



USER GUIDE

#1 - CREATE AN ACCOUNT

1. Go to www.myorangewood.org.
2. Click “Create Account” & enter your information.
Note that your password must be 5 or more characters.
3. Click “Complete Registration” once done

You can make changes to your account by clicking on “My Account” at the top of the page, then the “Account” Tab.

To change the profile picture (aka Avatar)

1. Click “Select Image”
2. Upload Image
3. Click “Insert into post”

To complete your changes to your account, scroll to the bottom and click “Update Profile”

#2 - CREATE A NEW CAMPAIGN

1. Click the “My Campaigns” tab or “Start Your Campaign” at the top of the page
2. Fill in the campaign information
 - a. Campaign Title
 - b. Goal Amount
 - c. Category
 - d. Start and End Date
 - e. Campaign Details
3. Upload campaign image (optional)
4. Create campaign giving levels
 - a. Choose the number of levels you want to add (up to 4)
 - b. Levels
 - i. Create a title
 - I. Example: Give \$25
 - ii. Add suggested amount
 - I. Example: 25
 - c. To create a “Give Any Amount” level
 - i. Name the Level Title: “Give Any Amount”
 - ii. Add Suggested amount as “5”
 - iii. Dollar amount can be typed in when your campaign is published.
5. “Save Draft” to come back later
6. “Publish Campaign” to go LIVE!

Share your new campaign by sharing the link, [www.myorangewood.org/projects/\[your-campaign-title\]](http://www.myorangewood.org/projects/[your-campaign-title])

EDIT YOUR CAMPAIGN

1. Login to your account at the top right corner of the home page
2. On your dashboard click “My Campaigns” and hover over the campaign you would like to edit
3. Click the first icon to edit
4. Make changes and save

TRACK YOUR DONATIONS

Visit your campaign to see who has donated!

