

## Instructions to Create a Fundraising Page

1. Go to [support.maccabiusa.com](http://support.maccabiusa.com).
2. When on the site, click on the link to the relevant Games- Apply, Support, or Fundraise. You should arrive on the same page that you initially applied for the Games.
3. In the upper right corner, please login with your username and password created during the application process.
4. The page will refresh and will now have a link in the upper right corner of the page called, "Participant Center." It will be located above the photo collage and next to the "Logout" button.



The screenshot shows the Maccabi USA website interface. At the top left is the Maccabi USA logo with the tagline "BUILDING JEWISH PRIDE THROUGH SPORTS". To the right, there are social media icons for Facebook, Twitter, YouTube, and Instagram, followed by a search bar and a "Logout" button. A red arrow points to the "Participant Center" link in the top right corner. Below the navigation bar is a horizontal banner featuring five athletes in action: a tennis player, a baseball player, a fencer, a soccer player, and a basketball player. Below the banner is a section titled "International Maccabi Youth Games Israel 2018". On the left is the logo for the Maccabi Youth Games 2018. In the center, a message reads: "Dear Applicant: Shalom and thank you for your interest in becoming a member of the United States Team that will compete at the International Maccabi Youth Games to be held in Israel July 22-August 1, 2018! The International Maccabi Youth Games are a celebration of Jewish unity, culture, and heritage through world athletic competition." On the right, there is a "Donate:" section with a green button that says "Click here to donate directly" and a "Find a Participant or Team:" section with tabs for "Participant" and "Team", and input fields for "First Name" and "Last Name".

5. You will be taken to the home screen for the participant center.
6. Click on the "Personal Page" tab in the grey bar, under the photo banner.

Welcome back  [Participant Center](#) | [Logout](#)

**Maccabi USA**  
BUILDING JEWISH PRIDE THROUGH SPORTS

ABOUT ▾ EVENTS ▾ MEDIA ▾ NEWS ▾ BLOG

**Events**

HOME EMAIL PROGRESS PERSONAL PAGE Help

Overview

Your Fundraising Progress

\$1,500.00 <small>I HAVE RAISED</small>	\$1,500.00 <small>MY GOAL</small>	100% <small>PERCENT</small>	0 <small>DAYS LEFT</small>
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What to do next? Customize your Personal Page with a story about why you are raising funds for this cause.

Participant Center 2018 Maccabi Youth Games Israel

Welcome to the Team USA Information Center

[Send email](#)

[Add Contacts](#)  
[View Your Progress](#)  
[Edit Personal Page](#)  
[Update Additional Information](#)

Sport or Position  
**Accommodations Manager**

- In the middle of this page, you will see an email box format. The title section is where you will title your page. It is encouraged have your name and sport incorporated in the title.

HOME EMAIL PROGRESS PERSONAL PAGE Help

Edit Your Personal Fundraising Page [View Personal Page](#)

Personal Page URL:  [URL Settings](#)

This page is **Public**

Title

Body

The International Maccabi Youth Games are a celebration of Jewish unity, culture, and heritage through athletic competition - I am so honored to be a part of Team USA! I hope you will join me in my fundraising efforts for the 2018 International Maccabi Youth Games in Israel - any contribution helps! Your support will ensure that my team is well represented in Israel with world-class Athletics and Jewish Pride. You can make a difference!

Please help minimize processing fees by sending a check directly to the Maccabi USA office. Please make sure to put my name in the memo line of the check.

All donations are tax-deductible as allowable by law and are non-refundable. Please check with your tax advisor.

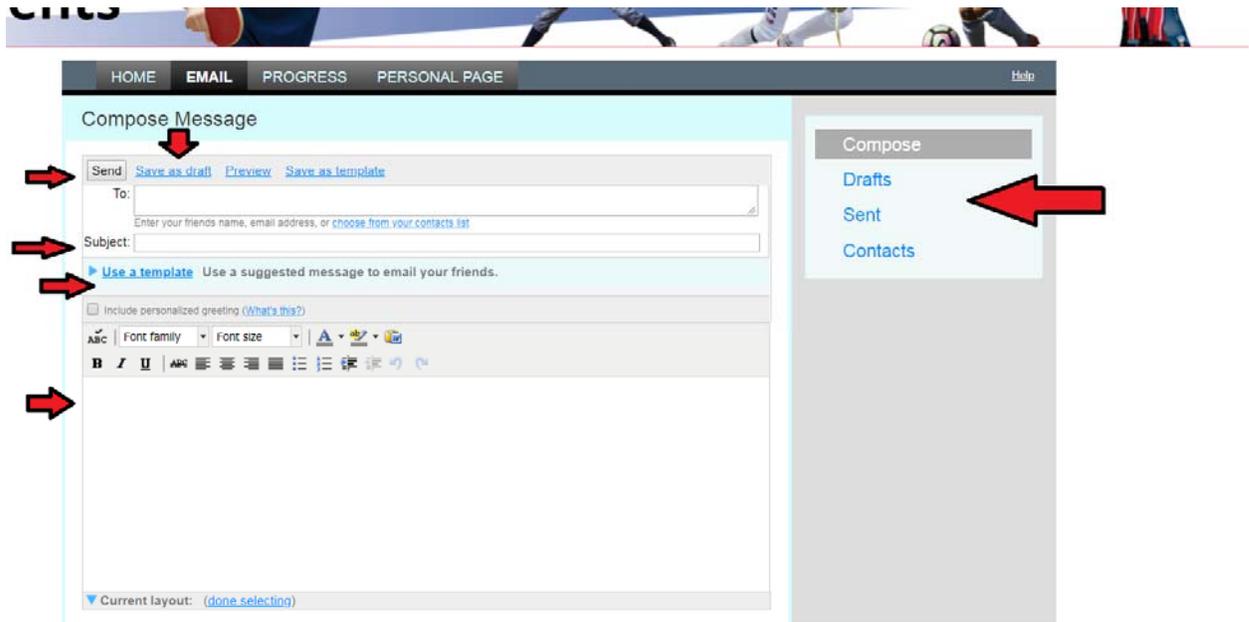
[Preview](#)

The Preview will open in a new window, but will not save your changes.

Content  
[Photos/Video](#)  
[Components](#)

- The section immediately below is where you will type the information that you are conveying to your potential donors. We suggest speaking about your intention in joining the program, why you are pursuing this sporting opportunity, and what you hope to gain through this experience.
- DO NOT FORGET TO SAVE YOUR WORK AT THE BOTTOM OF THE PAGE.

10. On the right side of the page in the grey box, there is a “Photos/Video” button. Once you click here, you can add a JPG photo to your page or a YouTube based video. Please make sure that your content is appropriate and relevant.
11. At the top of the Personal Page section, you can click “URL Settings” to edit your weblink to your page. We suggest including your first/last name and sport. This step is not necessary.
12. If you would like to use this system to send donors emails, you can click on the “Email” tab.



13. Once here, you will see a very similar set-up to the personal page. The “To,” “Subject,” and text box are all here like in a typical email. Please be sure to hit the “send” button at the top when you are ready. If not, hit “save as draft” to return to your work later.
14. We have provided a few templates for you to work off. Below the subject line, you can hit “use a template” to take a look at working drafts. Please edit the templates so suite your needs. **DO NOT FORGET TO ADD YOUR URL (PAGE LINK) TO THE EMAIL.**
15. If you choose to send emails from this system, you can upload a spreadsheet of information to the system in lieu of typing in each email. Select “Contacts” on the right side of the page.
16. Once an email is sent, you can track the recipient’s open rate, clicks, and eventual donations to your page.
17. We understand that like all emails, sometimes they get directed to spam. You may want to follow-up with donors if they do not open the first email.
18. **DO NOT FORGET TO THANK YOUR DONORS.** Whether someone donates online or offline, the Maccabi USA Office will add the donations to your page within 7 days of receipt. Their support is greatly appreciated by everyone here at Maccabi USA and you, too!

If you have questions do not hesitate to give the Maccabi USA Office a call at 215-561-6900.