

**PLEASE PRINT THIS PAGE OUT AHEAD OF TIME AND USE IT TO FOLLOW ALONG WITH THE INSTRUCTIONS IN SETTING UP YOUR PAGE**

**Note: It will really help you to read these instructions all the way through first before you follow along.**

**Candy Days 2022 – Your Personal Fundraising Page instructions:**

This year we have created 2 options to assist you in setting up your fundraising page.

1. Set up a new page on your own. **(You cannot reuse last year's page. You have to register again every year.)**
2. Have your Misericordia Candy Days team set up your page for you.

Pick your option and follow the instructions below associated with your choice. We also have a YouTube instructional video that will “walk” you through the steps of option 1.

Here is the link:

<https://www.dropbox.com/s/dqvjrkd8ppsrva/Candy%20Days%202022.mp4?dl=0>

\*(if you click on the “cog” to the right during the video you can slow down the video which might help you follow through it easier)\*

**1. Set up a new page (You must set up a new page, you cannot use last year's.)**

-Click on the following link to access the Misericordia Candy Days Home Page for 2022

(If you are having issues, copy and paste the link into your browser)

<https://secure.frontstream.com/misericordia-candy-days-2022>

(If the link does not work, copy it into your browser.)

Make sure your browser is full screen!

- Click on “Register” button in the center of screen.
- Click “Continue as an Individual” and click “Continue.” (We strongly encourage you **NOT** to create a team, which can be very confusing.)
- Ignore the “Register for Candy Days 2021” registration type and click “Continue.”

- Fill in “Create Account” fields and write down for future reference – you must fill this in even though you did a page last year. **Do not choose the “log in” button until you have registered through this screen for the first time.** (You will name your page in a later step.) If it gives you an error message that your Username was already used, pick another.

-Fill out your contact information. Use your name here. Later you will create/edit the name of your page and add your MFA number.

- Check the 3 ways to contact you. Set your fundraising goal, which can be changed at a later date. (You must enter in the “\$” sign.)
- Confirm the prechecked boxes for “Show in search results” and “Show in leaderboard.”
- Review and complete registration.

- Decide if you want to donate to your page now. You can always do it later. Click "Continue."

- Click the box to "Personalize" your page.
- If you would like to copy your text from last year's page, simply go to <https://secure.frontstream.com/misericordia-candy-days-2021> - scroll to the bottom and search your name in the box.
  - If you are having issues, copy and paste the link into your browser
  - Copy and paste your text from your page- do NOT transfer it into Word.
  - Begin the process to create and edit the content of your page.
  - First, you want to change the name of your page. At the very top it will display the name you used during registration. We would suggest changing the name to your Resident's name followed by your MFA number. Just highlight/hover over the field (above your story) and type in the new name (i.e: Kirk Hartemayer's Page 6036A).
    - Click on the "Pencil" icon in the text box. (Put cursor over words to see the pencil icon if it is not visible.)
    - Type in your story (or cut and paste last year's story-see link below to access last year's page).
    - **Very important – to save the new text, click your mouse on the left side outside of the text box.** You will see a green message at the very top (for only a few seconds) that says your content was saved. There is NO SAVE BUTTON. Once you see the pencil icon at the bottom of your text box, you will know that your text is saved. You can continue to edit and save, just remember to click outside the box to save.
    - Feel free to delete the introductory sentence that was initially in the text box.
    - Lastly, click on the camera in the blank picture box and replace it with a picture from your files. Note there is a blue box overlay that you need to adjust for sizing your picture. Click on the save button below to the right. (It will not save your picture if the file size of your picture is too large.)
    - Note your page will not look as good in the edit mode as when it is published. Click on the "View Page" button in the top right and you will see a much better looking page.
    - Go back to your page in edit mode, the prior window/browser tab/back arrow, and log out at the very bottom left of the screen. You are now done.
    - If you want to edit in the future, go to the Misericordia Home Page and click on Login (top right). Remember that it requires your **Username**, not email address and password.
    - You will receive an email from FrontStream after you have registered your new page with: 1) a link to the Misericordia Home Page for 2021 and also 2) a link to the fundraiser page you have just set up.

**REMINDER:**

If you would like to copy your text from last year's page, simply go to <https://secure.frontstream.com/misericordia-candy-days-2021> - scroll to the bottom and search your name in the box.

- If you are having issues, copy and paste the link into your browser
- Copy and paste your text from your page- do NOT transfer it into Word.

## **2. Have your Misericordia Candy Days team set up your page for you**

- Send us an email with the following required information if you want us to set up a very generic page that you can go back and edit or simply leave as it is:
  - Email address you want us to use for your page
  - The name of your page (Resident/your name/MFA#)
  - Fundraising goal
- You can also provide the following additional information to have us create a more customized page for you:
  - User name and/or Password you would like
  - If you would like us to copy last year's text and/or picture into your new page
    - Text/story about your resident
    - Pictures
- After we have set up your page we will send you in an email with your Login Username, password and the link to your page. If you would like us to make any changes or edits after you have had a chance to look it over, simply email us back.

### **Helpful Hint – Sending out your link to your page to donors**

We strongly recommend that you do not use the FrontStream system to manage your emails for sending out your link to your donor base. Over the years, families have encountered numerous problems, including emails going to spam, failed imports of emails, limits on the number of emails, etc. The best approach is to simply use the "url" for your individual page and copy it into the emails you want to send using your own contact lists. You will receive the "url" for your page from FrontStream when you register and set up your page. You can also find your page by going to the Misericordia Home Page (at the bottom) and searching for your page.

### **Sharing your page on social media**

Click either of these icons to share your page or donations with your friends on your social media platforms.

Help us reach our fundraising goal.



Contact us at:

Grace Glan: [graceg@misericordia.com](mailto:graceg@misericordia.com) 773-273-4160

Gregg Hartemayer: [greggh@misericordia.com](mailto:greggh@misericordia.com) 847-840-5997

Thank you for supporting Candy Days!

Sister Rosemary Connelly and the Candy Days Team