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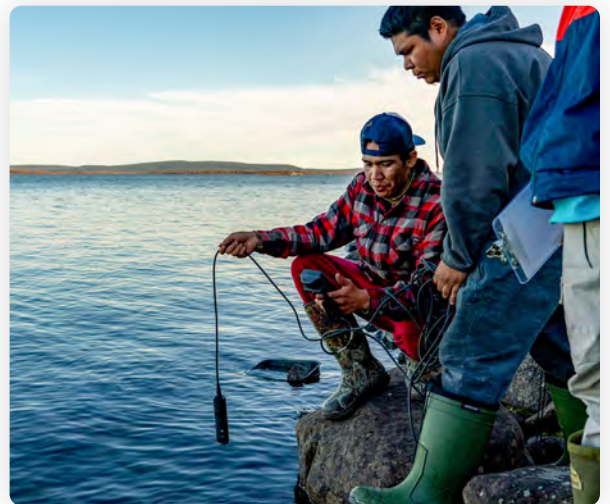
# WATER FIRST'S ONLINE FUNDRAISING PORTAL

Are you fundraising as an individual? Let's get started with **Water First's Online Fundraising Portal**.

Organizing a fundraiser using Keela is quick and easy way to set up and share a fundraising page that supports Water First's mission. Let your passion and personality shine by adding photos, videos and stories to your own personalized fundraising page. Easily share your page with friends and family and track your progress.

## STEP 1:

Head to the [online portal](#).



## STEP 2:

To start a new fundraiser, click 'Fundraise' in the top right corner of your screen.

If you are returning to an existing fundraiser you have already created, you can click on 'Log In'.

To check out other fundraisers for Water First, click on 'Our Fundraisers'.

## STEP 3:

On the 'Start Fundraising' page, enter the email address you would like to use. This will be the address you use to check in on your fundraising progress later on. Click 'Next'.

## STEP 4:

**Create an Account:** Confirm your email address, enter your name, and choose a password. A verification email will be sent to your email address (check your Junk Mail if you don't see it arrive right away). Open the email and click 'Verify My Email'.

## STEP 5:

**Choose a Fundraising Option:** You can decide whether you want to fundraise as an individual, join an existing team or start your own team. The choice is yours, depending on how would you like to fundraise!

## STEP 6:

**Set your Fundraising Goal:** You can choose one of the 3 preset options, or you can choose 'Other' to set your own goal.

## STEP 7:

Voila! You now have a fundraising page. Here, you can begin by selecting an image you want to use. This can be a picture of yourself, your family or coworkers, or something else related to your fundraiser. If you don't have a photo to use, you can choose one from our Fundraising Toolkit here: Click 'Next'. Confirm your fundraising goal. Click 'Next'.

## STEP 8:

Now is your time to share why you are passionate about fundraising for Water First! Why are you choosing to support the work we do? What are you doing to raise funds? Is there a reason you found and chose Water First? What are your thoughts on the water challenges communities face? What inspired you to begin this fundraiser? Use this space to share all of the information you want your supporters to know. Click 'Next'.

## STEP 9:

Here you can add more photos or videos to help make your fundraiser as enticing as it can be. These can be photos of you and your team, whatever. If you need photos or videos to share, you can use some from our [Fundraising Toolkit](#).

## STEP 10:

You're all set up!

From your fundraisers homepage, click on 'Go to Dashboard' in the top right corner. Here you can see how your fundraiser is doing. Here, you can also access an Email Template, which you can copy and paste into emails to friends and family.

Want to share this fundraiser with friends, family or coworkers? Click on the icon with the 3 dots beside 'My Page' and choose how you want to share your fundraiser: Facebook, Twitter, or simply 'Copy Form Link'. Send away!



For more information, contact Mason Prout, Communications & Development Specialist at [mason.prout@waterfirst.ngo](mailto:mason.prout@waterfirst.ngo) or 1-800-970-8467 ext. 129

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