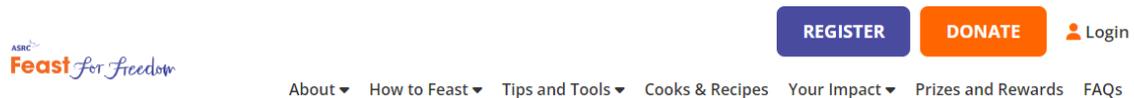


## HOW TO EDIT YOUR FUNDRAISING PAGE - USER GUIDE

### 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](https://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:

A screenshot of the login portal. It is divided into two columns. The left column is titled 'Host' and contains an 'Email Address' input field with the placeholder text 'Please enter your email address to login', a 'Password' input field with the placeholder text 'Please enter your password', and a 'Forgot password?' link. Below these is an orange 'LOGIN' button. The right column is titled 'Donor Login' and contains an 'Email Address' input field and an orange 'LOGIN' button. A red 'X' icon is in the top right corner of the form area.

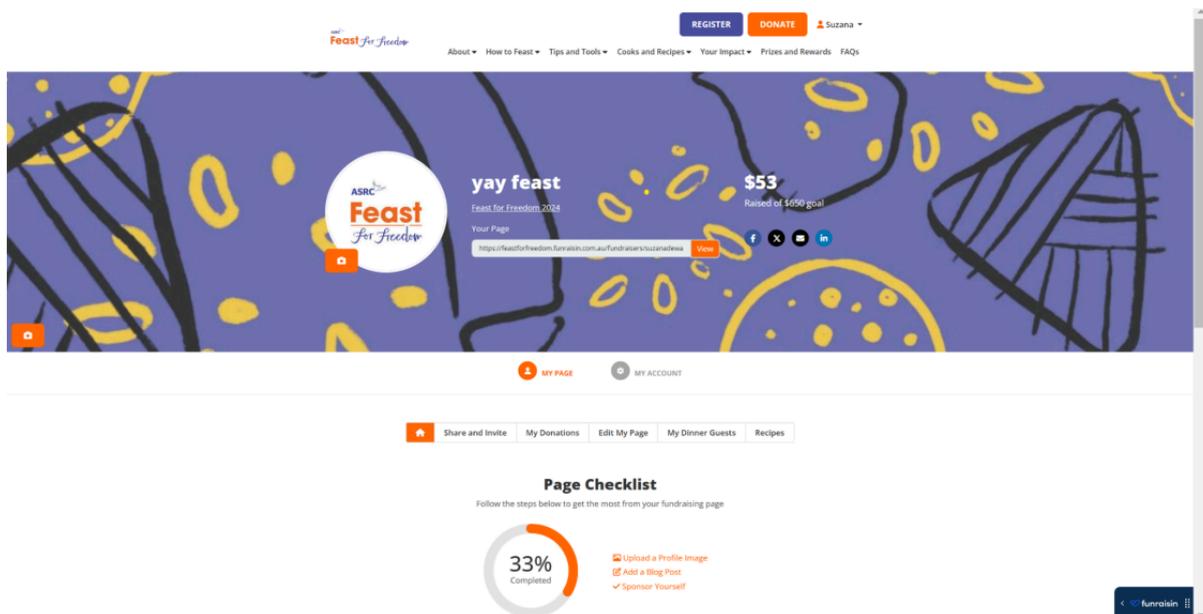
Use the email address and password you used at registration to log in as a Host (Donor Login is for those who have donated to a Feast but are not Hosts themselves).

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

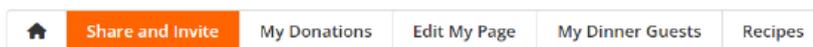
This is the navigation bar for everything you need to edit your page and access the recipes:



## 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.



### Share and Invite

#### < Share your page

Send out links to your fundraising page asking for support

<https://feastforfreedom.funraisin.com.au/s/159/169>

 COPY LINK

 QR CODE

Or share on other networks

 FACEBOOK

 TWITTER

 LINKEDIN

#### ✉ Email your contacts

Use a template or write your own message to ask your network for support.

 Compose New Email

➤ Sent Emails

Start with a template or write your own

Get Support - Individuals

Send To

Type email here

Separate by a comma (,) to send to different recipients

Or add from

## My Donations

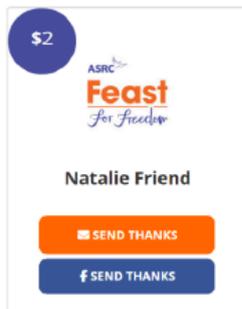
The “**My Donations**” tab lets you see donations made to your page as well as the ability to make a self donation to your own page.

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



### My Donations

Add a donation you have received in cash for this event using the "Add Offline Donation" button.



## 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 *	Fundraising Target *
<input type="text" value="suzanadewa"/>	<input type="text" value="650"/>

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

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	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 PAGE     MY ACCOUNT

---

[Home](#)   [Share and Invite](#)   [My Donations](#)   [Edit My Page](#)   **[My Dinner Guests](#)**   [Recipes](#)

### Event Details

Edit the number of guests that can attend your feast. Note: It'll take 15 minutes for this to update

Feast Location 214 NICHOLSON ST, FOOTSCRAY V	Feast Date dd/mm/yyyy	Event Time --:--	Maximum no. of guests
---	--------------------------	---------------------	-----------------------

Show/Hide RSVP form on your fundraising page

[UPDATE](#)

### Event RSVPs

See all guests who have RSVP'd to your event below, with any notes they've added.

Name	Email	Phone	Notes
------	-------	-------	-------

## 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.



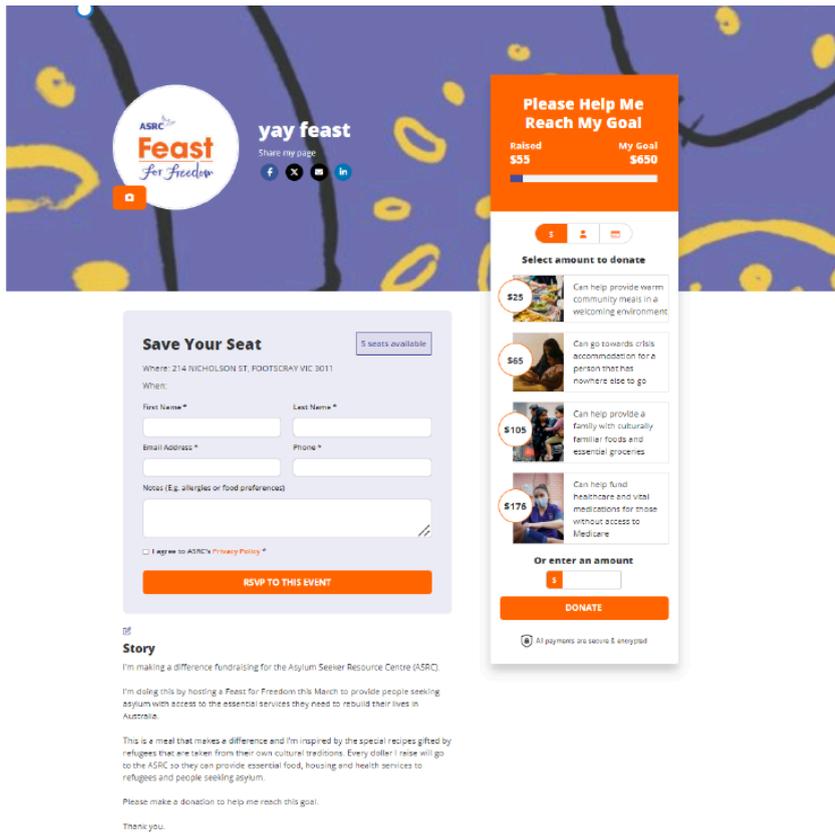
## Your fundraising page as it appears to other people

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:

## My Updates

ADD AN UPDATE ▾

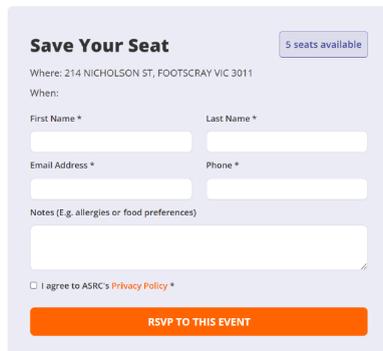
And you can add photos from your preparations and your Feast:

## My Gallery

ADD IMAGE

## 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).



The screenshot shows a form titled "Save Your Seat" with a "5 seats available" indicator. The form includes the following fields and options:

- Where: 214 NICHOLSON ST, FOOTSCRAY VIC 3011
- When:
- First Name \* (text input)
- Last Name \* (text input)
- Email Address \* (text input)
- Phone \* (text input)
- Notes (E.g. allergies or food preferences) (text area)
- I agree to ASRC's [Privacy Policy](#) \*
- RSVP TO THIS EVENT (orange button)

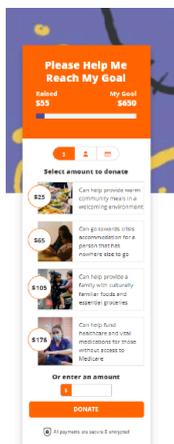
When a guest RSVPs to your Feast:

- 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.



The screenshot shows a donation form with the following elements:

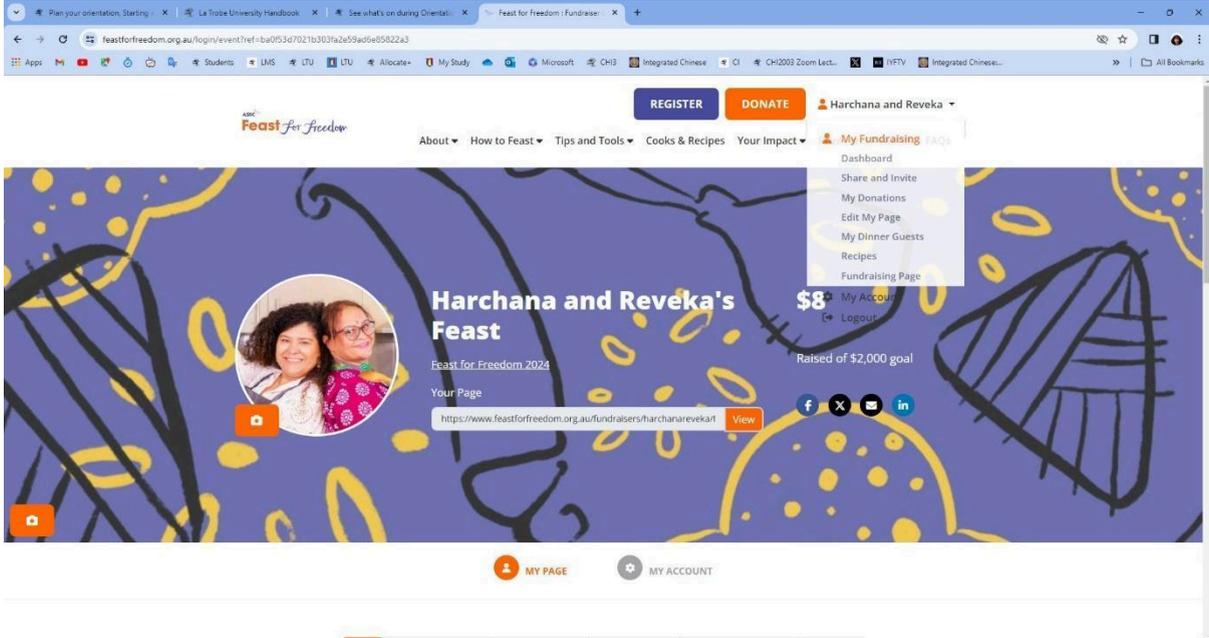
- Header: "Please Help Me Reach My Goal" with a progress bar showing "Raised \$53" and "My Goal \$650".
- Section: "Select amount to donate" with four options:
  - \$25: Can help provide warm community meals in a recycling environment.
  - \$45: Can go towards critical accommodation for a person that has nowhere else to go.
  - \$105: Can help provide a family with culturally relevant foods and essential groceries.
  - \$174: Can help fund medicines and cost medications for those without access to Medicare.
- Section: "Or enter an amount" with a text input field and a "DONATE" button.
- Footer: "All payments are secure & encrypted"

## 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:



The screenshot shows a web browser displaying the Feast for Freedom fundraising page for Harchana and Reveka. The page features a blue background with yellow and black abstract patterns. A circular profile picture of Harchana and Reveka is visible. The text on the page includes "Harchana and Reveka's Feast", "Feast for Freedom 2024", and "Your Page". A progress bar shows a goal of \$2,000 raised, with a current amount of \$8. The page also includes a "View" button and social media icons for Facebook, X, and LinkedIn. In the top right corner, there is a user profile for "Harchana and Reveka" with a dropdown menu containing options like "Dashboard", "Share and Invite", "My Donations", "Edit My Page", "My Dinner Guests", "Recipes", "Fundraising Page", "My Account", and "Logout". The browser's address bar shows the URL: <https://www.feastforfreedom.org.au/fundraisers/harchanareveka/>. The browser's taskbar at the bottom shows various open applications and the system tray.