



LUMINARIA BLOCK CAPTAIN INSTRUCTIONS

If at any point you need assistance, please contact Denise O'Connor
610-691-5601 ext. 201 or email: doconnor@newbethanyministries.org

How to become a block captain within the Fundrazr portal

- [start your block by clicking on this sentence and then clicking “Become a Block Captain.”](#)

Become a Block Captain!

Create your own personalized page for your block to purchase Luminaria kits. Then share your belief in our cause with your neighbors. It's easy, information will remain private, and all funds go securely to [New Bethany Ministries](#).

As block captain, you will be responsible for picking up Luminaria kits in late November/ early December. New Bethany will keep in close contact with you for details on kit pickup this year.



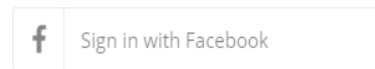
- Register and sign in options



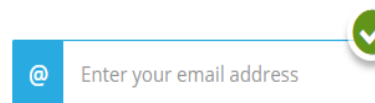
Register to fundraise



Denise, last time you signed in with your email address on this device. [Not you?](#)



OR



↑↑↑ Go to the Fundraisers tab to find your Block Captain! ↑↑↑

Or click below to create your own team and become a Block Captain!



Or: purchase Luminaria Kits below without a block or team.

Your purchase of Luminaria kits will go directly to help New Bethany Ministries offer hope and support to people who cope with extreme poverty, hunger, and homelessness.

- Personalize your Team Message; for example:
 - Customize why this event matters to you (OPTIONAL)
 - Upload or record a personal video message (OPTIONAL)
 - Add photos from previous years to your Team Page (OPTIONAL)
 - Set a goal (OPTIONAL) but it may ask you to put in an amount (\$10.00)



Your personal message

Tell people why our cause matters to you. Short messages and videos by supporters like you are one of our most effective fundraising tools. Add one or both and you'll help us raise more money. *Easy, effective, optional.*

0 / 1000

Record video · Upload video

- When done hit continue.
- View your page

Your personal goal

Set a personal fundraising goal. You'll encourage more contributions if you do. And rest easy. There's no obligation to achieve your goal or bad consequences if you don't. *Easy, optional, effective.*



Back

Continue

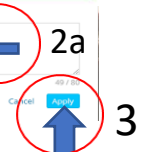
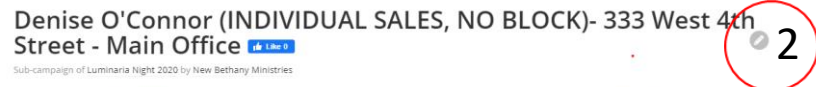
Welcome aboard!

Thank you! Your fundraising page has been created. Check it out now.

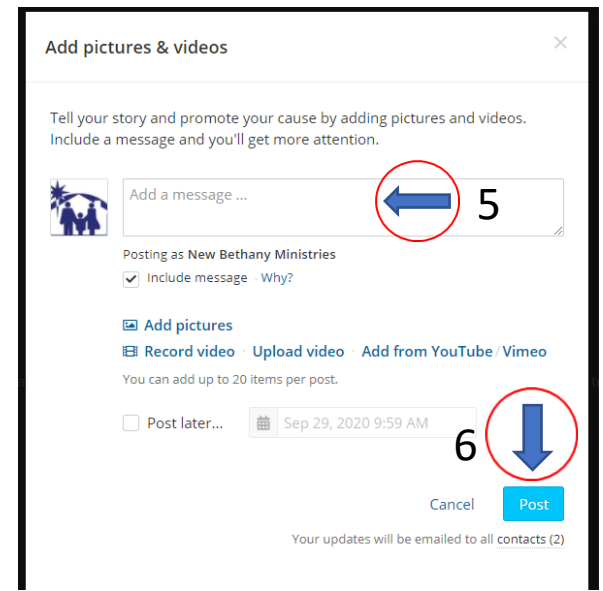


View your page

HOW TO CUSTOMIZE YOUR PAGE



Denise O'Connor (INDIVIDUAL SALES, NO BLOCK)- 333 West 4th Street - Main Office



- 1 – When viewing your page (click on your **block name**)
- 2 – To change your name, click on the **pencil icon** and update your block name (optional)
- 2a - Change your name in the text box
- 3 – Click **apply** to save your changes

- 4 – Click the “pencil” and change your “**default story**” to add your own (optional). Once finished, hit apply
- 5 - Click on **add pictures and videos** to add pictures/videos and a message (optional)
- 6 - then **post** when finished

BLOCK CAPTAIN HOME PAGE SCREEN

Denise's block for Luminaria Night 2020

Luminaria Night
December 12, 2020 | NewBethanyMinistries.org
Be the light IN YOUR NEIGHBOR'S DARKEST HOUR

PERSONAL LINK

Share a link

Send anyone this link to the campaign.

http://fnd.us/LuminariaNight2020?ref=ab_e7vM99_sh_59Uvt8

Copy link

Download QR code

- After you have created your Block Captain account, this is your home page. From here you can:
 - Hover over this blue bar and **share** your campaign in many different ways (facebook, tweet, email etc.)
 - **IMPORTANT** – you may choose to send your participants your personal link in order for them to purchase kits under your team. Click on your personal link and click copy link or download the QR code.
 - You can click on the **transactions tab** at the top right corner to see if your participants bought kits (see next page)

BLOCK CAPTIAN TRANSACTIONS SCREEN – How to print your report

Campaign transactions
Denise's block for Luminaria Night 2020 by Denise O'Connor

Filter: Sep 22, 2020 - Sep 23, 2020 | Show Completed | Filter by tag | Search

Buttons: Download | Send reminders | Add offline contribution

Date	Time	Total amount	Net amount	Status	Transaction ID	Processed by	Contributor email	Contributor name	Attributed to	Tags	Actions
Sep 22, 2020	12:00 PM	\$20 USD	\$19.12 USD	Completed	12345689	Stripe	Jane Doe@yahoo.com	Jane Doe	Denise O'Connor		Search, Edit, Email, Heart

Showing 1 - 1 of 1 total

Times listed in Eastern Standard Time

After you click on the **transaction tab** – it brings you to this page.

- Date – this should automatically populate with your first sale – if not you can change the date if needed.
- click on the **plus +** (this will show a detailed description of the individual transaction, which includes all payment details and how many kits they ordered)
- the **net amount** is the credit card service fee that NBM pays
- To print your report, click the **download** button. We recommend to select the transactions report (xls) – this will download the report – you will probably get a message that says report sent to your email address that you have on file.
- under **Actions** – you can hover over the icons and view as public post, edit details, resend confirmation email or send a thank you email