



PRESENTED BY



Virtual Bake Sale

Hosting a Virtual Bake Sale is a great way to raise additional funds, bringing you steps closer to your fundraising goal while bringing us steps closer to ending childhood hunger in America.

Getting your Virtual Bake Sale started...

Step 1 Login to your [Fundraising Center](#) and update your fundraising webpage.

- ⇒ Click on Personal Page on the top toolbar.
- ⇒ Edit your webpage URL. We suggest simply using your name when updating the URL. This will make remembering your Personal Page easy.
- ⇒ Update the message on your page. Make sure to tell everyone why you are raising funds and inspire them to give.
- ⇒ Upload photos or a video using the link on the right hand side.
- ⇒ Bake Sale Leaders: you can also update a Team Page to track the fundraising of your team members. The steps are the same.

Step 2 Set up your email account

- ⇒ Click on the Email tab on the top toolbar.
- ⇒ Add your contacts by using the upload or import contacts links located on the right hand side of the screen.

Step 3 Share with your friends and family

- ⇒ Email Templates have been provided for you. We suggest using the template titled Virtual Bake Sale first.
- ⇒ Insert the necessary information into the email message. (contact's name, Bake sale name, webpage URL, and your name)
- ⇒ Insert email addresses in the To: field.
- ⇒ Send.
- ⇒ Also consider sharing the link to your personal page on [Facebook](#) and [Twitter](#).

Step 4 Watch the Donations Roll In!

- ⇒ You will get an email notifying you when someone has made a donation to your Bake Sale. Send each of your donors a thank you using the Thank You email template.
- ⇒ After a few weeks, we suggest you follow up with the "Virtual Bake Sale With Fundraising Goal" email template to contacts that haven't donated.