



How To Guide **Using Your Fundraising Account.**

POWERED BY *haku*

Using Your Fundraising Account

We are so excited you'll be joining us! As a fundraiser, you'll get access to a powerful fundraising account to help you raise money. Here are some highlights on using your fundraising account.

01

Dashboard

Here you'll see links to your fundraising page and personal donation page. You can choose to send those links via email or text. You'll get a feed of your account activity and the option to share your efforts on social media and via email.

The screenshot shows the Haku fundraising dashboard for a user named Adele. The interface includes a dark sidebar on the left with navigation links: Dashboard, Donors, Team Fundraisers, Campaigns, and Public Page. The top navigation bar features the Haku logo and a user profile for Loreli Cabrera. The main content area displays a welcome message, fundraising progress, and a list of recent activities.

haku

Dashboard Donors Team Fundraisers Campaigns Public Page

Finish team set up: **TEAM DESCRIPTION** **TEAM PHOTO** **INVITE MEMBERS**

Welcome to your fundraising account, Adele!
Fundraising has completed, Thank you!

YOU ARE ON TEAM SHARED SERVICES

Quick Actions: [Share Pages](#) [Download QR Code](#) [Get Your Links](#)

Amount	Status
\$160.00	RAISED
\$0.00	NEEDED TO MEET MINIMUM
\$500.00	PERSONAL GOAL

ACTIVITY

- Nora Maloney donated \$50.00 [YOU THANKED NORA](#)
- Fundraising has completed, Thank you!
- Reach more people by creating an [email campaigns](#)
- You have no donations from postings in social media. Try posting a message using [Facebook](#) or [Twitter](#)
- You are 32% of the way there. Keep pushing!

We are online!

The top of the dashboard allows fundraisers to view their donations and progress in one easy-to-read view. Fundraisers are also able to share their public and donations page anywhere they'd like.



Welcome to your fundraising account, Adele!

Fundraising has completed, Thank you!

YOU ARE ON TEAM SHARED SERVICES

Quick Actions: [Share Pages](#) [Download QR Code](#) [Get Your Links](#)

\$160.00

RAISED

\$0.00

NEEDED TO MEET
MINIMUM

\$500.00

PERSONAL GOAL

The Activity section of the dashboard is a useful snapshot of users fundraiser's and their current progress.

- View most recent donation and send a thank you directly to that donor.
- See how many days are left to fundraise and reach your goal.
- View percentage progress in real time.
- Reach out to more donors by sending an email campaign.
- Track donations made through social media channels.

ACTIVITY

[Nora Maloney](#) donated \$50.00 ❤️ YOU THANKED NORA

Fundraising has completed, Thank you!

Reach more people by creating an [email campaign](#)

You have no donations from postings in social media. Try posting a message using [Facebook](#) or [Twitter](#)

You are 32% of the way there. Keep pushing!

TEAM SHARED SERVICES FUNDRAISING LEADERBOARD

1. Adele Banas	\$100.00
2. Pamela Goodling	\$100.00
3. Adele Banas	\$60.00
4. Linda Starr	\$25.00
5. Christina Starr	\$25.00

ANALYTICS

2 Donors

0 Email Campaigns Sent

02

Donors

In this tab, you'll be able to see a list of all supporters, track donation sources, and easily thank those who have donated via the "Donors" tab.

Dashboard

Donors

Campaigns

Public Page

MY DONORS

DONATION SOURCES

Other

CAMPAIGNS

You do not have any campaigns yet.
Create one and let's start tracking results!

Find a donor

Send Thank You

TINA FEY

tina@fey.com

Donated on 02/03/2021 at 01:49 PM

DONATED

\$25.00

SOURCE

Other

Send Thank You

Send Thank You

CHARLES GORDON

charles@email.com

Donated on 02/02/2021 at 04:06 PM

DONATED

\$75.00

SOURCE

Other

Send Thank You

Export

The top of the Donors tab allows users to a snapshot of their donation sources. Donations made through social media, email, and campaigns will be shown here.



The bottom half of the Donors tab lets the user see everybody who has made a donation.

- Send Thank You Emails to multiple donors at once
- Export a list of your donors to a spreadsheet. Users can access their email if they want to create an email using their own email provider. (Only donors emails who did not make an anonymous donation will show in this export) -
- See exactly how much and where the donor donated from.

Find a donor			
☐	Send Thank You		
		Export	
☐	JOHN SMITH john@smith.com Donated on 08/07/2020 at 08:34 AM	DONATED \$100.00	SOURCE Other
Send Thank You			
☐	YOU robin@testing.com Donated on 08/05/2020 at 08:34 AM	DONATED \$25.00	SOURCE Other
2 Donors			

03

Campaigns

Peer-to-Peer fundraising is most successful when the fundraiser can make a meaningful connection with each potential donor.

- Fundraisers should take every opportunity to educate potential donors on the reasons why they should donate and the impact of their donation.
- Fundraisers should tailor their outreach to their audiences – for example, an email to friends should be different than an email to family members or coworkers.

New Campaign Preview & Test | Exit

CAMPAIGN NAME

Friends and family email

SUBJECT LINE

Please help my cause

REPLY TO EMAIL

samgordon@email.com

MESSAGE

B I U 

RECIPIENTS > MESSAGE > CONFIRM Next Step

To create a campaign simply click “CREATE NEW” and you will be redirected to the campaign maker. After importing your contacts you can create the content of your campaign. Users are also able to preview their message by clicking “PREVIEW & TEST”

04

Public Pages

Your Public Page helps you bring a personal touch to your fundraising efforts. It's where you'll be able to increase your personal fundraising goal, change your page name, and add your own photos and videos. Here you will also be able to add how many miles you have achieved during the event. Share your miles to get more donations!

Loreli Cabrera
4 MORE ACCOUNTS

Dashboard
Donors
Team Fundraisers
Campaigns
Public Page

TEAM PAGE
YOUR PAGE
YOUR UPDATES

ADD A TEAM BANNER PHOTO
Preferred size should be 1600x500 pixels

Upload Image
CLEAR IMAGE

CHANGE YOUR TEAM PROFILE PHOTO
Preferred size should be 358x250 pixels

Upload Image
CLEAR IMAGE

ADD PHOTOS OR VIDEOS TO DISPLAY
Preferred size should be 358x250 pixels, Images are limited to 10MB or less, videos are limited to 100MB or less

DRAG FILE HERE OR

choose file

TEAM NAME

Shared Services

TEAM FUNDRAISING GOAL

\$

500.00

NEED HELP?

Team Shared Services

\$515.00
raised

\$500.00
goal

About
Team Members (5)
Donors (11)

A MESSAGE FROM Team Shared Services

We are small, but mighty!! We've been walking since 2004 in honor of our friends - all survivors!! Please join us virtually on the Farmington Bike Trail on May 13th

Want To Help?

Join Our Team!

Fundraisers
Donations

1. Adele Banas
\$100.00

2. Pamela Goodling
\$100.00

05

Team Pages

Teams allow fundraising in groups. Some groups include friends, coworkers, or a family team to name a few. Join or create a team in your fundraising account by clicking the drop down in the top-right and selecting create team or join team.

- When you create a or join a team a new tab is added titled "Team". This is where you can communicate with your team, download a report of team members, and invite new team members.
- The Public Page tab is where you will access your team page. Like Your Page the
- Team Page is similar in customization options.

Want To Help?

Join Our Team!

Fundraisers

Donations

1. Adele Banas

\$100.00

2. Pamela Goodling

\$100.00

3. Adele Banas

\$60.00

4. Linda Starr

\$25.00

5. Christina Starr

\$25.00



Brought to you by Hartford Marathon Foundation

Follow

Follow 236

Share This Fundraising Team Page



AboutTeam Members (5)Donors (11)

Search For Team Members

Search for team members



Adele Banas

Raised \$160.00

Donate



Cecelia Jenkins

Raised \$0.00

Donate



Christina H Starr

Raised \$25.00

Donate



Linda Starr

Raised \$25.00

Donate



Pamela K Goodling

Raised \$100.00

Donate