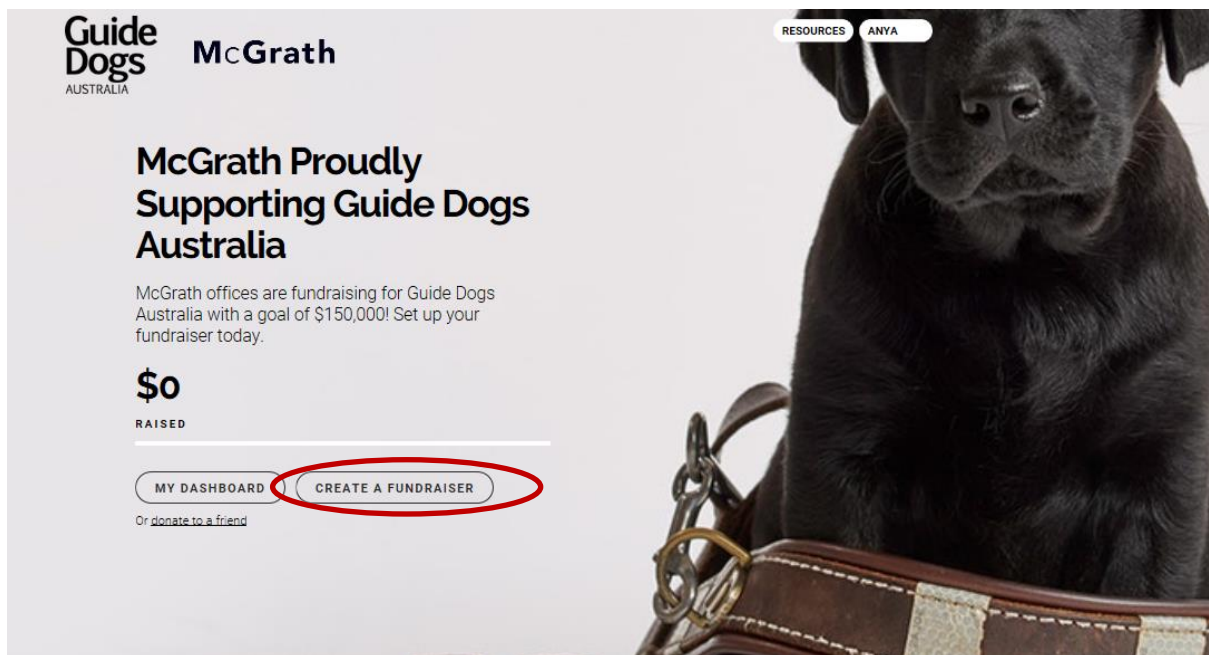
To make a donation:

There are three types of donations you can make from your office page:

1. A personal donation from yourself
2. A donation from your team office
3. A donation of funds raised thorough your Office fundraiser you hosted that contains donations from a range of supporters – you can put this amount in the "Other" box. Please tick the appropriate tick box on the page where you fill in your information.

   All of the money you submit through this page will automatically go to your office total. You will receive an email after you make the donation.

Donate to Guide Dogs NSW/ACT Office
1 ② ③

$9
Snug as a pup in a rug

$20
Less talkies... More walkies.

$49
Pretty Puppy Pack

$80
Check-pup

$100
Schools in

$220
An instant connection

$300
A guiding gift

$500
Technology

$ Other

Donating in **Australian Dollars** ▾

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McGrath

Guide Dogs
AUSTRALIA

For this donation, let's say your office hosted a cupcake fundraiser. If the funds were raised through a group fundraising event where multiple people donated smaller amounts of money to reach our grand total, please tick the appropriate box. If your donation is money from yourself or your team office do not tick the box.

Fill in your card details and click on the donate button to submit your donation.

Main Page: McGrath for Guide Dogs Australia

View Resources: In the upper right corner, you can view the "Resources" McGrath has provided to you to support your fundraising ideas and find this "how to" packet.

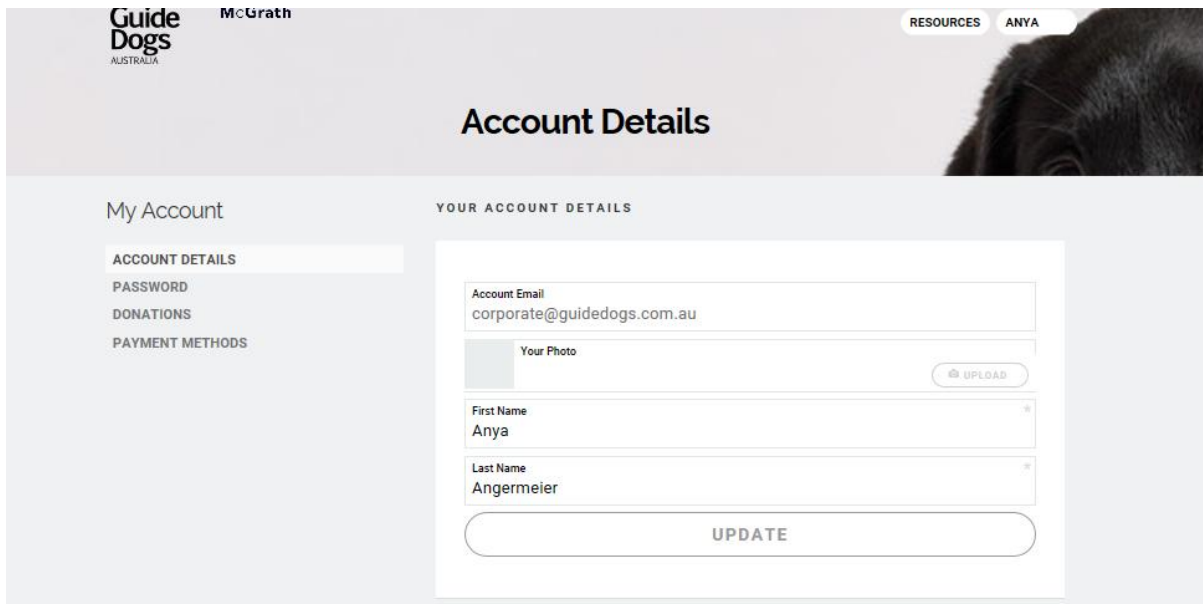**Your Name:** If you hover over your name, you can:

1. View your dashboard
2. View your account
3. Log out
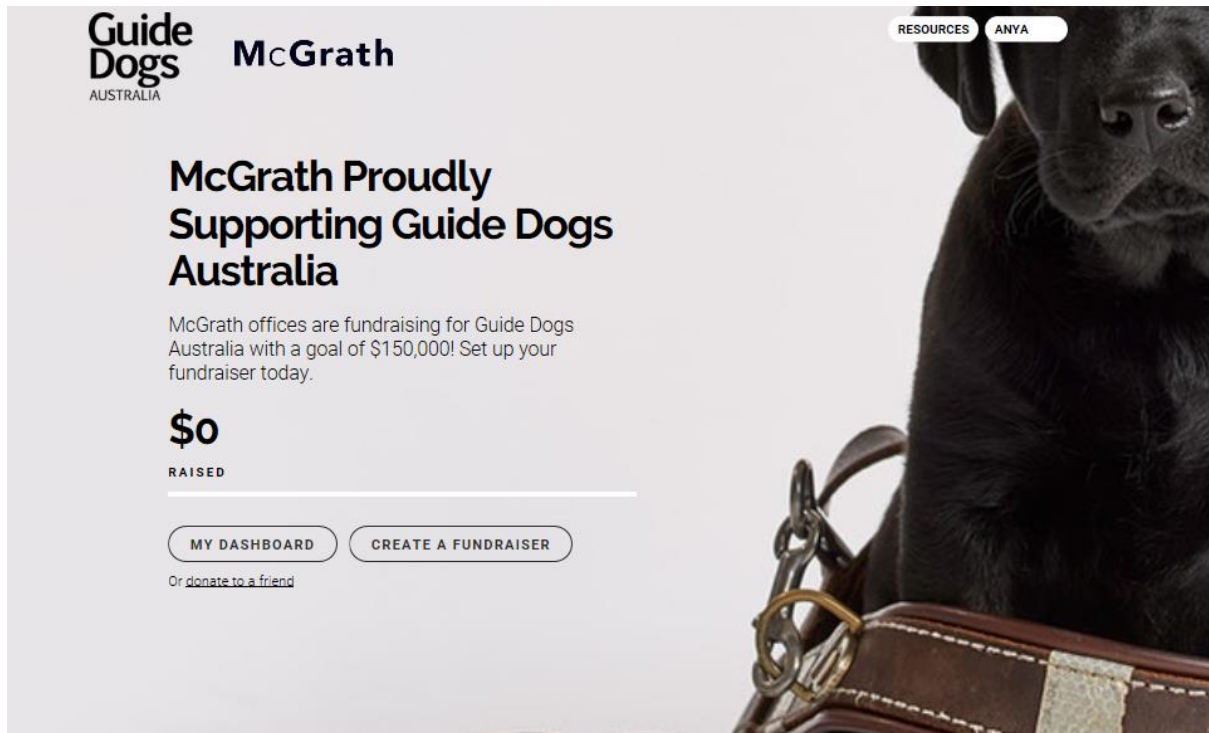
View your account:

From here you can:

1. Update your account details
2. Change your password
3. View your donations
4. Update your payment method

Frequently Asked Questions:

How do I navigate back to the Home Page?

To return to this page click on the Guide Dogs Australia logo at any time

Can I join an Office and/or Fundraiser that has already been created?

No, you can only assign one log-in to each Office or Fundraiser created. This ensures there is a key point of contact, or 'caretaker' for each Office's page.

Can anyone donate to the Office/Fundraiser without logging in?

Yes, anyone can donate to the Office and/or Fundraiser through the 'donate to a friend' link.

I made a mistake uploading a Fundraiser, can I delete it?

No, you can only edit a Page after creating it.