Who can edit my team?

Only the school's team captain who created the team will be able to edit the team fundraising page. The organization account admin can update the page title, the team lead, short URL, and the team fundraising goal.

Why can't I find my school?

To participate in health. moves. minds.™ a school must register through the online platform. If your school already created a team, you will then have the option of entering the name of the team you are looking for in the search bar or browsing through the list of established teams to find the team you want to join. Simply click on the name of the team to become a team member. If your school is not listed, now is a great time to sign-up!

How can students earn a t-shirt?

To earn a t-shirt, a student/ parent must register online through your school's team fundraising page and raise $25. Offline events track funds raised as a school total, therefore students do not earn individual incentives such as t-shirts.

How can I add cash or check (i.e. offline) donations to our fundraising event?

Looking to collect offline donations? You sure can! Individual donations will not be tracked. Instead, collected donations will be earned as a team and must be mailed, as a lump sum, to SHAPE America no more than 2 weeks after your event date. A postage paid envelope will be provided if offline donations are selected in the registration process. (examples of group events: penny wars, dollar drives, donation buckets family nights, etc.)

1. If you'd like to collect offline donations, make sure to request your school collect envelop from SHAPE America in the online registration form. Envelop will arrive within two weeks after registration is processed.

2. Mail SHAPE America the offline donation school collection envelop no more than 2 weeks after your event ends. Please note - SHAPE America cannot accept cash, cash donations must be converted to check form. Mail to:
SHAPE America
health. moves. minds. Program
PO Box 17040
Baltimore, MD 21298-8910

3. SHAPE America adds the offline gifts to the school fundraising page

Once we receive your mailed donations, we have the ability to add those contributions to your school's fundraising page total using the "offline gifts" functionality. Only an organization administrator or campaign administrator c an add an offline gift. You must go through the organization in order to reflect this progress on your school's fundraising page. *Individual donations will not be tracked, donations will be added as a lump sum to the school's fundraising page.* Offline events track funds raised as a school total, therefore students do not earn individual incentives such as t-shirts.

Please reach out to AP@shapeamerica.org if you have any questions pertaining to the submission of offline donations.

How do I edit my personal information?

When you make a donation or create a fundraising page through the Classy platform, a Supporter Dashboard is automatically created for you. Your personal information (name, email address, etc.) can be edited via your Supporter Dashboard:

1. Select Login From Homepage

Select the Login option at the top right-hand side of the screen.

2. Enter Email And Password

To access your Supporter Dashboard, log in using your email address and password. If you have forgotten your password, reset it within the login window.

If you are already logged in, you can access your Supporter Dashboard from any page by hovering your mouse over the avatar in the top right-hand corner of the screen and selecting My Profile.

3. Navigating The Supporter Dashboard

Once logged in to the Supporter Dashboard, you can edit your personal information. To make changes, scroll to the Contact Information section and click Edit.

How to Manage Your Team as a Team Captain

As a team captain, you alone have the ability to manage donations and make updates to your team page. The steps below will help guide you to your team dashboard and will walk through the different features to help you better engage and manage your team.

1. Log In To The Supporter Dashboard: First, log in to the Supporter Dashboard that was automatically created for you the first time you donated or created a fundraising page on the Classy platform. From the homepage, select the Login option at the top right-hand side of the screen. If you have forgotten your password, reset it within the login window.

If you are already logged in, you can access your Supporter Dashboard from any page by hovering your mouse over the avatar in the top right-hand corner of the screen and selecting My Profile.

2. Navigate To The Supporter Page: Once logged into your Supporter Dashboard, you'll see the organizations you support listed on the left under "Organizations I'm Supporting." Select the organization that your team supports to open the Supporter Page.

3. Select The 'Teams' Tab And Click 'Manage Team' : On the Supporter Page, select the Team tab to display your team. Click on the Manage Team icon to open your team dashboard.

Once you're in your team dashboard, you can easily navigate between managing your team page and individual fundraising page by clicking the Go To button in the top-right corner.

How To Edit Your Team Details

As with individual fundraiser pages, you have the option to edit the details of your team page. Click on the Details tab to open the editor.
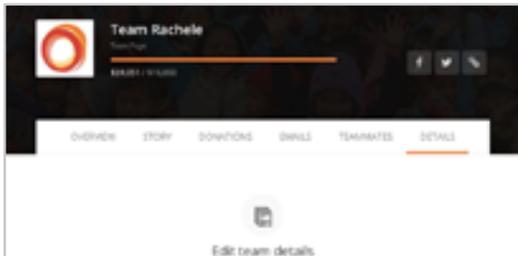
Profile Picture: Upload a picture of your team to let donors know who they are supporting. The recommended profile picture size is 300 x 300 pixels.

Headline: Let your audience know what your team is all about! This headline description will appear below your team name on the team page.

Goal: The amount you hope to fundraise. You can adjust the amount at a later date if you find that you have overestimated, or hopefully underestimated your team's potential!

Default Thank You Message: Set the standard Thank You message that is sent to any donors who give directly to your team page.

Set Your Vanity Url: This is the URL or link that will appear in your browser's address box when donors visit your page.

Team Notifications: Control whether your team receives notifications for comments, donations, or fundraisers joining the team. You can also control if they receive encouragement emails with status updates.

Don't forget to save your changes when you are done!

How To Edit Your Page Story

Your page story explains to people why you are fundraising. To edit your story, click on the Story Tab in your team dashboard, and scroll to the text block to edit. Personalizing your story with photos, video, and text will help communicate the importance of your cause to supporters.
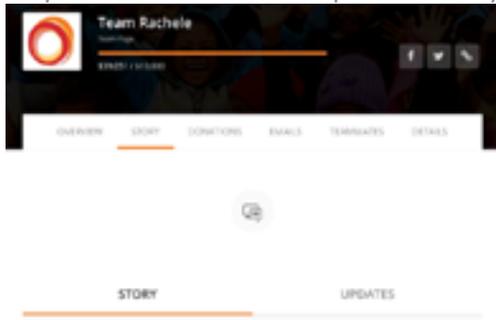
You can also edit your story from the Edit Your Story card on the Overview tab. Click on the Compose button in the card to open the story editor. If the Edit Your Story card is not displayed, skip the remaining cards until you get to the Reset Cards button.

You may notice that the Story tab has an option for posting updates to your page.

How To Thank A Donor

There are three different ways to thank donors for their contributions directly from your fundraising page.

Thank From The Donations Tab: From your team dashboard, select the Donations tab to generate a list of donations made to your fundraising page.

Select the Thank button located to the right of a donation, type your message, and click Comment! You can also use the Mark Thanked feature, which indicates who you have thanked and who you have yet to thank for their donation.

Thank From Your Activity Feed: From your live team fundraising page, scroll down until you see the Fundraising Page Activity Feed located near the bottom of the page. This will display the most recent activity on your page. You can thank donors here by clicking the Reply button next to a donation, typing your thank you message in the resulting text field, and selecting Post Comment.

Thank Through Email: From your team dashboard, select the Emails tab, then select the Thank your donors email template. If you prefer to thank your donors via email, this will provide you with a pre-populated thank you email template.

Select Copy Message, paste the copied language into a new email in your personal email account, and send the thank you. This copied message contains a link back to your personal fundraising page as well!
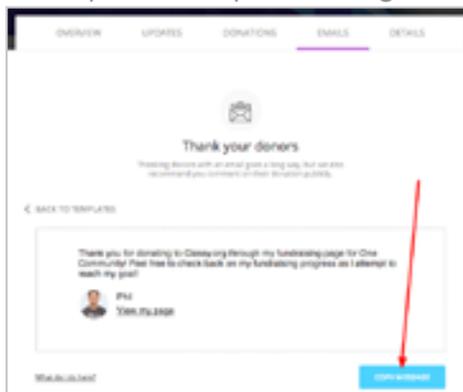
Remember you can always thank donors on social media and showcase your gratitude for their generosity in a public platform!

How To Share Your Team Fundraising Page

Sharing your fundraising page is easy and critical to reaching your fundraising goal. As a team captain, you can easily share your team page using three methods.

A. Share From Your Team Dashboard

From the Team Dashboard, you have three different options for sharing your fundraising page: Facebook, Twitter, and URL link share. Click on the appropriate icon to share your page.

B. Share From Your Fundraising Page

You can also share from your live team fundraising page. On the top right of the page, there is an arrow icon that expands the sharing options. Click the arrow to share your page via Twitter, Facebook, or email.

C. Share Using Your Page URL

The last way to share your team fundraising page with your network is to send your page URL via email. You can simply copy the URL in the address bar of your browser and paste it into an email to send to potential donors!

Posting Updates to Your Fundraising Page

Fundraising progress updates are critical to engaging your supporters. This support article will walk through how to post updates on your individual or team fundraising page.

1. Log In To The Supporter Dashboard: First, log in to the Supporter Dashboard that was automatically created for you the first time you donated or created a fundraising page on the Classy platform. From the Classy. org homepage, select the Login option at the top right-hand side of the screen. If you have forgotten your password, reset it within the login window.

If you are already logged in, you can access your Supporter Dashboard from any Classy page by hovering your mouse over the avatar in the top right-hand corner of the screen and selecting My Profile.

2. Navigate To The Supporter Page: Once logged into your Supporter Dashboard, you'll see the organizations you support listed on the left under "Organizations I'm Supporting."

3. Navigate To Your Individual Or Team Fundraising Dashboard: On the Supporter Page, you will see tabs for Fundraisers and Teams. Select the Fundraiser tab and click the Manage Fundraiser icon to open the fundraising dashboard for your individual fundraising page.

If you want to update a team page, select the Teams tab and click the Manage Team icon to open the dashboard for your team fundraising page. Remember, only Team Captains (creators of the team) have access to the team fundraising dashboard.

4. Post An Update From The Dashboard Story Tab: From your fundraiser dashboard or team dashboard, select the Story tab. To post an update, select the Updates section and click Create New to open a text block.

Write your update in the text block. If you have trouble thinking of what to put in your update, you can click on the What Should I Write option at the bottom right of the text block for inspiration. Click Publish to post your update.

5. Editing Your Post: You can always edit your updates later. To edit your updates, return to the Updates section of the dashboard Story tab. Click the icon with three dots to the right of your update, and select Edit to change your post.