How to Set Up Your Fundraising Campaign Page on NEON:

1. Get on the C4G fundraising page: https://pcrf1.z2systems.com/cycling4gaza2017
2. Click "Join Team" on the right hand side of the page
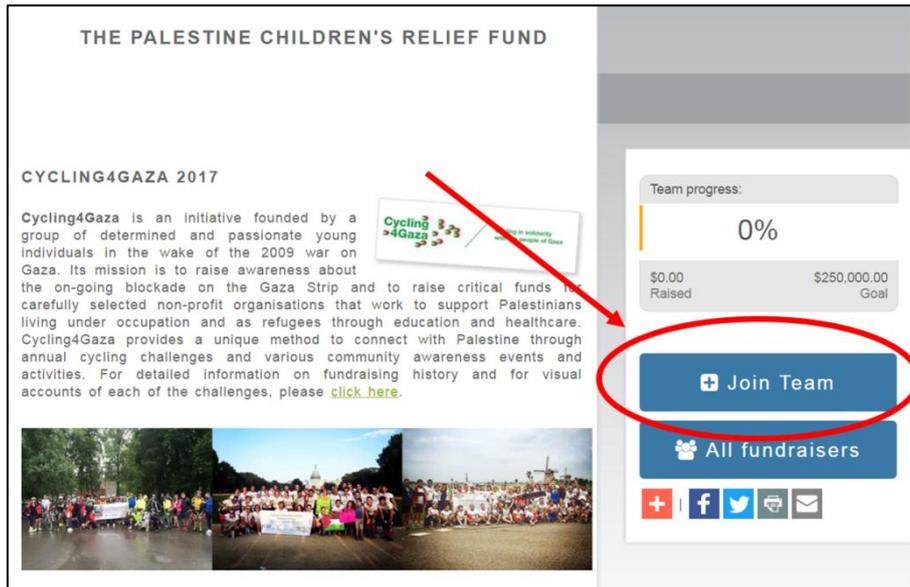
3. You will then be prompted to 'create' you own account, click the option: 'Create New Account'; which you can do manually or just sign in with Facebook or Google
4. Fill in the form and submit
5. You will then be given a login link which you can then use to login and manage your account. You will be the sole administrator and fundraise on your own with no issue.
6. Once you have created your account, a page will request to 'Manage a page for a campaign:' and to confirm you are joining Zara Hannoun's Fundraiser – click 'Manage Page' and a page will appear where you can personalize your fundraising page (see section below for details).
7. Click on the name of your fundraising campaign page and view it. There is manage page button on the right hand side which you can use to personalize your page by selecting a photo, writing posts and tracking the funds you have raised.
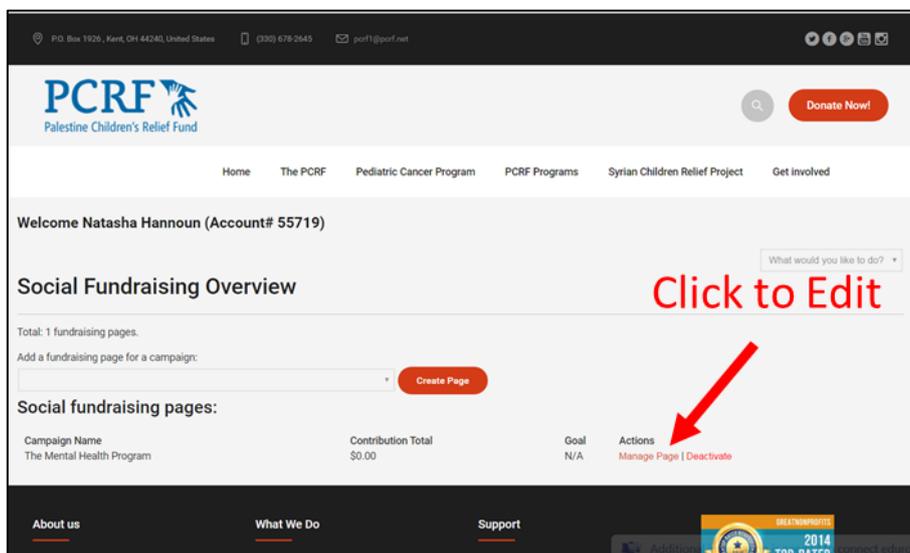
8. To view the link to share you page with your friends and family; click manage page button and the URL is defined or you can create a personalized one. **Please send us the link to your page as soon as possible on info@cycling4gaza.com**

9. Once you have logged out and log back in again, you can find you fundraising page by using the drop down menu on the right and selecting the option 'Social Fundraising'.

How to Personalize Your Fundraising Campaign Page on NEON:

1. Access your fundraising campaign page by following the steps above and then select the 'Manage Page' button, as shown in the screen shot in step 7.

2. The first step is to upload a campaign photo, the first option on the page. Select the browse button and upload your photo of choice, make sure it satisfies the size requirement of 250x188 pixels.

3. The bulk of your page is created using the section named 'My Page Content'. Most of it is straightforward, using icons similar to that of the usual computer software programs such as Microsoft Word. Go ahead and start creating the content of your page. What you do in the box will reflect exactly what will show on your page; such as alignments, fonts, colors etc...

4. If you want to place additional pictures to this section you will have to upload them. To upload a picture follow these steps:

   i. Click on the picture icon:
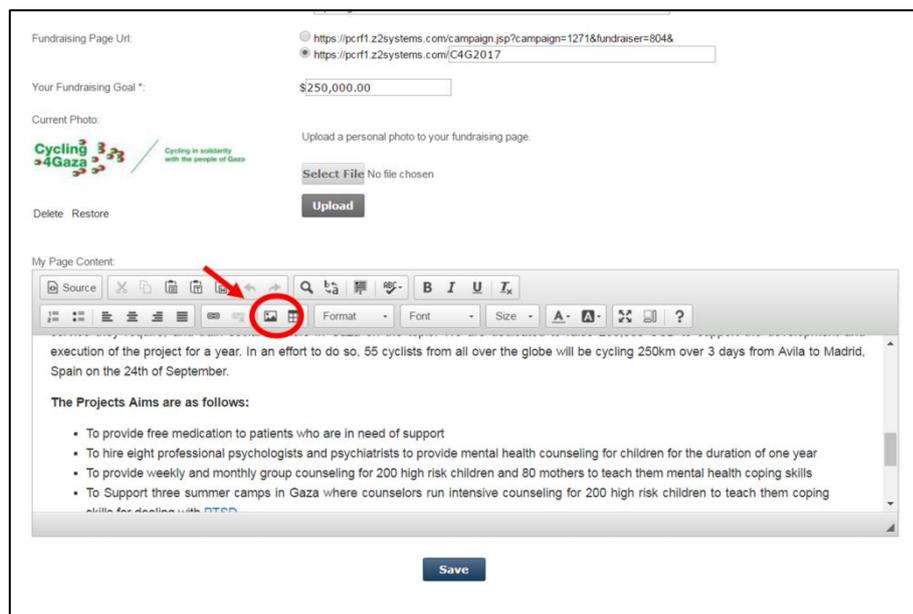
   ii. A new window will open and select the Upload tab as shown below:
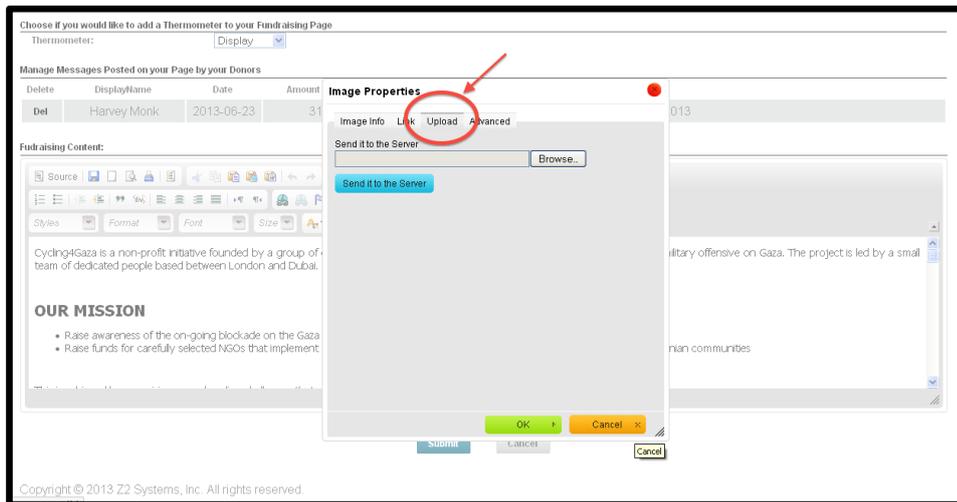
iii. Click the browse button and select the file of choice, then click 'Send it to the Server'.

iv. The tab will switch back to the 'Image Info' tab; you can modify the pictures alignment using the alignment drop down menu, then click OK. Your picture will then be inserted into the screen where requested.

5. If you have any further issues or questions please don't hesitate to contact us on: info@cycling4gaza.com