How to Set Up a Fundraising Page

1 Navigate to **https://secure.givelively.org/donate/namahana-education-foundation/help-namahana-school-start-construction-on-our-middle-school-campus**

2 Scroll down and select 🙋🏽‍♂️ **I Want to Fundraise For This**

3 Select **Create My Own Page**

4 Fill in your first and last name, email and password. Select **Create Account**.

5 Open your email in a new tab and click the **confirmation link** from Give Lively, our chosen fundraising platform. Check your spam, promotions or search hello@givelively.com if you're unable to find the email.

6 Log in to your Give Lively account and select **Confirm Creation Of Your Fundraising Page.**

7 Fill in the Name, Note and Fundraising Goal fields.

8 Select the ⬆️ arrow to upload a Profile Image (optional). A clear profile picture of your face is an important part of your profile. 'Ohana and friends will feel more comfortable donating to your cause when they see and recognize you on the fundraising page.

9 Upload a Hero Image (optional). Choose between using the default image, uploading your own image or uploading your own video.

(a) Default Image - No further action is required. The default image is inherited from the Campaign Page you are fundraising for.

(b) Image - Select Upload new image and then navigate to the JPG, JPEG or PNG image you want from files on your computer. A large, high-quality image is best, with recommended dimensions of 2000x1200 pixels (5:3 aspect ratio). Use the image cropper to frame your image: slide the gray ball along the scale to zoom in or out; click and drag on the image to center it as desired. Then click the Save button.

(c) Video - Select Edit and then paste in the direct link to a public video (only Vimeo and YouTube [but not YouTube Shorts]) that you wish to embed on your page. Paste the full URL (with "http://" or "https://"), not an "embed code." Then click the OK button.

(d) No Media - Click the No Media button to have no Hero Image.
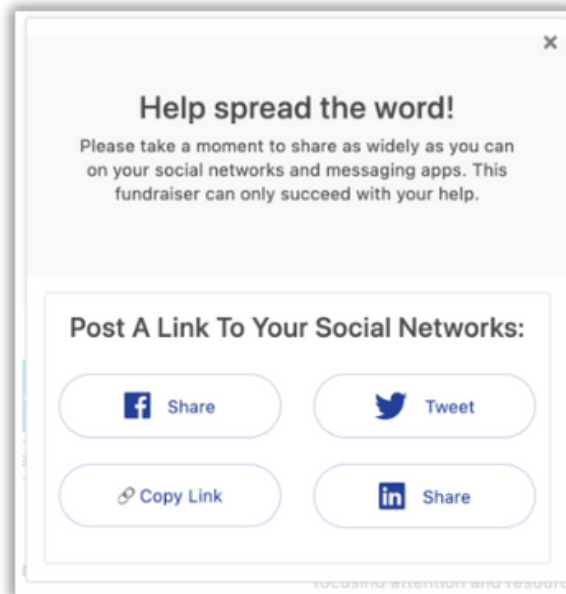
10 Click the Save button.

11 Consider bookmarking your fundraising page in your browser so you can easily return to it later. You can also visit the Campaign Page you're supporting and click the Go To My Fundraiser button at the bottom right.
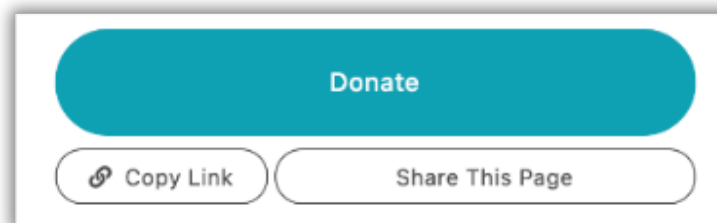
Next, share with your network!

Reach Out to Your Network

Share word of your fundraiser in two ways:

1 Click the Share This Page button under Donate. Then select the icon of a social media site you use. Choosing the email icon allows you to compose an email with the link to your fundraiser.

2 Click the Copy Link button under Donate to copy the link and paste it into an email, a social media post or anywhere else that accepts links.

Mahalo nui loa for your interest in helping us fundraise for Namahana School. Once you've reviewed these steps, please reach out to us at aloha@namahanafoundation.org if you have further questions.