

Hospice Southeastern Connecticut Online Fundraising Guide

Sign Up. Set Up. Send

Welcome! Let's get started!

Follow the step-by-step directions below to set up your Hospice Southeastern Connecticut Fundraising page and get going.

Step 1: Find Your Event.

Go to Hospicesect.org, select the event of your choice at the bottom of the page, when you arrive at the event home page, click "Create Your Fundraising Page" on the left.



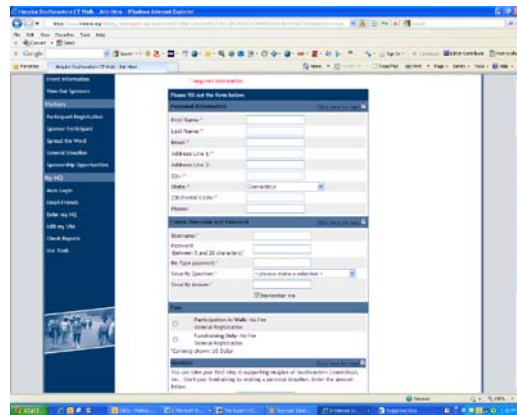
Step 2: Start your team.

"Start a team" and enter your team name and fundraising goal or click "Join a team" to locate and join your preferred team. You can also register multiple people to one team or to multiple teams.



Step 3: Complete Registration

Enter your information as directed and create a User Name and Password. Follow the instructions on each page. *Tip: When creating your username, include numbers or symbols.*



Step 4: Personalize your Web page.

- Click the My Webpage tab at the top of the page.
- Click the Edit link to open your personal page for editing.
- Click the page title box to personalize your title.

OPTIONAL STEPS:

- Under Edit the text, type in why you are participating. Make it personal!
- Follow the directions to upload a personal photo (must be .jpg and smaller than 200kb).
- Click the "Submit" button when done.



Step 5: Send emails to friends and family.

Click on the "Email" tab at the top of your fundraising page. From this page you can send several different types of emails:

- Select the type of email you would like to send.
- If you have previously set up an address book, the names will appear on the right side of the screen. You may select names from the ones shown by highlighting them and choosing "Add Recipients" to add them to your email.
- If you did not set up an address book, you may type addresses in the address block. (These addresses will be added to your address book for future use.)
- Personalize the sample message of the email or create your own message.

Step 6: Follow up on your email campaign.

Click on the Email History Log icon on the top of the page. You can follow up to see who has received your email, who opened the email, and who visited your Web page.

This will give you the information for each person whom you emailed. From here, you can send follow-up emails if you wish.



If you have any questions or concerns, please contact Denise Hawk, Hospice Southeastern Connecticut at 860-848-5699 or email events@hospicesect.org



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