

## How to Open Your Fundraising Page

1. Go to <https://www.justgiving.com/campaign/incredABLEday2022> and click the orange "START FUNDRAISING" button

**HMEA's incredABLE DAY 2022**  
Celebrating the ABLE in all of us!

COMMUNITY WALK ★ GAMES ★ COOK-OUT

**JUNE 12 2022** ★ 10AM - 2PM  
King Street Memorial Park  
Franklin, MA

Do something incredABLE!  
[hmea.org/incredABLEday](https://hmea.org/incredABLEday)

Proceeds benefit programs at HMEA that serve people with differing abilities.

RAFFLES ★ ENTERTAINMENT ★ ALL-DAY FAMILY FUN!

0%  
\$25 raised of \$150,000 target by 1 supporter

Give Now  
Share

Horace Mann Educational Associates Inc  
**HMEA's incredABLE Day 2022**

HMEA's incredABLE Day celebrates the ABLE in all of us. This all-day family fun event features a community walk, cookout, entertainment, and activities for all ages and abilities! Proceeds benefit programs serving people with differing abilities.

Be a fundraiser  
Create your own fundraising page and help support

Start fundraising

2. Follow the prompts to create your account

**HMEA's incredABLE DAY 2022**  
Celebrating the ABLE in all of us!

**JustGiving**

**Sign Up**

First name

Last name

Email

Create password  
 [Show](#)

### 3. Choose your Fundraising Page URL

Step 3 of 3

#### Check your details

You're raising money for

 **HMEA's incredABLE Day 2022**  
run by Horace Mann Educational Associates Inc

#### Your event

HMEA's incredABLE Day

I'm doing this in memory of someone

Choose your fundraising page web address

www.justgiving.com/fundraising/YouName

This web address is available

I'm happy for Horace Mann Educational Associates Inc to keep me informed, by email, about the impact of my fundraising and other ways to stay involved including future events, campaigns and appeals.

Yes please, opt me in

No thanks, opt me out

NOTE: Horace Mann Educational Associates Inc will receive your details and may need to contact you to support you in this fundraising effort. You can update your preferences directly with Horace Mann Educational Associates Inc.

[Create your page](#)

### 4. Click the "EDIT YOUR PAGE" button to personalize your page

 **incredABLE DAY 2022**

JustGiving  Tracy

[Edit your page](#)

WALK \* GAMES \* COOK-OUT

**JUNE 12 2022 \* 10AM - 2PM**

**King Street Memorial Park**  
Franklin, MA

 View gallery

 Change cover

**\$0**  
raised

[Give Now](#)

[Share](#)

 Tracy Andryc

**My incredABLE Fundraising Page**

Fundraising for Horace Mann Educational Associates Inc

 **HMEA's incredABLE Day 2022**  
run by Horace Mann Educational Associates Inc  
HMEA's incredABLE Day celebrates the ABLE in all of us. This all day

**Do something incredABLE!**  
[hmea.org/incredABLEday](http://hmea.org/incredABLEday)  
Proceeds benefit programs at HMEA that serve people with differing abilities.

RAFFLES \* ENTERTAINMENT \* ALL-DAY FAMILY FUN!

5. Set your page title and fundraising goal. Edit your page summary which is just a quick blurb about why you are fundraising. Next you will be able to add a longer story to let your supporters know about your connection to HMEA and why you have chosen to participate in incredABLE Day.

## Edit page

### Page title

Your Name incredABLE Fundraising Page

Save title

### Fundraising target

USD  250

Save target

### Page summary

I am fundraising for incredABLE Day

for Horace Mann Educational Associates Inc

because

Save summary

6. You don't need to create a separate page for everyone in your family, you can add any friends or family members who will be joining you in your fundraising efforts and/or joining you on event day in the "OTHER PARTICIPANTS" field.

Now it's time to edit your story. We have already filled in this field for you, but feel free to edit it with your own personalized story.

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### Other participants

Jane Doe, John Doe, Josh Doe, Jess Doe, Jen Doe, Joe Doe

Save

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### Your story

**B** *I* U ☰  $\frac{1}{2}$ ☰

I am excited to be fundraising for HMEA's incredABLE Day and to celebrate the ABLE in all of us on June 12 at King Street Memorial Park in Franklin, MA! The funds I raise will go straight to the programs at HMEA that support children, adults, and families who are affected by a disability. I hope you will join me in supporting this very worthy cause by making a donation, fundraising, and joining me for this fun event on June 12.

Save story

7. Click on the "MEDIA" tab to add your own photo. You can also upload photos to your "gallery" to make the cover photo into a slideshow.

View Events **Media** Donations Settings

Page media

### Page cover

Upload a photo, select a photo from your gallery, or add a live stream video.



Change cover

8. Next, click on the “SETTINGS” button. Change the date to July 1, 2022, which is when the campaign will end. Personalize the thank you message to your supporters to let them know how grateful you are that they supported your fundraising efforts.

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View Edit Media Donations **Settings**

## Page settings

### Extend your page

Your page will stop taking donations on **01 July 2022**

1 July 2022

Save date

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### Thank you message

It's a really good idea to personalise this thank-you message, which is sent automatically to anyone who makes a donation through your JustGiving page.

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Thank you very much for your donation. It really means a lot to me and to Horace Mann Educational Associates Inc.

Your Name



Save message

9. If you choose to, you can create a team next. Click the “START A TEAM” button.

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### Create a team

Connect your page with others.

Start a team

Choose your team’s name

1/4

## Create a team

Team members will be able to connect their own fundraising pages to the team page.

### Team name

You Team Name



Let's go!

10. You can remove the incredABLE Day graphic and upload a photo of your team. Then, personalize the story for your team.

## What's the story?

Bring your team page to life by adding a photo and writing your story.



 Remove photo

### Team story

I am excited to be fundraising for HMEA's incredABLE Day and to celebrate the ABLE in all of us on June 12 at King Street Memorial Park in Franklin, MA! The funds I raise will go straight to the programs at HMEA that support children, adults, and families who are affected by a disability. I hope you will join me in supporting this very worthy cause by making a donation, fundraising, and joining me for this fun event on June 12.

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🖼️

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Continue

11. Set your team fundraising goal and a suggested goal for your team members. And create your team URL.

## Team settings

Set fundraising targets and a link for your team page.

### Team fundraising target

\$ 500	USD
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You can change your target at any time.

[Set a target for team members](#) ^

### Team members target

\$ 100	USD
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### Team page link

justgiving.com/team/

YourTeamName
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e.g. teamrudge

 This team page link is available.

Create your team

12. Now you are ready to invite people to join your team.

## You've got yourself a team!

### Your team page

Invite friends to join your team and start fundraising together.

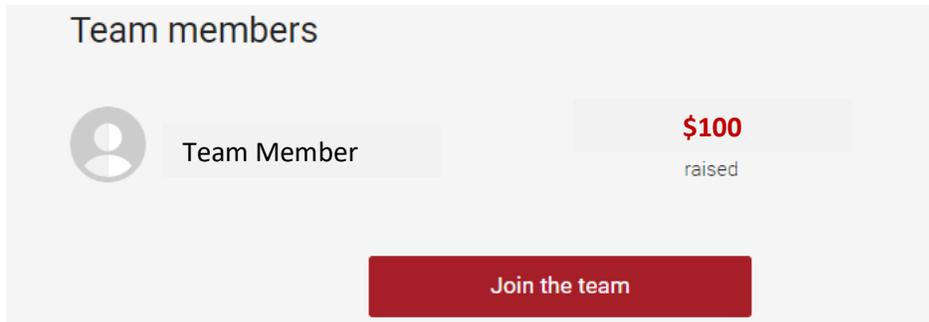


The screenshot shows a Facebook team page for 'Amazing Admin'. The top banner features the event details: 'COMMUNITY WALK \* GAMES \* COOK-OUT' on a blue background, 'JUNE 12<sup>2022</sup> \* 10AM - 2PM' in a dark blue arrow, and 'King Street Memorial Park Franklin, MA' below it. The banner also includes the 'HMEA's incredABLE DAY' logo, three circular photos of participants, and a red arrow with the text '\* Do something incredABLE! hmea.org/incredABLEday'. Below the banner, the team name 'Amazing Admin' is displayed, followed by the organization 'Fundraising for Horace Mann Educational Associates Inc'. The event is listed as 'Event: HMEA's incredABLE Day' with a calendar icon, and there is a '1 member' indicator with a person icon.

Invite team members

## What if I want to join an already formed team?

1. Go to <https://www.justgiving.com/campaign/incredABLEday2022>, scroll down, find the team you want to join in the right-hand column, and click on the team link. Scroll down the team page and click the “JOIN THE TEAM” button



2. If you haven't yet created your fundraising page, now is the time to do so. If you already created one, you can link it to the team.

## Join the team

Team member fundraising pages connect to the team page.



Create your fundraising page

Already have a page you want to connect to the team?

Connect fundraising page

Need some assistance?

Contact:

Samantha Shepherd

HMEA's Executive & Development Assistant

incredABLE Day Event & Volunteer Coordinator

[sshepherd@hmea.org](mailto:sshepherd@hmea.org)

508.298.1121