

Adjusting your Fundraising Goal

One of the best problems you can have as a fundraiser is discovering that you need to adjust your fundraising goal. If you are close to reaching your initial goal, or have already exceeded it, adjusting your goal to a higher number will encourage donors to continue to give to your fundraising efforts. Thankfully adjusting your goal is very easy:

1. Login to your participant center.
2. Click on the "PROGRESS" tab
3. Choose which goal you would like to adjust: the goal for the main event/team page or the goal for your personal page.
4. To adjust the main event page goal, click on "Team" over on the right side of the page; that will bring you to the event page progress screen. To adjust your personal page's goal, click on "Personal" over on the right hand side of the screen.
5. Once there, look back at the center of the page, right under the gold progress bar. You will see a box with your current fundraising goal, and below it "My Goal (change)".
6. Click on "change"
7. Enter your updated fundraising goal in the pop-out box and click "SUBMIT".

EVENT PAGE

The screenshot shows the 'EVENT PAGE' with a navigation bar containing 'HOME', 'TOOLKIT', 'EMAIL', 'PROGRESS', 'PERSONAL PAGE', and 'EVENT PAGE'. The main heading is 'DONATION REPORT' with a sub-heading 'TEAM FUNDRAISING PROGRESS'. A progress bar is shown below. Below the bar are four boxes: '\$0.00 Team has raised', '\$100.00 Team goal (change)', '0% To team goal', and '240 days left'. On the right side, there are two tabs: 'Personal' and 'Team', with 'Team' circled in red. Below the tabs is a box labeled 'TOP 10 DONORS'.

PERSONAL PAGE

The screenshot shows the 'PERSONAL PAGE' with a navigation bar containing 'HOME', 'TOOLKIT', 'EMAIL', 'PROGRESS', 'PERSONAL PAGE', and 'EVENT PAGE'. The main heading is 'DONATION REPORT - PERSONAL PAGE' with a sub-heading 'YOUR FUNDRAISING PROGRESS'. A progress bar is shown below. Below the bar are three boxes: '\$0.00 I Have Raised', '\$0.00 My Goal (change)', and '0% Percent'. At the bottom center is a blue button labeled 'SEND EMAIL'. On the right side, there are two tabs: 'Personal' and 'Team', with 'Personal' circled in red. Below the tabs is a box labeled 'TOP 10 DONORS'.