

User guide

Online fundraising platform



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Creating an account

The first step is to create an account on the platform by using this link <https://give.breakfastclubcanada.org/> and then by clicking on « **LOGIN** »



You do not have an account yet?

Enter your information below to begin the registration.

Email

Email Confirmation

Password

Password Confirmation

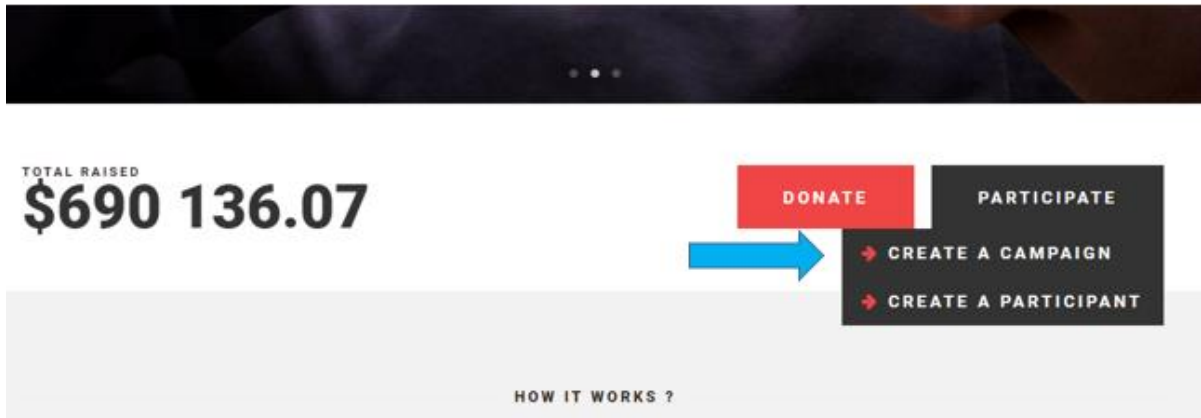
CREATE YOUR ACCOUNT

Once your account is created, you have three options depending on your situation:

- 1- Create a campaign
- 2- Create a team within an existing campaign
- 3- Create a participant profile within an existing team or campaign

Create a campaign

Start your own campaign if you would like to manage your own online fundraiser.

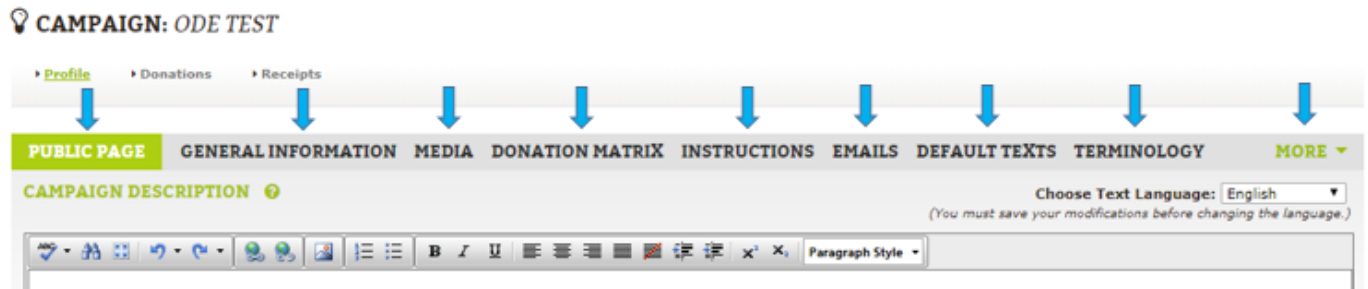


- On the home page, click on the « **PARTICIPATE** » button, and choose « **CREATE A CAMPAIGN** ».
- Fill out the required fields, ensuring you **choose the correct campaign type**, as **this is the only field you cannot edit later on.**
 - Without Participant:** The campaign doesn't have teams or participants. All donations go directly to the campaign.
 - Multiple Participants:** Many people can participate to the campaign. The participants **are not divided into teams**. A maximum number of participants can be determined once the campaign is created.
 - Teams + Participants:** The campaign has participants that are divided into teams. A maximum number of teams and participants can be determined once the campaign is created

The image shows a form titled 'Where does the money go?'. The form has several fields and options:

- Campaign Name:** A text input field with a blue arrow pointing to it.
- Describe your campaign in a short sentence:** A text area with a red information icon.
- Campaign type:** A section with a red information icon and three radio button options:
 - Without Participant (with a blue arrow pointing to it)
 - Multiple Participants
 - Teams + Participants
- Your objective:** A text input field with a red information icon and a dollar sign, with a blue arrow pointing to it.
- Campaign date:** A section with a red information icon and two date pickers:
 - Starting date
 - Ending date

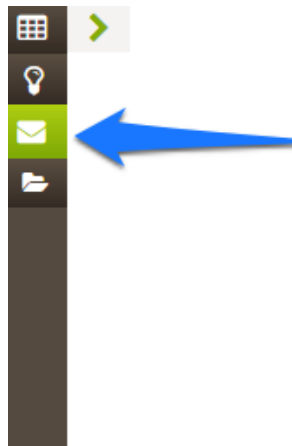
- c. Once your campaign is created, you will be redirected to the campaign personalization page where you can customize your campaign.



Have a look at each tab to familiarize yourself with the platform, but also to personalize and bring your campaign to life! **Be creative!** Use the campaign description box to explain what motivates you to raise funds for BCC.

Please note: After every change, do not forget to click the “**SAVE**” button at the bottom right of the page. If you do not click **SAVE**, the changes will not show on your public page.

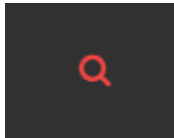
- d. In the dropdown menu on the right side of the screen, you can share your campaign with your friends, family and coworkers on Facebook or by email. We have prewritten a message for you, there's nothing easier!



Creating a team within an existing campaign

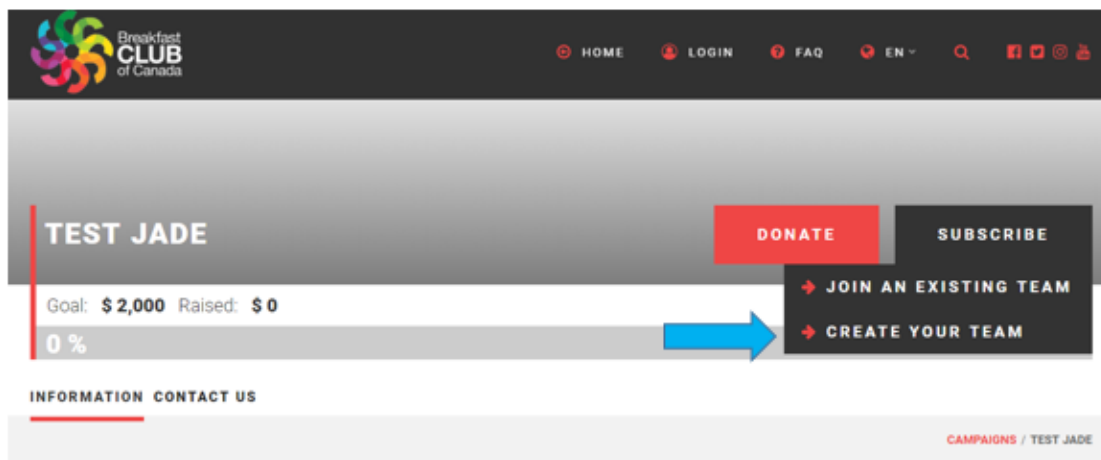
If the campaign is already created, and you would like to create a team within the campaign, here are the steps to follow:

- a. Head to the campaign's public page. Click on the magnifying glass on the top right of the page to conduct a search.

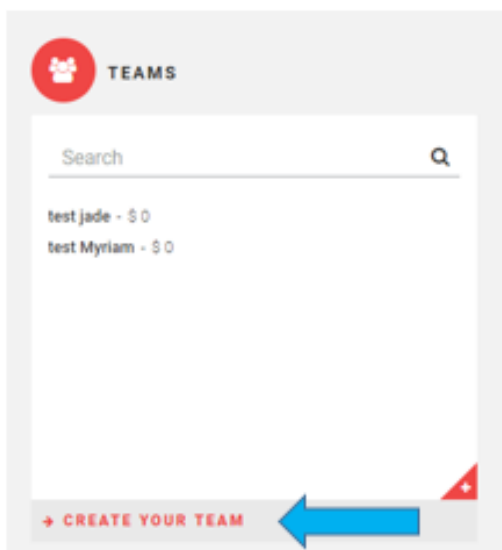


- b. Next, you have two options to create your team.

Click on « **SUBSCRIBE** » and « **CREATE YOUR TEAM** »




Or head to the bottom of the page and click on « **CREATE YOUR TEAM** »




c. In both cases, you will be redirected to a page to create your team:


Your subscription information




You will participate to the campaign

test Jade

 With this subscription, a participant profile will automatically be created for you.

Team Name 	Goal (CAD) 
test Myriam	* 750.00

Once your team is created, you will be directed to the campaign personalization page.

 You've been successfully subscribed!


Confirmation of team creation

Now you can invite your friends to subscribe or you can customize your page!

Campaign name
test Jade

Team name
test Myriam

Name of the captain
Myriam Brisebois



[SHARE !\[\]\(4857796118c7b095b5f29badb4b9f83f_img.jpg\)](#) [CUSTOMIZE YOUR PAGE !\[\]\(10ceed4b492f19ccf79f55133cceb82c_img.jpg\)](#)

[← RETURN TO THE HOMEPAGE](#)

d. You can now **customize your team's page!**

Type the presentation text that will appear on your public page.

The screenshot shows the 'TEAM'S PUBLIC PAGE' editing interface. At the top, it displays 'TEAM PROFILE: TEST MYRIAM' and 'CAMPAIGN: TEST JADE'. A 'VIEW PROFILE' button is in the top right. Below the navigation tabs, a yellow banner contains an information icon and the text: 'If you want to change the team responsible, write to : info@XXXXXX.gc.ca'. A note below reads: 'Feel free to regularly update the team's introductory text to maintain your supporters' interest.' A section titled '(*) Required fields' contains two input fields: 'Team Name' (with the value 'test Myriam') and 'Team Goal (CAD)' (with the value '750.00'). Below these is the 'Captain Name' field with the value 'Myriam Brisebois'. The main section is 'Your introductory text - Maximum 1000 characters', which includes a rich text editor toolbar with icons for undo, redo, link, unlink, list, bold, italic, underline, and paragraph style. A blue arrow points to the text area.

e. You can also **add a photo or video** if you would like.

The screenshot shows two sections for uploading content. The first section is 'UPLOAD A PROFILE PICTURE', which includes instructions: 'You can upload a JPG, JPEG or GIF image. Maximum authorized size is 2 megabytes. Any photo deemed inappropriate will be deleted by the moderating team.' Below this is an 'AVATAR' section with a 'Browse' button and a placeholder image of a colorful swirl. A blue arrow points to the 'Browse' button. The second section is 'UPLOAD A VIDEO', which includes instructions: 'You can import a YouTube video of your choice. Note that you will have to use the video's URL (e.g. https://www.youtube.com/watch?v=Se1vDIXq1M). Any video deemed inappropriate will be deleted by the moderating team.' Below this is a section for adding a team video with the text 'Add a team video. Authorized formats (YouTube Embed code)'. It features a 'Youtube video URL address' input field and two buttons: 'CANCEL X' and 'SEE THE VIDEO PREVIEW >'. A blue arrow points to the 'SEE THE VIDEO PREVIEW >' button.

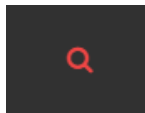
- f. If you have created a team, you are now its captain. It is **your responsibility to accept the participants who sign up to be on your team**. To do so, use the following tab:



Creating a participant profile within an existing campaign or team

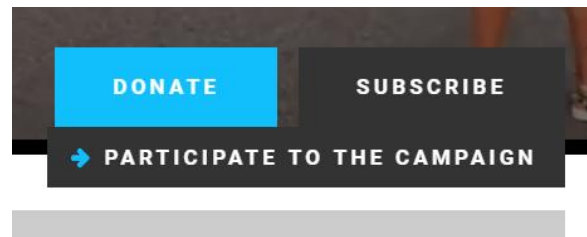
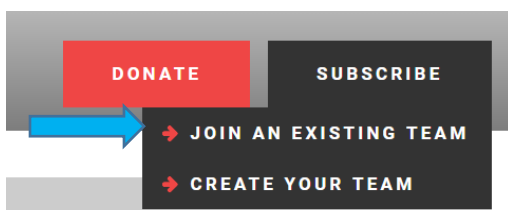
If you would like to sign up as a participant within an existing campaign or team, here are the steps to follow:

- a. Head to the campaign's public page by clicking on the magnifying glass on the top right of the page to conduct a search.

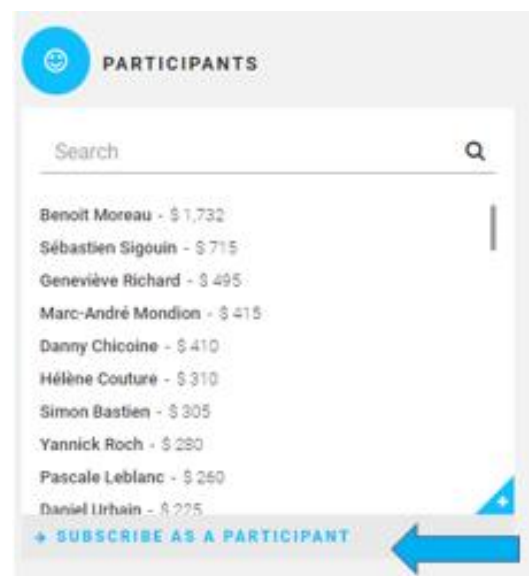
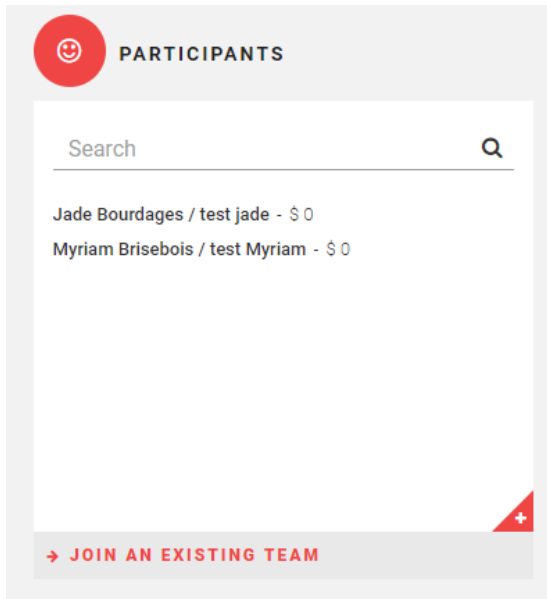


- b. Next, you have two options to create your participant profile.

Click on « **SUBSCRIBE** » and « **JOIN AN EXISTING TEAM** » or « **PARTICIPATE TO THE CAMPAIGN** ».

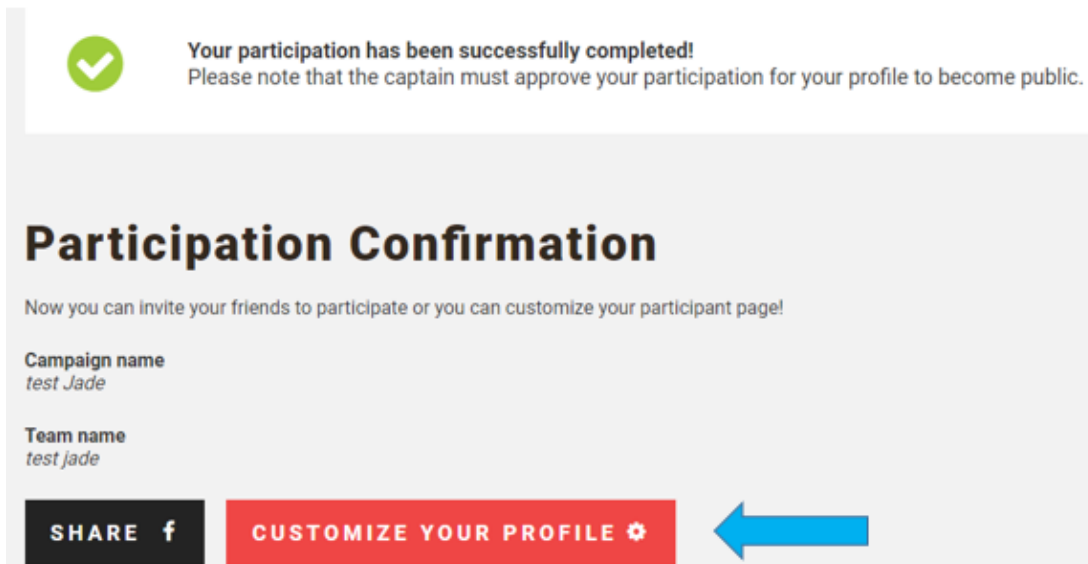


Or head to the bottom of the page and click on « **JOIN AN EXISTING TEAM** » OR « **SUBSCRIBE AS A PARTICIPANT** »:



- c. You will be directed to a page to create your participant profile, in which you must fill out the required fields.

Once your participation profile is confirmed, you will be redirected to the campaign personalization page.



d. You can now **customize your profile!**

Type the presentation text that will appear on your public page.

PERSON PARTICIPATION PROFILE VIEW PROFILE ↗
TEAM: TEST MYRIAM // CAMPAIGN: TEST JADE

YOUR PARTICIPANT PUBLIC PAGE

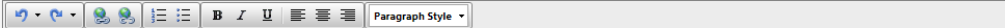
Feel free to update your introductory text regularly to maintain your supporters' interest.

(*) Required fields

Participant Name Myriam Brisebois	Participant Goal (CAD) 250.00
Team test Myriam	Participant's Status Active

Yes Visible

Your introductory text - Maximum 1000 characters





e. You can now add a photo or video to your profile if you would like.

UPLOAD A PROFILE PICTURE

You can upload a JPG, JPEG or GIF image. Maximum authorized size is 2 megabytes.
Any photo deemed inappropriate will be deleted by the moderating team.

AVATAR




UPLOAD A VIDEO

You can import a YouTube video of your choice. Note that you will have to use the video's URL (e.g. <https://www.youtube.com/watch?v=SeIvDIXrq1M>).
Any video deemed inappropriate will be deleted by the moderating team.

Add a team video. Authorized formats (YouTube Embed code)

Youtube video URL address



- f. In the dropdown menu on the right side of the screen, you can share your campaign with your friends and family on Facebook or by email.

We have prewritten a message for you, there's nothing easier!

SHARE MY PAGE

SEND AN EMAIL TO YOUR FRIENDS

i This email sending system should only be used to invite people to support this fundraiser. Any other use is strictly prohibited.

Send the link for your fundraising effort with a personalized message to your friends via **Facebook** or by **email**. You can select one recipient at a time, or more. It's simple and fast!

To address your email to more than one recipient, put a semi-colon between each address, followed by a space, as follows: `firstname.lastname@domain.com; firstname.lastname@domain.com`.

Please note that if you send an email to more than one friend, only the targeted recipient's address will appear. Recipients will not be able to see the other recipients.

You want to promote...
Campaign

Choose your campaign to promote
TEST-GUIDE

Invite your friends to support you using Facebook

Invite your friends to support you by email
(* Required fields)

Email(s) - add a semicolon (;) to delimit each email.

Subject
You have received an invitation from {FIRSTNAME} {LASTNAME}

Message
Dear Friends and Family,

Now, all you have to do is spread the word with your friends, family and coworkers to reach your fundraising goal!

If you need assistance with signing up or personalizing your page, do not hesitate to contact us:

Myriam Brisebois
Conseillère principale, développement
Club des petits déjeuners
myriam.brisebois@clubdejeuner.org
T. 514-896-3622 • 1 888 442-1217 # 3329

It will be our pleasure to guide you and answer any questions you have along the way!