

## Instructions on Creating a Giving Page

Navigate to the CanadaHelps Giving Page (<http://www.canadahelps.org/GivingPages/GivingPages.aspx>)

If you are a **new user**, you will need to create a Giving Pages user account. You will need your first name, last name, full address and email. You will be asked to create a password, which must be at least 5 characters long. Choose something easy to remember, but preferably with a combination of letters and numbers. You will login using your email address and the password you choose.

If you are a **returning user**, log in with your email and password.

To create a page...

Choose "Create a Giving Page" Page Type	Choose "Other Event/Occasion"
Page Owner	Will automatically populate with your name
Page Title	VOKRA 3 <sup>rd</sup> Annual Walk for the Kitties
Fundraising Message (optional)	Include a fundraising message to the people who are supporting you. Why is this cause special to you? It might be a personal connection to VOKRA or a special connection to a cat in your life.
Fundraising Goal (optional)	If you enter a "Fundraising Goal", you'll be able to display progress against your goal on your GivingPage. This is a <u>great way to share your progress with people.</u>
Display Donations	Check NO, unless you want everyone to be able to see all donations. You will always be able to see what is donated
Donation email alert (optional)	YES. That gives you a chance to thank people on a timely basis for their donation.
Page Expiry date	October 15, 2012
Message to Charity	Please include "Walk for the Kitties" in this message to ensure that we can identify your donations
Image	You might want to share the picture of the kitty you're walking for. From the vokra.ca page, you can right click the picture, and "save as" to your computer... Then upload the picture on your Giving Page by following their instructions.
Add your Charity	Enter <b>860234467RR0001</b> This should return "Vancouver Orphan Kitten Rescue Association". Click "Add"
Complete your Giving Page	Click the link to "complete your GivingPage"

Thank you for supporting the VOKRA 3<sup>rd</sup> Annual Walk for the Kitties!