Hello Everyone,

We are so excited for the Red Kettle Luncheon on May 9, 2024 and thank you for your expertise and involvement.

As discussed at the board meeting, we ask members to please complete their fundraising page for the luncheon **by March 1**st.

<u>Click here</u> to view a training video (note this video features virtual red kettles but the process of setting up a fundraising page is the same).

Directions (these steps are covered in the video link above):

- 1. Go to this <u>Classy page</u>
- 2. Once you've arrived on the landing page, click on the button that says **"Become a Fundraiser"**
- 3. Choose the option "As an individual"
- 4. From there you will be asked to log-in or create an account.
 - 1. **If you had a page last year, you already have an account**. If you cannot remember the password, click the button that says "forgot password" to reset it
 - 2. If you did not have a fundraising page last year, you will need to click the button that says "create account" and follow the prompts.
- 5. Once you are logged in you will need to choose a **fundraising goal**. Per board expectations, please set it at \$2,000 or more.
- 6. Then it will ask you to select an **end date** for the event choose 6/27/2024.
- 7. You will also need to **choose a headline** for your page.
- Here is an example (but you are of course welcome to create your own):

Welcome to my fundraising page for the Red Kettle Luncheon: help me raise funds for our neighbors in need.

8. Upload a **photo for your page**. You do not have to upload a photo but it can be helpful when sending your fundraising page to your network.

Once you have followed these steps your page is ready to go!

If you have any questions or have trouble setting up your page, please reach out to me at <u>alice.evans@usw.salvationarmy.org</u> and I will set up a Teams call to help you.

Thank you for all you do and please reach out if you have any questions, I look forward to working with all of you!

Thank you,

Alice

Board Members who still need to set up their Classy RKL fundraising page:

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