

**If you already have an account set up with FirstGiving**  
(it is easy to set up another page this year!)

**Note:** Even though you had set up a page in a prior year, you must set up an entirely new page for this year - you cannot edit last year's page and use it again. The easiest way to do this is to go to last year's page and "copy and paste, then edit" in setting up this year's page. The **good** news is all your donor email addresses are already in the system in your account to send requests by email again.

1. Go to <https://www.firstgiving.com/event/misericordia/2020MisericordiaCandyDays>
2. Select **Join Now**
3. Choose **Sign in with email.** button (located near upper right corner)
4. Enter the email address you used last year and the password. You will see three options for joining our campaign
  - I want to join a team
  - I want to create my own team
  - I do not want to join a team **(If you are creating a single page, choose this option)**
5. PLEASE take the time to go into your **PROFILE** section
6. **A NEW PAGE MUST BE CREATED EACH YEAR.** You may look at your page from last year and copy and paste the text/story into your page for this year. Upload a picture and share your story by typing it in the text box. Your story is what your friends, neighbors, co-workers, etc. will read that helps them understand why this fundraising drive is so important for Misericordia and you. If you are stuck about what to write, look at some of the tips below.
7. Once you have completed your story and uploaded your picture, enter in the dollar amount of your fundraising goal in the space provided and click **Next.**

**STORY TIPS ABOUT YOUR FAMILY or FRIEND AT MISERICORDIA:**

- Tell them the resident's name and how long they have lived at Misericordia or your connection to MIS.
- What does day-to-day life look like for them: work opportunities, classes, skills, challenges.
- What is their favorite activity at Misericordia: social life, events, clubs, sports.
- Describe the residence they live in.
- Include an update regarding your resident from the past year that will interest donors.

**OR:**

**STORY TIPS ABOUT MISERICORDIA:**

- Misericordia is home to over 600 residents with intellectual and developmental disabilities, and is located in Chicago, IL.
- This year Misericordia must raise over \$19 million to cover its annual deficit.
- We cannot rely on the government to cover the costs of all the services we provide.
- Candy Days is just one of the key events that raises the private dollar to help reduce the deficit.

8. Click **Submit** to complete your page. **You now have the option to share your page via email, Facebook or Twitter. Click on the option that you want to share. Remember if you are sharing via email through FirstGiving you can only add up to 50 email addresses at one time per email. The other option is to copy and paste your FirstGiving Page url and send to your friends and family through your personal email.**

**NEED HELP SETTING UP YOUR FIRSTGIVING PAGE? CONTACT:**

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