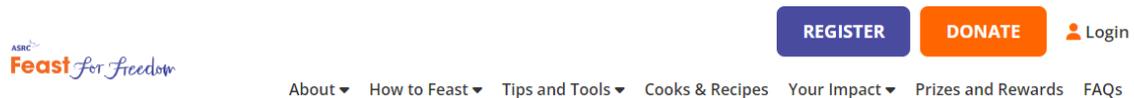# HOW TO EDIT YOUR FUNDRAISING PAGE - USER GUIDE

Log in to your fundraising page

There are three ways to log-into your fundraising page.

1) Directly after registering to host - you will arrive at the confirmation page and you can proceed to edit your fundraising page from there.

2) Go to feastforfreedom.org.au. Click on the "Login" button in the top right corner.

3) From the link to your fundraising page you have received in your welcome email.

You will land at the login portal that looks like this:

Use the email address and password you used at registration to log in as a Host

(Donor Login is for those who have donated to a Feast but are not Hosts themselves).

If you forgot your password, you can reset it by clicking Forgot password?

When you log in you will land on your landing page/dashboard that shows your fundraising page checklist, fundraising progression and recently made donations.

This dashboard is your main hub and main location where you can review your progress and make updates to your fundraising page. Only you can see the information in your dashboard.

If you want to see what your fundraising page looks like to your friends and colleagues, you can click on View after your fundraising page url (see more about this view at the end of this guide).
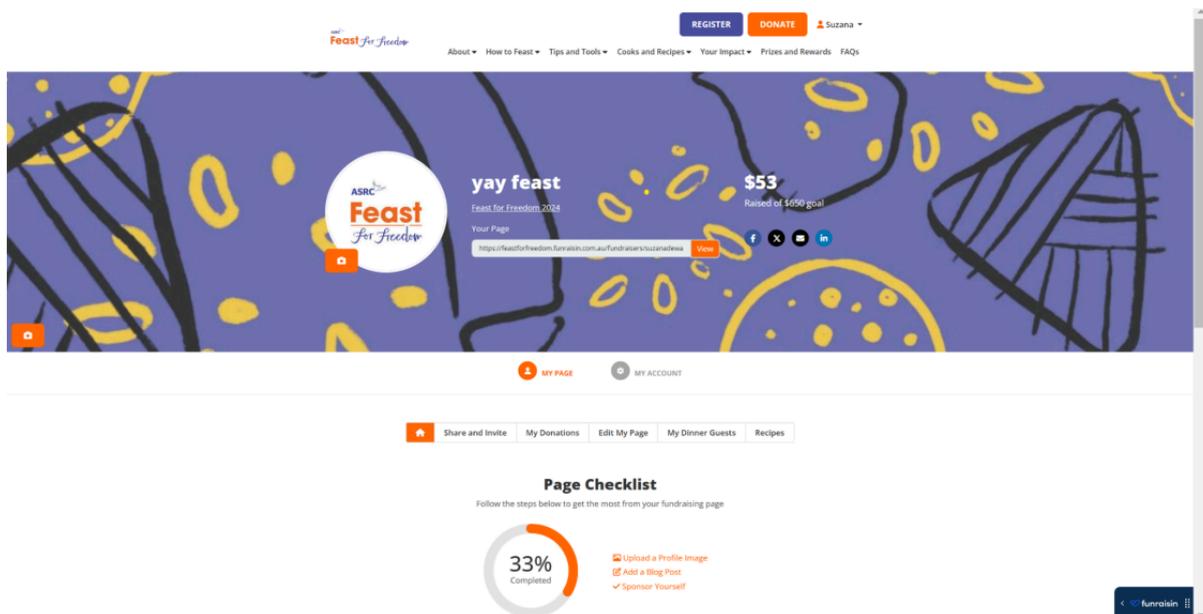

Navigation Bar

This is the navigation bar for everything you need to edit your page and access the recipes:

Share and Invite

The "**Share and Invite**" tab allows you to share the URL of your fundraising page directly to Facebook, Twitter and Linkedin, you can also copy the fundraising page URL and share it via email or messaging apps.

You can also use your unique QR code. You can also send emails to your guests and networks directly from your dashboard.
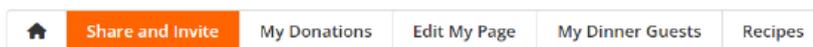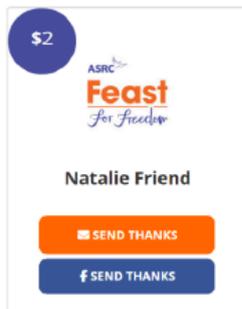
My Donations

The **"My Donations"** tab lets you see donations made to your page as well as the ability to make a self donation to your own page.

When donations are made, they will appear in the donor section and you will be able to thank your donors directly, either by Facebook or by email

Edit My Page

The "**Edit my Page**" tab lets you make updates to details that are visible on your fundraising page.

You can update basic personal information, including your personal URL and your fundraising target as well as add blog posts or images that will appear on your fundraising page.

It is important to note that changing the URL of the fundraising page will render any previous links formerly sent out invalid.

Update Your Feast for Freedom 2024 Fundraising Page

Personal URL *

🔗 suzanadewa

Please note that changing your page url might break any links to your fundraising page that already exist.

Fundraising Target *

$ 650

UPDATE DETAILS

Update Your Blog

ADD AN UPDATE ▾

Keep your friends, family and supporters updated with your progress.

Title	Date Posted			
Story	2024-01-29	✎ EDIT	🗑 DELETE	f SHARE

My Dinner Guests

The "**My Dinner Guests**" page is where you can manage your guests' attendance. From this screen, you can adjust:

● The location of your Feast
● The date of your Feast
● The time of your Feast
● Number of guests at your Feast
● Whether you want to show or hide the RSVP function on your fundraising page
● Edit and update guest details

My Recipes

Here you will find all the recipes for this year's Feast for Freedom gifted by Harchana and Reveka, as well as past Feast favourites. The recipes are only accessible to registered Hosts and you need to be logged in to view them. Each recipe page icon links off to a separate recipe page where you can then view each recipe.


Your fundraising page as it appears to other people

To see what other people see when they look up your Feast, click on the orange icon "View" on your dashboard:

This is where your friends can see the details of your Feast, RSVP to your Feast (where, date, and when) and make a donation. This is also the page where you can share your progress through the blog and gallery.

From your fundraising page header you can share your fundraising page directly to various social media platforms and you can update your profile picture by clicking on the orange camera icon under your profile picture.
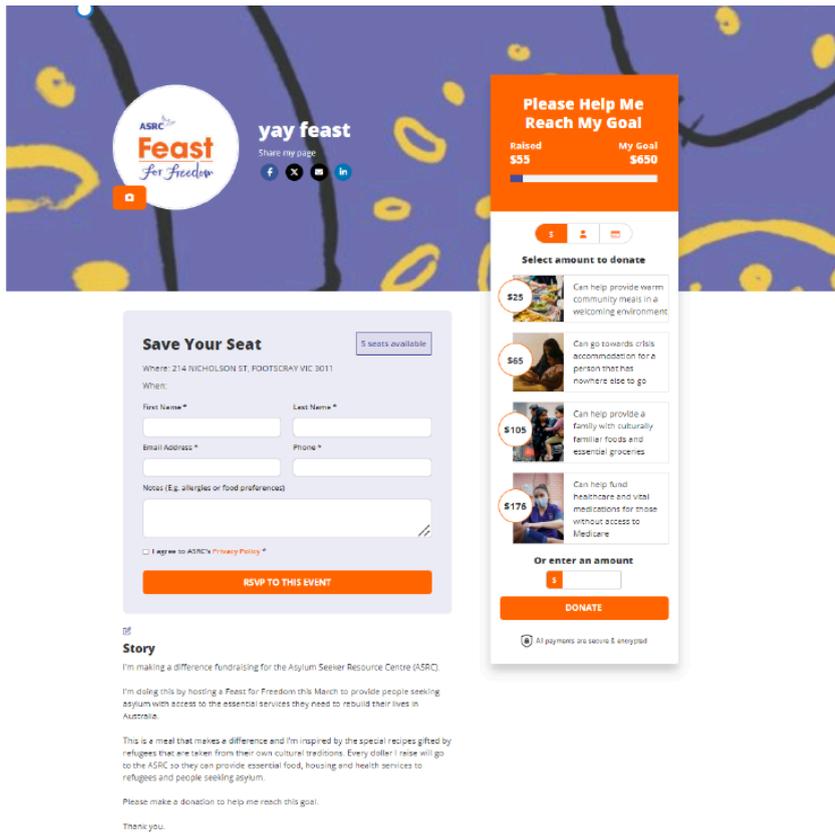
Here you can edit the message you want your guests to see (you have to be logged in) by clicking on the small pen icon above your story title.

You can also provide updates, such as your cooking journey or your reflections once your Feast is completed:
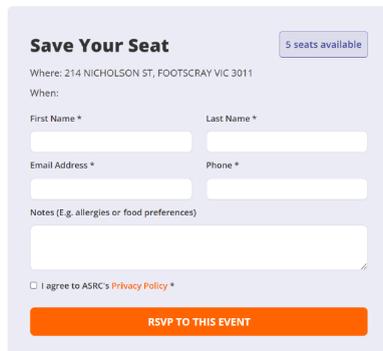

And you can add photos from your preparations and your Feast:

Guest RSVPs

On this page your guests can RSVP to your Feast directly (as mentioned above, you can edit the number of seats available through your dashboard).
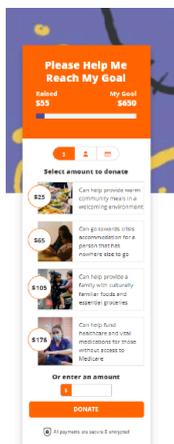

When a guest RSVPs to your Feast:

● The guest will receive an email informing them they have registered for a feast
● You will receive an email informing you that you have a guest who has registered for your Feast
● The "seats available" will decrease by one
● The guest's details will appear in your dashboard in the "My Dinner Guest" details (this can only be viewed by you and no-one else).

Guest Donations

Your guests (or other supporters) can then make a donation to your Feast. They can use the standard donation block and click on one of the recommended dollar amount, or they can enter any amount they choose.

You can review the donations of each guest in the "My Donations" tab on your dashboard.

Recap: Fundraising page vs dashboard

Dashboard is the part of your Feast page only you can see. This is the main location where you can review your progress, invite guests, check the RSVPs, edit your fundraising page settings and view the recipes. Your dashboard is where you will land when you click on the link sent to you in the welcome email.

Fundraising page is the public facing part of your Feast page – it's what your friends can see and it's where they can RSVP and donate to your Feast. This is where your friends will land when you share your fundraising page with them.

And finally, if you've clicked on and found yourself on your public facing fundraising page, you can get back to your private dashboard by using the drop down menu under your name in the upper right corner: