CANRaiser Training



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Registering



How to Register

Lights of Hope - www.fightcancer.org/hope CANRaisers - www.fightcancer.org/canraiser

 Click "Sign in or Join" to get started and create your CANRaiser page.



CANRaiser

2022 Lights of Hope



The Lights of Hope event is the American Cancer Society Cancer Action Network's (ACS CAN) signature fundraiser dedicated to honoring those who have been touched by cancer and remembering those lost. This year we are celebrating the 12th anniversary of Lights of Hope.



Dedicate a Light of Hope

Support a Participant:



Set Up Your Page:

Sign In or Join

Contact Us

How to register

- 1. New to ACS CAN Only choose this option
 if you have never
 created a CANRaiser
 page before
- ACS CAN Advocates-Enter your previous username and password and click log in.
- 3. Social Login -Log in though Facebook or Twitter



CANRaiser

Honor or Memorial

Let's Get Started!

New to ACS CAN?

Please only use the "New to ACS CAN" section below if you have never completed an action alert or signed a petition for ACS CAN.

ACS CAN Advocates

If you ever completed an action alert or signed an ACS CAN petition, our system likely assigned your username as your email address. If you know your username and password, please enter it below. If not, please click "Email me my login information" below.

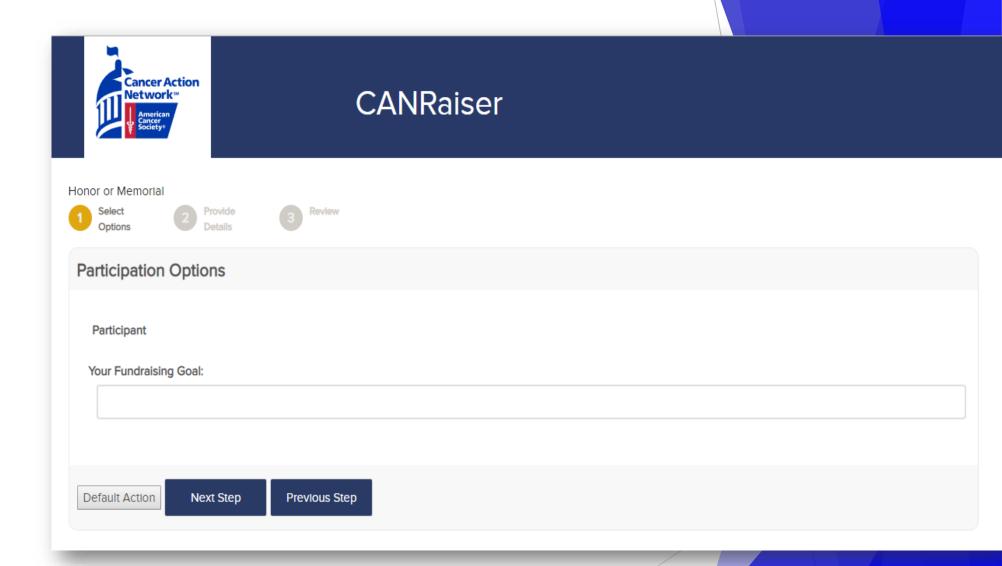
On Social Media?

Feel free to use your social media username and password instead.

New to ACS CAN	ACS CAN Advocates	Social Login
Join as a New ACS CAN Volunteer	User Name:	Log in using one of your preferred sites
		f Facebook
	Password:	Google
	Log In	twitter

Step 1.

- Enter your fundraising goal
 - This can be changed at any time.
- Click Next Step

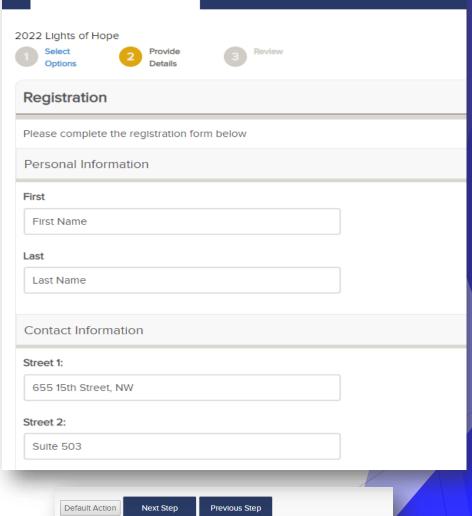


Step 2.

- Fill out the required text.
 - Note: if you logged in with your username and password this information will be prefilled.

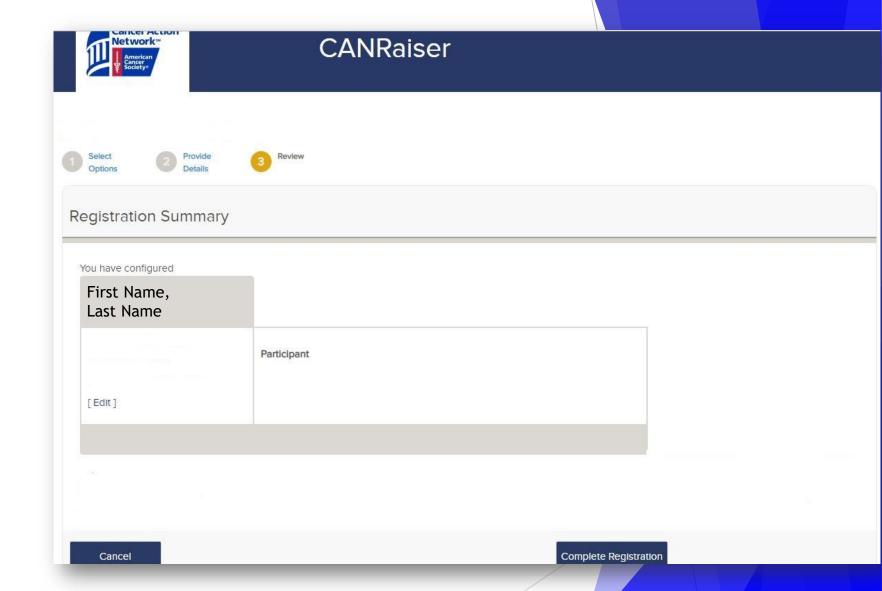


CANRaiser



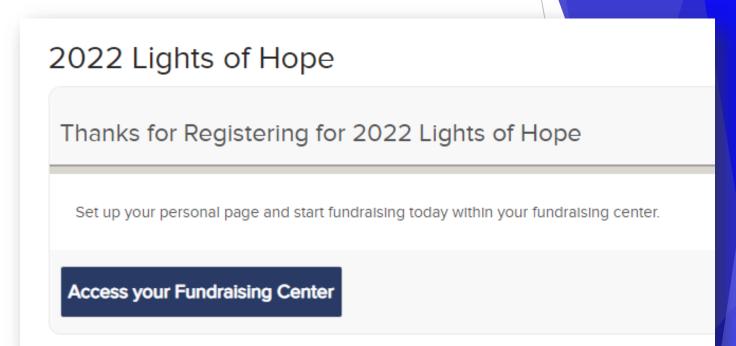
Step 3.

- Review the information
- Click Complete Registration



Step 4.

 Your page is created, and you can begin personalizing your CANRaiser page by clicking "Personal Fundraising Center"

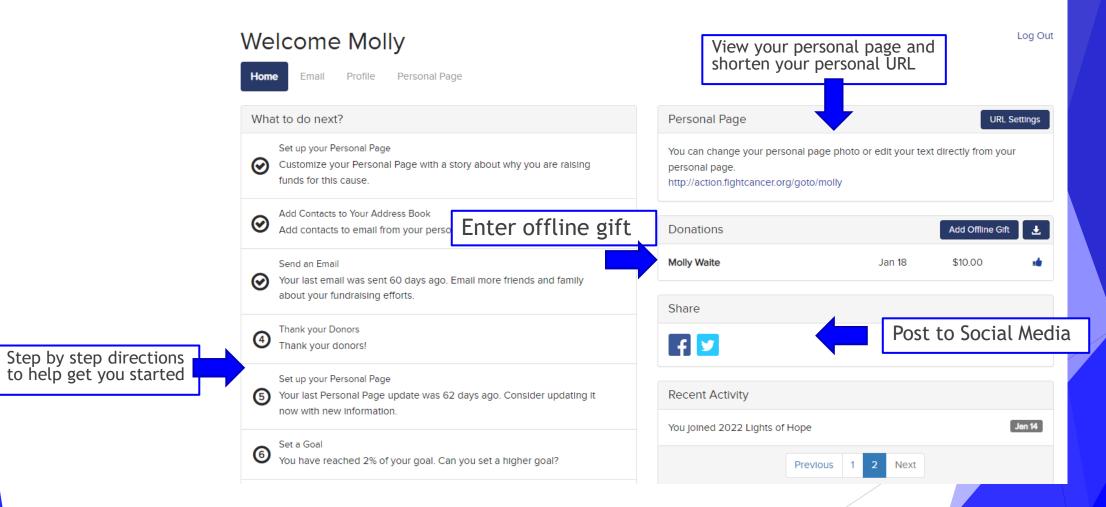


Navigating the Fundraising Center





CANRaiser

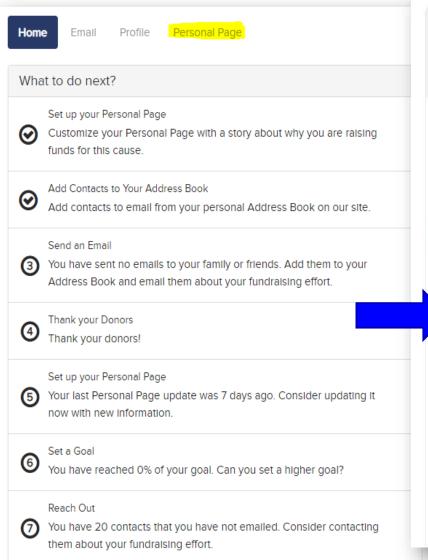


Editing Your Personal Fundraising Page



Editing your personal page

- Click on the personal page tab at the top (highlighted)
- A new window will pop up displaying your personal page



✓ Edit Headline

Welcome to My Lights of Hope Page

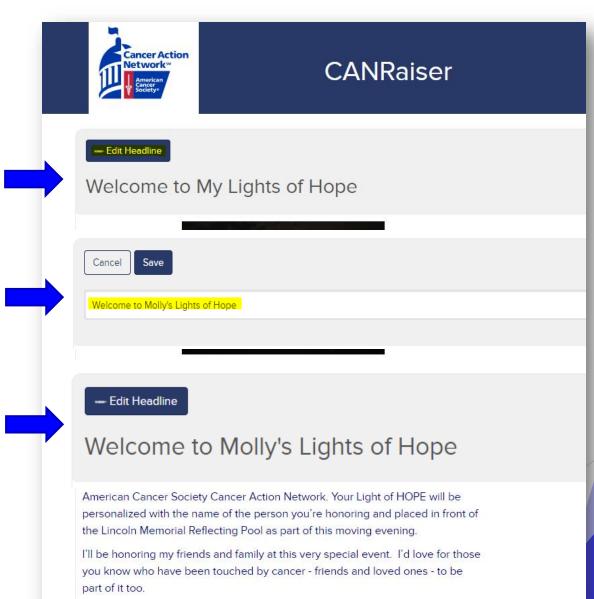


Dear Family and Friends, The American Cancer Society Cancer Action Network (ACS CAN) has given me a powerful tool: the ability to honor and remember our loved ones by participating in the 12th annual Lights of Hope!

Do you know a survivor, someone in treatment, someone who passed away from cancer, or someone who served as a caregiver? Honor them today by dedicating a Light of Hope with a minimum \$10 donation and help up send a visible reminder to Congress that they need to make fighting cancer a legislative priority.

Editing the headline on your personal page

- Click "Edit headline" to update the title of your page
- 2. Enter in your personal page title and click save



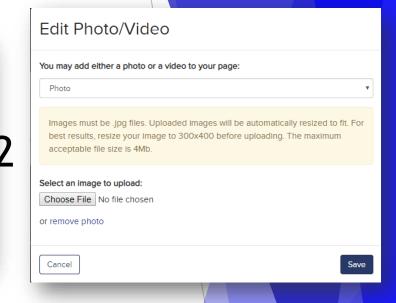
Add a photo of video to personal page

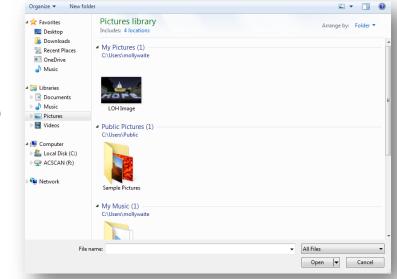
- 1. Click "Edit photo/video"
- 2. Select "Choose File" to find your picture

3. Once your picture is selected, click

"open"

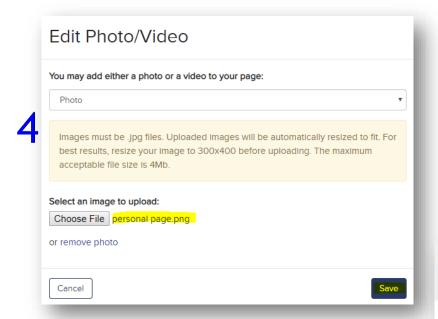




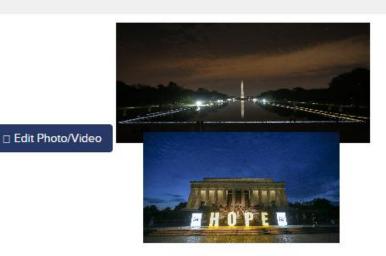


Add a photo of video to personal page

- 4. You should see the title of your photo listed next to "Choose File" click save
- 5. Your new image will appear on your page



Welcome to Molly's Lights of Hope



Editing your story

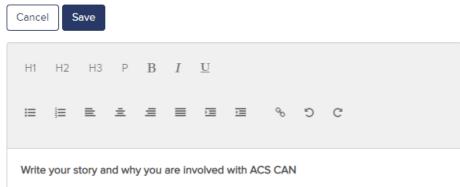
- Click on "Edit Story" (highlighted)
- A text box will appear where you can edit the page by sharing your story

✓ Edit Story

Dear Family and Friends, The American Cancer Society Cancer Action Network (ACS CAN) has given me a powerful tool: the ability to honor and remember our loved ones by participating in the 12th annual Lights of Hope!

Do you know a survivor, someone in treatment, someone who passed away from cancer, or someone who served as a caregiver? Honor them today by dedicating a Light of Hope with a minimum \$10 donation and help up send a visible reminder to Congress that they need to make fighting cancer a legislative priority.

Contributions or membership payments to the American Cancer Society Cancer Action Network, Inc. are not tax deductible.



Dear Family and Friends, The American Cancer Society Cancer Action Network (ACS CAN) has given me a powerful tool: the ability to honor and remember our loved ones by participating in the 12th annual Lights of Hope!

Do you know a survivor, someone in treatment, someone who passed away from cancer, or someone who served as a caregiver? Honor them today by dedicating a Light of Hope with a minimum \$10 donation and help up send a visible reminder to Congress that they need to make fighting cancer a legislative priority.

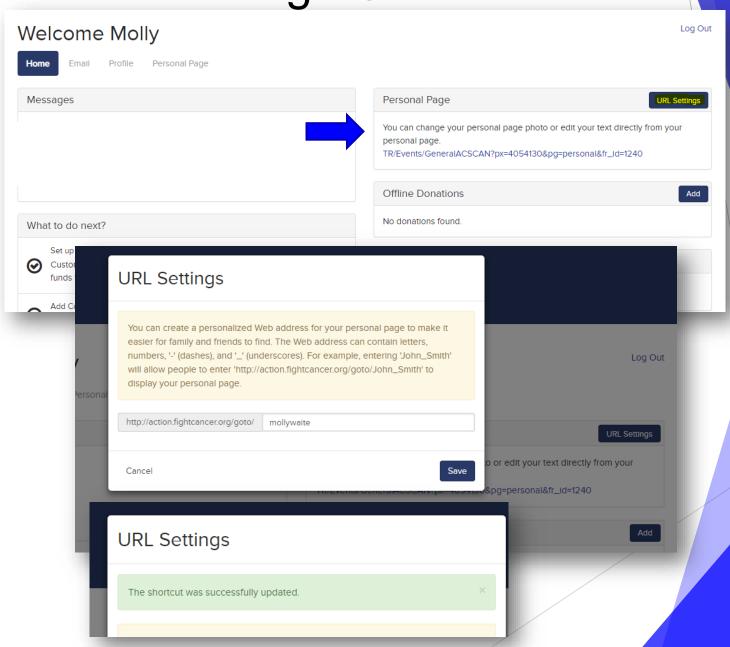
Contributions or membership payments to the American Cancer Society Cancer Action Network. Inc. are not tax deductible.

Shortening your Personal Fundraising Page URL



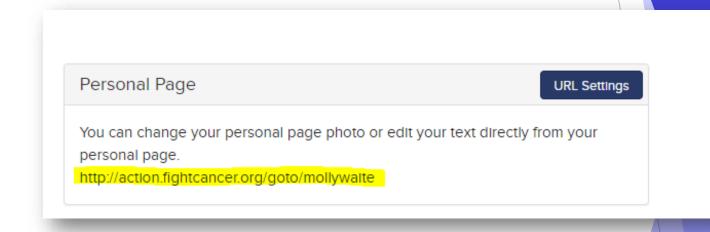
Shorten your Personal Page URL

- Click on "URL Settings" in the Personal Page box
- A popup will appear where you will write your name or what you want listed in the URL
- Click save



What to do with your shortened URL

- You can copy your personal URL and paste it to
 - Facebook
 - Twitter
 - Email
 - Text messages
- This URL will take people directly to your personal page

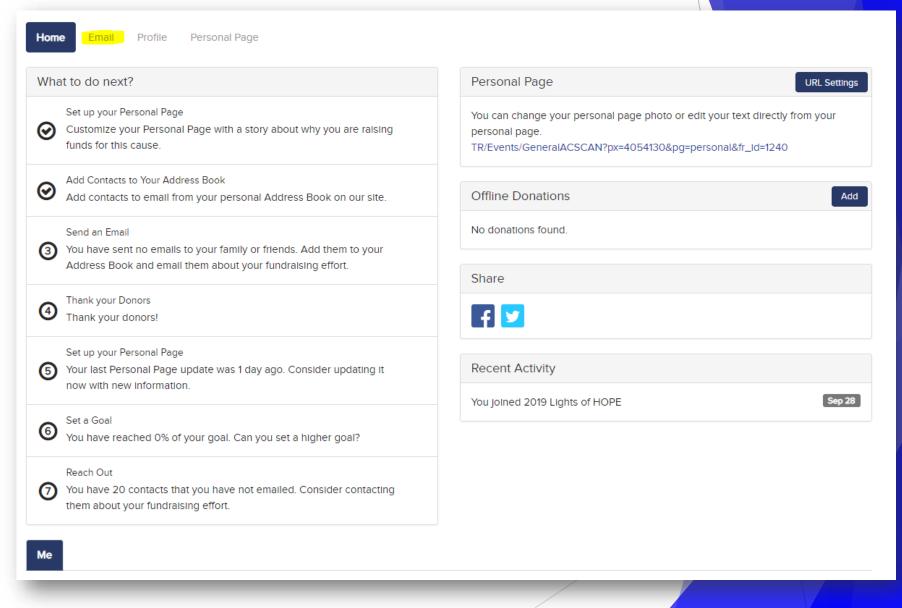


Sending Emails



Sending Emails

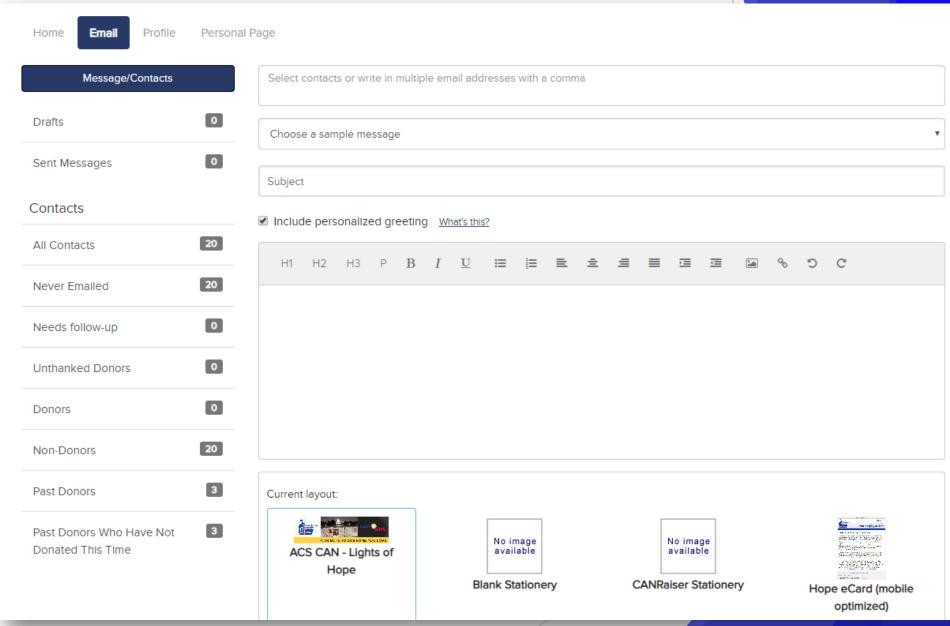
 Click the email tab at the top of the fundraising center



Sending Emails – Step 1. Adding

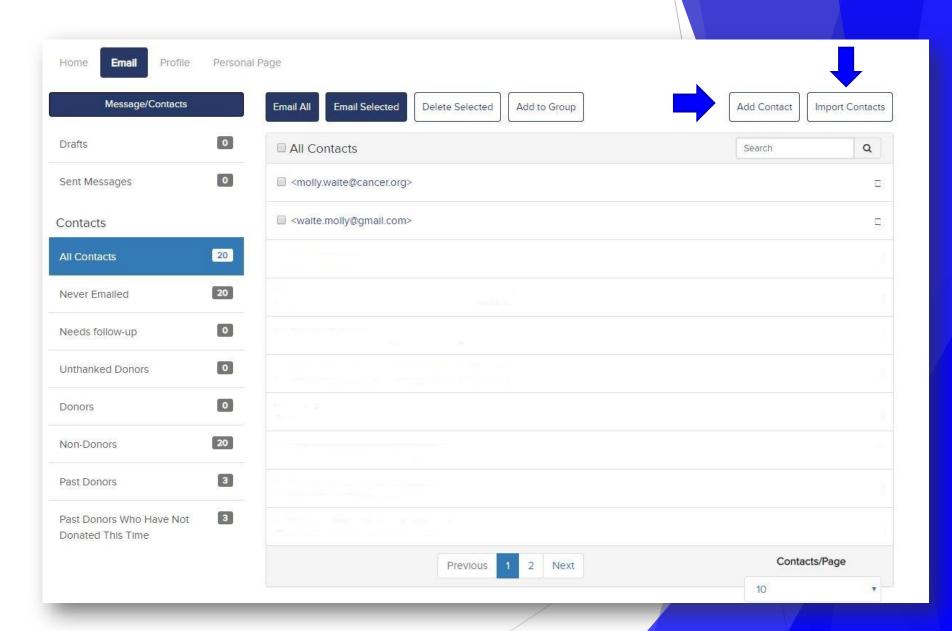
Contacts

- Start by adding contacts to your email.
- You have two options to add your contacts
- 1. Write in the email addresses separated by a comma
- 2. Click on "All Contacts" to select the email addresses you want to send your email to.



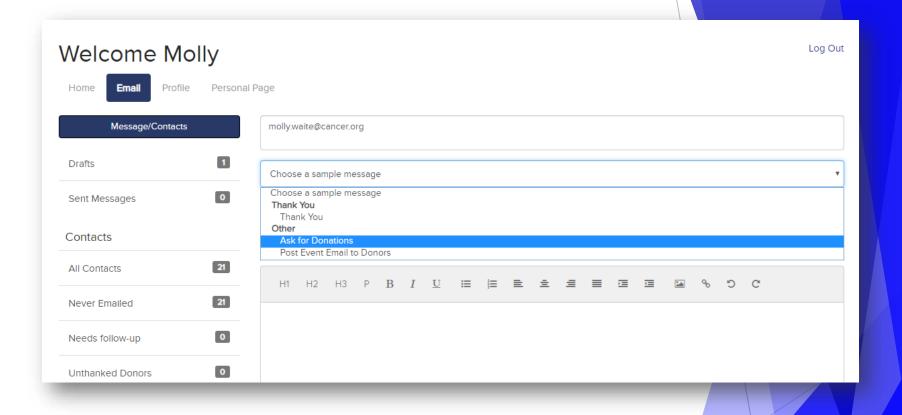
All Contacts

- All your contacts from the previous year will be listed here.
- If you want to add more you can import your contacts or add contacts one by one



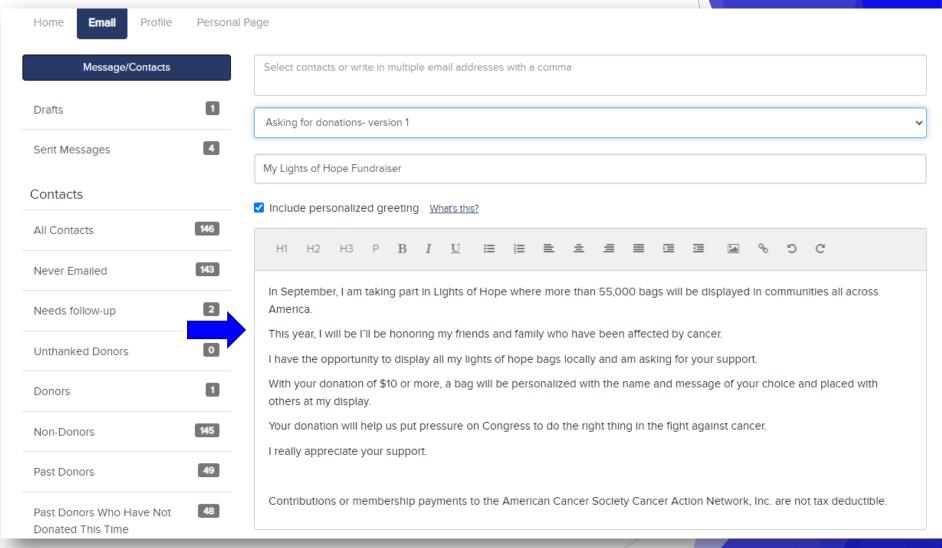
Sending Emails – Step 2 Drafting your Email

- Once your
 contracts are
 selected click on
 "choose a sample
 message"
- If you are asking for donations select, "ask for donations"



Step 2 Continued

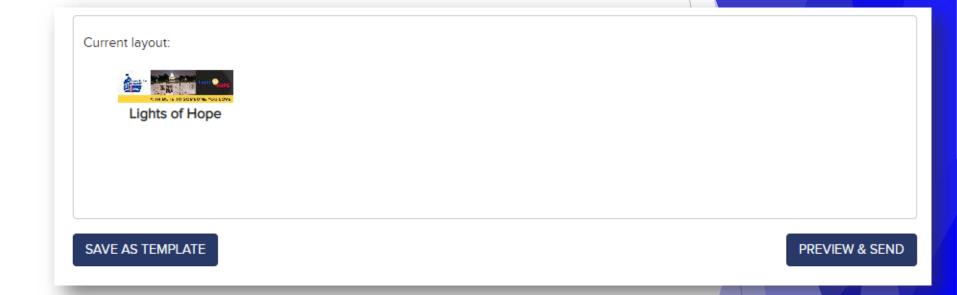
- A sample template will appear which can and should be edited.
- This is where you want to tell your story and engage potential donors
- Make sure you write your name to sign the email



Step 2 Continued

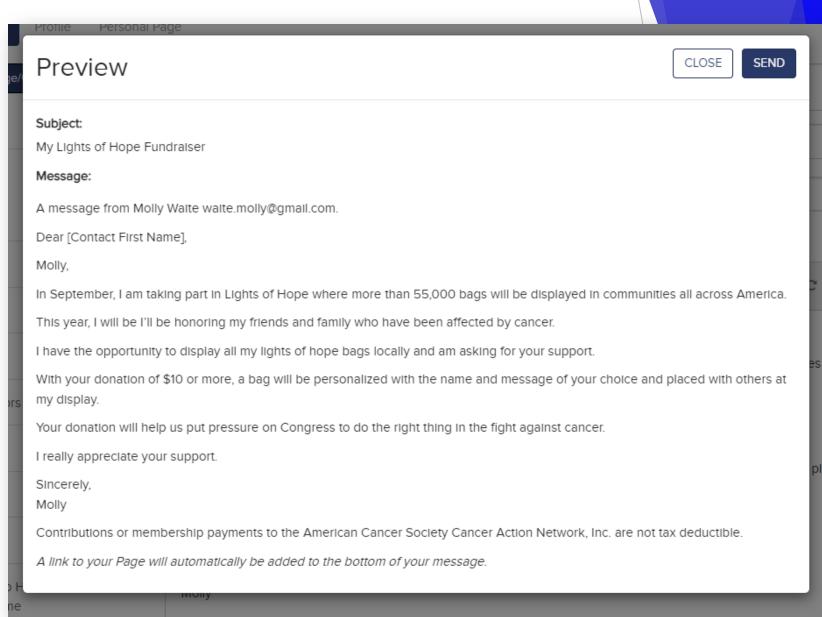
- ACS CAN- Lights of Hope stationary will be preselected.
- You can choose any stationary to appear at the top of your email

Click Preview and Send



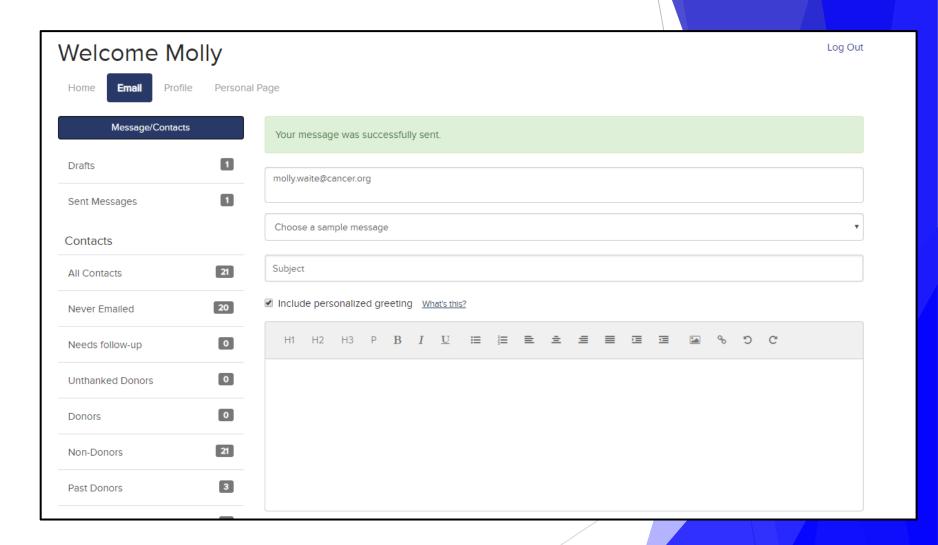
Step 3 – Preview and Send

- A pop up will appear with a preview of your email message
- If everything looks correct, click send.
- If you need to make edits, click Close



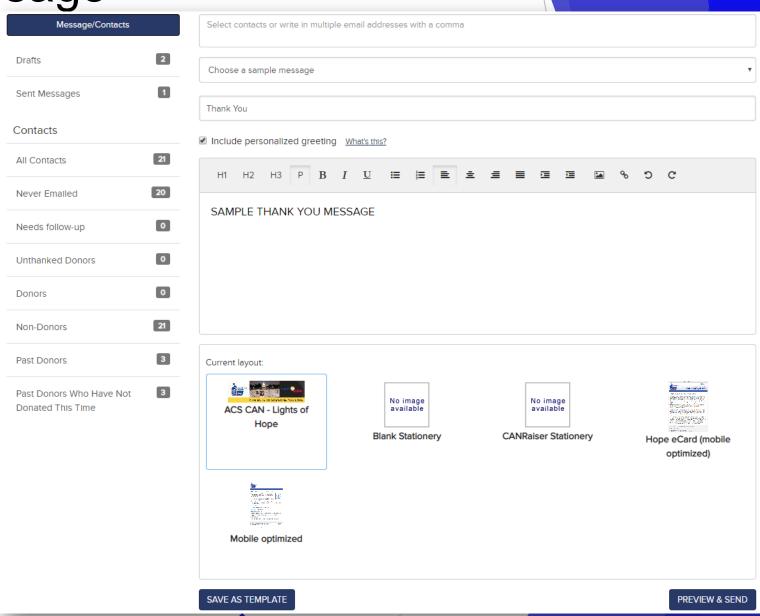
Message Sent

 Once your email is sent a green message will appear saying, "Your message was successfully sent"



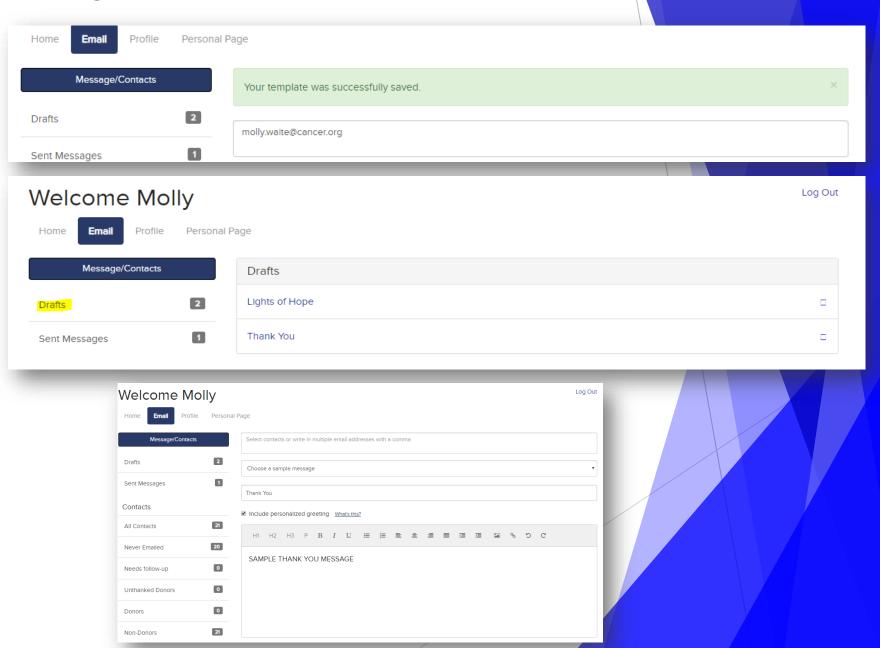
Saving a Draft Message

If you want to save
 a message as a draft
 and send at a later
 time, click on "Save
 as Template"



Selecting Draft Messages

- Once your draft is saved click on "drafts" in the left panel
- Click on the draft you saved
- It will reappear for you to make edits and send

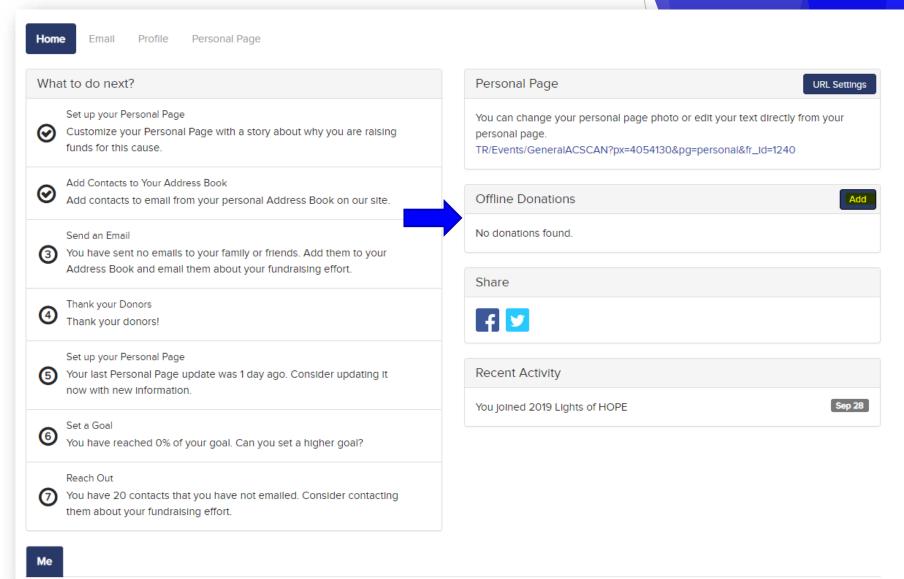


Entering Offline Gifts



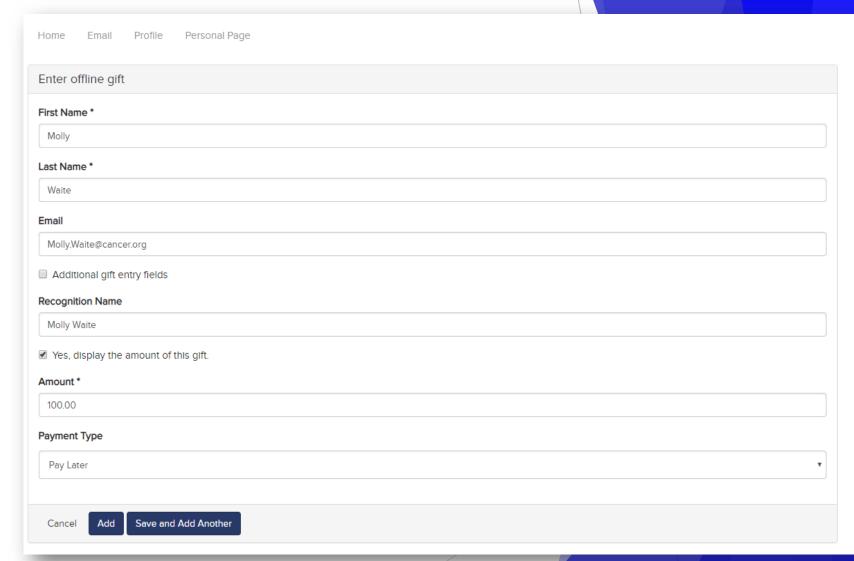
Entering Offline Gifts

 On the Home screen in the Offline Donations box click "Add"



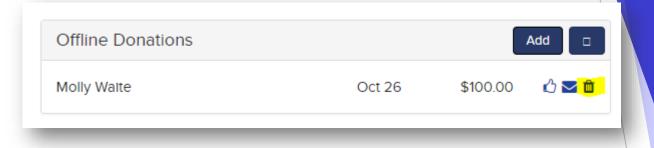
Entering Offline Gifts

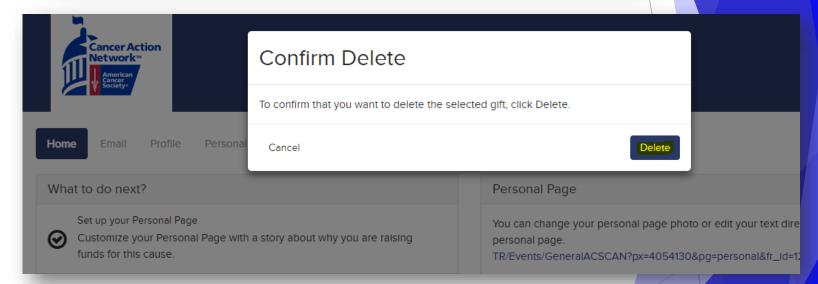
- Enter in the donors information
- Under "recognition name" enter in the name how you want it displayed on your personal page.
 - If you do not want the name displayed, write "anonymous"
- Under Payment Type select "pay later"
- Click add or save and add another



Deleting an Offline Gift

- Click the trashcan icon next to the donation you want to delete (highlighted)
- A confirm delete box will appear, click delete



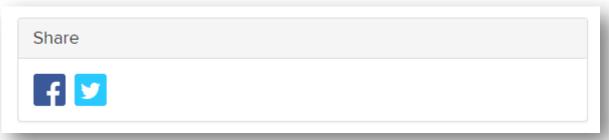


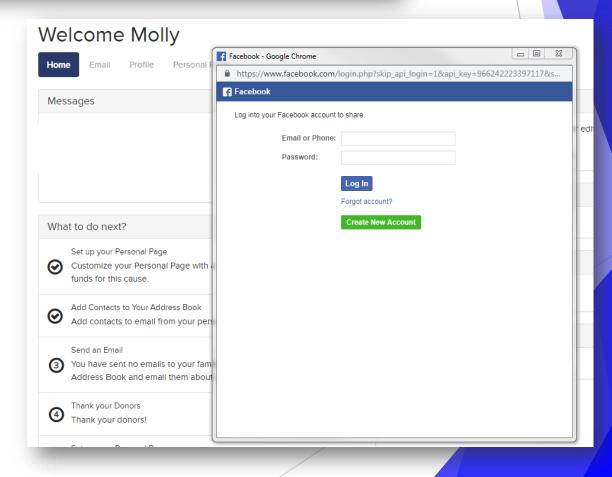
Posting to Social Media



Post your Page on Social Media

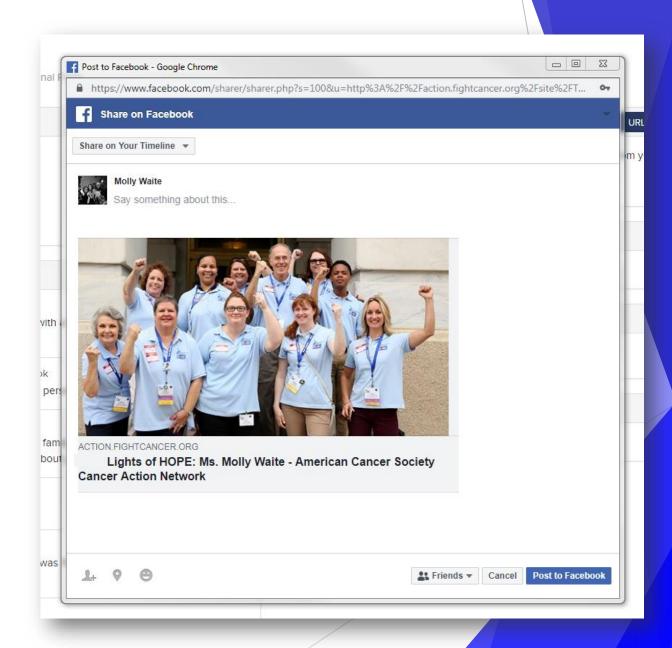
- Click on the Facebook or Twitter Icon
- Enter in your
 Facebook or
 Twitter Password and click log in
 - Do not enter your CANRaiser username and password here





Post your Page on Social Media

- A popup will appear where you can write what you want to say on your timeline.
- After you write your message click "Post to Facebook"
 - This image is how it will appear on your Facebook wall

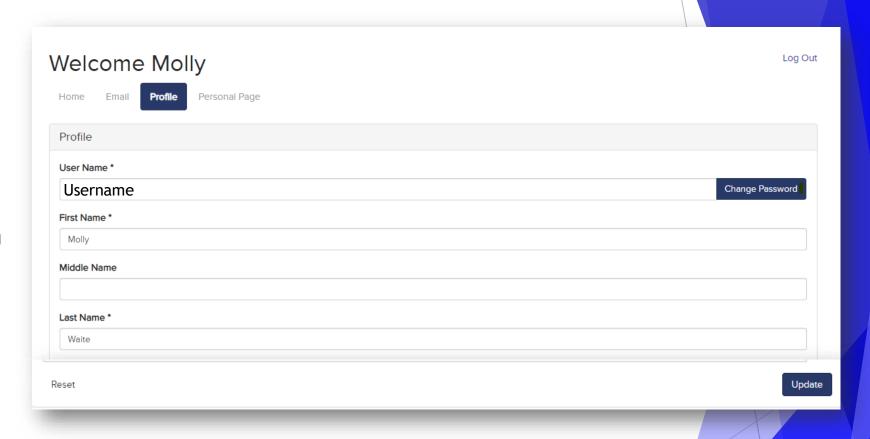


Changing Username and Password



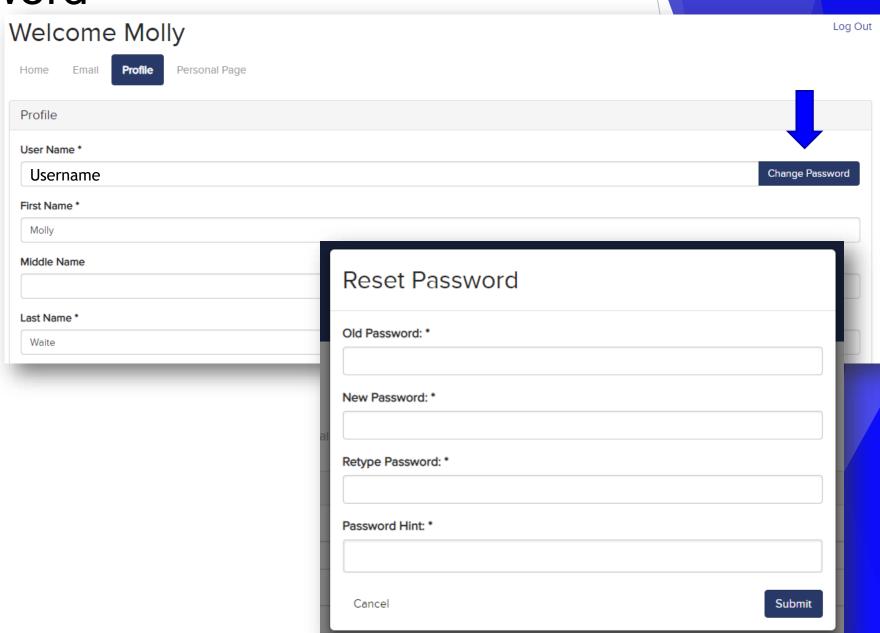
Update Username

- Once you are logged into the fundraising center click the "Profile" tab at the top
- From here you can update your personal information as well as your username and password
- To update your username enter in what you want it to be and click update at the bottom



Change Password

- Click "Change Password"
- A reset
 password box
 will appear
 for you to
 update your
 password



Thank you!

Still have questions? Contact Molly Waite at molly.waite@cancer.org or 646-618-8746

