DANCE MARATHON AT THE UNIVERSITY OF FLORIDA

HOW-TO GUIDE

PERSONALIZE AND UTILIZE YOUR DANCE MARATHON FUNDRAISING PAGE

GO TO YOUR
FUNDRAISING PAGE
AND FOLLOW THE STEPS TO BEGIN

DM UF

HOW TO UPDATE YOUR ACCOUNT PHOTO

STEP 1

Click the pencil button at the top right of the photo icon.

STEP 2

Select "Upload Image" and choose your image or connect to Facebook to import your profile picture.

HOW TO UPDATE YOUR DISPLAY NAME

STEP 1

Click the pencil button at the top right of your name.
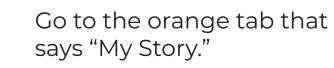
STEP 2

Type your preferred name or nickname that you want displayed on your page.

STEP 3

Select "Update Display Name."

HOW TO EDIT YOUR STORY AND ADD MEDIA

STEP 1 Go to the orange tab that says "My Story."

STEP 2 Click the pencil button at the top right to edit.

STEP 3 Type your fundraising story for others to read when they view your page.

STEP 4 Select the image icon on the toolbar to insert pictures.

STEP 5 Select the link icon on the toolbar to create a hyperlink.

STEP 6 Select the video icon on the toolbar to add a video.

STEP 7 Click "Update Story."

HOW TO CHANGE YOUR FUNDRAISING GOAL

STEP 1

Select the pencil icon at the top right of the fundraising tracker.

STEP 2

Type in your fundraising goal.

STEP 3

Select "Update Goal."

HOW TO ADD FUNDRAISING MILESTONES AND INCENTIVES

STEP 1
Select the pencil icon at the top right of the fundraising tracker.

STEP 3
Type in your Milestone/Incentive Amount, description, and answer any questions.

STEP 2
Select "Milestones" or "Incentives"

STEP 4
Select "Save Milestone/Incentive"

HOW TO CHANGE YOUR FUNDRAISING LINK

STEP 1
Go to the orange tab that says "Settings."

STEP 3
Type your preferred fundraising page link.

STEP 2
Select "Customize" under the page link.

STEP 4
Select "Save Changes."

HOW TO QUICKLY SHARE ON SOCIAL MEDIA

STEP 1

Go to the "Get The Word Out" box on the left side of the page.

STEP 2

Click on Facebook, Twitter, or Linkedin to share your fundraising page on those sites.

(You may need to login to those accounts first if you are not already.)

HOW TO QUICKLY COPY YOUR FUNDRAISING PAGE LINK

STEP 1

Go to the "Get The Word Out" box on the left side of the page.

STEP 2

Select "Get Page Link."

STEP 3

Select "Copy Link to Clipboard."

HOW TO VIEW DONORS FROM PREVIOUS YEARS

***only if you had an account already created from DM at UF 2016-2019

STEP 1
Select "Messages" from the black toolbar at the top of the page.

STEP 2
Go to "Contact List."

STEP 3
Scroll through to see names of donors from previous years, their email addresses, and total donation amounts.

STEP 4
Reach out to these people again!

HOW TO SEND MESSAGES FROM YOUR FUNDRAISING PAGE TO ASK FOR DONATIONS

STEP 1
Select "Messages" from the black toolbar at the top of the page.

STEP 2
Go to "Compose a Message."

STEP 3
Select "Ask a Friend to Donate" as the message type.

STEP 4
Add recipients from your contact list of previous donors and/or add new contacts.

STEP 5
Customize the Subject and Message.

STEP 6
Click "Send Message."

YOU'RE ALL SET UP TO CONTINUE MAKING MIRACLES.

DM
UF