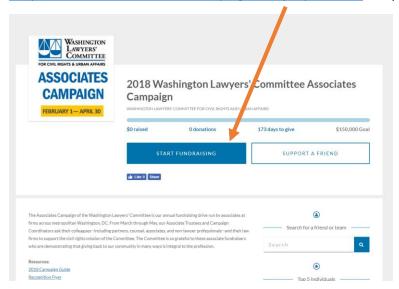
5 EASY STEPS TO CREATE A WLC ASSOCIATES CAMPAIGN FUNDRAISING PAGE

Thank you for leading your firm's WLC Associates Campaign! This year we have a new fundraising platform that will allow you to better share the Campaign with your firm and give your colleagues an easy 1-click way to give. Everyone will be able to see how much your firm is raising, and you will be able to more easily track your donors. NOTE: Only one person per firm should set up a page (though you are welcome to share that login among multiple coordinators).

If you have any problems, contact Kiva (<u>Kiva Zytnick@washlaw.org</u>) or Peter (<u>Peter Spring@washlaw.org</u>), and we can help set you up.

STEP ONE

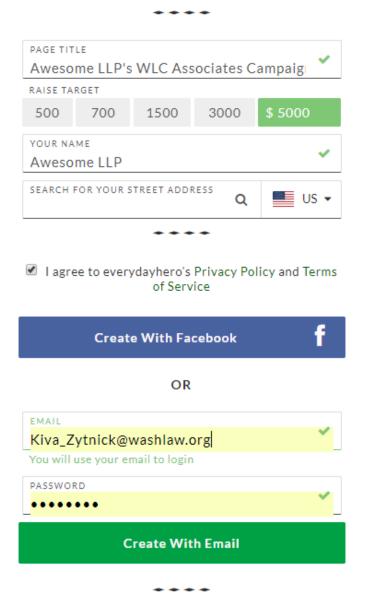
To start a WLC Associates Campaign fundraising page for your firm go to: http://2018-washington-lawyers-committee-associates-campaign.everydayhero.do/ and press "Start Fundraising."



STEP TWO

- Enter your page title (e.g., Firm's WLC Associates Campaign) and your firm's name. You can use your firm's address for street address.
- Under "Raise Target" set a fundraising target in the far right box—we suggest at least 150% of what your firm raised last year, or \$5,000 (keeping with our 50th Anniversary theme!).
- Agree to the terms and conditions, enter your email and a password, and click "Create With Email."

Create Your Fundraising Page



STEP THREE

You will have a few options to customize your page with images and messaging. You can come back to these items later if you want.

• We suggest using your firm logo as a profile photo. (Or else it'll look like the initials in the image below.)

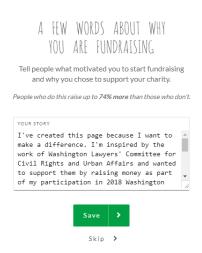
ADD A PROFILE PHOTO

Your donors want to see who they're supporting, show them by adding a photo to your page.

People who do this raise up to 10 times more.



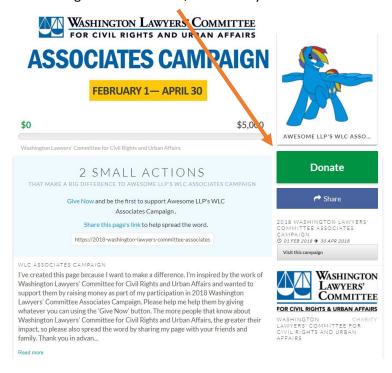
We encourage you to personalize "your story" for your firm. Why is supporting the Committee important to you, what is the firm's history with the Committee, what are your fundraising goals, how will you be fundraising, key dates, etc. are some ideas of what you can touch on—but try to keep it clear and simple for your audience.



Get the ball rolling with your own donation!



Note: As the creator of the page, it will look different to you than it does to other people. They
see a big "Donate" button, don't worry!



STEP FOUR

You will be taken to the page below. Click "Join an existing team." Select The Washington Lawyers' Committee. (We know this is a little weird. Stick with us. In this universe, your firm is an "Individual" and we are all part of one big happy WLC team.)



STEP FIVE

That's it! You will receive an email thanking you for your wonderful support and asking you to verify your email address.