

# Fundraise for the Food Bank by Creating a Virtual Food Drive



## A Step by Step Guide to Creating a Fundraiser for your Company or Organization

### Step 1: Setting up your page:

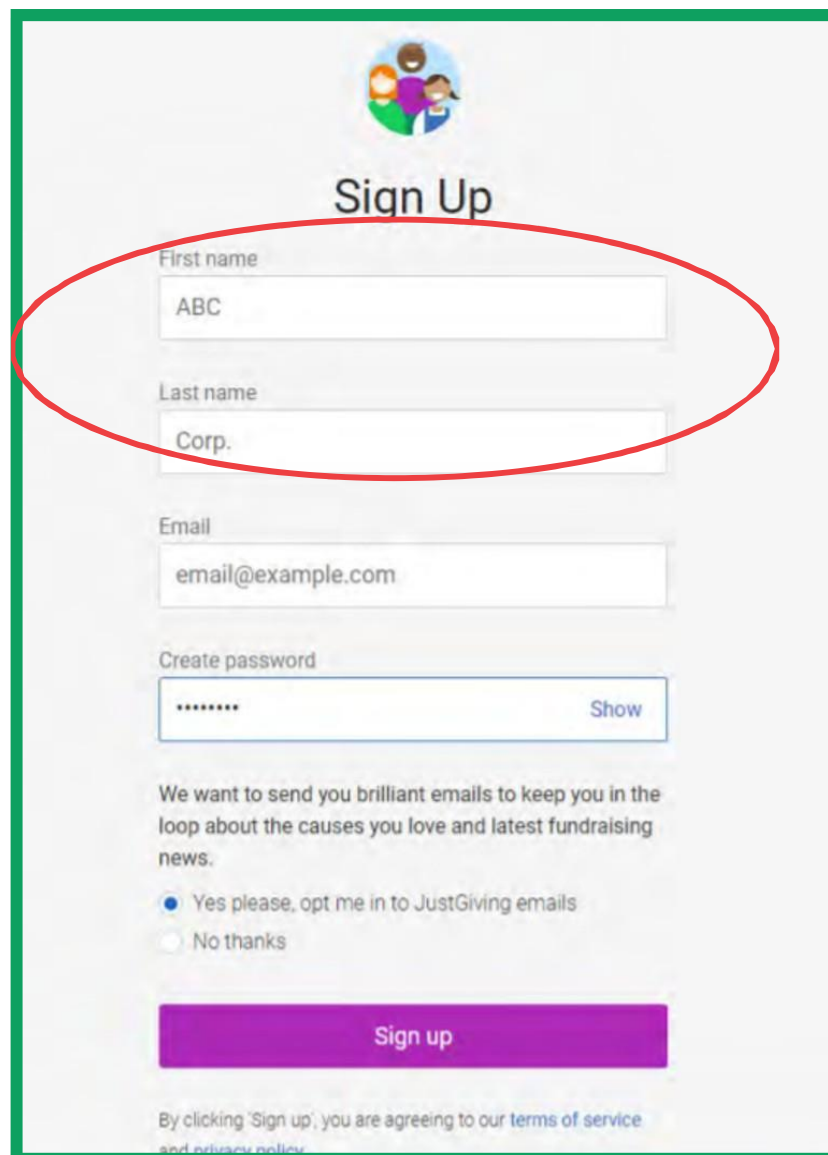
- Visit: <https://justgiving.com/campaign/ricfb23>
- Click on the "Start Fundraising" button.

The screenshot displays a fundraising page for the Rhode Island Community Food Bank. At the top, there is a photo of a woman with curly hair and glasses standing in a grocery store aisle, with her arms crossed. To the right of the photo are buttons for 'View gallery' and 'Change cover'. Below the photo is the Rhode Island Community Food Bank logo. To the right of the photo, a green circular progress indicator shows '0%' raised of a '\$100,000 target', with a '\$0' amount displayed below it. Below the progress indicator are two buttons: 'Give Now' (green) and 'Share' (white). Below the photo and progress indicator, the text reads 'Rhode Island Community Food Bank' and '2023 Virtual Food Drive'. Below this, there is a description: 'When you donate funds to the Food Bank, we make purchases in bulk, stretching your dollar further than if you bought food yourself.' Below the description, there is a calendar icon and the text 'Event: 2023 Virtual Food Drive, from January 10, 2023 to January 31, 2024' and 'Charity Registration No. 050395601'. Below the event information, there is a 'Story' section with the text 'The Rhode Island Community Food Bank distributes food to people in need through a statewide network of 140 member agencies including food pantries, meal sites, shelter, youth programs and'. To the right of the 'Story' section, there is a 'Be a fundraiser' section with the text 'Create your own fundraising page and help support this cause.' Below this text is a red button labeled 'Start fundraising', which is highlighted with a red circle. Below the 'Be a fundraiser' section, there is a 'No fundraisers yet' message.

**Need additional support or have further questions?  
Please e-mail [kseigh@rifoodbank.org](mailto:kseigh@rifoodbank.org) or call 401-230-1679.**

## Step 2: Set up an account:

- As you set up your account, be sure to use your company or organization name in the first and last name fields.
- You can break up the title, as seen in the boxes here
- You will be required to fill in both the first and last name fields, so if your company name is only one word, you will have to get creative by adding something into the last name field. (Examples: Inc., Company or even just a ".")



The image shows a 'Sign Up' form with a green border. At the top is a logo of three people. Below it is the title 'Sign Up'. The form contains several input fields: 'First name' with 'ABC', 'Last name' with 'Corp.', 'Email' with 'email@example.com', and 'Create password' with a masked password and a 'Show' link. Below the password field is a checkbox for 'Yes please, opt me in to JustGiving emails' (selected) and 'No thanks'. At the bottom is a purple 'Sign up' button and a link to 'terms of service and privacy policy'.

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# Step 3: Fill in the details!

Step 3 of 3

## Check your details

You're raising money for



**Virtual Food Drive**  
run by Rhode Island Community Food Bank

### Your event

RI Community Food Bank Virtual Food Drive

I'm doing this in memory of someone

Choose your fundraising page web address

www.justgiving.com/fundraising/ABCCorporation6

This web address is available

I'm happy for Rhode Island Community Food Bank to keep me informed, by email, about the impact of my fundraising and other ways to stay involved including future events, campaigns and appeals.

Yes please, opt me in

No thanks, opt me out

NOTE: Rhode Island Community Food Bank will receive your details and may need to contact you to support you in this fundraising effort. You can update your preferences directly with Rhode Island Community Food Bank.

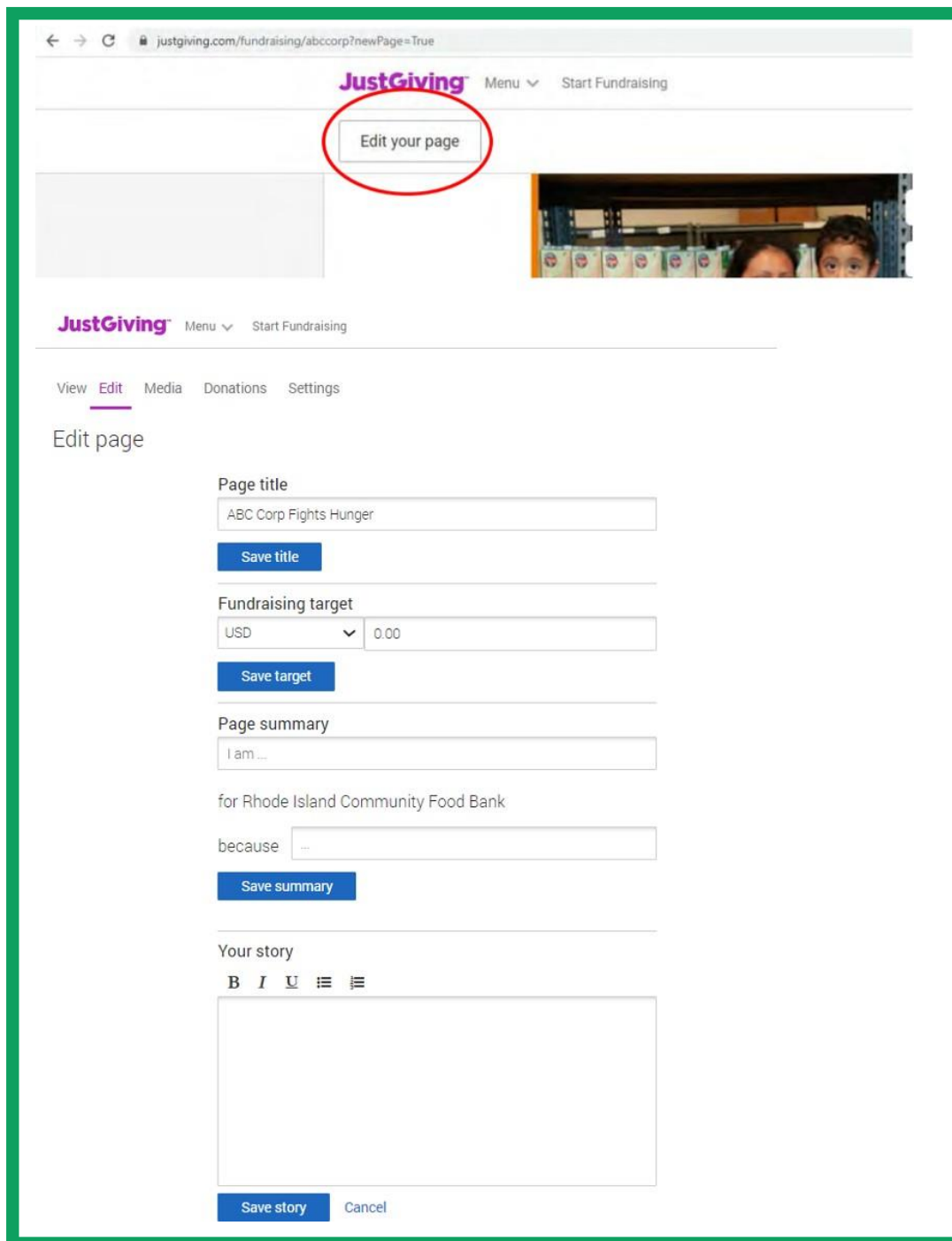
[Create your page](#)

By clicking Create your page you agree to our [Terms of Service](#) and [Privacy Policy](#)

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## How to Edit Your Fundraiser:

You can log-in to make edits to your page at any time! Click the "Edit your page" button in the top left-hand corner of the webpage. This will take you to your Dashboard. Once in your dashboard, you can edit pictures, verbiage, your goal, end date, thank you message and more!



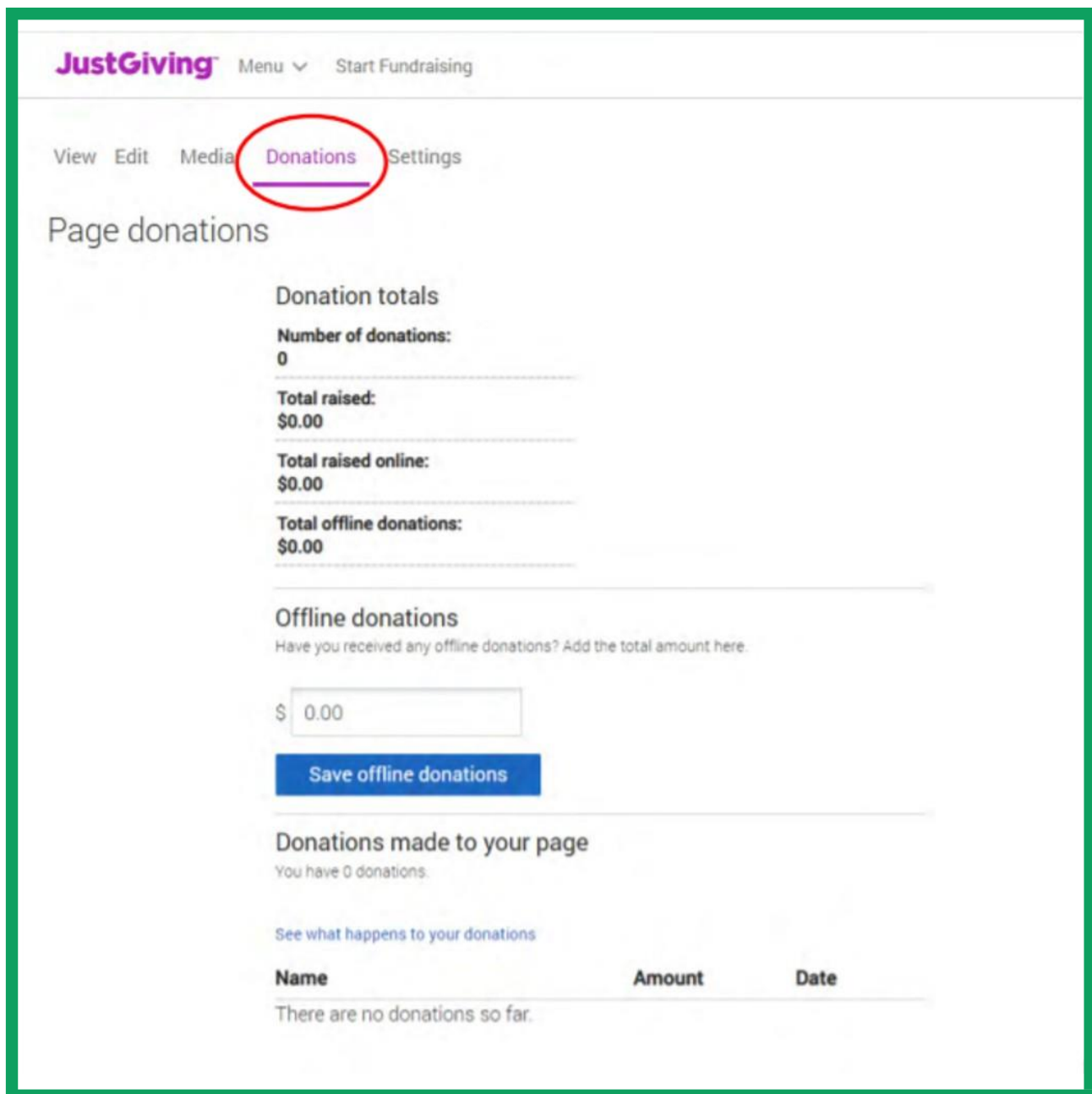
The screenshot shows the JustGiving website interface for editing a fundraiser page. The browser address bar shows `justgiving.com/fundraising/abccorp?newPage=True`. The JustGiving logo and navigation menu are visible at the top. A red circle highlights the "Edit your page" button. Below the button, the "Edit page" form is displayed with the following sections:

- Page title:** Input field containing "ABC Corp Fights Hunger" and a "Save title" button.
- Fundraising target:** Input field with a currency dropdown set to "USD" and a value of "0.00", with a "Save target" button.
- Page summary:** Input field containing "I am..." and a "Save summary" button.
- Your story:** A rich text editor with formatting options (B, I, U, list) and a "Save story" button.

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# How to View Who Has Donated and Add Offline Donations:

You can view who's donated or add offline donations by clicking the "Donations" Tab in your Dashboard.



The screenshot shows the JustGiving dashboard interface. At the top left, the JustGiving logo is visible, along with a 'Menu' dropdown and a 'Start Fundraising' button. Below the logo, there are navigation tabs: 'View', 'Edit', 'Media', 'Donations', and 'Settings'. The 'Donations' tab is highlighted with a red circle. Below the navigation, the page title is 'Page donations'. The main content area is divided into two sections. The first section, 'Donation totals', shows the following statistics: 'Number of donations: 0', 'Total raised: \$0.00', 'Total raised online: \$0.00', and 'Total offline donations: \$0.00'. The second section, 'Offline donations', asks 'Have you received any offline donations? Add the total amount here.' and features a text input field with '\$ 0.00' and a blue 'Save offline donations' button. Below this, there is a section titled 'Donations made to your page' which states 'You have 0 donations.' and includes a link 'See what happens to your donations'. At the bottom, there is a table header with columns 'Name', 'Amount', and 'Date', and a message 'There are no donations so far.'