

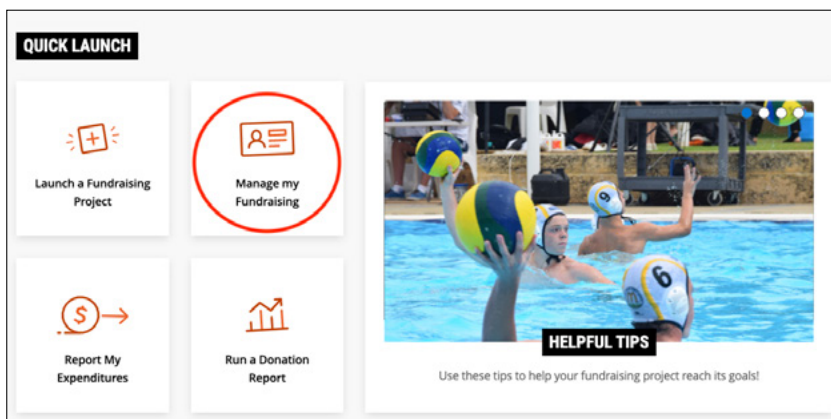
# EDITING A FUNDRAISING PROJECT

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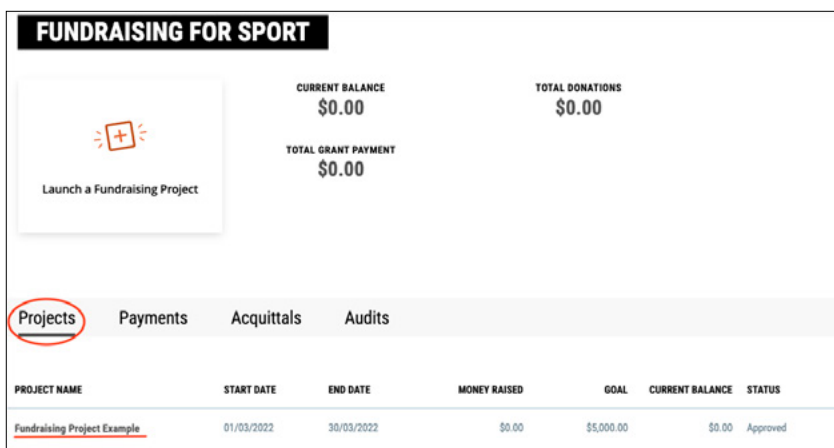


To ensure your fundraising project page is looking the best it can be, the ASF platform allows you to edit existing projects at any time in a few simple steps.

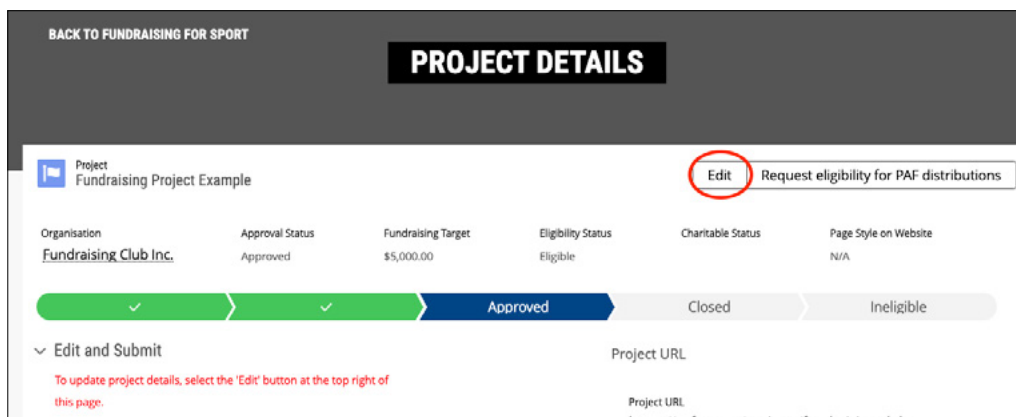
1. Login to the ASF platform by entering your username and password.
2. Once on the Home page, select 'Manage My Fundraising'



3. In the Projects tab, select the project you want to edit by clicking on the project name.



4. Select Edit in the top right-hand corner.



## FIELD DEFINITIONS

### PROJECT NAME

This will be the name that is displayed on your project webpage and URL link. Please ensure the name of your project includes only valid characters (a to z, 0 to 9, - ? . and ').

### SPORT TYPE

Ensure your sport type is accurate. This may impact a potential donor's ability to easily search for your project on the ASF website.

### PROJECT START DATE

Starting date of the fundraising (ballpark date is fine).

### ESTIMATED TARGET ACHIEVED DATE

The date you hope to have reached your donation target.

### PROJECT TYPE TAGS

Select the areas within your organisation or community that your fundraising will support.

### CAUSE AREA TAG

Optional – select only if applicable to your project.

## FUNDRAISING OBJECTIVES

### FUNDRAISING PLANS

How will you achieve your fundraising target? You can note ways that you intend on promoting your fundraising project here.

Consider the following:

- How will you approach your fundraising?
- Who will you aim your fundraising at?
- What communication method/s will you use?
- What events will you host (if any)?

### FUNDRAISING TARGET

The total amount you'd like to raise for your project.

## PROJECT SETTINGS

### DISPLAY THERMOMETER

You can choose to display how your project is tracking against your fundraising target by ticking the display thermometer box.

### YOUTUBE ID


To embed a video on your project page you can include your YouTube ID which are the characters between = and &. This is the highlighted section on the below URL and appears on the page as seen below. [https://www.youtube.com/watch?time\\_continue=3&v=0mquMqbcIZU&feature=emb\\_title](https://www.youtube.com/watch?time_continue=3&v=0mquMqbcIZU&feature=emb_title)

## PROJECT CONTENT

### SHORT DESCRIPTION

This brief description of your project is your fundraising “tagline” and will display on the online donation form. Here is an example. Tip: Ensure that you are using no more than 255 characters.

*“Help us build a batting cage and purchase a pitching machine so we can offer our players, particularly juniors, access to one of the best training facilities in the region!”*



**CLUBS & ORGANISATIONS**


### RESEARCH LOWER PLENTY BASEBALL CLUB

Help us build a batting cage and purchase a pitching machine so we can offer our players, particularly juniors, access to one of the best training facilities in the region!

[DONATE NOW](#) >

### LONG DESCRIPTION

This appears as about the project fundraising page and should tell your fundraising story; use emotive language to convey what you are trying to achieve with the project and the positive impact donors can make.




Raised	Goal
\$10,000.00	\$18,000.00

[Donate now](#)

**HELP BY SHARING:**

<https://asf.sodadev.com/proje...> [Copy link](#)

[Facebook](#) [Twitter](#) [LinkedIn](#)  
[eMail](#)



**SUPPORT RESEARCH LOWER PLENTY BASEBALL CLUB**  
Your donation is supporting **RLPBC Batting Cage doing it for the kids**  
[Visit website](#)

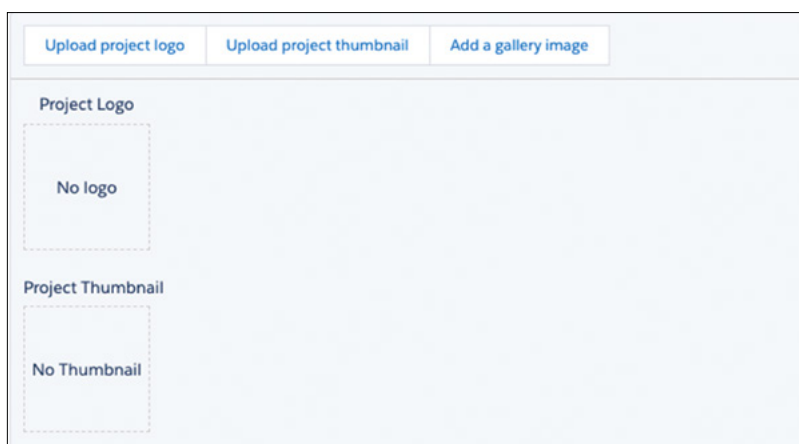
#### ABOUT THE PROJECT

The Research Lower Plenty Baseball Club (RLPBC) has enjoyed phenomenal growth in kids playing baseball in recent years. We are playing and training under constrained capacity with facilities built in the 1970's that our club has outgrown and is unsafe for our members - both senior and juniors.

The club is seeking funds to build a training space, fully enclosed and flood lit. This new batting cage has Banyule City Council endorsement and they will co-contribute to the funding.

## LOGOS AND IMAGES

Once you've created your project and added details, scroll to the bottom of the page to upload your logo/profile picture and other image/s.



The screenshot shows a user interface for uploading images. At the top, there are three buttons: "Upload project logo", "Upload project thumbnail", and "Add a gallery image". Below these buttons, there are two sections. The first section is titled "Project Logo" and contains a dashed box with the text "No logo" inside. The second section is titled "Project Thumbnail" and contains a dashed box with the text "No Thumbnail" inside.

**TIP: Do not click the (x) to remove a logo if there is already one loaded.**



The screenshot shows an image cropping tool. On the left, there are three steps: 1. Select the image file, 2. Crop the image, and 3. Save the cropped image. Step 1 includes a "Choose file" button and "No file chosen" text. Step 2 includes instructions: "Use the panel on the right to crop the image to the correct dimensions. You can zoom in using the image guide dot and if your image will not fit into the white square, you will need to resize before uploading as the image file is too large." Step 3 includes a "Save" button. Below the steps, there is a "Click Done to go back to previous page" instruction and a "Done" button. On the right, there is a large grey box representing the image being cropped, with a white square in the center and a small circle at the bottom for resizing.

- Click choose file.
- Use the circle at the bottom of the box to resize your image. Please resize so your whole logo/image fits within the grey box as this is what will be displayed.
- Click save.
- Click Done. This will upload your logo/image.

Repeat for thumbnail and gallery images. NB: at a minimum you will need to a logo and thumbnail image to activate your project page. If you don't provide a gallery image, your thumbnail image will be used.

**NOTE: The following are the ideal sizes for images to be uploaded to your project page.**

Project Logo – 400 x 400

Thumbnail and Gallery – 900 x 600

You may need to resize your image before it will fit in the light grey box of the cropping function.



## WHERE DO THESE IMAGES APPEAR?

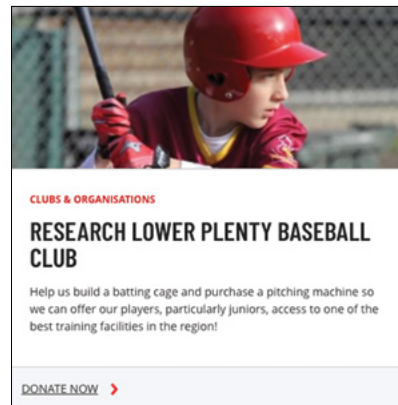
LOGO

**SUPPORT Oceania Mackenzie**  
Your donation is supporting Oceania Mackenzie-Tokyo Olympic Support 2021.  
Travel and the right training equipment can get pretty pricey! So if you want to help me prepare to be my best for the 2021 Olympics, it would be amazing! Also any donation of \$2 or more is tax deductible through the Australian Sports Foundation!

**Your Donation**

How often would you like to donate?  
 Once  Monthly

How much would you like to donate?  
    
 or enter another amount here (min. \$2)



THUMBNAIL

GALLERY

**SUPPORT RESEARCH LOWER PLENTY BASEBALL CLUB**  
Your donation is supporting RLPBC Batting Cage doing it for the kids.  
[Visit website](#)

**Raised** \$10,000.00 **Goal** \$18,000.00

[Donate now](#)

**HELP BY SHARING:**

<https://asf.sodadev.com/proje...> [Copy link](#)

[Facebook](#) [Twitter](#) [LinkedIn](#)  
[eMail](#)

## OPTIONAL PROJECT CUSTOMISATIONS

### DONATION OPTIONS

Enter three donation amounts that you would like to display to prompt your donors. They will also have the option to choose their own amount. If you leave these options blank, the default amounts \$25, \$50, \$100 will appear on your online donation form.

**How much would you like to donate?**

<b>\$25</b>	<b>\$50</b>	<b>\$100</b>
<b>\$</b>	or enter another amount here (min. \$2)	

### CUSTOM THANK YOU

After a supporter has made a donation, they will receive a general thank you message that mentions your project and their donation details. If you would like to include an additional customised thank you message to be displayed, please add it here.

## PROJECT URLS

### PROJECT AND DONATION PAGE URL

You will find links to both your fundraising project page and online donation form in the top right-hand corner of the project record. We suggest that you include these when promoting your project to make it as easy as possible for your donors to donate.

### PREVIEW URL

Before activating your project page, you can see what it will look like using this link.

5. Once you've added or amended all fields as required, click on Save.

**EDIT FUNDRAISING PROJECT EXAMPLE**

**Project Settings**

Display Thermometer  Private

**Project Content**

\* Short Description

\* LONG DESCRIPTION

**Optional Project Customisations**

Donation Option 1

Custom thank you message

Cancel Save & New Save

If your project is in DRAFT status, click on the green Submit Project button. This will automatically change the status to Approved and your page will go live on the website. Shortly after, the ASF Fundraising Support Team will be in touch to provide some resources to kickstart your fundraising .

If your project has already been approved and activated on the ASF website, your changes should take effect immediately after saving.

Remember you can make changes to your project page at any time by clicking Edit when in the project record.

**NOTE: By editing your project name, the unique Project URL may also change.**