

Women Build 2022

Website User Guide



How to get started and be wildly successful on
chicagowomenbuild.org

Table of Contents

2	<u>Table of Contents</u>
3	<u>Welcome Message</u>
4	<u>Getting Started With Two Key Steps</u>
5 - 7	<u>Your Fundraising Dashboard</u>
8 - 9	<u>Personalizing Your Page</u>
10 - 12	<u>Spread The Word With Email and Social Media</u>
13 - 14	<u>Managing Donations</u>
15	<u>Additional Resources And Contact Info</u>
16	<u>Vision Statement</u>



Welcome to Women Build!

We're thrilled to have you join a community of 550+ women committed to helping more women in Chicago become homeowners. Together, we will raise \$475,000 to make homeownership a reality for women purchasing affordable homes with Habitat Chicago. For ten days between October 5th - 22nd, 2022, we'll advance construction of multiple homes that will be women-owned.

We know that Women Build is a big commitment, and we are so grateful you are taking it on. This user guide will help you get the most out of chicagowomenbuild.org. If you have any questions unanswered in this user guide, please do not hesitate to contact us at events@habitatichicago.org.

If you are reading this and are interested in participating in Women Build but do not yet have login credentials, please contact us at events@habitatichicago.org to get started.

Getting Started

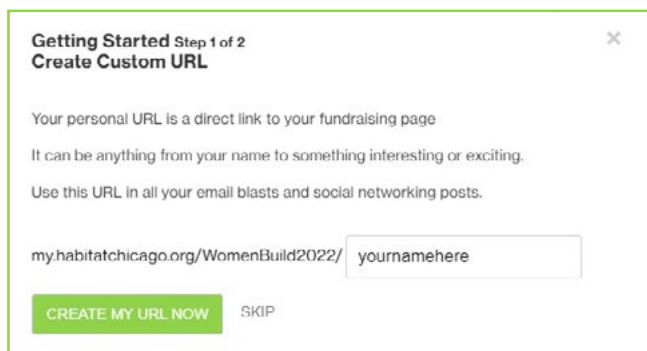
The First Two Things You Should Do!

A great fundraising page is personal. Yes, you are fundraising for Women Build (and we love you for it!) but people give to people – and you are in the spotlight here. So, spend a little time right at the start to make your page your own!

The platform makes it easy to personalize your page. Following your registration, you'll be prompted with two easy steps to get started.

Note: We strongly suggest donating to your own page (no matter how small) so you can show your friends and family that you, too, think the mission is worthy of investment.

Step 1: Create a Custom URL for Your Individual Page



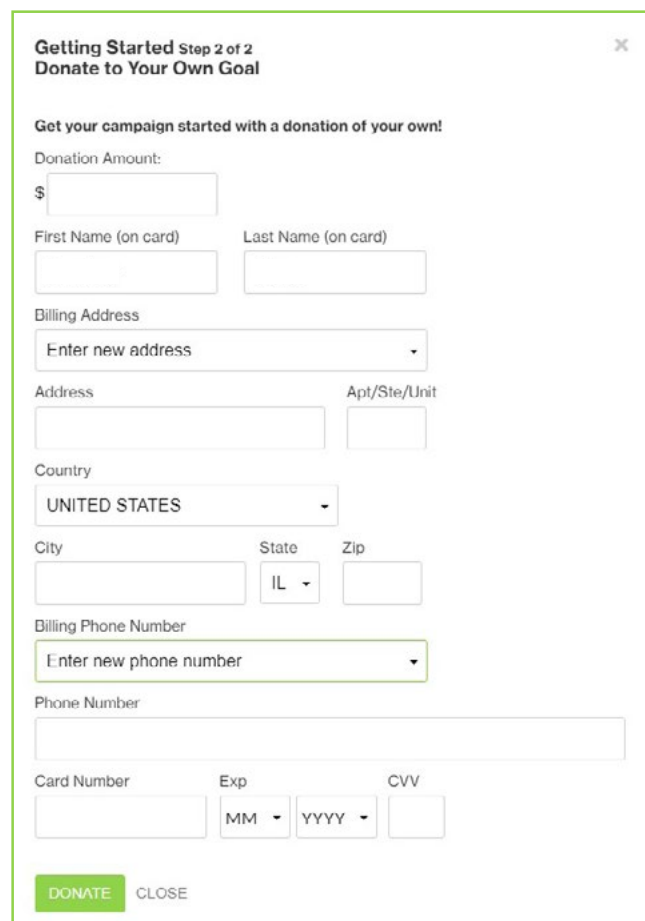
Getting Started Step 1 of 2
Create Custom URL

Your personal URL is a direct link to your fundraising page.
It can be anything from your name to something interesting or exciting.
Use this URL in all your email blasts and social networking posts.

my.habitatchicago.org/WomenBuild2022/

CREATE MY URL NOW SKIP

Step 2: Donate to Your Personal Goal



Getting Started Step 2 of 2
Donate to Your Own Goal

Get your campaign started with a donation of your own!

Donation Amount:
\$

First Name (on card) Last Name (on card)

Billing Address

Address Apt/Ste/Unit

Country

City State Zip

Billing Phone Number

Phone Number

Card Number Exp CVV

DONATE CLOSE

Your Dashboard

Your Dashboard View

Once you finish those start-up steps, you'll land on your fundraiser dashboard. Your dashboard is like your control panel. Here, you can personalize your outward-facing page, promote your page through email or social media, monitor your fundraising progress, and say thanks to your donors!

Your dashboard will look something like this:

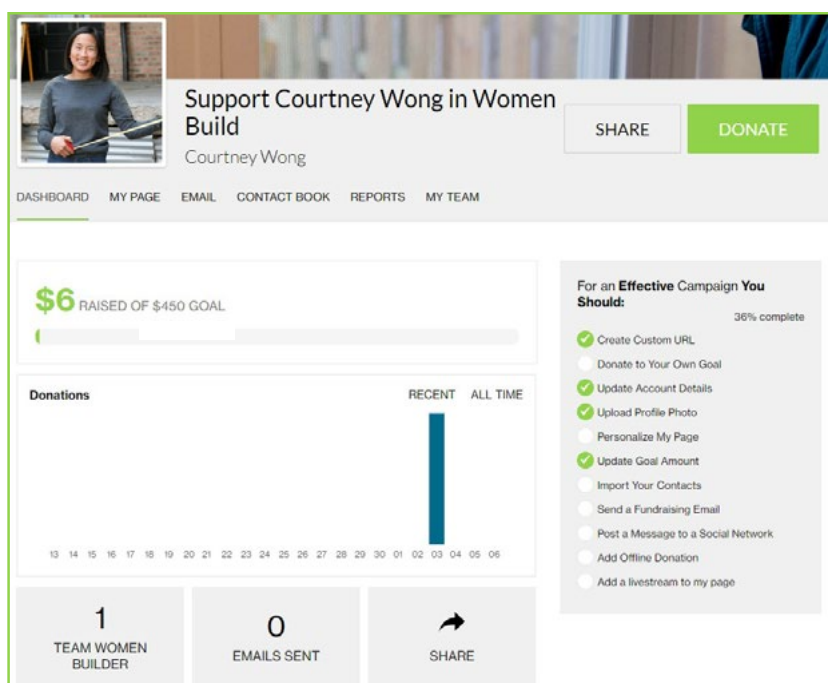
On the left-hand side, you'll see a graph of your donation activity.


Underneath the graph is the Team Builder function. **Please do not create a new team or switch teams without first contacting events@habitatichicago.org.** To keep everyone safe and active on-site, we must cap the number of Women Build participants.

To the right of the “Create or Join Team” button, you can see how many emails you have sent to potential donors (it will not record thank you emails sent to existing donors).

The more emails you send to potential supporters, the greater odds you will meet your fundraising goal!

On the very bottom is a list of all of your donors. You can click the green envelope next to a donor's name to send an email or thank you card to your donor, if they provided contact information.



Recent Donations					View All
Donor name	Donor email	Donor address	Date	\$2.50	

Your dashboard overview continues on the next page.

Your Dashboard

Your Campaign Progress

The “Campaign Progress” box on the right-hand side of your dashboard contains tasks that are intended to streamline your fundraising success. Once you complete a task, a checkbox will appear on the left. Here’s a snapshot of what each task will do:

Create Custom URL – By default, your campaign URL will contain a bunch of numbers. Create your own personal URL so it is simple to find you and easy for you to remember.

Donate to Your Own Goal – Lead by example and donate to Women Build yourself. A donation made through this task will count towards BOTH your individual and team goals.

Update Account Details – This will allow you to update your information, e.g. your email address, password, address, and phone number.

Upload Profile Photo – Upload or change your profile picture from your computer or a linked social media account.

Personalize My Page – This will direct you to the front of your site to update the description of your page and what visitors will see. A default description will be provided, however, we highly recommend you to personalize it to be authentic to who you are.

Update Goal Amount – Your fundraising goal will default to the required minimum of \$450. You can update this goal as many times as you’d like.

For an **Effective** Campaign You Should:

36% complete

- ☒ Create Custom URL
- ☐ Donate to Your Own Goal
- ☒ Update Account Details
- ☒ Upload Profile Photo
- ☐ Personalize My Page
- ☒ Update Goal Amount
- ☐ Import Your Contacts
- ☐ Send a Fundraising Email
- ☐ Post a Message to a Social Network
- ☐ Add Offline Donation
- ☐ Add a livestream to my page

Your dashboard overview continues on the next page.

Your Dashboard

Your Campaign Progress

The Campaign Progress box on the right-hand side of your dashboard contains tasks that are intended to streamline your fundraising success. Once you complete a task, a checkbox will appear on the left. Here's a snapshot of what each task will do:

Import Your Contacts – Import your contacts from an email account, a previous Habitat Chicago fundraising campaign, or an excel CSV spreadsheet.

Send a Fundraising Email – Send and track emails to potential supporters and existing donors through chicagowomenbuild.org. This is an optional feature, so feel free to send emails through your personal email (more info on page 10).

Post a Message to a Social Network – This will take you to the “Promote Via Social Media” section. Then, you can post individual updates to your Facebook, Twitter, or LinkedIn pages, share a QR code to your fundraising page, or access the overlay function for livestreaming. Clicking on a particular social icon will prompt you to login to your account.

Add Offline Donation – Post a pledged check or cash donation. More on page 14.

Add a livestream to my page – You can now add a livestream right to your fundraising page. [Learn how to add a livestream to your fundraising page.](#)

For an **Effective** Campaign You Should:

36% complete

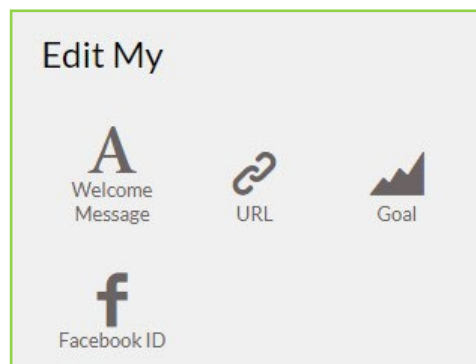
- ☒ Create Custom URL
- ☐ Donate to Your Own Goal
- ☒ Update Account Details
- ☒ Upload Profile Photo
- ☐ Personalize My Page
- ☒ Update Goal Amount
- ☐ Import Your Contacts
- ☐ Send a Fundraising Email
- ☐ Post a Message to a Social Network
- ☐ Add Offline Donation
- ☐ Add a livestream to my page

Personalize Your Page

Personalizing your page is one of the most important things you should do! We created a default message for you, but you'll want to take the extra step to make this page yours.

To get started, select **Personalize My Page** in your campaign progress box. This will direct you to the front of your site to update what visitors will see.

Welcome Message – Clicking on Welcome Message will allow you to edit the title of your page, as well as the body of your page. What should you say here? This is the place to explain why Women Build is important to you and what you are trying to achieve. This is a serious mission, but that doesn't mean you can't be charming and funny if that's who you are!



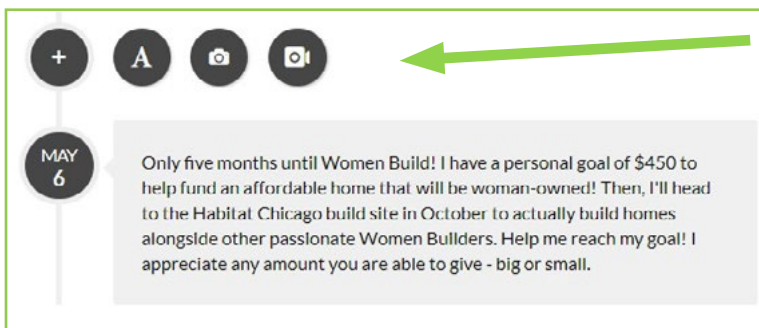
URL – Here you can update the URL that will be shared with your network. Create your personal URL so it's easy for you to remember and for folks to find you.

Goal – Click this icon to update your fundraising goal. There is no limit on how many times you can update your goal.

Facebook ID – Inputting your Facebook ID will allow you to moderate the comments people leave on your page. [Learn how to find your Facebook ID.](#)

Your Fundraiser Feed

Underneath your Welcome Message is your “Fundraiser Feed”, which is a living, open connection from you to your network. Each update posted to the feed includes a date stamp. Add text, photos, or videos to captivate and engage your donors as you go.



To add a post, click on one of these icons. We recommend doing this to thank new donors, when you hit a fundraising milestone, during your build day, or just because! The more active your feed, the better.

Personalize Your Page

Editing Your Profile and Cover Images

On each personal and team fundraising page, there are two types of photos: (1) your profile image and (2) your cover photo, also called your “campaign image”.

These will be pre-populated with Women Build imagery, but we recommend customizing them to increase familiarity with your potential donors! Below are definitions and instructions on how to update each.

Profile Image – Your profile image is a picture of yourself or something that represents you! This can be updated through a start-up task or by clicking the appropriate task in your campaign progress list.



Campaign Image – The campaign image is the big, horizontal banner image that appears at the top of your page. When you hover your mouse on this area, you will see an icon pop up that will allow you to update this image. The recommended image dimensions are 2500 x 785px and it will view best as a medium-res.jpg.



Spread The Word

Sending Emails Through Your Dashboard

This function is completely optional. Please feel free to use your personal email when sending out fundraising emails. If you would like to utilize this function, select “**Send a fundraising email**” in your campaign progress box.

The image shows two side-by-side screenshots from a dashboard. The left screenshot, titled 'For an Effective Campaign You Should:', shows a list of tasks with a '36% complete' status. The tasks are: 'Create Custom URL' (checked), 'Donate to Your Own Goal' (unchecked), 'Update Account Details' (checked), 'Upload Profile Photo' (checked), 'Personalize My Page' (unchecked), 'Update Goal Amount' (checked), 'Import Your Contacts' (unchecked), 'Send a Fundraising Email' (unchecked), 'Post a Message to a Social Network' (unchecked), 'Add Offline Donation' (unchecked), and 'Add a livestream to my page' (unchecked). A green arrow points from the 'Send a Fundraising Email' option to the right screenshot. The right screenshot shows the email sending interface. It has tabs for 'PROMOTE' and 'UPDATE MY DONORS'. Under 'ADD FROM CONTACT BOOK', there is a section 'Add Friends Manually:' with fields for 'Email' and 'Greeting', and an 'ADD EMAIL' button. Below this is a 'Template:' dropdown menu with the option 'Ask people to donate to your page'. A note says 'Note: please review and edit the email before sending.' The 'Subject:' field contains 'Support me during Habitat Chicago's Women Build!'. The 'Message:' field has a rich text editor with a toolbar and the text: 'Hi Friend, This October, I'm volunteering atHabitat for Humanity Chicago's annualWomen Build. I will be working alongside 600 strong and inspiring women tohelp lower-income women in our community achieve the strength and stability of homeownership by funding and building new, affordable homes. We're also seeking to raise awareness of the gendered barriers women unevenly face in becoming homeowners.'

Step 1: Verify Your Email

Your email must first be verified to access these email tools. As soon as you register, you will receive a link to verify your email. If it hasn't yet been verified, you will be prompted to verify it on the “Send a Fundraising Email” page.

Step 2: Choose Your Recipients

You can send emails promoting your page by manually entering names and email addresses or through the contact book functionality (more on the next page).

You can also send messages directly to your donors by selecting “Update my Donors”. This will send an email to ALL of your donors. To send an email to a specific individual donor, see page 5.

Step 3: Write Your Content

Once you have your audience, you can select an available email template (a preset email message) by clicking the down arrow under the “Template:”. When a template is selected, a subject and message will appear - all of which can then be customized. Alternatively, you can create your own email message from scratch. If it's a message you think you'll re-use, you can save it as a template.



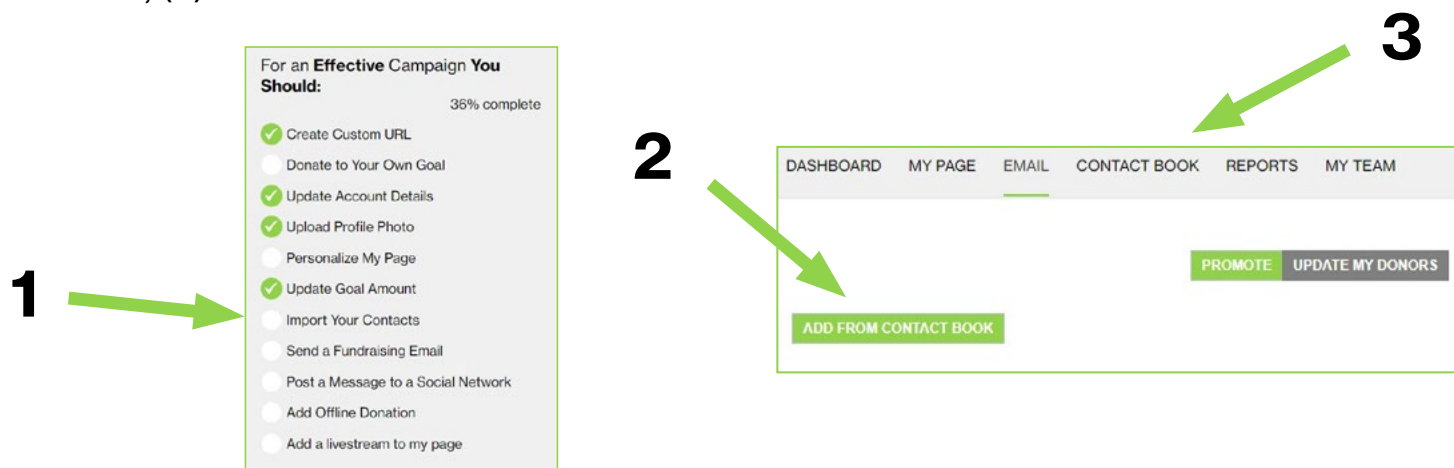
Save Template

Review Email

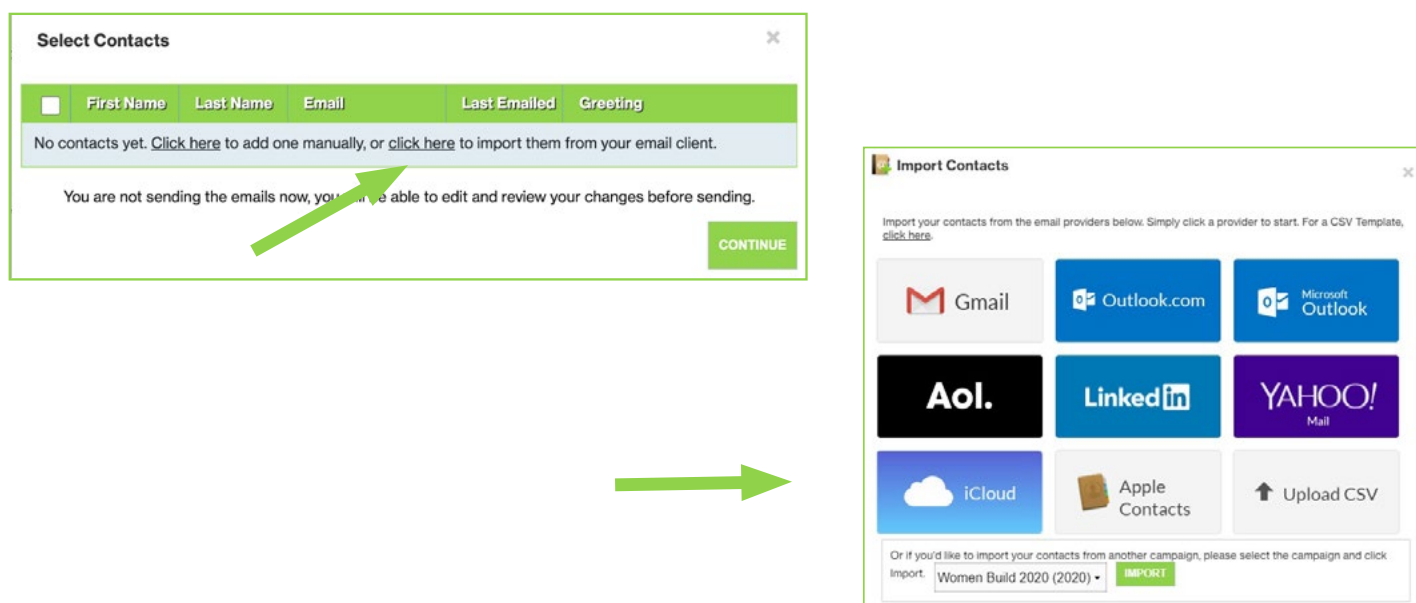
Spread The Word

Importing Your Contact Book

There are two ways to import contacts: (1) select “Import Your Contacts” from the Campaign Progress Box, (2) while you are in the email feature, click on “Add from Contact Book”, (3) click “Contact Book” in the menu.



When you select “click here to import them from your email client”, you can import your contacts from any of the sources below. You can also upload contacts from an excel file in a CSV format or from one of your previous Habitat Chicago fundraising campaigns.

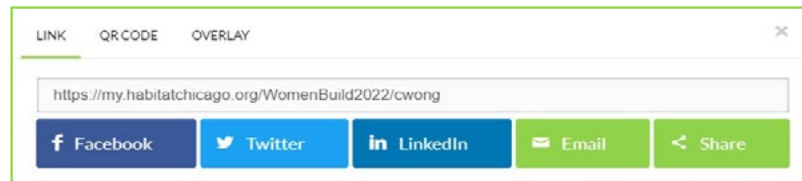
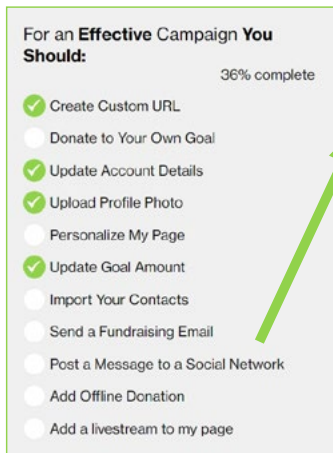


If you choose to add contacts manually, you will be prompted to fill in your new contacts' first name, last name, and email.

Spread The Word

Use the power of social media

In your Campaign Progress box, you'll see the task "Post a Message to a Social Network." This tab will allow you to share your personal fundraising page through any of the social networking sites below:



If you are already logged into Facebook, Twitter, or LinkedIn, clicking on the specific icon will trigger a pop-up confirming your credentials. Once logged in, you'll have the option of customizing your message before completing your social media post.

You can also use a unique QR code to share with supporters.



Lastly, learn more about [livestreams](#) and [overlay function](#).

Top Social Media Tips

1. Use the Women Build Social Media Kit for pre-made images and templates on the [Fundraising Resource Page](#).
2. Post early in your campaign and often. Include a photo or video with every post. If you need Habitat Chicago imagery, check out our [photo library](#).
3. Make sure to customize a social media post before you share it. Your friends and family will be more likely to donate if they know why Women Build matters to you.
4. Send direct messages! These really work, especially you can see if someone has read your message on most platforms. Follow up if you get that "read" receipt and no donation!
5. When someone donates to your page, thank and tag them on social media. Challenge another friend to match (or beat!) the donation. Peer pressure is real, y'all.
6. You're fundraising as part of a team – support each other! Comment on and like one another's posts to boost momentum and the likelihood of your posts appearing on someone's feed.

Donations 101

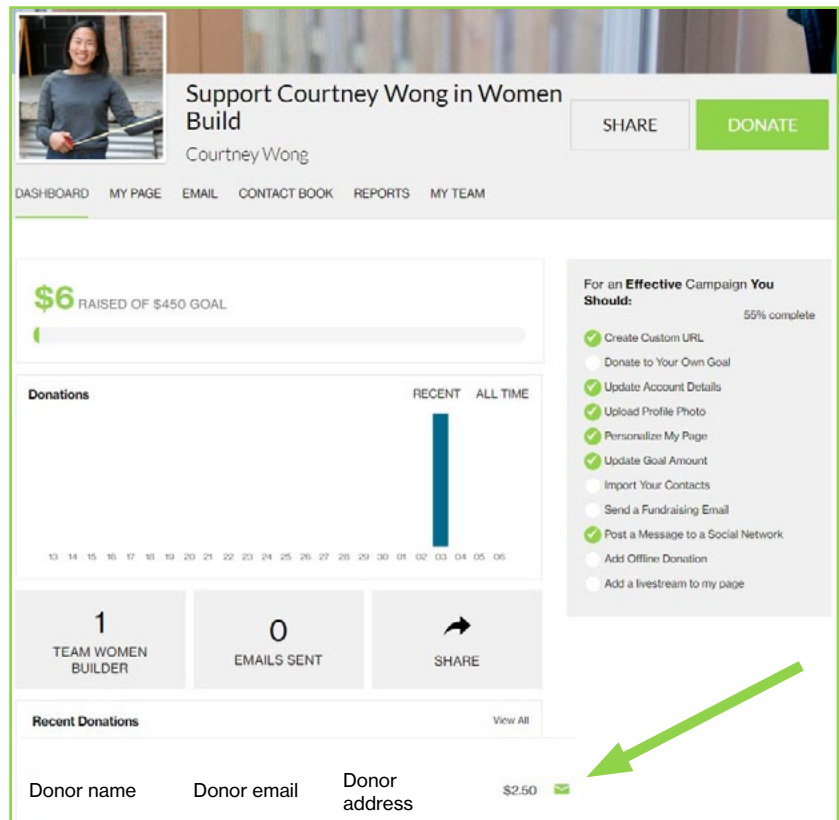
People are giving! What happens?

Each time you receive a donation, you'll be notified via email, and it will automatically be counted towards your individual goal and your team's goal. It will also appear in your recent donations report in your Fundraiser Dashboard.

Say thanks!

After making a gift, donors will receive a donation receipt, thank you letter, and necessary tax information from Habitat Chicago, but it's equally important for you to say thanks personally.

As soon as you see a new donation, send your donor a thank you email by clicking on the green envelope next to their information.



If your donation went to the wrong place...

If someone meant to donate to you, but the gift went to the wrong team or member, don't fret! Simply [contact us](#). Include, if you can, the donation date, amount, donor first name, donor last name, and that the gift should be credited to you!

Additional Information for Donors

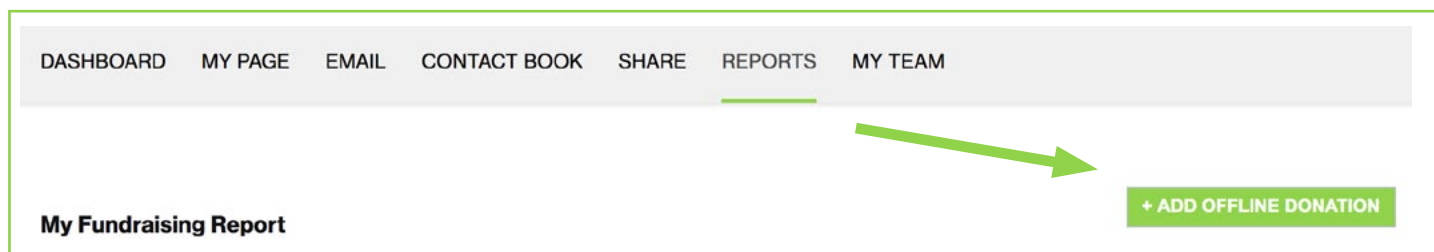
- [Frequently asked questions](#)
- [Matching Gifts Policy](#)
- [Tax information](#)
- Submitting cash or check donations: On the next page.

Donations 101

Offline Donations: Cash and Checks

When you receive a check or cash donation, here's what to do:

Step 1: Click “Add Offline Donation” task in your Campaign Progress box OR click on “Reports” in the top menu and select “+Add Offline Donation”.



Step 2: Fill out your donor's information as this will help us match the offline donations we receive with the proper fundraising campaigns.

Step 3: If a supporter would like to donate via check, please have them:

1. Make check payable to “Habitat for Humanity Chicago”.
2. Include a note in the check that includes your name and indicates the donation should be credited to your Women Build fundraising page.
3. Mail the check to:
Habitat for Humanity Chicago
ATTN: Women Build
1100 W Cermak Rd. Ste. 404
Chicago, IL 60618

If you receive a cash donation, please do not send it via mail. Rather, call the Habitat Chicago office at 312-563-0296 to schedule a time to drop off the donation. Check out our [hours and directions](#).

Step 4: Offline donations will initially be considered “unverified” donations, and they will not be counted towards your goal until they are received and processed by Habitat Chicago. Expect the donation to be credited to your page within 7-10 days of receipt. If you do not see it within ten days, please contact events@habitatichicago.org with the donor's first and last name, the amount of the donation, and the date on which it was sent to Habitat Chicago.

Additional Resources

Fundraising Ideas and Social Media Kit

For fundraising pointers, group fundraising ideas, and a social media kit, visit our [Fundraising Resources page](#).

Team Leader Resources

If you're leading a Women Build team, this page has resources specific to you, visit our [Team Leader Resources page](#).

FAQs

If you have any questions regarding fundraising, donating, or volunteering, visit our [frequently asked questions page](#).

Contact Information

Contact:

events@habitchicago.org
312-563-0296 x 422

Habitat for Humanity Chicago
1100 W Cermak Rd., Ste. 404
Chicago, IL 60608*

*Please note: this is our office location, not our build site. The exact build site address will be emailed to you with event logistics before your Women Build build day.

Social:

Facebook – [@Habitat for Humanity Chicago](#)

Twitter – [@HabitatChicago](#)

Instagram – [@HabitatChicago](#)

LinkedIn – [@Habitat for Humanity Chicago](#)

#HabitatChicago
#CHIWomenBuild

Go Forth, And Have Fun!

Our biggest thanks!

We can't thank you enough for going above and beyond to ensure that more women have access to the long-lasting, life-changing benefits of stable and affordable homeownership.



No matter who we are or where we come from, we all deserve to have a decent life. We deserve to feel strength and stability day after day. We deserve to know we have the power to care for ourselves and build our own futures.

At Habitat for Humanity, this is what unites us. Our shared vision is a world where everyone has a decent place to live.

Because you, me, we – we're all humans. And every single one of us deserves the opportunity for a better future.