



Candy Days 2023 – Personal Fundraising Page Instructions

PLEASE PRINT THESE INSTRUCTIONS AND USE TO FOLLOW ALONG WHEN SETTING UP YOUR PAGE. *Note: We strongly encourage you to read these instructions prior to starting.*

We have created 2 options to assist you in setting up your fundraising page.

1. Set up a new page on your own. (**Important: You must register and create a new page each year.**)
2. Have the Misericordia Candy Days team set up your page for you.

Pick your option and follow the instructions below associated with your choice.

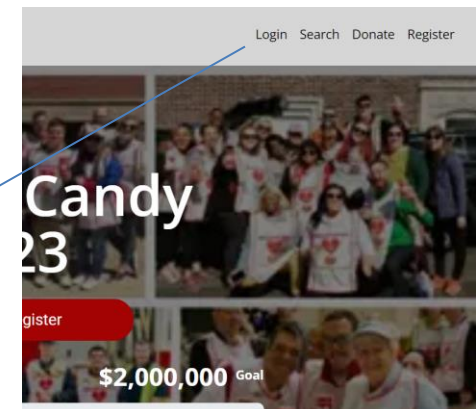
Setting Up Your 2023 Page

**Please note, each year you will need to set up a new page. You will not be able to use last year's page.*

1. To get started, click on the following link to access the Misericordia Candy Days Home Page for 2023. **Hint:** If you are having issues, copy and paste the link into your browser. **Hint:** Make sure your browser is full screen!

<https://secure.frontstream.com/misericordia-candy-days-2023>

2. If you have an **existing account** click on “Login” in the upper right-hand corner, enter in your username and password.
 - a. If you don't remember your username and/or password, click on “Forgot username/password?”.
 - b. You will receive an email shortly from Frontstream to reset your password. At the bottom of the email it will also provide you with your username. **Hint: Write down your user name**
 - c. If you do not receive an email, check your junk/spam folder.
 - d. Once you have reset your password and verified your username, you will be prompted to Login to your user account
 - e. The next screen “Your Contact Information” will pre-populate all of your personal information from prior years. Please review and make any updates.



Log in to your account

or

Username *

Password *

[Forgot username/password?](#)



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- f. Important: at the bottom of the “Your contact Information” screen there are 3 boxes. Please check all 3.
- g. Go to step 6.
3. **If you do not have an account (i.e. you have not set up a page in the past),** click on the “Register” button in the center of screen.
4. Complete all of the “Create Account” fields – email, username and password.
 - a. **Hint:** Write down this information for future reference as you will need this information to access your participate page.
 - b. **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.)
 - c. If you receive an error message that your Username is already used, please select another name (this may happen, if you have a common name)
 - d. When complete, click the “Create” button
5. Complete all of the required “Your Contact Information” fields. **Hint:** A required field is signified by a red asterisk at the end of each field.
 - a. Please note, you will be adding your MFA number in a later step
 - b. Please check all 3 boxes on the ways to contact you
 - c. Set your fundraising goal. Please note this can be edited at a later date.
 - d. Confirm the pre-checked boxes for “Show in search results” and “Show in leaderboard.”
 - e. Review your information and click “Complete” button.
6. Decide if you want to donate to your page now. You can always do it later. Click “Continue.”
7. On the “Personalize your Fundraising Page” screen, click the “Personalize” button. Please note, you can skip and come back to personalize your page at a later time.

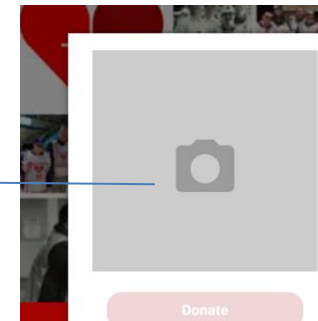




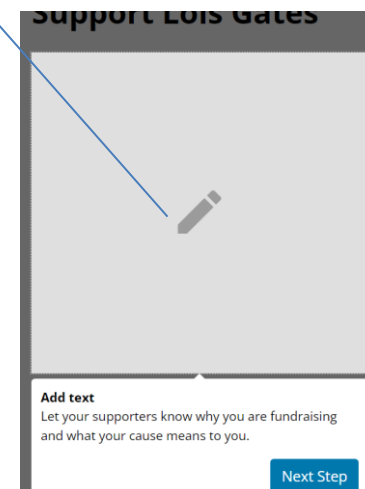
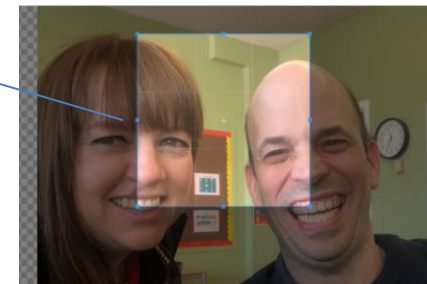
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8. On the “Edit your Page” screen, you will be first prompted to add a photo
 - a. Click on the camera in the blank picture box and you will be prompted to select a picture from your personal files. **Hint:** Make sure to have a photo pre-saved in your personal files that you can access during this process.
 - b. A blue outlined box with a grid will appear and overlay your picture. Use this grid to size and adjust your image. **Hint:** You can hover your mouse over the grid or on the edges of the box to size your photo.
 - c. Click on the save button on the lower right side of the screen when complete. (It will not save your picture if the file size of your picture is too large.)
 - d. Next click on the “Next Step” button below the picture.

9. To the right of the photo is a box with the image of a pencil, click anywhere within this box. Once the box changes from gray to white, you can write your story or message.
 - a. If you would like to copy your text from last year’s page, simply go to <https://secure.frontstream.com/misericordia-candy-days-2022>.
 - b. In the upper right-hand corner, click on “Search”.
 - c. On the next screen, in the pop-up box, type in your last name. As you type, participant names will display.
 - d. Click on your name (it will turn blue) and your 2022 page will display.
 - e. Copy and paste your message into your 2023 page and make any adjustments you desire to your message.
 - f. **Very important – to save the new text**, click your mouse outside of the text box. There is NO SAVE BUTTON. Two things will happen: 1.) a green box at the top of the screen will appear momentarily that says “Content Saved” 2) the pencil icon will appear at the bottom of your text box.
 - g. You can continue to edit and save, just remember to click outside the box to save each time.
 - h. **Hint:** If you are having issues, copy and paste the link into your browser



image





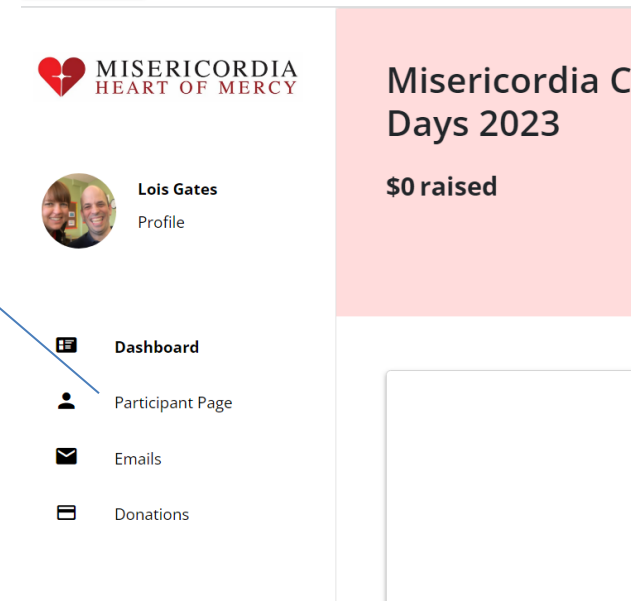
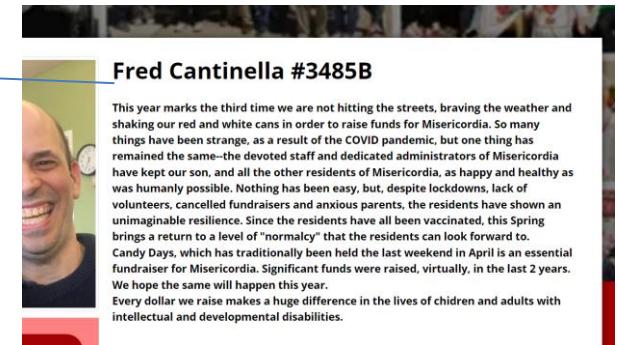
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10. To edit the name of your page, scroll up to the top of the screen and highlight/hover your mouse over the title. A box will appear that will allow you to type in a new name.
 - a. We strongly encourage you to change the name to your Resident’s name followed by your MFA number (i.e.: Kirk Hartemayer’s Page 6036A).
11. To add additional photos below the text, go back to step 8.
12. To view your page, scroll to the top of the screen and click the “View Page” button. A new window will open.
 - a. To go back to your page to edit, at the top your screen, select the prior tab that contained your edit page.

If you want to edit in the future, go to the Misericordia Home Page via the link

<https://secure.frontstream.com/misericordia-candy-days-2023>

1. Click on Login (top right). Remember that it requires your Username, not email address and password.
 - a. On the next screen, on the left-hand side, click “Participant Page”. The “Edit Your Screen” will appear.
 - b. **If you wish to edit your story/message**, scroll to the bottom on your message and click the pencil. **Hint:** remember when finished editing your message, click outside of the text box to save your changes.
 - c. **If you wish to change your picture**, click on the camera and select a new picture.





Candy Days 2023 – Personal Fundraising Page Instructions

Have your Misericordia Candy Days team set up your page for you

You have the option to have the Misericordia Candy Days team set up a generic page or create a more customized page for you. To create a customized page, the team will require additional information from you. Please note, the team will not create a message for you or take photographs. All information on your customized page will need to be supplied by you.

1. Send an email to one of the following members of the Misericordia Candy Days team:

annemills@misericordia.com or gregghartemayer@gmail.com>

2. Your email should include the following 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:
 - a. Email address you want us to use for your page
 - b. The name of your page (Resident/your name/MFA#)
 - c. Fundraising goal
3. You can also provide the following additional information to have us create a more customized page for you:
 - a. User name and/or Password you would like
 - b. Text/story about your resident
 - c. Pictures
 - d. If you would like us to use your 2022 pictures and text, please let us know
4. 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.



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Sending out your link to your fundraising page to donors

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. In addition, the email that is sent by Frontstream on your behalf will not go to your individual story page, but instead to go a generic donate page.

The best approach is to simply use the “url” for your individual page and copy it into emails you want to send using your own email provider. 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 (<https://secure.frontstream.com/misericordia-candy-days-2023>)

- a. In the upper right-hand corner, click on search.
- b. Enter your name in the pop-up search box.
- c. Once your page comes up, copy and paste the URL from the address bar

secure.frontstream.com/misericordia-candy-days-2023/participant/LoisGates

ERICORDIA
HOME OF MERCY

Fred Cantinella #3485B

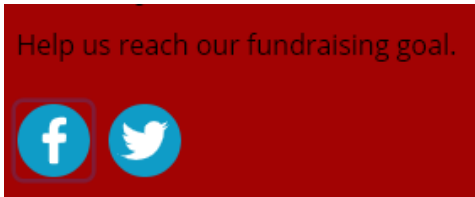
This year marks the third time we are not hitting shaking our red and white cans in order to raise f things have been strange, as a result of the COVID



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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.



Any questions, contact us at:

Anne Mills: annemills@misericordia.com 773-273-2730

Gregg Hartemayer: greggh@misericordia.com 847-840-5997

Thank you for supporting Candy Days!

Sister Rosemary, Lois Gates, Father Jack and the Candy Days Team