



## Table of Contents

Log In .....	2
Set up your personal fundraising page link.....	3
Edit your personal fundraising page .....	5
Uploading photos .....	6
Send Emails .....	6
Sharing your page on Social Media .....	9

### **After registering, fundraising is the next step to treating animals to a sweeter life!**

It's time to start asking family and friends to help you **meet your fundraising goal!** Remember, our goal is to raise funds to shelter, rescue, and care for B.C.'s animals in need. Fundraising online is easier, faster, and puts donations to work for animals in need immediately!

## How to access your Participant Centre

Login to at:

[www.treatweek.ca](http://www.treatweek.ca)

by entering your username and password in the top right corner.



## Username/Passwords

Your username/password is created when you register for Treat Week. If you have forgotten your username/password or have trouble logging in, contact: [treatweek@sPCA.bc.ca](mailto:treatweek@sPCA.bc.ca) or call 1-844-599-2253 for help in resetting.

## Participant Centre vs. Personal Fundraising Page

### Participant Centre

Your participant centre is what you will see and use to fundraise when you login at [www.treatweek.ca](http://www.treatweek.ca). Here, you can send emails and customize your personal fundraising page.



ABOUT ▾

RESOURCES

FIND A FRIEND

DONATE

REGISTER

MY PROFILE ▾

DASHBOARD

UPDATE FUNDRAISING PAGE

UPDATE TEAM PAGE

SEND EMAIL

USER INFO

Share your fundraising page:



### SELF-DONATE

Offline donation page for printing:  
[Click here to download](#)

Your Fundraising Link:

<https://treatweek.ca/participant/1345202/2280/>

Team Page Link:

<https://treatweek.ca/participant/1345202/2280/29320/>



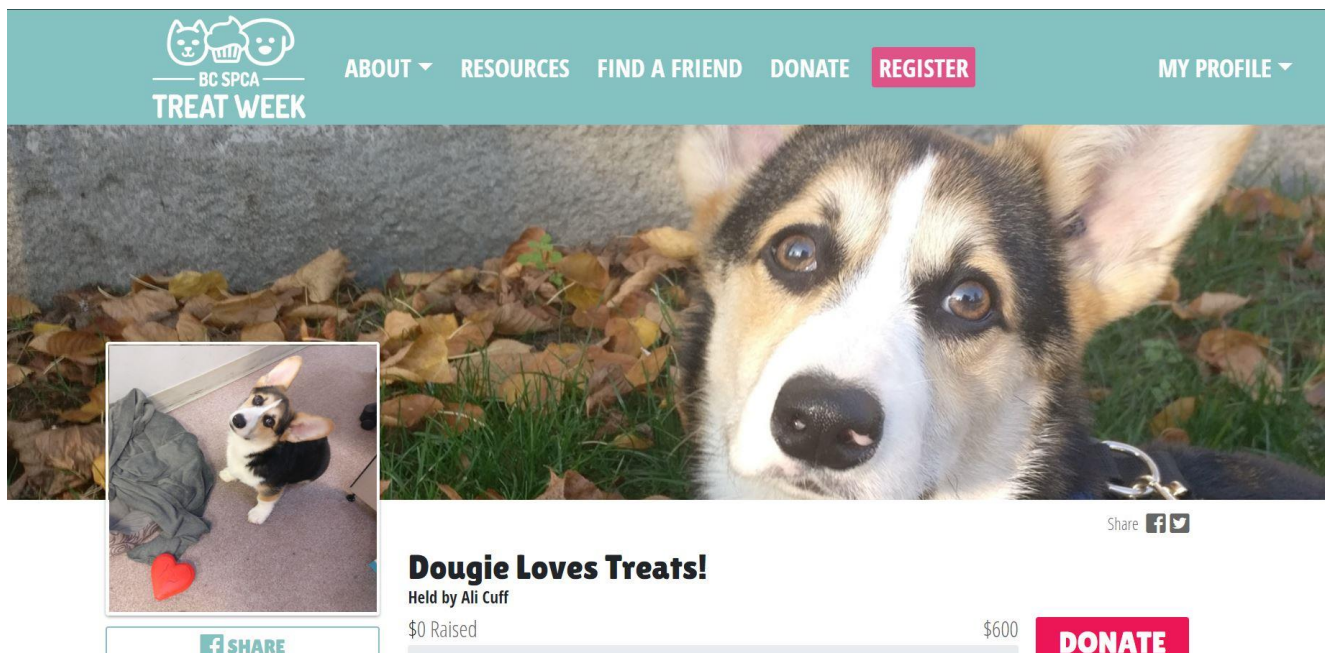
GOAL  
\$600

0%  
OF GOAL

RAISED  
\$0

## Personal Fundraising Page

Your personal page is what your friends and family will see when they visit your page to make a donation.

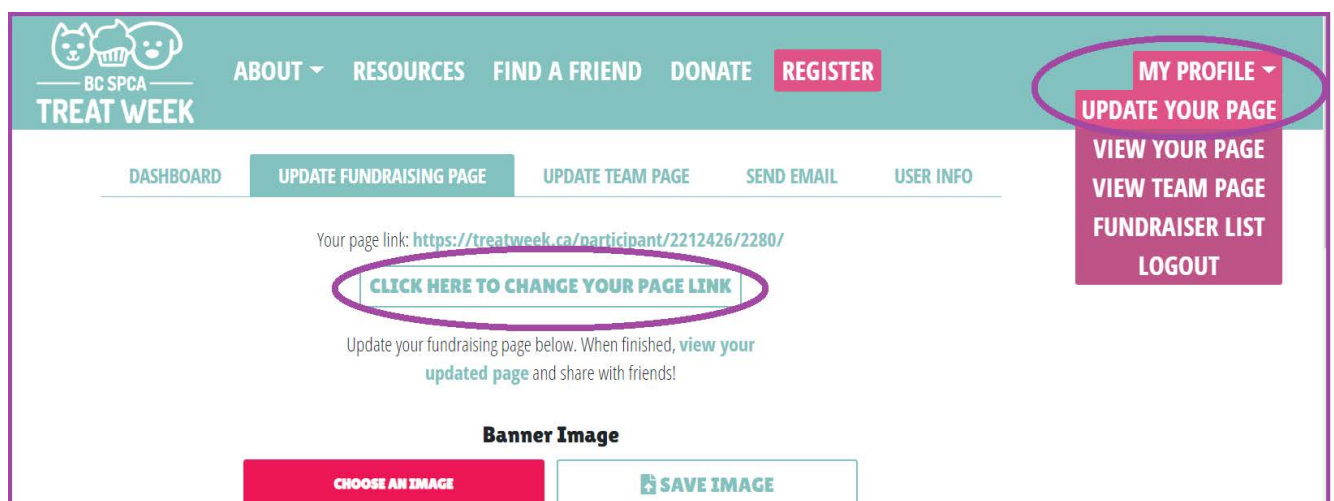


## Create Your Custom Fundraising Page link

Once logged in to your Participant Centre, create a custom page link to share with friends in emails or social media and collect online donations to your fundraising goal. This is the easiest, fastest, and most efficient way to fundraise!

*Follow these easy steps:*

- A)** Click on the 'Update your Page' button from the drop down 'My Profile' menu, or along the top of your dashboard bar



- B)** Select 'Click Here to Change your Page Link', and enter a name or nickname in the fillable box that appears



[DASHBOARD](#) [UPDATE FUNDRAISING PAGE](#) [UPDATE TEAM PAGE](#) [SEND EMAIL](#) [USER INFO](#)

Set custom url: <https://treatweek.ca/fundraiser/Dougie>

[SAVE CUSTOM URL](#)

Update your fundraising page below. When finished, [view your updated page](#) and share with friends!

C) Click "Save Custom URL", and a confirmation and your new page link will appear

### Example of how the link looks:

<https://treatweek.ca/fundraiser/Dougie/>

**Use your custom page  
to fundraise**

Copy + paste your custom  
page link into emails,  
Facebook, Twitter or  
Instagram so your friends can  
support your fundraising  
page for the animals.



# Edit your Personal Fundraising Page

*What's a personal fundraising page?*

When your friend or family member visits your custom link, they will see your personal page where they can donate online to your fundraising goal.



## ***Ways to personalize your page***

**Upload a photo** - whether it's a photo of your current animals or a furry friend in memory, a personal photo will assure friends that they are at the right page to make their donation

**Write a personalized message** - who are you fundraising for? Share your story about why you're fundraising to help BC's animals in need.

**Change your fundraising goal** - the recommended fundraising goal is \$500 but you can adjust this to any amount that you want to commit to.

### **Page Title**

Dougie Loves Treats!

### **Page Text**

↶ ↷ **B** *I* [List Icons] Paragraph [List Icons] U

Dougie is a BC SPCA Alumni and wants to help animals across B.C. by raising funds at his vegan cookie decorating party. Come over and decorate (then devour!) delicious vegan cookies at our house! Cookies and all decorations will be provided, with a \$5 donations to the BC SPCA going right to animals who need it the most.

P x SPAN

POWERED BY TINY

**SAVE TITLE & TEXT**

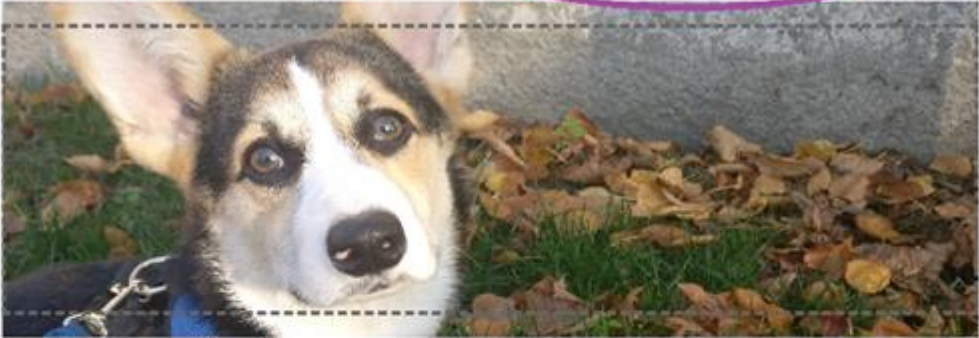
## How to upload a photo

- 1) Left click '*Update Fundraising Page*' tab on the top bar, to update both the Banner image and Profile image.
- 2) Once you've selected '*Choose File*', a window will pop-up where you can browse your computer's folders to select an image file (the photo).
- 3) Double click the image file to select, center within the dotted lines, and make sure to click '*Save Image*'!

**Banner Image**  

IMG\_20187029\_093536.JPG

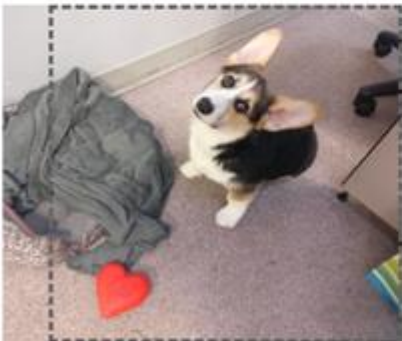
SAVE IMAGE



**Profile Image**  

IMG\_20187029\_093536.JPG

SAVE IMAGE



**Personal Goal**  

\$ 600

SAVE GOAL

## Send Emails

Sending an email or posting to Facebook is the easiest way to provide a direct link to your personal fundraising page for your friends to support you.

**You can send emails two ways:**

### Send email via your own email provider


Once you've created a custom link to your personal fundraising page, simply copy and paste the link to your own email account to send to friends.

*This way gives you the ease of using an email service that you are already familiar with.*

### Send email via the Participant Centre


Your participant centre has pre-written email templates that say the message for you and populates a link to your personal fundraising page.

Use the “Send Email” tab to compose a new email, see sent messages, or view draft messages.




ABOUT ▾RESOURCESFIND A FRIENDDONATE**REGISTER**MY PROFILE ▾


DASHBOARDUPDATE FUNDRAISING PAGEUPDATE TEAM PAGE**SEND EMAIL**USER INFO



**COMPOSE NEW EMAIL**  
Write a new email to friends and family about your fundraiser



**SENT MESSAGES**  
View sent email messages you've previously sent



**DRAFT MESSAGES**  
View draft email messages you've been working on

## Send Emails via the Participant Centre

1. Select an email template
2. Edit a few details to personalize the email.

### Compose Message

Subject:

How sweet it is....

Message:

↶ ↷ **B** *I* [List Icons] [Image Icon] [Smiley Icon] ABC

Hi **Adam**,

Thank you for bringing me one step closer to meeting my fundraising goal of **1600**! But most importantly, thank you for fighting animal cruelty with me.

Your donation will directly impact animals in need, like Emma, a sweet and friendly dog who was rescued by the BC SPCA. Because of your donation, Emma found shelter, care, and a second chance at finding his forever home.

From Emma and many shelter animals like her, THANK YOU for your incredible act of kindness for our furry friends!

With love from the animals,

**Ali**

PREVIOUS

SAVE DRAFT

NEXT

*Jazz the content up however you like with pictures, emoticons, and a personal message.  
Don't forget to add your name at the bottom of the email.*

### 3. Then hit 'Next'

\*Note: If you would like to save your draft and return to it later, you will need to click "Save Draft" and then "Previous" to return to your message centre



# Send Emails via the Participant Centre (continued)

4. In the next section, add your recipients to the contact list individually. Once you have all your recipients added and saved, select them in your list and hit 'next'

TE FUNDRAISING PAGE

UPDATE TEAM PAGE

ADD NEW CONTACT

First Name

Last Name

Email

ADD

DASHBOARDUPDATE FUNDRAISING PAGEUPDATE TEAM PAGESEND EMAILUSER INFO

SELECT RECIPIENTS

ADD CONTACT

ADDRESS BOOK

NAME	EMAIL	ADD
Ali Cuff	cuff.1990.ali@gmail.com	<input type="checkbox"/>
Amanda Compton	acompton@spca.bc.ca	<input checked="" type="checkbox"/>

RECIPIENT LIST

NAME	EMAIL
Amanda Compton	acompton@spca.bc.ca

PREVIOUS

NEXT

5. Preview, and if you're happy with your message to kick start your fundraising, hit 'Send Email' at the bottom of the page

Emma found shelter, care, and a second chance at finding his forever home.

From Emma and many shelter animals like her, THANK YOU for your incredible act of kindness for our furry friends!

With love from the animals,  
**Ali**

*A link to your Page will automatically be added to the bottom of your message.*

PREVIOUS


SEND EMAIL

## Sharing your page on Social Media

In sharing your story, fundraising progress, and pictures on social media, make sure you use the hashtag **#treatweekbc**

Also be sure to follow BC SPCA on Facebook and Instagram for more Treat Week updates. You can find the Treat Week event pages on Facebook for more updates on parties and events happening near you!

[DASHBOARD](#) [UPDATE FUNDRAISING PAGE](#) [UPDATE TEAM PAGE](#) [SEND EMAIL](#) [USER INFO](#)


**Share your fundraising page:**  


**SELF-DONATE**

**Offline donation page for printing:**  
[Click here to download](#)

**Your Fundraising Link:**  
<https://treatweek.ca/participant/2209828/2280/>

**Team Page Link:**  
<https://treatweek.ca/participant/2209828/2280/29320/>



GOAL  
**\$600**  
**0%**  
OF GOAL  
RAISED  
**\$0**

To share on Facebook or other social media profiles, copy and paste your personal fundraising page link (from the '*Personal Page*' tab) directly into your Facebook post.

## Any questions?

If you have forgotten your username/password, have trouble logging in, or have any questions regarding fundraising, registration, or Treat Week, contact [treatweek@spca.bc.ca](mailto:treatweek@spca.bc.ca) or call 1-844-599-2253 for help in resetting.

# THANK YOU