

JULY 8-24



FUNDRAISING USER GUIDE

HOW TO USE DONORDRIVE'S FUNDRAISER PORTAL TO BE A SUCCESSFUL FUNDRAISER

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TIPS FOR SUCCESS



Donate to yourself. This sets the tone and shows that you are committed.



Customize your fundraising page. Upload an account picture, tell your story, and upload photos – all from your fundraising page.



Start asking right away. The earlier you begin, the more you will raise. Use the email tool to send and track messages.



Share your page on social media. Take advantage of the sharing power of social media to help you reach more people. Make sure to include the link to your fundraising page.



Say Thank You. When a friend or family member supports you, send a thank you note right from your fundraising page.

REGISTRATION

Click the "Register Now!" button, on the homepage, to start your registration. All Participants must register.

Returning Participants: If you participated in Summer Bowl for Kids' Sake in or after 2023, you do not need to create a new account.

Click "Login to your account", on the registration page, to log in with last year's credentials. Click the "Forgot Password?" link if you need to reset your password.

Logging in will pre-fill the fields, with your information, and give you access to data from previous events/years.

Get Started

Been here before?
[Login to your account](#) to prefill the fields below with your information.

Email Address * Password *

Login Cancel [Forgot Password?](#)

Name * First Name Last Name

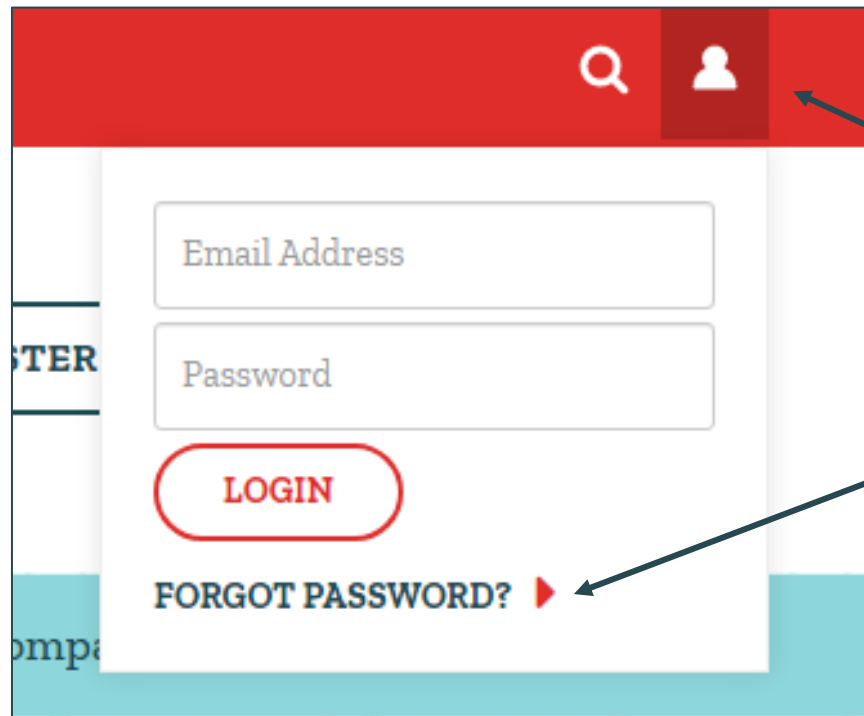
Email Address *

Create Password *

Password requirements: 6-25 characters, no spaces.

New Participants: If this is your first time participating in Summer Bowl for Kid's Sake, or you participated prior to 2023, please create an account by adding your name and email address and creating a password..

YOUR FUNDRAISING ACCOUNT



STER

Email Address

Password

LOGIN

FORGOT PASSWORD? ▶

ompa

Once you've registered, you can log in and personalize your fundraising page, send emails to friends, spread the word on social media, and track donations made toward your fundraising goal.

Log in by clicking the person icon at the top of the homepage. Enter the email address and password, you used when you registered for the event, or that was set up for you.

Forgot your password? Click the Forgot Password link to reset your password.

Note: the link you receive to reset your password can only be clicked once. You can get another link by clicking Forgot Password again. Every time the Forgot Password email is sent, the prior link becomes inactive.

YOUR FUNDRAISING TOOLBAR

When logged into your Fundraiser Portal, the Fundraiser Toolbar will appear at the top of the page and will stay in place as you navigate through the site. This way, you can easily get back to your fundraising tools at any time.

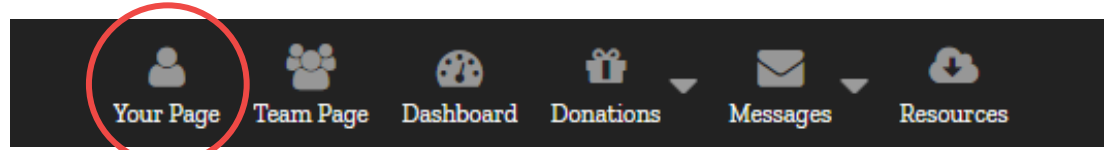
From this toolbar, you can update your fundraising page, track your fundraising progress, keep track of donations, send out emails, connect to social media, and find helpful fundraising resources.

Click on your name to access your account, see personal donations you've made, and manage your communication settings.



Click the bell icon to access announcements and notifications, such as new donations, teammates, and milestones.

YOUR FUNDRAISING PAGE



Upload a photo of yourself

A screenshot of a fundraising profile for Jemma Jackson. At the top left is a circular profile picture placeholder with a pencil icon. To its right is the name 'Jemma Jackson' with a pencil icon. Below the name are three team affiliations: 'Team Captain', 'Jum-PIN Jackrabbits', and 'Summer Bowl for Kids' Sake'. A dark green 'SUPPORT ME' button is on the right. Below this is a fundraising progress bar showing '\$50 RAISED' and 'GOAL \$250' with a pencil icon. To the right of the bar is the text 'Add milestones to celebrate progress on the way toward your fundraising goal!' and a red 'Add a Milestone' button. Below the progress bar are two sections: 'My Badges' with a question mark icon and 'Incentives' showing a cookie icon and '\$50 10 Left Half Dozen Cookies'. At the bottom is a dark green bar with three tabs: 'My Story' (selected), 'Donations', and 'Settings'. Below the tabs is a 'My Story' section with the title 'Help Me Support Big Brothers Big Sisters!' and a pencil icon. The text below the title reads: 'I'm excited to be participating in this year's Summer Bowl for Kids' Sake event, that benefits Big Brothers Big Sisters Kansas City (BBBSC)! BBBSC focuses on'.

You can edit Your Page wherever you see a pencil icon.

Increase your fundraising goal

Tell your story, upload photos, and share videos.

Use your personal fundraising page to answer the question, "Why do you support Big Brothers Big Sisters?"

YOUR FUNDRAISING PAGE

Jemma Jackson

Team Captain Jum-PIN Jackrabbits Summer Bowl for Kids' Sake

SUPPORT ME

\$50 RAISED GOAL \$250

Add milestones to celebrate progress on the way toward your fundraising goal!

Add a Milestone ▶

My Badges

?

Help me get my first badge!

What Are Badges? ▶

Incentives

🍪 \$50 10 Left
Half Dozen Cookies

Milestones are mini goals along the way to your overall fundraising goal.

Click "Add a Milestone" to create your own milestones or edit existing milestones.

Tie your goals to specific actions or challenges to keep supporters engaged. For example: "When I raise \$250, I'll shave my head."

Incentives are small actions you'll take that are tied to specific donation amounts. For example: baking cookies for anyone who donates \$50.

Click here to add an incentive. Include the donation amount, a description, and photo. Select the number of times the incentive can be redeemed, add a start/end date (if desired), and add any additional information that you need from your donors (i.e. food allergies, sizes, shipping address, etc.).

YOUR FUNDRAISING PAGE

Click the "Donations" tab to see all the donations you've received.

Navigation: My Story | **Donations** | Settings

[Download Donor Report](#)

MM	matthew mahoney TOP DONOR	\$75	
BC	Ben Clayton	\$50	Send Thank You I've thanked this donor
CU	Charlotte Upham	\$50	Send Thank You
MM	matthew mahoney	\$75	Thanked!

Keep up the good work!

Download a report of your donors. If you created an incentive requiring additional donor information, that information will be reflected in the report.

Quickly thank your donors by sending a Thank You message or mark them as thanked if you've already thanked them.

YOUR FUNDRAISING PAGE

Use the "Settings" tab to manage your page settings.

Add a custom banner image at the top of your fundraising page.

Copy your personal fundraising page link to paste into an email, text, or social media post to ask for donations. You can customize the link with your name.

Create a Facebook Fundraiser that syncs with your Summer Bowl fundraising page.

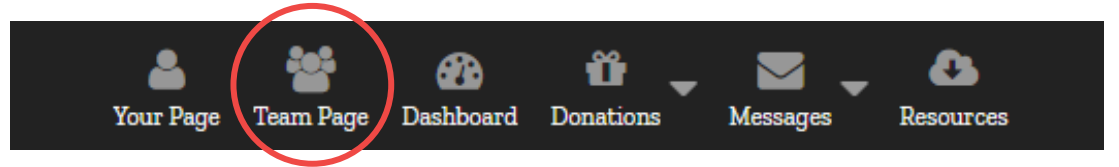
You can also update milestones and incentives and control privacy settings.

The screenshot shows a fundraising page settings interface with a navigation bar at the top containing three tabs: "My Story", "Donations", and "Settings". The "Settings" tab is active and highlighted in dark teal. Below the navigation bar, the page content is organized into sections:

- Manage your page settings here.** (These settings can only be seen by you.)
- Banner Image:** Personalize and help others recognize your page with a custom banner image! Includes a link to "Manage banner image".
- Fundraising Goal*:** A text input field containing "\$ 250.00".
- Page Link:** A text input field containing "https://bbbskc.donordrive.com/participant/Charlotte-Upham" with "Copy" and "Customize" buttons.
- Facebook Fundraiser:** Includes a Facebook logo, the text "Accept donations for your fundraising with a Facebook Fundraiser!", and a "Create a Facebook Fundraiser" button.
- Milestones:** Add milestones to celebrate progress on the way toward your fundraising goal! Includes a link to "Manage your milestones".
- Incentives:** Set up donation incentives to encourage donors and reward them for their support! Includes a link to "Manage your incentives".
- Privacy:** A list of three checked checkboxes:
 - Allow people to search for my fundraising page.
 - Show donors on my fundraising page.
 - Show donation amounts on my fundraising page.

Arrows from the text on the left point to the "Settings" tab, the "Banner Image" section, the "Page Link" field, and the "Create a Facebook Fundraiser" button.

YOUR TEAM PAGE



A screenshot of a team page for 'Jum-PIN Jackrabbits'. It features a team profile picture of a jackrabbit, the team name, and a 'Summer Bowl for Kids' Sake' event tag. There are two buttons: 'JOIN OUR TEAM' and 'SUPPORT US'. A fundraising progress bar shows '\$50 RAISED' and a 'GOAL \$1,500'. Below the bar is a menu with 'Our Story', 'Donations', 'Roster', and 'Settings'. A text box below the menu says 'Help Us Change Lives in KC!' with a thank you message and an edit icon.

Only Team Captains can make edits to the Team Page. Participants can only view the Team Page.

← Increase your team fundraising goal.

← Tell your team's story, upload photos, and share videos.

A screenshot of the 'Our Badges' section. It features a question mark icon in a circle, the text 'Help us get our first badge!', and a red link 'What Are Badges? ▶'.

← View your team's Badges. See what Badges your team could qualify for next by clicking "What Are Badges?"

YOUR TEAM PAGE

The screenshot displays a team page with a navigation bar at the top containing four tabs: "Our Story", "Donations" (which is highlighted in dark green), "Roster", and "Settings". Below the navigation bar, the page shows a list of donations. The first donation is from Charlotte Upham, labeled as a "TOP DONOR", for \$100. Below this, there are four individual donation entries, each with a donor's initials in a colored box, their name, the amount donated, the recipient, and the date and time. The first entry is from Ben Clayton (\$50 to You) with a "Send Thank You" button. The second entry is from Charlotte Upham (\$50 to You) with a "Send Thank You" button. The third entry is from matthew mahoney (\$75 to You) with a "Thanked!" status. The fourth entry is from Charlotte Upham (\$100 to the team) with a "Receipt" button. Arrows from external text point to the "Send Thank You" button for the second donation and the "Receipt" button for the fourth donation.

Donor	Amount	Recipient	Date/Time	Action
Charlotte Upham	\$100	TOP DONOR		
Ben Clayton	\$50	to You	March 13, 2023 2:56 PM	Send Thank You
Charlotte Upham	\$50	to You	February 13, 2023 4:39 PM	Send Thank You
matthew mahoney	\$75	to You	February 13, 2023 4:17 PM	Thanked!
Charlotte Upham	\$100	to the team	February 13, 2023 4:09 PM	Receipt

View your team's donations on the "Donations" tab.

See which donors donated to which participants and which donors donated directly to the team.

Team Captains can thank donors in real time.

Print receipts for donations you've made yourself.

YOUR TEAM PAGE

Click the "Roster" tab to see everyone registered on your team.

Sort the list by Total Raised, Display Name, Role, or Recently Joined.

The screenshot shows the 'Roster' tab selected in a navigation bar. Below the navigation bar, there is a 'Team Members' section with a dropdown menu set to 'Total Raised'. Two team members are listed: Jemma Jackson (Captain) and Jessica Johnson (Member). Each member has a profile picture, a progress bar showing their total raised (\$50.00 / \$250.00 for Jemma and \$0.00 / \$250.00 for Jessica), and a 'DONATE NOW!' button. A pencil icon is next to Jessica Johnson's name, indicating a role change option.

Team Captains can change the role of their teammates by clicking on the pencil icon next to their name.

Easily make a donation to your teammates by clicking the "Donate Now!" button next to their name.

YOUR TEAM PAGE

Our Story Donations Roster Settings

Manage your page settings here.
(These settings can only be seen by you.)

Banner Image
Personalize and help others recognize your page with a custom banner image!
[Manage banner image](#)

Team Fundraising Goal *
\$ 1500.00

Page Link
https://bbbskc.donordrive.com/team/5002 Copy Customize

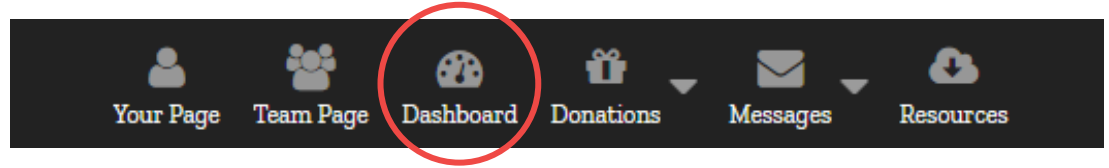
SAVE CHANGES

Team Captains can use the “Settings” tab to manage the team page settings. This tab will not appear for participants.

Add a custom banner image at the top of your team page.

Copy your team fundraising page link to paste into an email, text, or social media post to request teammates or team donations. You can customize the link with your team name.

YOUR DASHBOARD



Dashboard

Summer Bowl for Kids' Sake

Shawnee, KS / Team: [Jum-PIN Jackrabbits](#) Captain: You

Your Fundraising **Your Team Fundraising**

Your Fundraising Total

You've raised **20%** of your goal! [Share this with friends!](#)

20%

\$50.00 / \$250.00

< ● ● ● ● ● ● ● >

Your Stats

1 / 1 Team Rank	3 / 6 Overall Rank	0 Donor Emails Sent
1 Donations Received	\$50.00 Largest Donation	\$50.00 Average Donation

Your Dashboard gives you a snapshot of your fundraising progress and provides helpful next steps.

Click on the "Your Team Fundraising" button to track your team's progress.

Not sure what next steps to take? Scroll through the helpful fundraising prompts. Track your fundraising progress and access your Facebook Fundraiser.

View your personal and team fundraising stats and see where your team ranks on the leaderboard.

YOUR DASHBOARD

Your Fundraising

- [View Your Page](#)
- [Make a Donation](#)
- [View Donations Received](#)
- [Create a Facebook Fundraiser](#)

Ask Friends to Donate

[Email](#) [Facebook](#) [Twitter](#) [LinkedIn](#)

Event Information

- [View Event Page](#)
- [Print Event Info](#)
- [Download Resources](#)

When viewing your personal and team fundraising progress, you'll see a column on the right with some helpful functions.

View your personal or team fundraising page or make a personal donation.

Captains will have additional functions, such as sending a message to their team, changing team member roles, and inviting others to join their team.

Team Fundraising

- [View Your Team Page](#)
- [Make a Donation](#)

Ask Friends to Donate

[Email](#) [Facebook](#) [Twitter](#) [LinkedIn](#)

Your Team

- [Send a Message to Your Team](#)
- [View Your Team](#)
- [Change Member Roles](#)
- [Invite Someone to Join Your Team](#)

Event Information

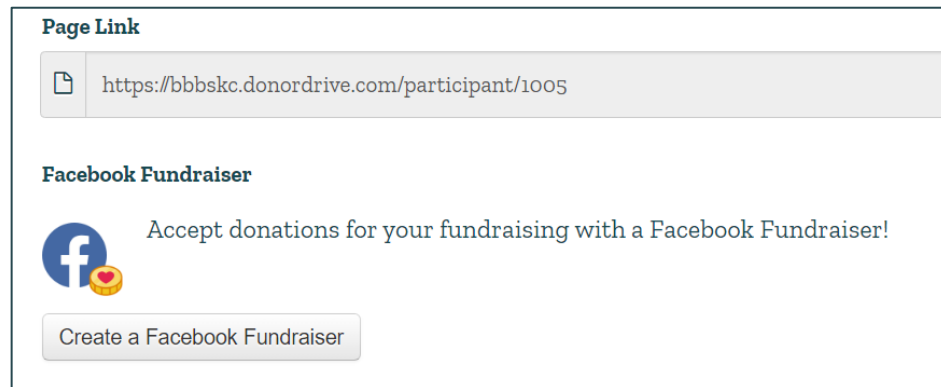
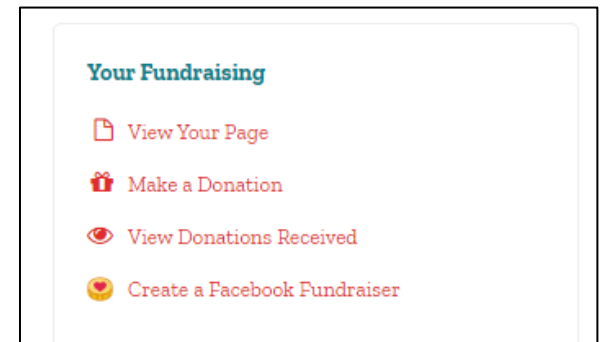
- [View Event Page](#)
- [Print Event Info](#)
- [Download Resources](#)

YOUR DASHBOARD: FACEBOOK FUNDRAISER

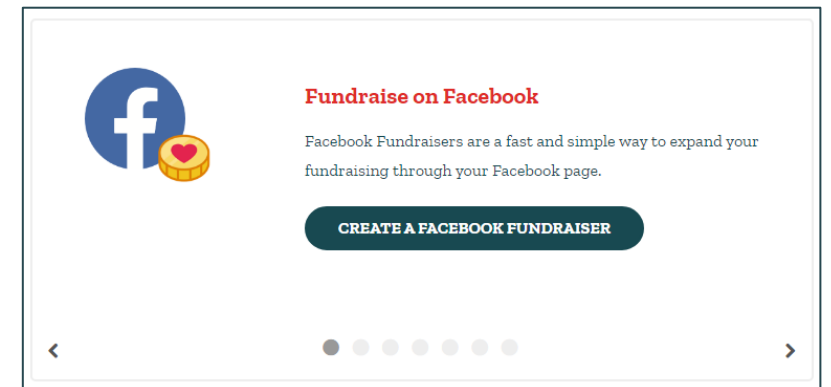
One of the easiest ways to fundraise is to create a **Facebook Fundraiser!** Your Facebook Fundraiser will sync directly with your Summer Bowl fundraising page, allowing you to see Facebook donations on your Summer Bowl fundraising page, and Summer Bowl donations on your Facebook Fundraiser.

Note: If you create your Facebook Fundraiser on Facebook, your Facebook Fundraiser will **NOT** sync with your fundraising page.

Your Facebook Fundraiser will pull the text content directly from your personal fundraising page, so make sure your fundraising page is updated with the text you want on Facebook **before** starting your Facebook Fundraiser. It cannot be edited afterwards.




You can start a Facebook Fundraiser from the Settings tab on Your Page or from your Dashboard.



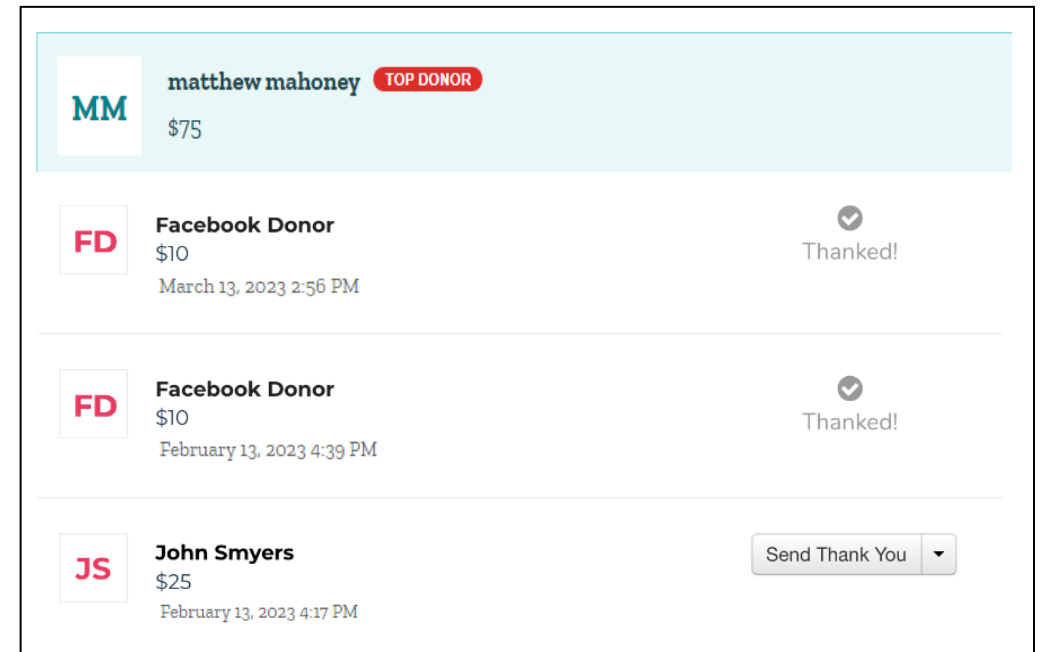
YOUR DASHBOARD: FACEBOOK FUNDRAISER

Once your Facebook Fundraiser has been created, you can access your fundraiser on your Dashboard, where you can track your fundraiser's progress.



The screenshot shows a dashboard for a Facebook Fundraiser. On the left, there is a circular progress indicator with a Facebook logo and a gold coin icon. A callout box above it says "Facebook Fundraiser \$15.00 (12%)". To the right of the progress indicator, the text reads "Your Facebook Fundraiser" in red, followed by "\$15 of your \$125 total raised has come from your Facebook Fundraiser!". Below this, there is a blue square icon and the text "Facebook Fundraiser". A large, dark green button with white text says "VIEW FACEBOOK FUNDRAISER". At the bottom, it says "(Your Fundraiser will end on August 25, 2023 [End Now](#))".

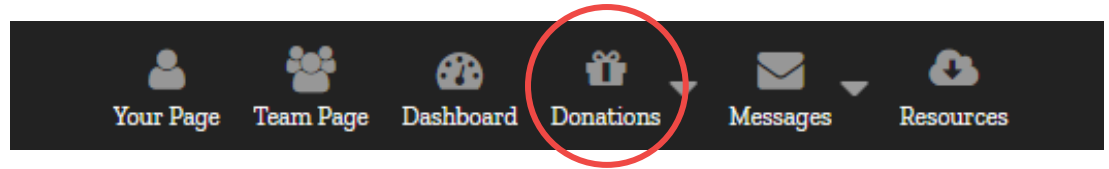
Any Facebook donations received will show up in your list of donations, inside your Fundraiser Portal. Facebook donations will have "Facebook Donor" listed as the donor's name.



The screenshot shows a list of donations. At the top, there is a header for "matthew mahoney" with a "TOP DONOR" badge and a total of "\$75". Below this, there are three donation entries:

Donor	Amount	Date	Status
Facebook Donor	\$10	March 13, 2023 2:56 PM	Thanked!
Facebook Donor	\$10	February 13, 2023 4:39 PM	Thanked!
John Smyers	\$25	February 13, 2023 4:17 PM	Send Thank You

DONATIONS



Donations

Summer Bowl for Kids' Sake

Donations Received [Add Offline Donation](#) [Make a Donation →](#)

You **\$175** Your Team **\$100**

[Download Donor Report](#)

You've raised 70% of your goal!

\$175 Raised **\$250 Goal**

 [THANK YOUR DONORS](#)

Ben Clayton Participant Donation	\$50 03/13/2023
Charlotte Upham Participant Donation	\$50 02/13/2023

Here is where you can view who has donated to you and send them thank you emails.

Download your donor report.

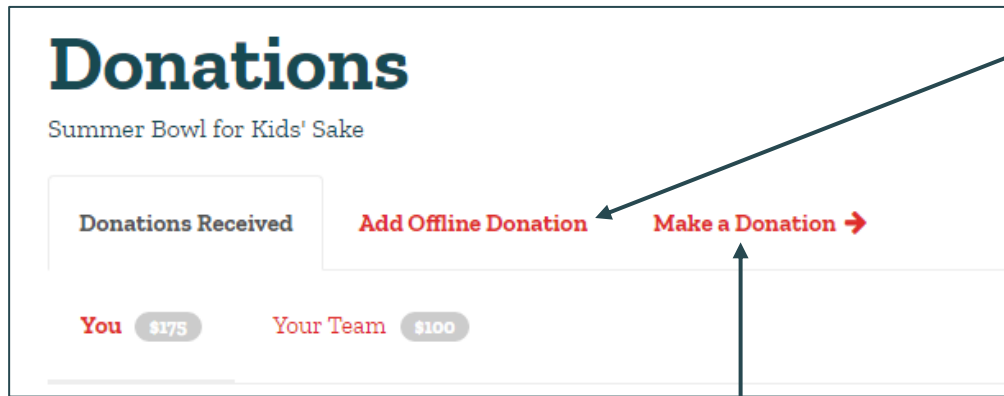
Track your fundraising progress.

Thank your donors.

Tip: Click on a donation and a popup window will appear with the donor's email address (unless the donor chose to hide their information).

DONATIONS

Do you have cash, a check, or a matching gift to add to your page? Add it as an offline donation!



Click the "Add Offline Donation" tab and follow the instructions for adding your offline donation.

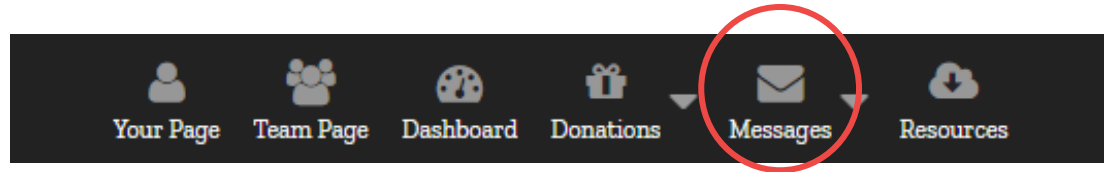
All checks should be made out to "BBBSKC" or "Big Brothers Big Sisters Kansas City" and mailed to our office:

BBBSKC
Attn: Summer Bowl for Kids' Sake
1709 Walnut Street
Kansas City, MO 64108

Donate directly to your fundraising page. This sets the tone for your fundraising and shows that you are committed.

**Please include a note/memo with your name and team name so we know who to attribute the donation to, when it arrives.*

MESSAGES



Messages

Summer Bowl for Kids' Sake

Sent Messages **Compose a Message** Drafts Contact List

Support Charlotte in the Summer Bowl for Kids' Sake event

✓ Sent On: 02/13/2023 3:15 PM

1	0	\$0.00
Recipients	Donated	Raised

Copy Resend to those who haven't donated

Sent Message Totals

1	Recipients
0	Donated
\$0.00	Raised

Use your Messages center to send emails. Compose a message, see which emails you've sent, access saved email drafts, and upload your contacts.

Track which donations you've received, through your email efforts, and follow up with people who haven't donated yet.

MESSAGES

Recipients

Select recipients from your contact list, donors who have supported you in the past, or donors who have already donated to you this year.

Message Type

Choose an email template to invite friends and family to donate, join a team, or send a general fundraising update. Team Captains can also send and update to their team.

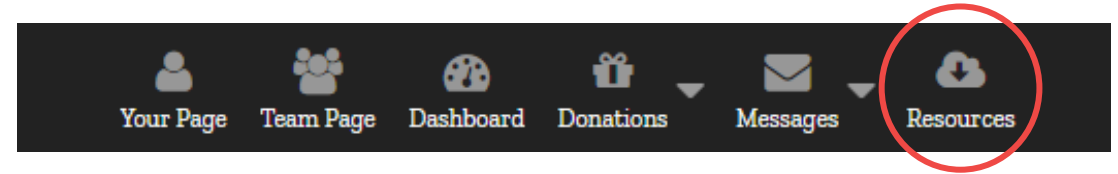
Message

Update the message content, add links and pictures, and format your message. **A link to your fundraising page will automatically be included.** You can save the message as a draft or even send a test message to yourself!

The screenshot shows a web interface for composing a message. At the top, there are navigation tabs: "Sent Messages", "Compose a Message", "Drafts", and "Contact List". The "Compose a Message" tab is active. Below the tabs, there are four numbered callouts with arrows pointing to specific parts of the form:

- 1** Points to a dropdown menu titled "Choose a message type *". The menu is open, showing options: "Ask a Friend to Donate", "Fundraising Update", "Ask a Friend to Join", "Team Update", and "Ask a Friend to Donate to Your Team". Below the menu are buttons for "Select from Contacts" and "Import from Webmail or CSV".
- 2** Points to a light blue informational box containing the text: "Please note: you may separate email addresses by comma, semicolon, or one address per line. Messages can be sent to a maximum of 100 recipients. This limit helps your message get delivered."
- 3** Points to a text input field labeled "Subject *". The field contains the text: "Support Charlotte in the Summer Bowl for Kids' Sake event".
- 4** Points to a rich text editor area labeled "Message *". The editor has a toolbar with options for paragraph style, underline, bold, italic, bulleted list, numbered list, insert image, and link. The main text area is currently empty.

RESOURCES






The Summer Bowl website has lots of helpful fundraising tools, flyers, and resources. This information can also be found in one central location - the Resources center of your Fundraiser Portal.

Here, you can find:

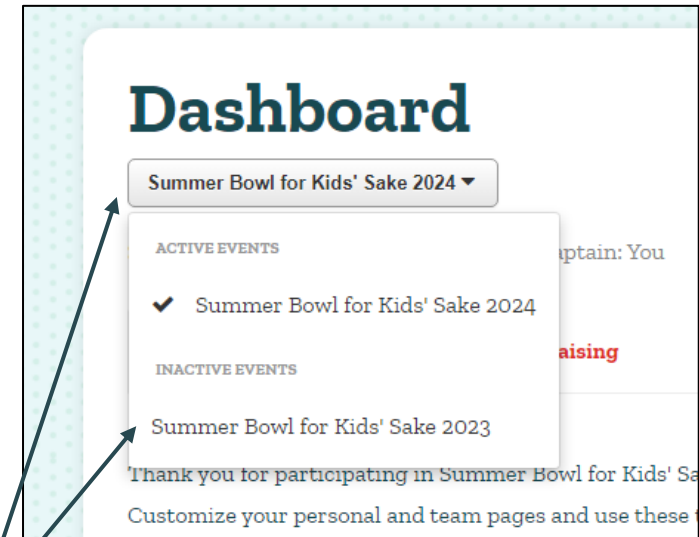
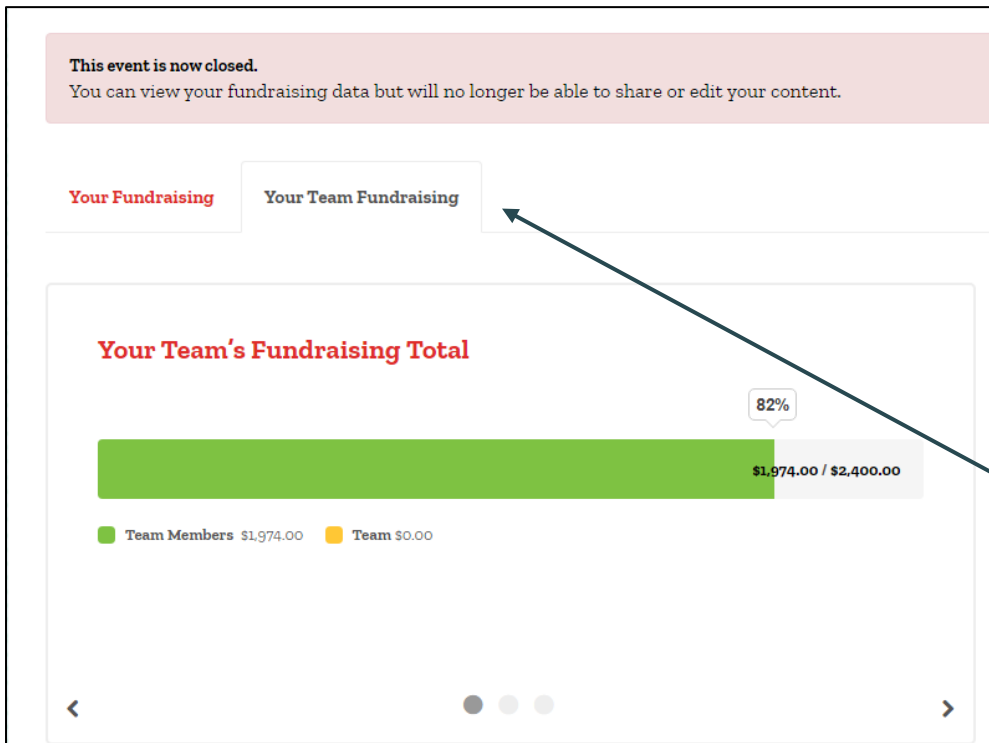
- Summer Bowl Steps
- BBBSKC Stats Sheet
- Fundraising Tips
- Fundraising Prizes
- Mobile App Guide
- And more!

A screenshot of the 'Resources' page in a web portal. The page has a light blue background with a white border. At the top, the word 'Resources' is written in a large, bold, dark blue font. Below it is a dropdown menu with the text 'Summer Bowl for Kids' Sake 2024'. A paragraph of text follows: 'This is your one-stop shop for all Bowl for Kids' Sake info! We've included how-to guides, fundraising tips, BBBSKC stats sheets, social media images, and more! If there's something you're missing, please email us at summerbowl@bbbskc.org.' Below the text is a table with three rows of file listings. Each row includes a file icon, the file name, the file type and size, and a 'Download File' button. The first row is for 'Basics Flyer' (png, 2139.6 KB), the second for 'BBBS Stat Sheet 2023' (pdf, 524.2 KB), and the third for 'BFKS Fundraiser Portal User Guide' (pdf, 1988.8 KB).

File Name
 Basics Flyer png, (2139.6 KB) Download File
2024 Basics Flyer
 BBBS Stat Sheet 2023 pdf, (524.2 KB) Download File
BBBSKC Stat Sheet
 BFKS Fundraiser Portal User Guide pdf, (1988.8 KB) Download File
Fundraiser Portal User Guide

RETURNING PARTICIPANTS

If you participated in Summer Bowl for Kids' Sake in 2023 or later, and you logged in with last year's credentials, you will have access to your historical data.



To access this data, go to your Dashboard. You will see a button with the event name. Click on the button to see a list of previous, inactive events.

After selecting an inactive event, you will be able to see your personal and team fundraising statistics, along with your team roster and overall event ranking.

RETURNING PARTICIPANTS

Your Fundraising

- [View Your Page](#)
- [View Donations Received](#)
- [Register Another Participant](#)

Ask Friends to Donate

- [f](#) [t](#) [in](#)

Event Information

- [View Event Page](#)
- [Print Event Info](#)
- [Download Resources](#)

To view your donations, click on “View Donations Received” in the right-hand column. From the Donations page you can also download a donor report.

You can view your team roster, here.

From your Fundraiser Toolbar, you can access your sent messages, list of contacts, and your fundraising resources.

Don't forget to switch back to this year's event, to manage and track your current fundraising!

Team Fundraising

- [View Your Team Page](#)
- [Register Another Participant](#)

Ask Friends to Donate

- [f](#) [t](#) [in](#)

Your Team

- [View Your Team](#)
- [Change Member Roles](#)

Event Information

- [View Event Page](#)
- [Print Event Info](#)
- [Download Resources](#)

Dashboard Messages Resources

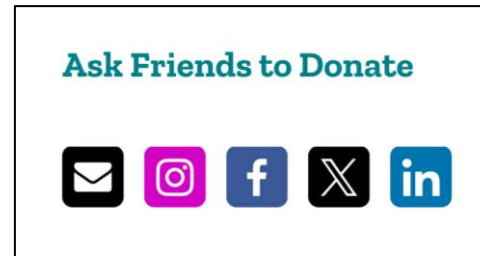
SHARE ON SOCIAL NETWORKS

Use these social media tools to share with friends and family and keep followers updated on your progress.

Ways to Share:

- Instagram (mobile devices only)
- Facebook
- X
- LinkedIn
- Text Message (mobile devices only)

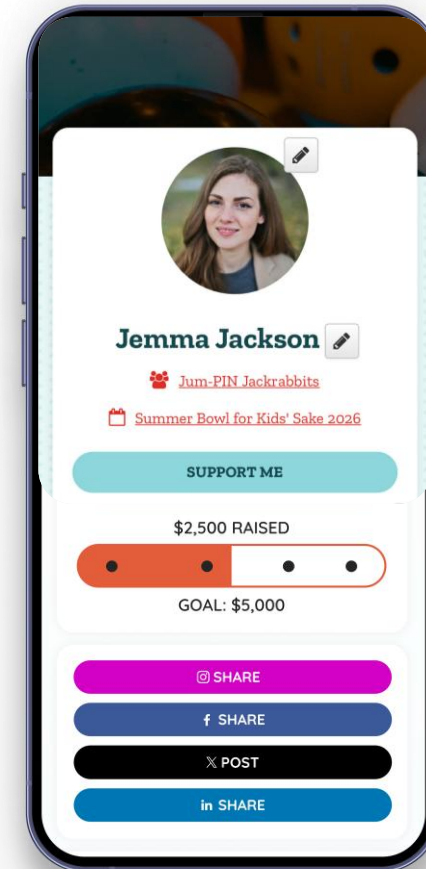
Share from your Dashboard:



Share from the bottom of Your Page and Team Page:

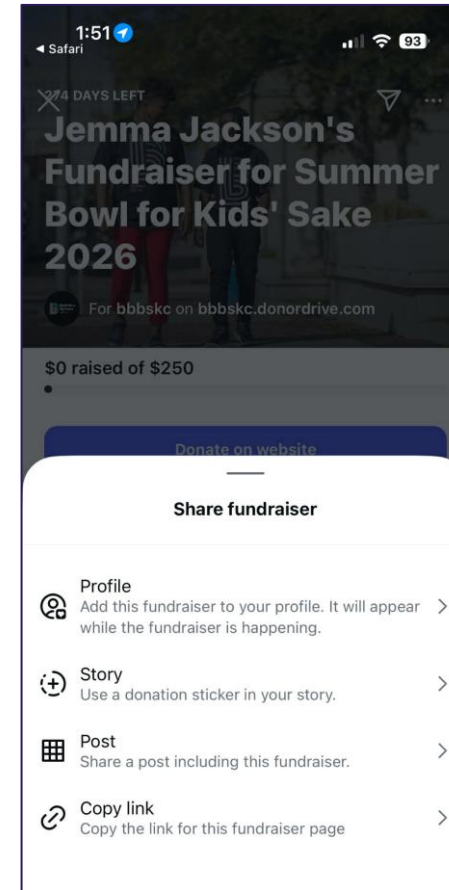
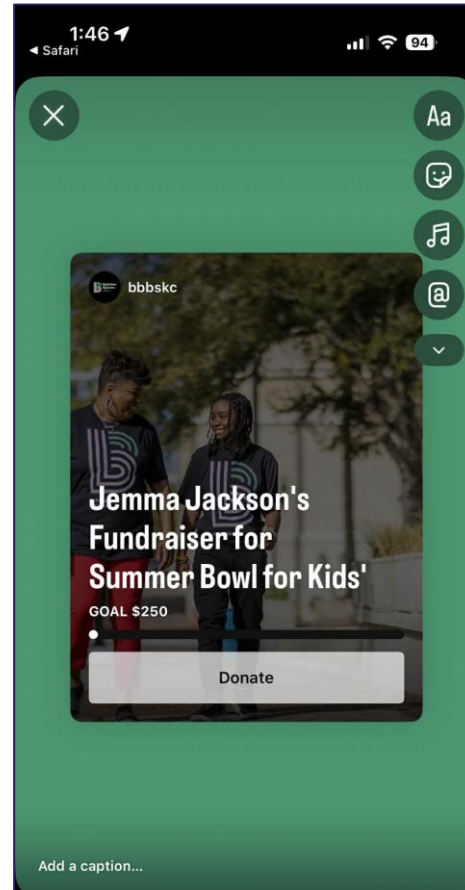
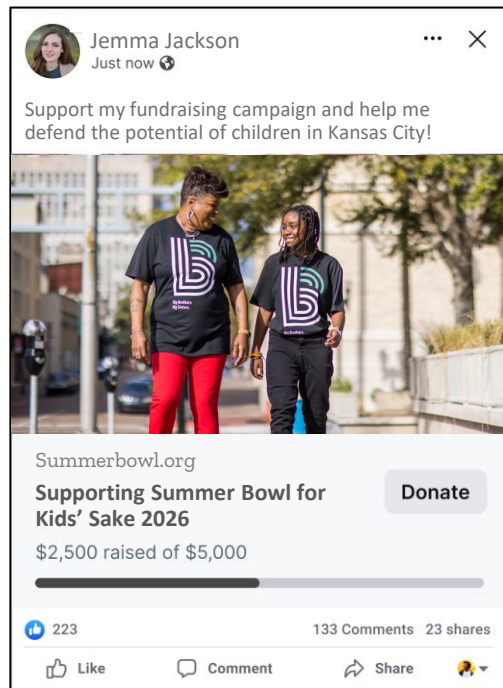


A link to your fundraising page will be included in your post.



SHARE ON SOCIAL NETWORKS

Fundraisers look like native Meta content with goal, progress bar and donate button, when sharing to Instagram and Facebook.

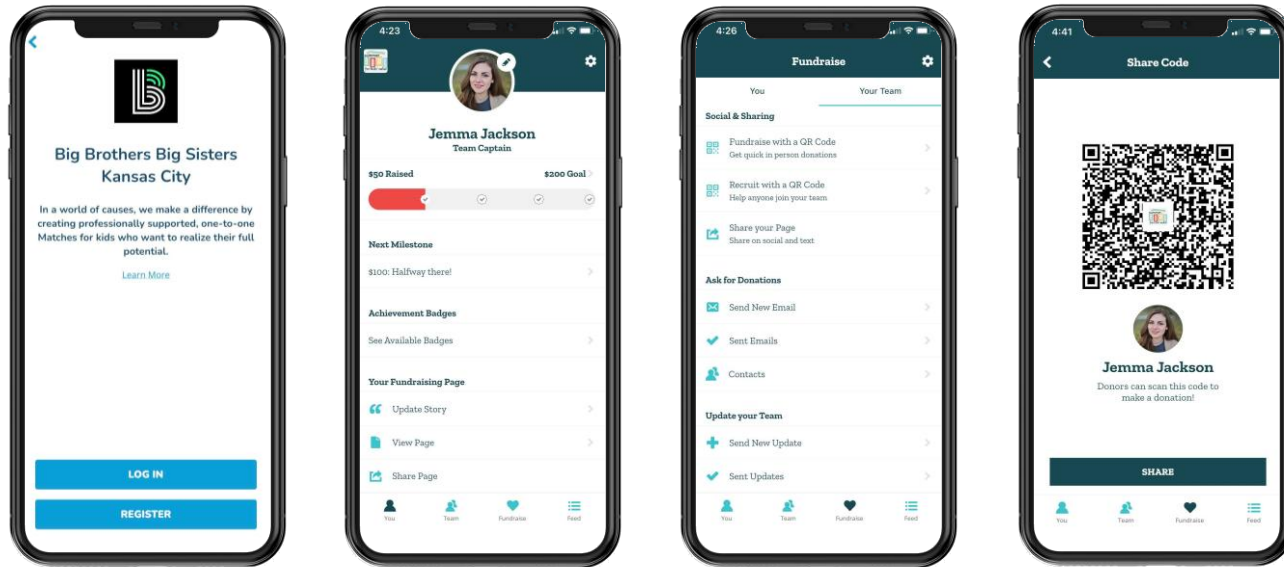


Donations are processed through your existing Summer Bowl fundraising page, when supporters click the donate button.

Share your fundraiser on Instagram by adding it to your profile or sharing it in a story or post.

GET THE MOBILE APP

Update your fundraising story, track your progress, display your personal QR code, and raise money for Big Brothers Big Sisters – all on the go!



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Once installed on your device, tap "Get Started" and search for "Big Brothers Big Sisters Kansas City." Log in with the same username and password as your Fundraising Account. That's it!