

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.

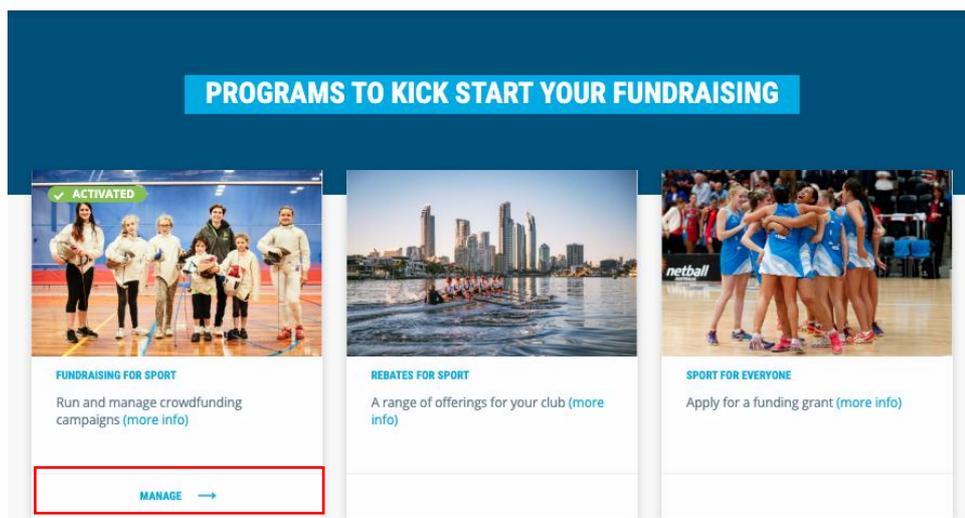
1. From the Australian Sports Foundation website select [Login](#) and enter your portal username and password.



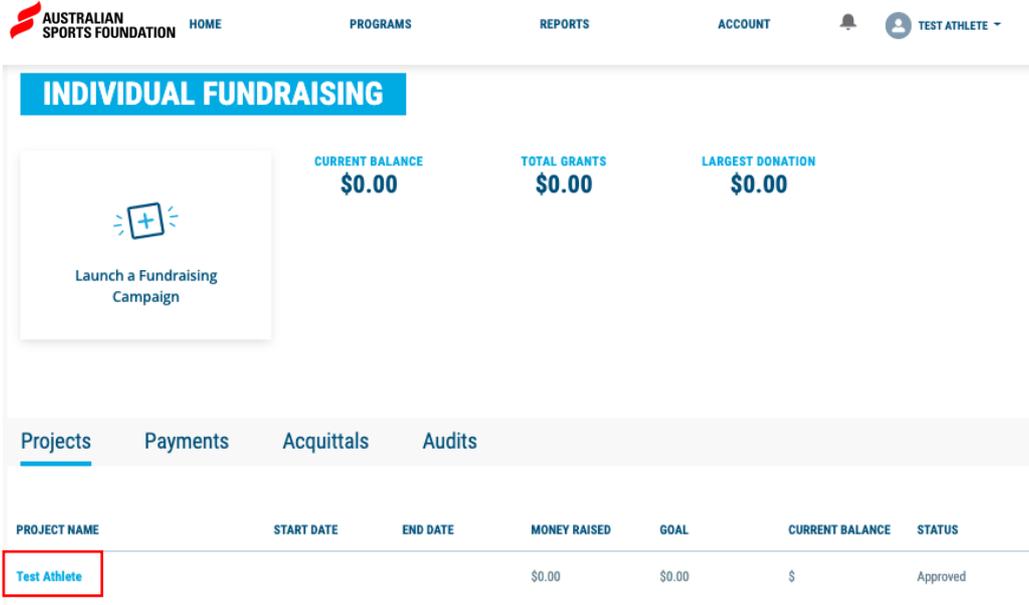
2. Once on the portal homepage select **Programs** from the header.



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 Instructions](#) Project URL: <https://asf.org.au/athletes/test-athlete>

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!	

* 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.

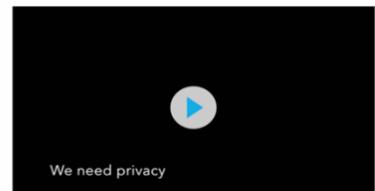
Consider the following:

- 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

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](#) →

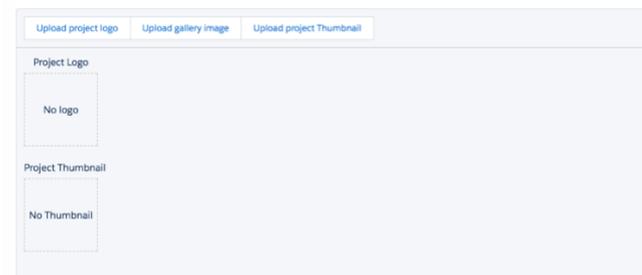
ABOUT THE PROJECT

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.

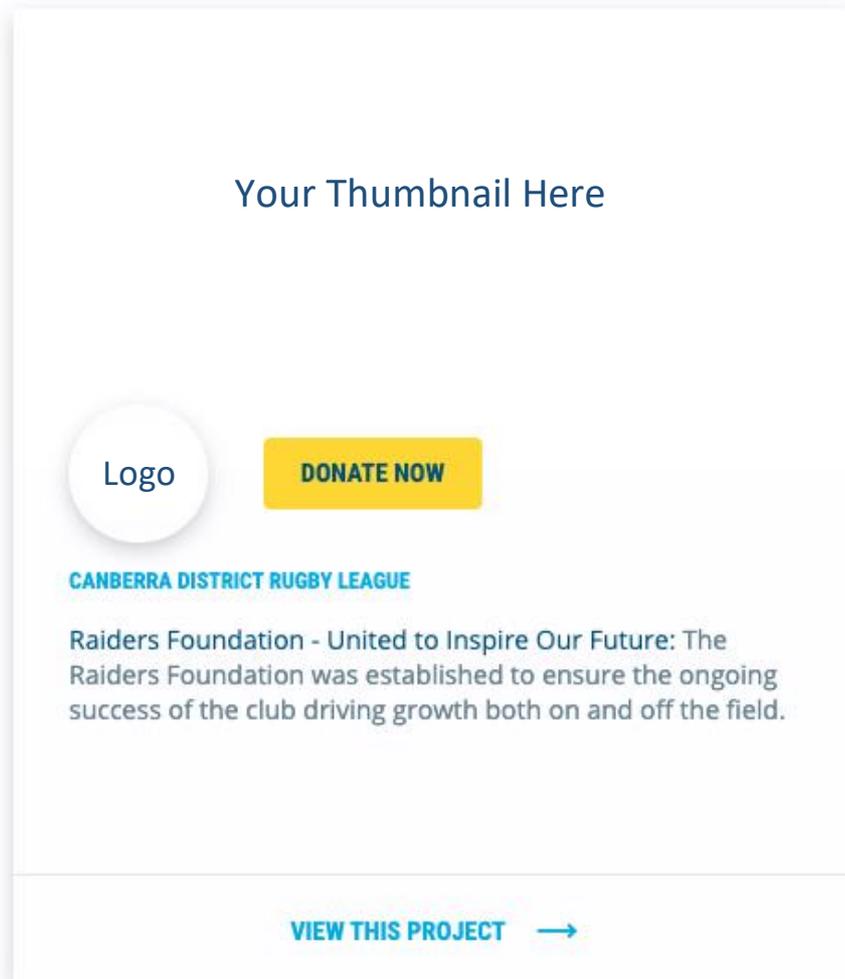
Project Logo 400 x 400

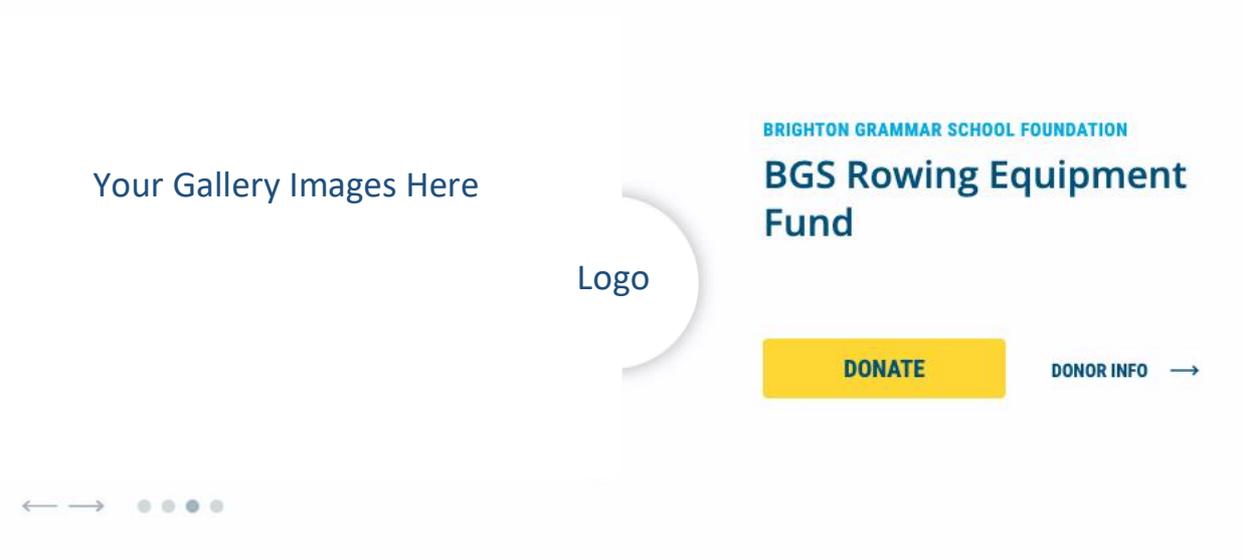
Thumbnail and Gallery 900 x 600

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?

\$50	\$100	\$500
------	-------	-------

\$ 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.

6. Once all information is added or amended 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 **Approved**, and your changes will go live on the website. We will also assess it and notify you of any changes we have made or suggest you make. You can continue to make changes by clicking **edit** again.