



## How to set up your individual fundraising page on Ammado

Once you submit your registration on [www.bigwalkkefalonia.com](http://www.bigwalkkefalonia.com) you will be directed to the Ammado website to set up your individual fundraising page so that your family & friends can sponsor you. Ammado is the website that manages the BIG Walk Kefalonia (BWK) fundraising pages & can receive donations on your behalf.

1. Select which charity you want to walk for; Nurture Project International or Animal Rescue Kefalonia. Alternatively you can choose to support (raise money for) both charities. If this is your preference, **please tick both charities**. You can then decide the percentage split of how your funds will be administered to each charity.
2. A BIG Walk branded template will pop up, which includes the BWK logo. It is suggested that you personalise the title of your fundraising page. For example 'Panaghis's BIG Walk Kefalonia 2016.'
3. Follow the prompts to populate the various fields.
4. In 'Description' it is suggested you enter in some personal info about why you are walking and what your charity means to you.
5. You will then receive two emails from Ammado. The first should arrive immediately which will confirm that you have set up your fundraising page.

Sometime after, you will receive another email from Ammado inviting you to 'moderate' your page. This will enable you to edit your fundraiser. I.e change the title of the fundraiser, the description etc. **Accept this invitation.**

6. You will then be asked to set up an account and password with Ammado. You need to use the same email that you used to set up your individual fundraising page. A grey box and mini box will appear for you to upload your own photo if you want. This is not necessary.

**Do not try to create your fundraiser again at this point.** It is just your account page! (This section confuses a lot of people). Think of it like your control panel/ dash board where you can edit your fundraising page.

The only thing that should need to edit is your *message/ call to action* as when you initially set up your fundraiser it simply uses the first sentence of your description, and will therefore likely be cut off mid sentence. It is advised that you change it to a brief, one liner.

Here is the link to an example fundraising page so you get an idea!  
<https://www.ammado.com/community/178156>

7. From your personal fundraising page you can then directly send your personal fundraiser out to your friends on facebook and via email to your email contacts. You can also cut & paste the link to send to friends via email or add the link to a post on facebook if you find this easier.

**You can log back into Ammado any time [www.ammado.com](http://www.ammado.com) which will take you to your individual fundraising dashboard.**