



Directions for setting up a Peer-to-Peer Fundraiser

Thank you for helping us raise funds to build, maintain, protect and promote the MST! This guide will help you through the process of setting up a peer-to-peer fundraiser through NeonONE. We use this system to track donations and now, fundraisers! This should be a fairly straightforward process, and this guide will walk you through it.

NOTE: If you have given an online donation in 2021 to the Friends of the MST, you will already have an account in our NeonONE management system. (This is the system that also allows you to access the trail guides as a member benefit, so if you have access to those guides, you have an account!)

Sign into your account here:

<https://mountaintoseatrail.app.neoncrm.com/np/clients/mountaintoseatrail/createFundraiser.jsp?campaignId=12&>

And then skip to STEP 2 in these instructions.

If you do not have an account set up or have not given to the Friends of the MST, these directions will show you how to set up an account first.

Questions? Email or call.

bbrown@mountaintoseatrail.org

919 518 1713

Step 1: Create a New Account – start at:

<https://mountaintoseatrail.app.neoncrm.com/np/clients/mountaintoseatrail/createFundraiser.jsp?campaignId=12&&test=true>

In order to start fundraising, you need to create an account. You can either click the “Create New Account” button, or you can use an existing Facebook or Twitter account to log in instead. We highly suggest using the New Account option rather than Facebook or Twitter.

Begin by clicking **Create New Account**.

Create an account to start fundraising.

CREATE NEW ACCOUNT



Sign in with Facebook



Sign in with Twitter

Already have an account?

Login Name:

Password:

☐ Remember me

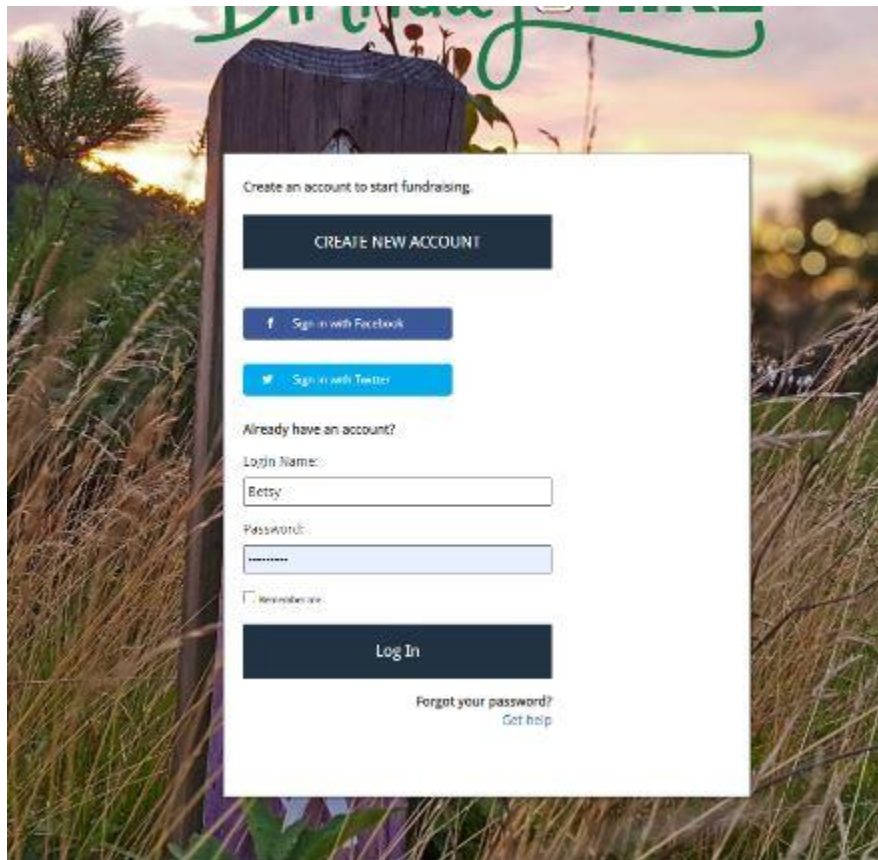
Log In

Forgot your password?

[Get help](#)


Enter your **First Name**, **Last Name**, and **Email**. Click **Submit** when finished.


Our page looks like this:



Create an account to start fundraising.

CREATE NEW ACCOUNT

 Sign in with Facebook

 Sign in with Twitter

Already have an account?

Login Name:

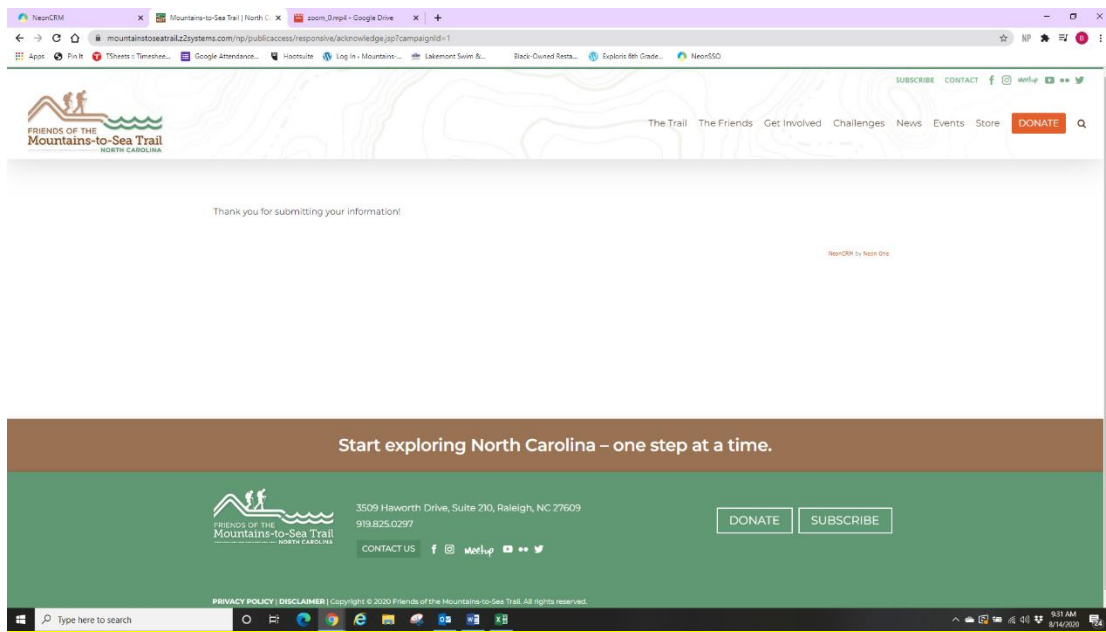
Password:

☐ Remember me

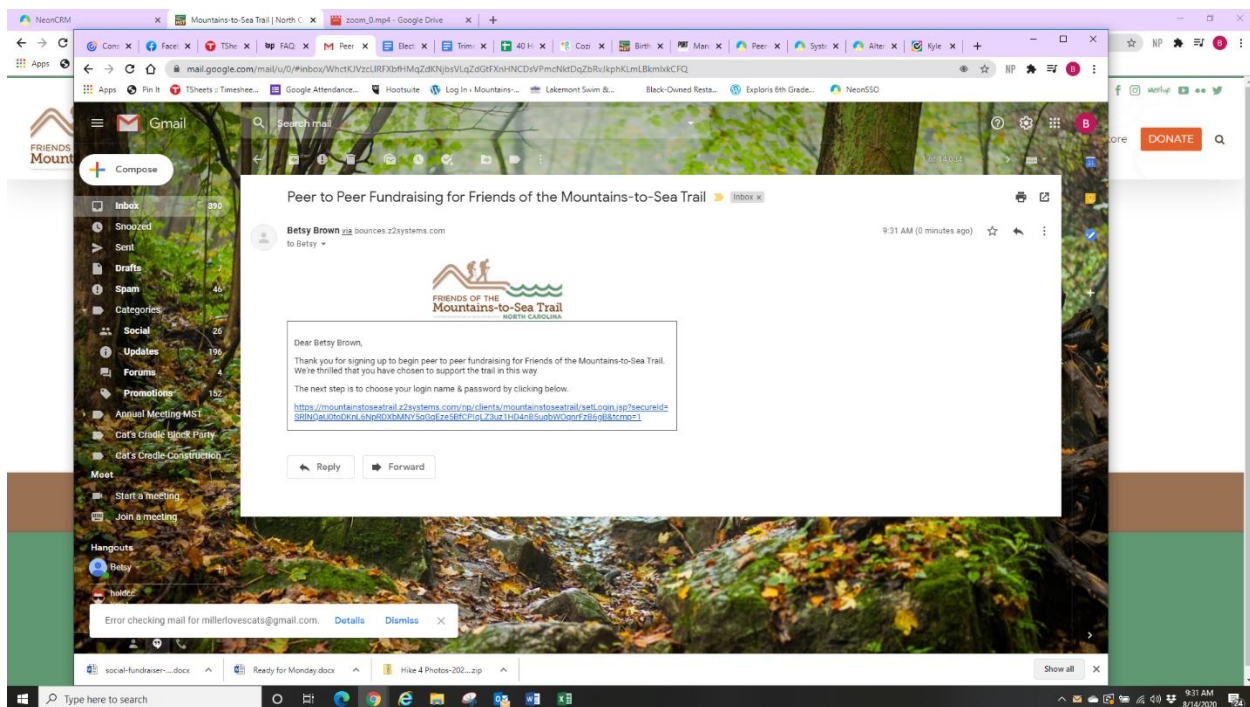
Log In

Forgot your password?
[Get help](#)

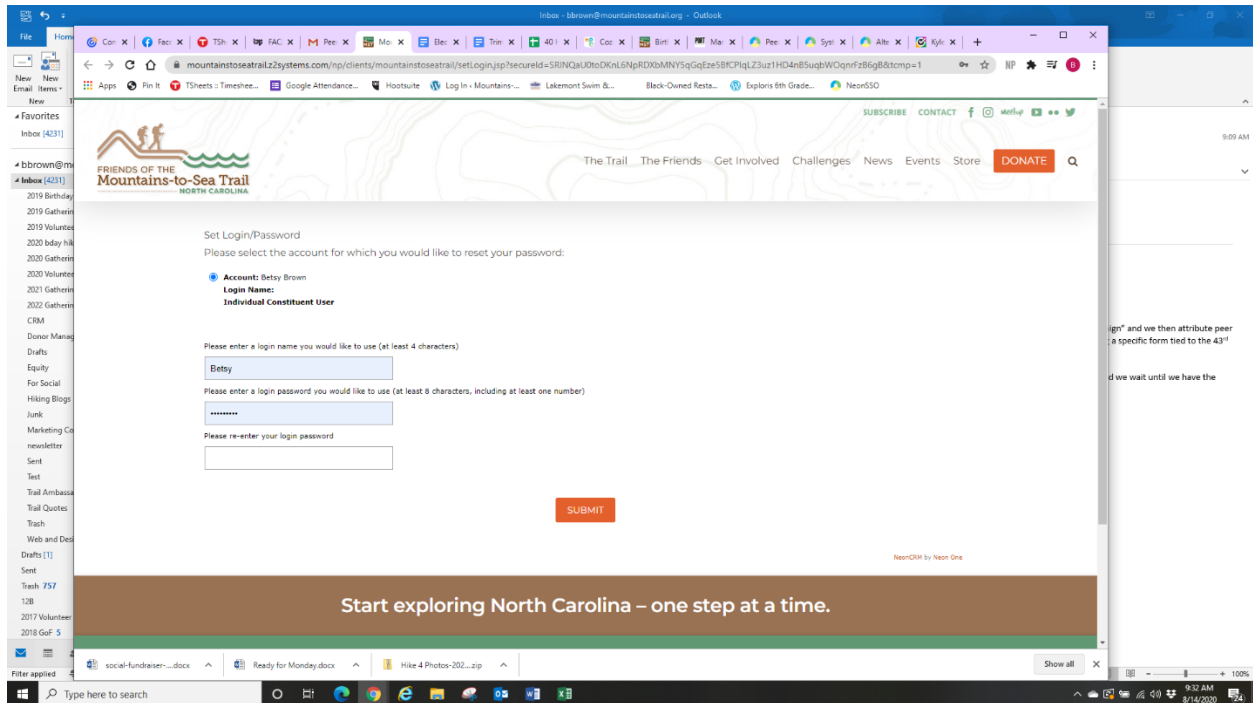
After you submit your info, you will see a boring page saying “Thank you for submitting your information!” confirming that you have submitted your name and email address.



Your next step will be to check your email inbox. You will receive an email with a link prompting you to choose your login name and password. Check your spam if you do not receive this within 5 minutes.



Once you click that link, you will be taken to a page to establish a Login Name and Password:



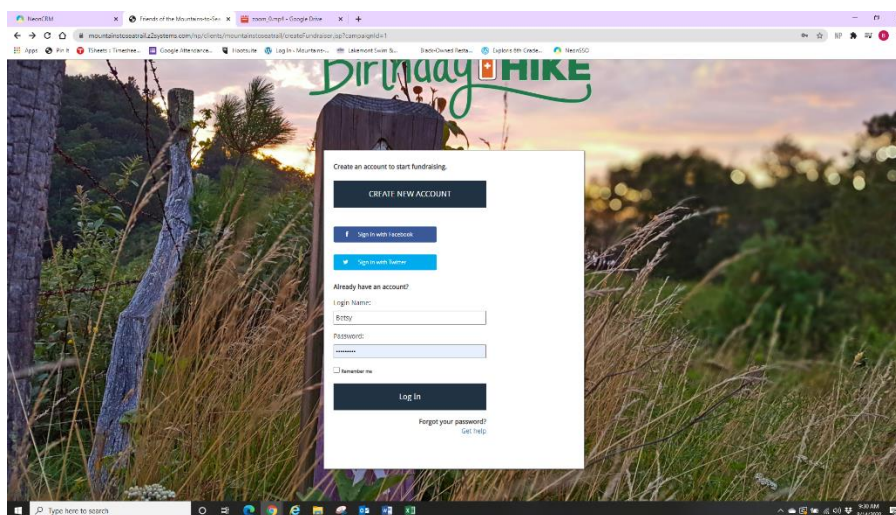
Step 2: Creating a Fundraising Page

For people who already have accounts: once you have logged in, you will be taken to your fundraising management page.

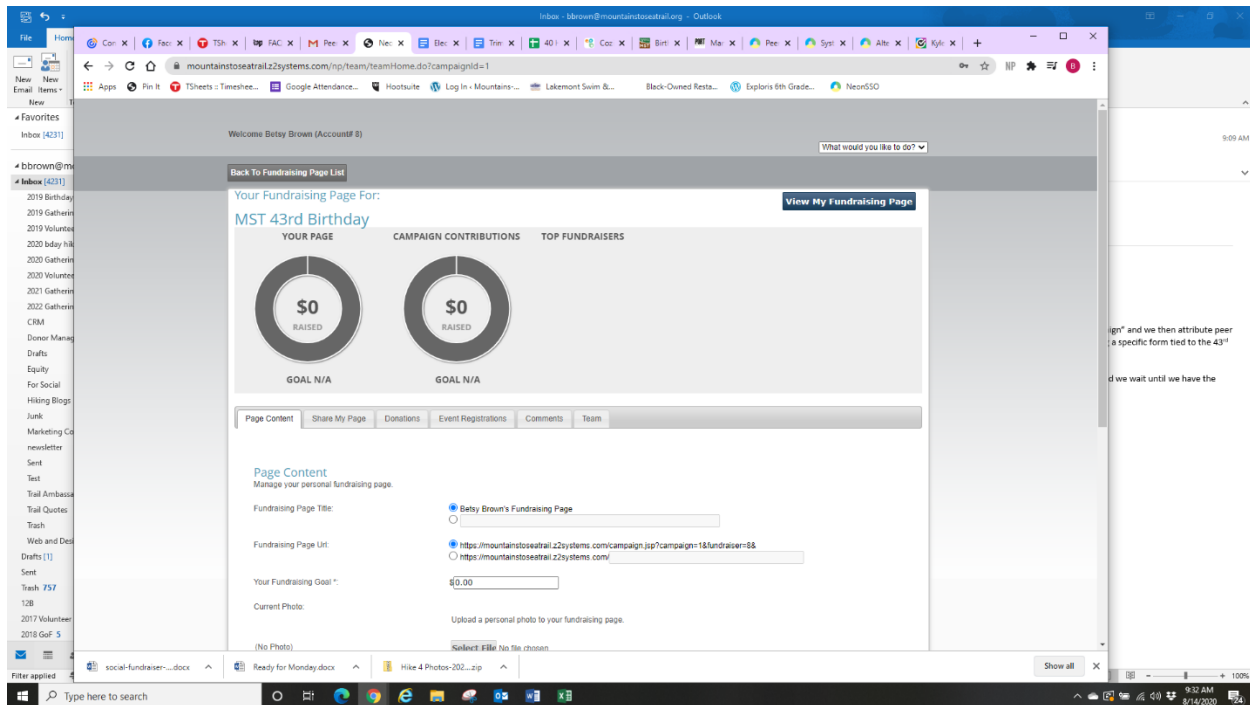
For people with new login credentials, you can go back to the Social Fundraising link and login to start setting up your fundraising page.

<https://mountaintoseatrail.app.neoncrm.com/np/clients/mountaintoseatrail/createFundraiser.jsp?campaignId=12&>

(The logos/some content look different this year, but the substance is the same.)

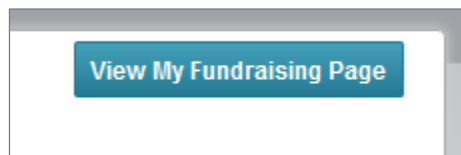


Once logged in, it's a good idea to bookmark this page so you can easily find your fundraising page later.

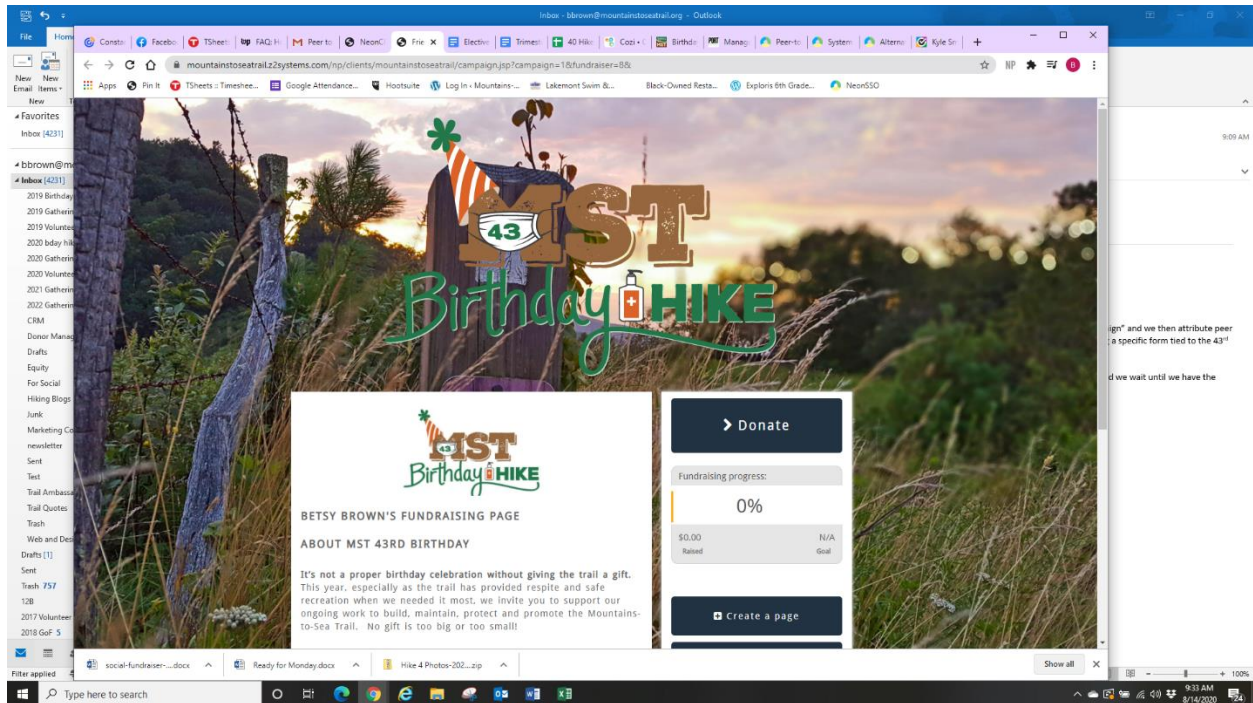


Managing Your Fundraising Page

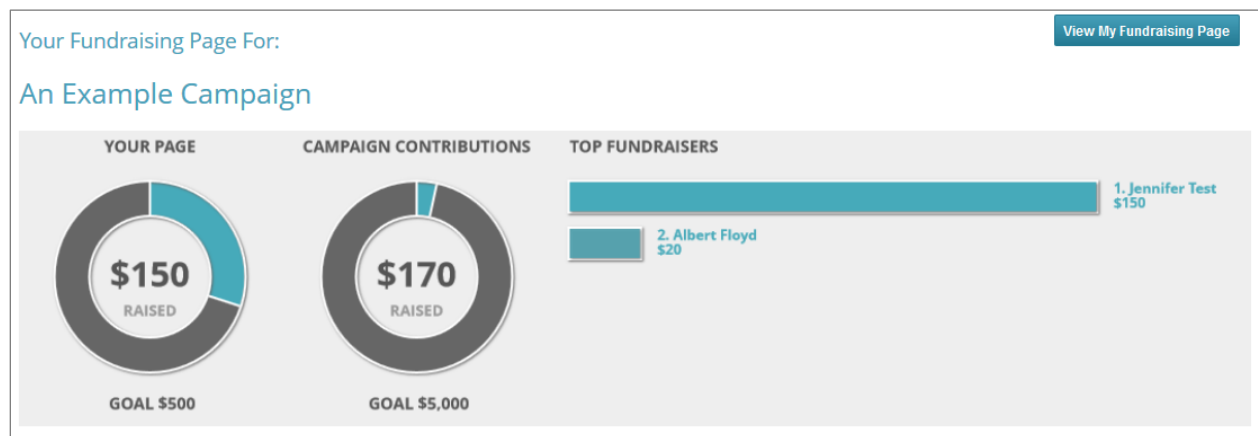
The **View My Fundraising Page** button in the upper-left corner of the screen opens your live fundraising page in a new browser tab. You can click this any time to see what your fundraising page looks like.



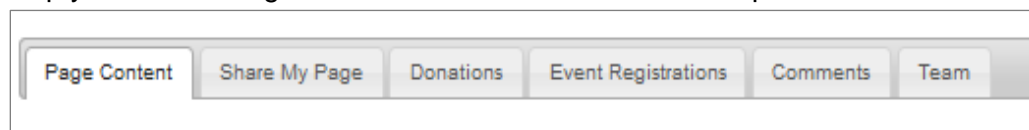
This is what your individual page will look like when you click that button.



The charts on this page show your fundraising page's progress toward your fundraising goal, as well as the overall progress towards the campaign's goal. It also shows you a list of top fundraising pages for this campaign. Overall, the 44th Campaign doesn't have a goal, we're just thrilled that you've chosen to raise funds to support the MST. We hope you raise a gift that is meaningful for you.

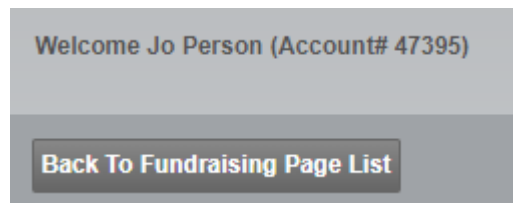


You can use the navigation bar below the charts to navigate through the features provided to help your fundraising efforts. Details follow after the bulletpoints.



- **Page Content** – Edit the text and images that appear on your fundraising page. You can add personal content to help donors understand why you are asking them to support the Friends of the MST. If you want to customize your page title or url, you can do this here. Url customization can be helpful if you want to add your name to your link, for example:
<https://mountaintoseatrail.app.neoncrm.com/BetsyBrown> v.
<https://mountaintoseatrail.app.neoncrm.com/campaign.jsp?campaign=12&fundraiser=2785&>
- **Share My Page** – This helps you get the word out to your friends about your fundraising page through social media.
- **Donations** – This is a list of all of the donations that you have received.
- **Event Registrations** – This is a list of all the people who have signed up for a related event and credited you for their sign-up. There won't be anything here.
- **Comments** – When your donors make a donation, they can leave a comment. Use this page to hide any comments that you don't want displayed on your page.
- **Team** – Use this tab to join a fundraising team or create your own. We have disabled this for the birthday hike.

The **Back to Fundraising Page List** button immediately above the charts will take you to the Social Fundraising Overview page, which shows all fundraising campaigns you have participated in.



Page Content Tab

It's a good idea to specify a fundraising goal – \$440 is the threshold to receive a mug from Friends thanking you for your achievement. This goal will show up on your fundraising page. You'll see a progress bar that shows you your progress. Remember, no gifts or donations are too small, so don't be overwhelmed by the \$440 amount.

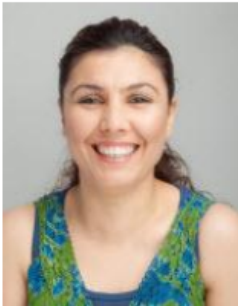
You can also upload a personal photo. This will appear on both your fundraising page and the fundraiser listing page (All Fundraisers).

Page Content

Manage your personal fundraising page.

Your Fundraising Goal *:

Current Photo:



Upload a personal photo to your fundraising page.

No file chosen

[Delete](#)

Adding personal content is a great way to tell your supporters about your fundraising efforts. Use this content editor, which works similarly to Microsoft Word, to add text and images to your fundraising page. Be sure to click **Save** to save your changes.

My Page Content:

Source

Thanks for supporting my fundraising campaign!

body p

Share My Page Tab

The **Share My Page** tab gives you tools for sharing your fundraising page with your personal networks. You can copy and paste the direct link for use on web pages and sharing through emails.

Use the **Social Media** links to use your existing social media accounts to share your fundraising page with your personal networks.


My Fundraising Page

Share your fundraising page by copying this direct link.

Donation Link: <https://uat.z2systems.com/np/clients/test/campaign.jsp?campaign=60&fundraiser=71200&team=240&>

Social Media

Use these links to share your page with your personal network.



Donations Tab

The **Donations** tab displays a list of all donations that have been credited to you. This includes the name of the donor, the donation amount, the date they donated, and any comments they left. These donations may have either come through your donation page or have been added manually by a staff member of the organization for which you are fundraising.

Click the **Export to CSV** button to export this list to a .CSV file. You can open this file in a spreadsheet program such as Microsoft Excel.

Manage Donations

View donations, export them to CSV, or hide them from displaying on your fundraising page.

Export to CSV

Donation List			
Donor	Amount	Date	Comments
Jennifer Test	\$100.00	11/04/2013	
Jim Bob	\$50.00	11/04/2013	Way to go!

View 1 - 2 of 2

Event Registrations Tab

The **Event Registrations** tab displays a list of all event registrations that have been credited to you. You will only see data on this page if we created a corresponding event for your campaign. You will see nothing here.

Comments Tab

The **Comments Tab** allows you to manage the comments on your fundraising page. You can turn comments completely off by clicking the large **On/Off** button. This does not delete any existing comments, nor does it prevent people from adding new comments when they donate. It merely prevents them from displaying on your page. You will still be able to see all comments on this page.

You can also hide individual comments by clicking the **Hide** button next to the specific comment.

Comments

Turn the comments section of your fundraising page on or off. If you turn comments off, they will be saved but not visible to the public.

ON

Manage Comments

Donation Comment List				
<input type="checkbox"/>	Donor	Comment	Date	Action
<input type="checkbox"/>	Jim Bob	Way to go!	11/04/2013	Hide

View 1 - 1 of 1

Bulk actions ▾

Apply

Team Tab

We have disabled the ability to create fundraising teams.

Your donors will receive a thank you note directly from us. We are only collecting their names and email addresses.

