

How to Set up a Fundraising Campaign

Thank you for your interest in supporting Archway Community Services. We are grateful to you for thinking of us and wanting to partner with us to help families, youth, seniors and newcomers in our community.

We recommend utilizing the online platform CanadaHelps to create your Fundraising event. Not only does this secure and highly reputable platform issue charitable tax receipts immediately, it also allows you to share and track your goal in real-time, making it a great option for a matching campaign.

Plus, it allows you to be creative and express why you are fundraising by giving you the ability to add images and video. CanadaHelps in the online platform we use at Archway.

Learn more at CanadaHelps.org/Fundraise

See Detailed Instructions on How to Set Up a Fundraiser Below

How to Set Up Your Fundraiser-

Visit CanadaHelps.org/Fundraise and click “Create a Fundraiser”

[Sign up for an account](#) at Canada Helps (You do not need to create a Charity account). Once you are logged in, please follow these steps.

1. Search for “Archway Community Services” in the list of charities
2. You can then select the specific cause or program where you want your efforts to go. These are the following options.
 - a. Archway Area of Greatest Need
 - i. This supports a variety of programs at Archway for youth, seniors, and families
 - b. Food Bank
 - i. Most Needed
 - ii. Christmas Bureau
 - iii. Dental Clinic
 - iv. Starfish Pack Program
 - c. Foundry Youth Health Centre
 - d. Seniors
 - e. Temporary Foreign Workers

If you want to give donors a choice, you can show more than one fund by searching for Archway again in step 1
3. Mark whether this fundraiser is for a special occasion

Create a Fundraising Page

Who are you fundraising for?

Add at least one charity.

Find the charity you want to fundraise for by typing the charity's name or keywords that describe it in this search box. To fundraise for more than one charity, simply repeat this step.

archway community servi 1

Search for "Archway Community Services" and then you can select it from the list.

Selected Charity List

 Archway Community Services 2

Here you can select the specific program or cause you want to support at Archway

About Your Fundraiser

Select the type of fundraiser

3

If you are creating a fundraiser for a birthday or other special occasion you can mark that here

4. Enter the title of your fundraiser
 - a. This will be reflected in the URL, so you may want to keep this short until the URL is generated at the end and then edit it later to include more details
5. Set a Start and End date to your campaign
 - a. This can be adjusted at any time but having a deadline helps create some urgency
6. You can set a goal amount that will display on the Fundraising page
7. You then have the opportunity to write about why you choose to create the fundraiser which will help inspire others to support your chosen cause.
8. Lastly you can create a short summary that will show up when people are searching through the fundraisers on Canada Helps

Enter the title of your fundraiser

Organization X Fundraiser for Archway Community Services 

Set your fundraising period

Start Date

yyyy-mm-dd 

End Date

yyyy-mm-dd 

Set your fundraising goal

Goal Amount

\$

Enter the name of the page owner

In emails we refer to the page owner. Enter your name if you are fundraising as an individual. Otherwise, enter the name of the group or organization.

- Make the list of received donations visible to all visitors to my page.
- Send me an email each time someone makes a donation to my fundraiser.

9. Next, you'll have an opportunity to add a featured image and gallery of images or photos.
 - a. You can skip this if you don't have these ready yet.
10. Click Next and your page is all set up. You'll be given a URL based on your Fundraiser Title
 - a. You can see an example of a page here
<https://www.canadahelps.org/en/pages/fundraiser-for-archway-community-services/>
11. You can edit the page at any time.
12. You can now use your Campaign page to share with supporters
 - a. Donations received through this page will automatically go towards the Archway fund you specified
 - b. Supporters will receive a charitable tax receipt via email immediately after donating