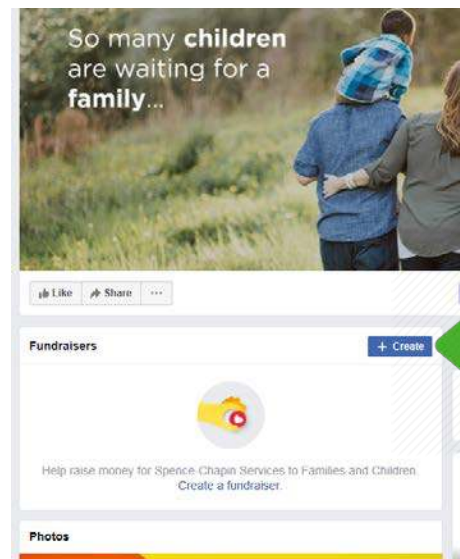


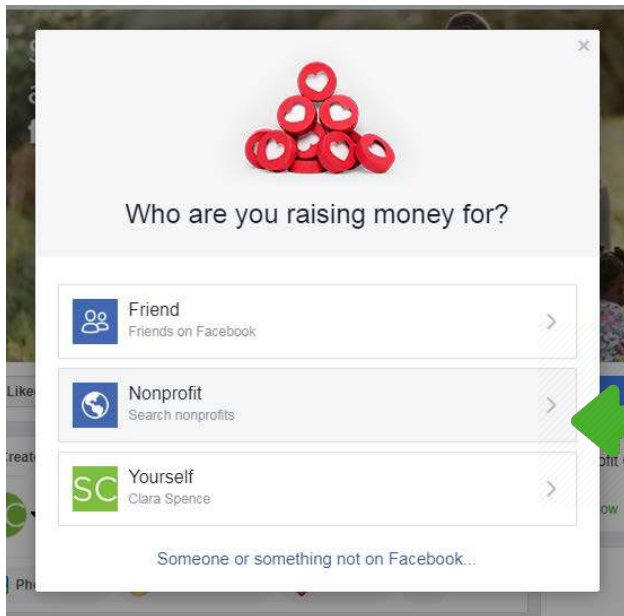
# How to Create Your Own Spence-Chapin Facebook Fundraiser



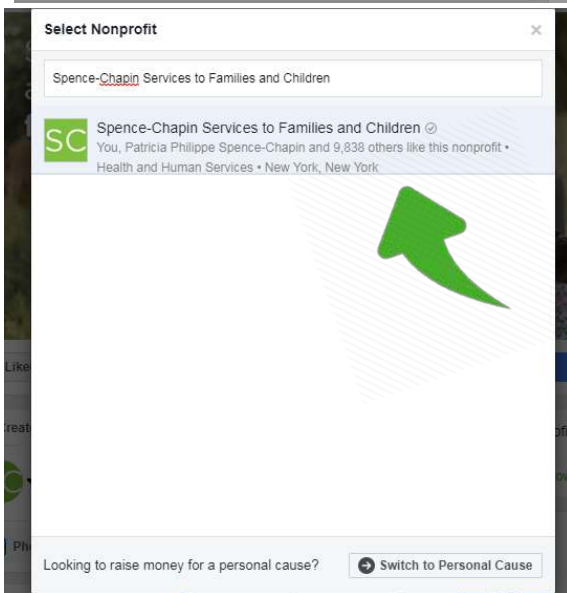
**Step 1:** Click on the arrow on the top right of your Facebook page and select “Create Fundraiser.”

**Note:** You can also head to the [Spence-Chapin Facebook page](#) and click “Create” in the Fundraisers box.





**Step 2:** A box will pop up asking you who you are raising money for. Select “Nonprofit.”



**Step 3:** In the search bar, start typing in “Spence-Chapin Services to Families and Children.” Our name should pop up below with our SC logo.

Click on our name when it pops up.

Let's start with the basics

Who is organizing the fundraiser?

Who are you raising money for?

How much money do you want to raise? *(?)*

When should your fundraiser end? *(?)*

Fundraisers are  Public, so anyone on or off Facebook can see them. Only people on Facebook can donate.

**Step 4:** Your name should appear in the “Who is organizing the Fundraiser” box.

Make sure that “Spence-Chapin Services to Families and Children” is written under “Who are you raising money for?”

If you want to set a goal, enter a dollar amount you hope to achieve with your fundraiser.

Select the date you want the fundraiser to end. For example, November 30, 2018, the last day of National Adoption Month.

Click “Next” when you’re done.

Tell your story

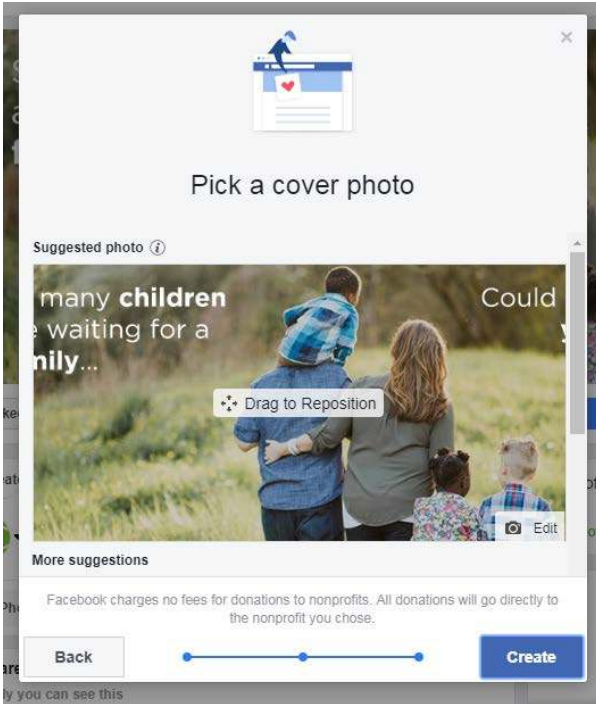
What's the title of your fundraiser? *(?)*

Why are you raising money? *(?)*

**Step 5:** Here is your opportunity to personalize your fundraiser. Let friends and family know what your connection is to Spence-Chapin and adoption.

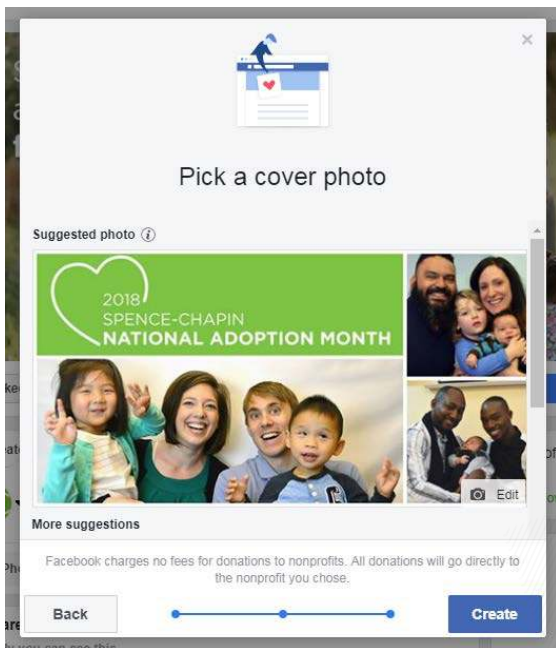
You can edit the name of your fundraiser, and edit or delete and write your own description of why you are raising money.

Click “Next” when you’re done.



**Step 6:** Upload a picture for your fundraiser. You can use the default image that appears, or click “Edit” on the bottom right to upload your own image.

If you’re creating your own image, the best dimensions for the image size are 1214 x 607.



**Step 7:** Once you’re happy with your image, click “Create.”

You’re all set! Make sure to utilize the prompts that Facebook gives you to share your fundraiser with friends and family! If you have any questions, please contact our Communications Manager Christine Pohl at [cpohl@spence-chapin.org](mailto:cpohl@spence-chapin.org).



**Thank you for supporting Spence-Chapin!**