

EDITING A FUNDRAISING PROJECT

To be sure your fundraising campaign is looking the best it can be, our fundraising portal allows you to edit existing projects at any time.

This guide will give you the steps to edit that project.

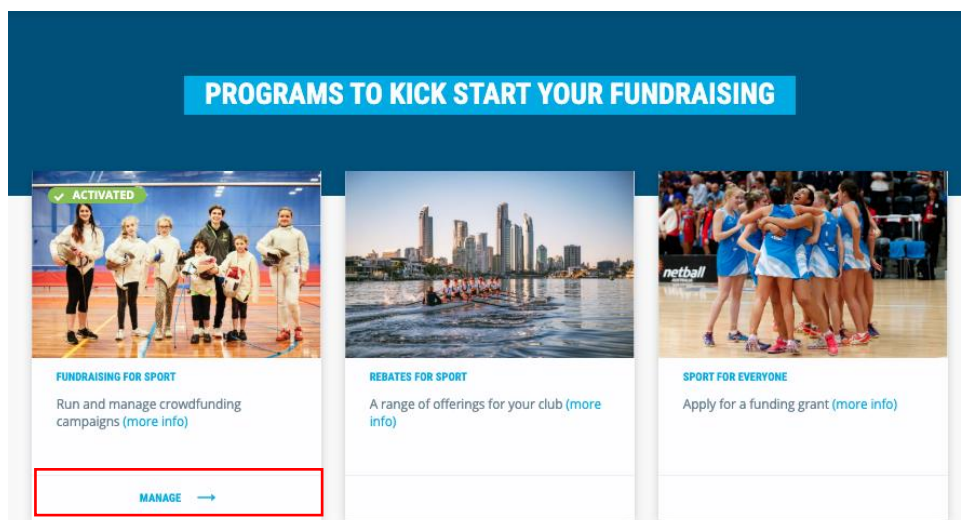
1. From the Australian Sports Foundation website select [Login](#) and enter your portal username and password.



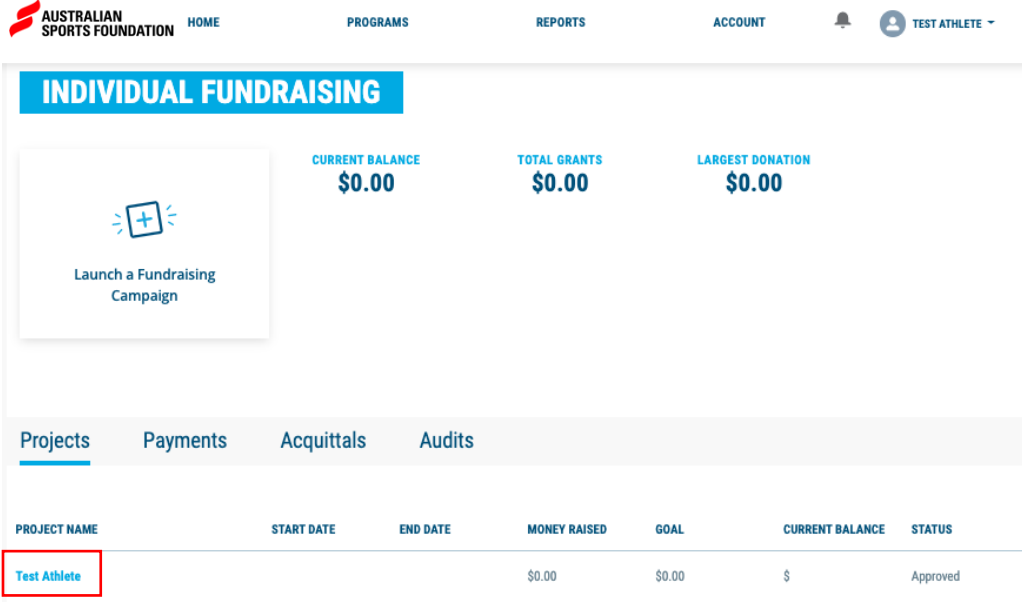
2. Once on the portal homepage select **Programs** from the header.



3. Select the Fundraising for Sport program and click **Manage**.



- You will see your campaign listed in the projects tab. Select the project you want to edit by clicking the project name.



INDIVIDUAL FUNDRAISING

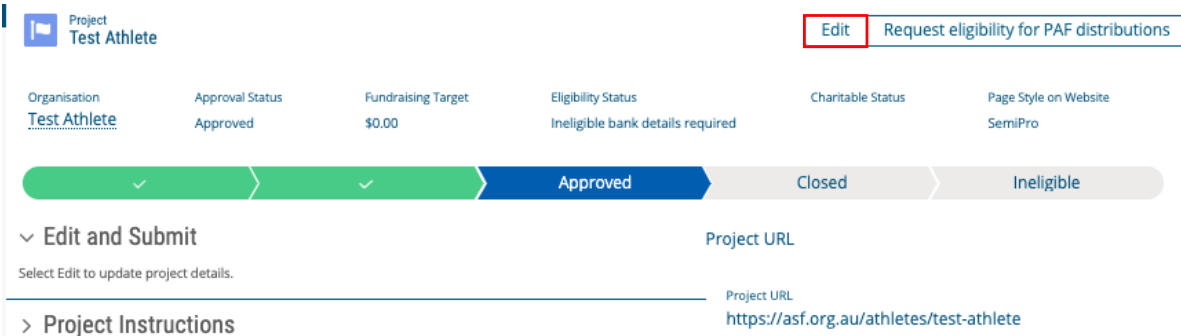
CURRENT BALANCE **\$0.00**
 TOTAL GRANTS **\$0.00**
 LARGEST DONATION **\$0.00**

Launch a Fundraising Campaign

[Projects](#) [Payments](#) [Acquittals](#) [Audits](#)

| PROJECT NAME | START DATE | END DATE | MONEY RAISED | GOAL | CURRENT BALANCE | STATUS |
|---------------------|------------|----------|--------------|--------|-----------------|----------|
| Test Athlete | | | \$0.00 | \$0.00 | \$ | Approved |

- Select **Edit** in the top right-hand corner.



Project **Test Athlete** [Edit](#) Request eligibility for PAF distributions

Organisation: **Test Athlete**
 Approval Status: **Approved**
 Fundraising Target: **\$0.00**
 Eligibility Status: **Ineligible bank details required**
 Charitable Status:
 Page Style on Website: **SemiPro**

✓
✓
Approved
Closed
Ineligible

Edit and Submit Project URL

Select Edit to update project details.

Project URL: <https://asf.org.au/athletes/test-athlete>

> Project Instructions

FIELD DEFINITIONS:

ORGANISATION
Canberra Rowing Club Inc. test

PROJECT NUMBER
6542

* Project Name
Clubhouse Repairs2

PROJECT TYPE
Standard

* Sports Type
Rowing

Sports type other

DONATION BALANCE
-\$7,355.80

* Program Junction
PID-00008

Fundraising Objectives

Fundraising Goal
Make \$100,000

* Outline Your Fundraising Plans
Cake stalls

Project Settings

* Page Style on Website
Beginner

Display Thermometer

Private

APPROVAL STATUS
Approved

* Projected Start Date
1/07/2019

* Estimated Target Achieved Date
28/10/2019

*** PROJECT TYPE TAGS**

| AVAILABLE | CHOSEN |
|-----------------------|---------------------|
| Athlete Scholarshi... | Coaching and Sup... |
| Community Progr... | Facility Develop... |
| Disaster Relief | |
| Equipment Purch... | |

CAUSE AREA TAG

| AVAILABLE | CHOSEN |
|---------------|--------|
| Disability | |
| Disadvantaged | |
| Indigenous | |
| LGBTQ! | |

Sports type other

* Fundraising Target
\$100,000.00

Membership

YouTube Id

This will be the name that is displayed on your project webpage and URL link. Please ensure there are no symbols in the name.

Starting date of the fundraising campaign.

The date you hope to have achieved your

Select the areas that your fundraising will support, you can select as many as you like.

Select only if applicable to your project.

This reflects the aim of your campaign.

How will you achieve the goal? You can note ways in which you are promoting your fundraising campaign here.

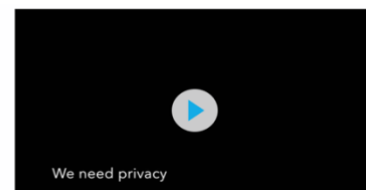
Consider the following:

- How will you approach your fundraising?
- Who will you aim your fundraising at?
- What communication method will you use?
- What events will you host?

To imbed a video on your campaign you can include your YouTube ID. This is the section highlighted on the below URL and appears on the page as seen below.

https://www.youtube.com/watch?time_continue=3&v=0mquMqbcIZU&feature=emb_title

You can choose to display how your campaign is tracking against your target by ticking the display thermometer box.



ESSENDON BASEBALL CLUB
CL40

| | |
|------------------|-----------------|
| FUNDRAISING GOAL | RAISED |
| \$100,000 | \$39,985 |

DONATIONS
81

CONNECT WITH US

Beginner – This page style only requires a logo.



ABOUT THE PROJECT

Raising funds to support programs encouraging participation within identified target groups and providing opportunities for talented players.

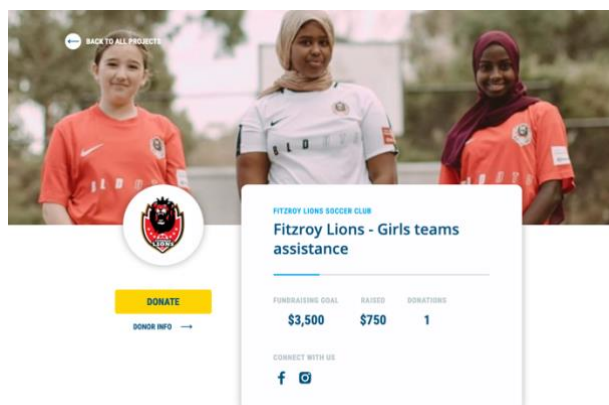
SemiPro – This page requires a logo and gallery images. This is the style we recommend as best practice.



ABOUT THE PROJECT

For more than 60 years our boys have enjoyed the tradition and challenges of this sport. Without the generous donations of individual supporters over many years and the hard work of the Mellora Club, decades of boys simply would never have 'got on the water' at all. This hasn't changed.

Superstar – This page style has a logo, gallery images and a header image.



PROJECT CONTENT:

* Short Description

This description will display on the first page of your donation page. Here is an example.

"Gold Coast United FC is a not for profit community club that aims to raise funds to support the development of the club's players and coaches through various initiatives"

Tips: Ensure that you are using no more than 255 characters

LONG DESCRIPTION



This appears in the about section of your project page. Make sure you can clearly explain the why behind your fundraising campaign – why you need the money and what difference that money will make to the sporting team or athlete? Your story should include:

NEED - What amount do you need? Tell people exactly what your fundraising is about.

CAUSE - Why do you need the funds? Be informative but don't get bogged down in too much detail.

IMPACT - How will it make a difference? Excite people with what you will be able to do with their generous donation.

ASK - Make sure you set out exactly how much money you need, when you want people to donate and how they can donate. This is incredibly important as people won't donate if you don't ask them to!

Optional Project Customisations

Donation Option 1

Custom thank you message

After making a donation your supporters will see this message across their screen. If you enter nothing, the default will be "A BIG THANK YOU FROM (your campaign name) for your donation of (amount).

SHORT DESCRIPTION appears on the website as



GOLD COAST UNITED FC

Facilities and professional coaching: Gold Coast United FC is a not for profit community club that aims to raise funds to support the development of the club's players and coaches through various initiatives

[VIEW THIS PROJECT](#) →

LONG DESCRIPTION appears on the website as



GOLD COAST TITANS COMMUNITY FOUNDATION

Community Initiatives

| FUNDRAISING GOAL | RAISED | DONATIONS |
|------------------|----------|-----------|
| \$150,000 | \$17,171 | 20 |

CONNECT WITH US



[DONATE](#)

[DONOR INFO](#) →

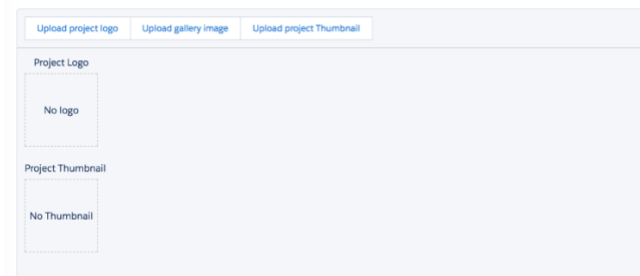
ABOUT THE PROJECT

The Gold Coast Titans are a community focused, commercially motivated organisation and we will at all times endeavor to connect and engage with any individual or group we come into contact with, and be driven to make a difference to their lives. A key component of our community activity is the engagement of schools, students, parents and teachers through our specially formatted programs. The successful outcomes of our community programs not only hold special significance here on the Gold Coast, but right around Australia.

As an organisation that has built a reputation on its significant community contribution, we understand that with an elite national profile comes the added responsibility to work with the broader community to set a positive example and assist in addressing many of the social issues impacting society. We aim to build upon the work the club has already achieved, which include the following highlights;

LOGOS AND IMAGES:

Once you have created your project, scroll to the bottom of the page to upload your logo, gallery images and banner (if applicable).



1. Select the image file

No file chosen

2. Crop the image

Use the panel on the right to crop the image to the correct dimensions. You can zoom in using the image guide dot and if your image will not fit into the white square, you will need to resize before uploading as the image file is too large

3. Save the cropped image

Click Done to go back to previous page



1. Click choose file.
2. Use the circle at the bottom of the box to resize your image. Please resize so your whole logo fits within the white box as this is what will be displayed.
3. Click save image.
4. Click Done. This will upload your image.
5. For multiple gallery images repeat this process for each.

NOTE- The follow are the ideal sizes for images to be uploaded to your project.

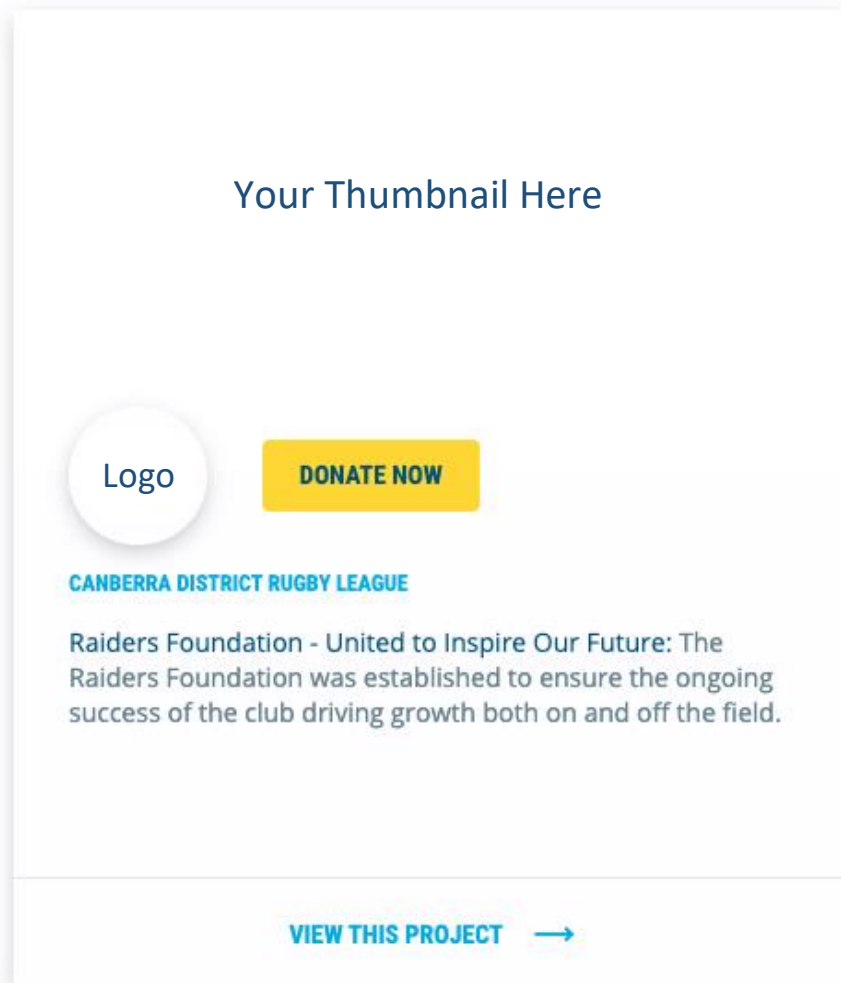
Project Logo 400 x 400

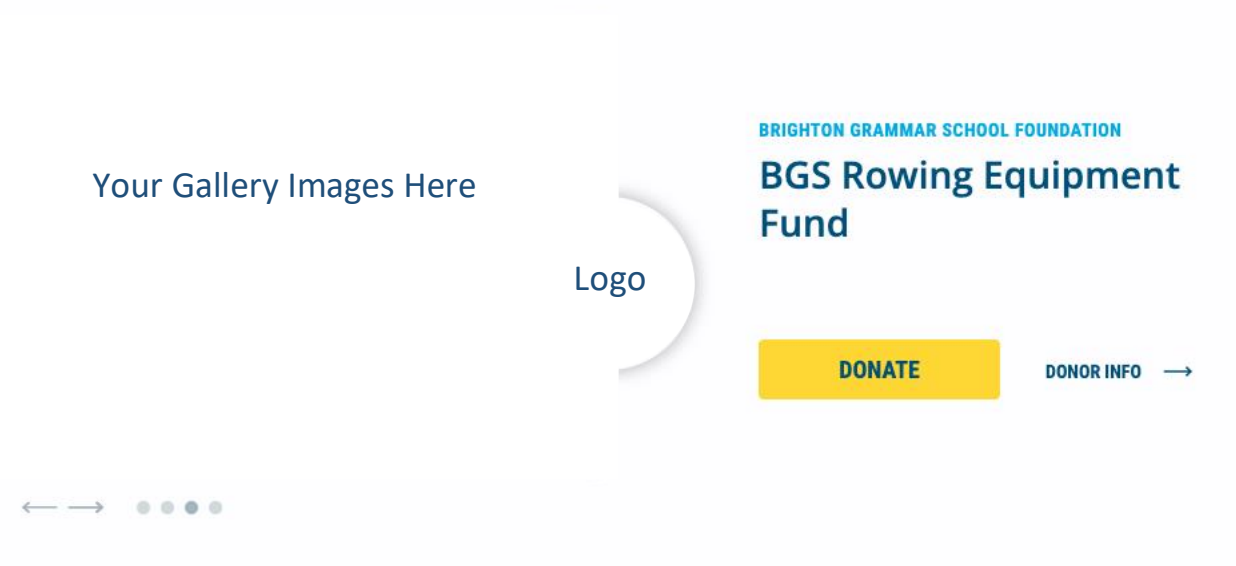
Thumbnail and Gallery 900 x 600

Header Image 1920 x 550

You may need to resize your image before it will fit in the white box of the cropping function.

Where do these images appear?





Optional Project Customisations:

DONATION OPTIONS: Enter three donation amounts that you would like to display to prompt your supporters. Donors will also have the option to choose their own amount. If you enter nothing the default will be \$25, \$50, \$100.

How much would you like to give?

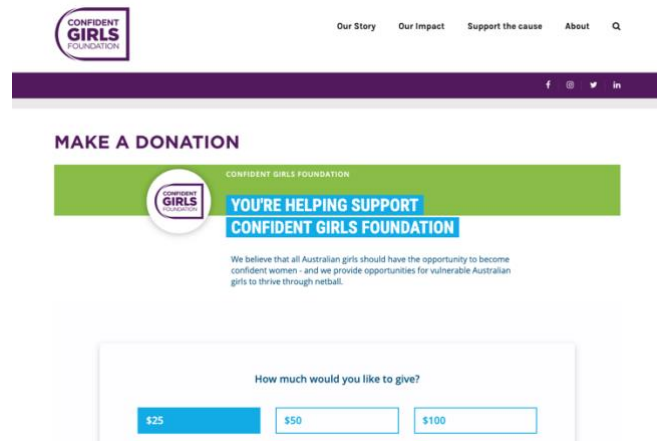
| | | |
|---|-----------------------------|-----------------------------|
| <input checked="" type="radio"/> \$50 | <input type="radio"/> \$100 | <input type="radio"/> \$500 |
| <input type="text" value="\$ OR ENTER ANOTHER AMOUNT"/> | | |

CUSTOM THANK YOU: After making a donation your supporters will see this message across their screen. If you enter nothing, the default will be "A BIG THANK YOU FROM (your project/ campaign name) for your donation of (amount).

Project URL:

PROJECT AND DONATION PAGE URL: You will find links to both your project and donation page in the top right-hand corner of the project record. We suggest that you include these when promoting your project as we have many fundraising partners and it can often be difficult to locate a project on the website by search alone.

You will also see the Iframe code, which can be used to embed the donation form on your own website.



6. Once all information is added you will be able to **Submit project**.

▼ **Edit and Submit**

This project is ready to be submitted.

**Submit
Project**

Project URL

Project URL
<https://asf.org.au/projects/canberra-rowing-club/project>

7. **Confirm** your submission.
8. Once submitted your approval status will change to **Pending Approval** as we assess it. However, you can continue to make changes by clicking **edit** again.

Approval Status
Pending Approval

9. All changes you have made will immediately appear on the website.