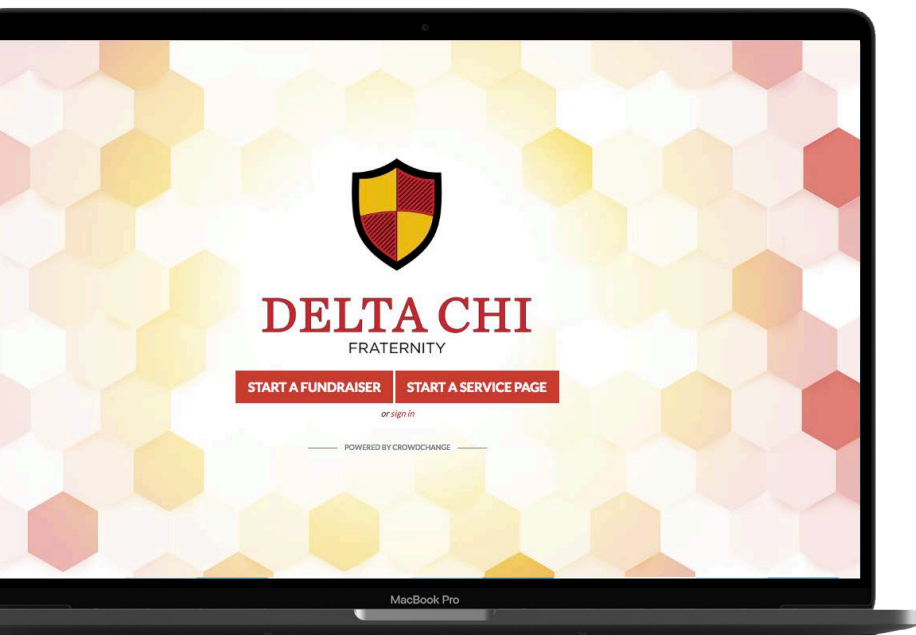# How to Start Your Philanthropy Event

Donations, tickets, and more

CROWD
CHANGE

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 deltachi.crowdchange.co and click the "Start a Fundraiser" button!
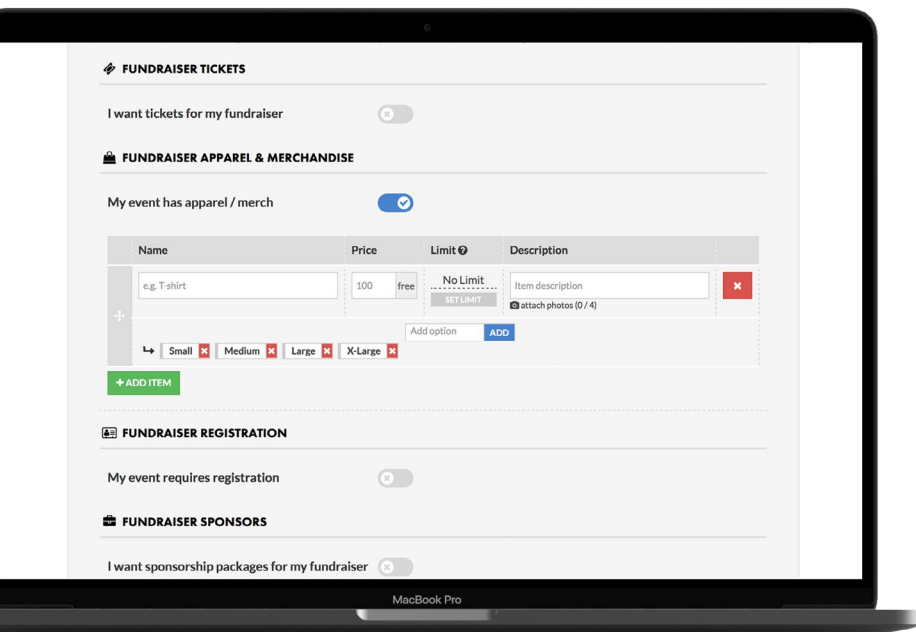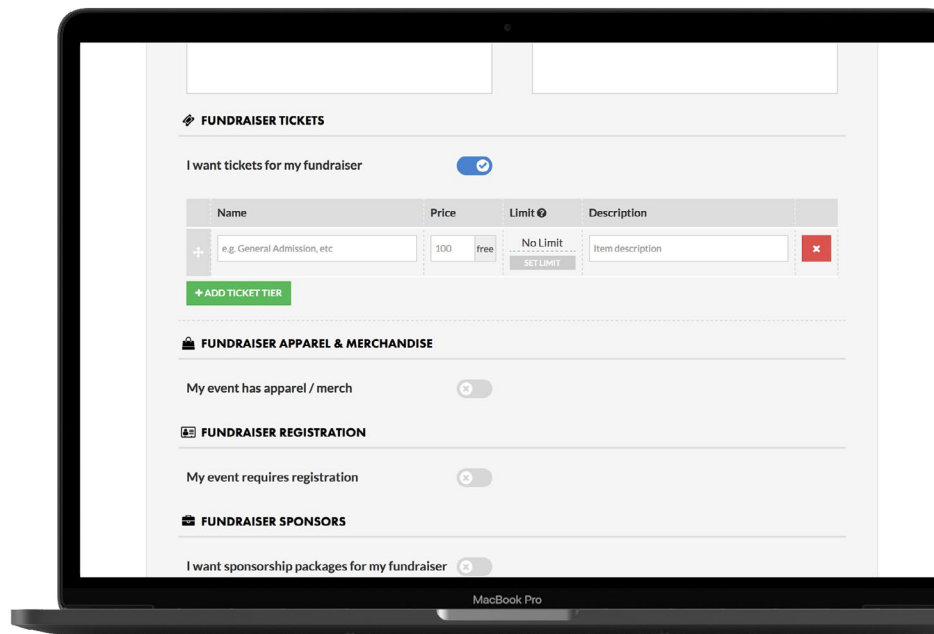
Step 2: Basic Fundraiser Info

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.
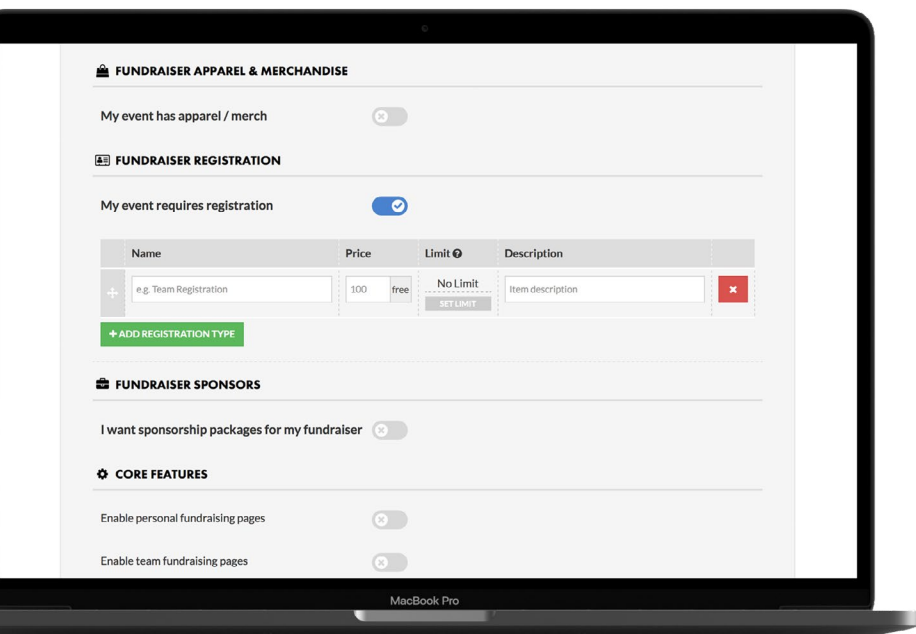
Step 3: Customize

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.
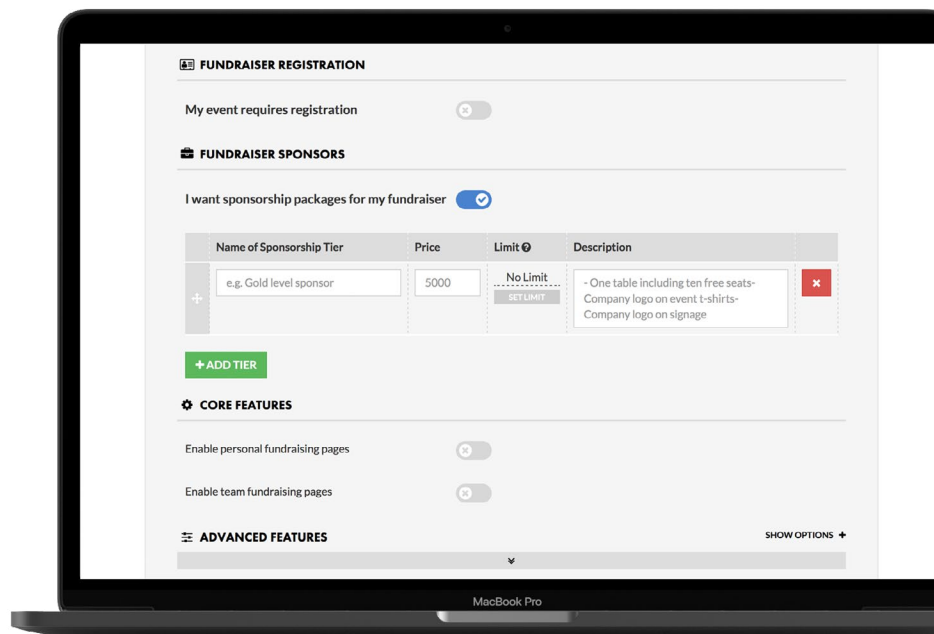
Fundraiser Registration:

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:

Chapters 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 on apparel and incorporating company logos on event signage.
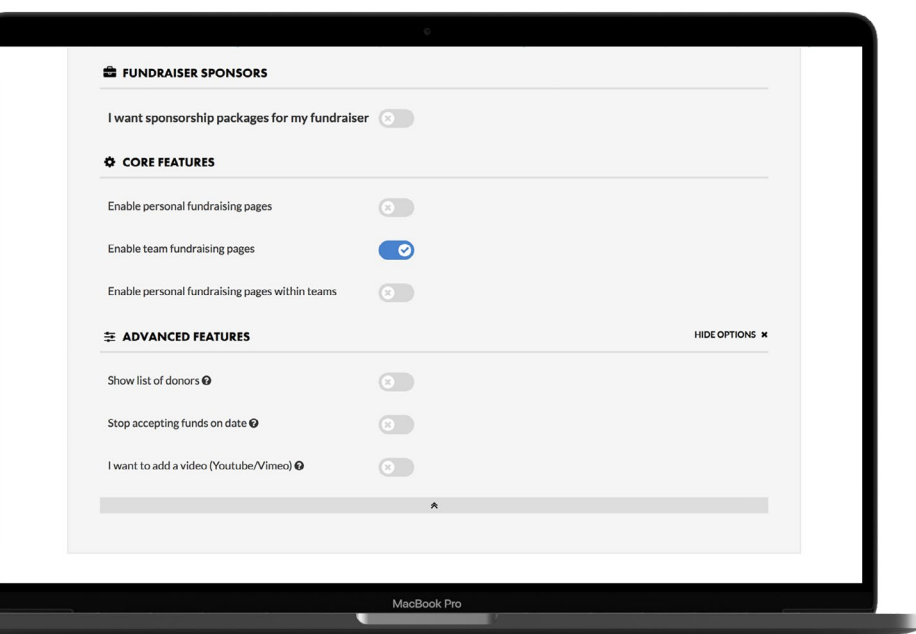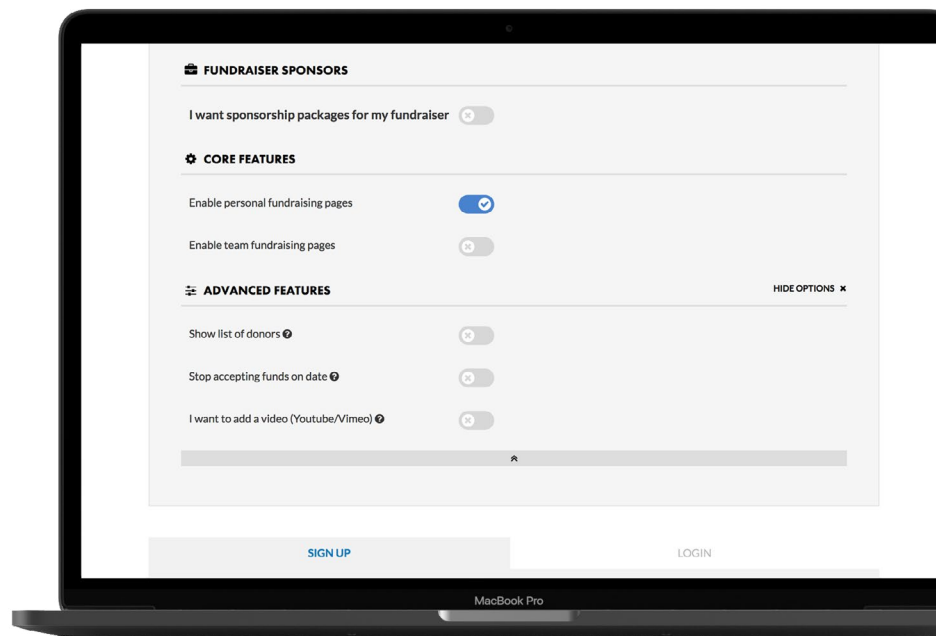
Tips & Tricks

Many consider this to be the #1 tip to raising more money on CrowdChange pages: We encourage you to take five minutes in a chapter meeting to get everyone in your chapter to 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.
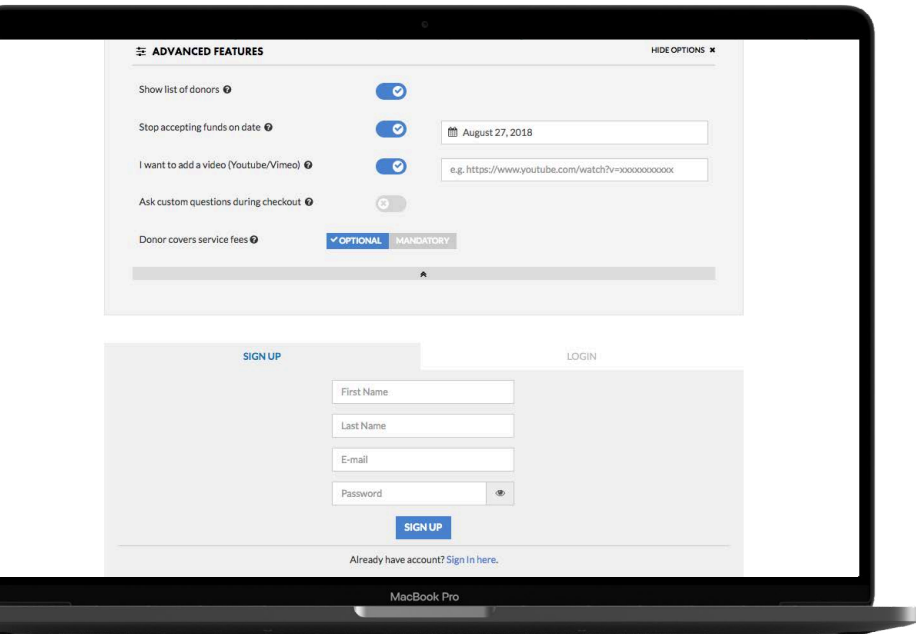
Personal Fundraising Pages:

This is arguably the best feature for increasing funds raised. It allows everyone in your chapter 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 (e.g. for fraternities participating in an event). 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. Chapters can also ask donors custom questions during checkout.

To help chapters raise even more money, we have a feature where you can make it mandatory or optional for donors to cover transaction fees.

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.

Simply link your chapter bank account to your fundraiser and the funds will be direct deposited into the account. That's it! Feel free to share your page and start fundraising!

Have a Great Fundraiser!