#### **Customize Your JA Bowl-A-Thon Site!**

# Earn Your PROFILE COMPLETED Badge





Register or log into your fundraising page: <a href="www.jawnybowlathon.org">www.jawnybowlathon.org</a> Then...

# **Upload Your Avatar/Profile Image**

When you click on this task, a pop-up window appears to guide you through where and how to upload an image.

Once you've have uploaded an avatar and clicked **I'm Done Editing**, the progress bar will update showing the updated progress of your task completion and a prompt to take you to the next task. This will happen upon completion of each task.

Please note: Welcome Quest tasks do not need to be done in order.

## **Update Your Personal Page**

Once this task is clicked on, you are taken to your personal fundraising page. *Edit the line that reads "Tell others why..." and customize by sharing why you are bowling and raising funds for JA students.* You will also be reminded to save your changes when you're done editing.

# Send a Fundraising Email

When you click on this task, you'll be taken to the **Share Event** section of the fundraising dashboard. A pop-up window will display.

When the pop-up is closed, you will land in the second step of sending a custom fundraising email. You can choose a template we've already created, add recipients or import mailing lists, choose when to send the email, and make any changes to the email content. Once you've saved a draft and/or sent a test, you can send it out to the recipients you entered.

### **Raise Your First Online Donation**

This task will be auto-completed upon registration completion if you give a donation during the registration process.

This task will be counted as complete once you receive your *first online* donation; offline donations don't count towards this task.

#### **DONE**, Congrats!

Once all of the **Welcome Quest** steps have been completed, you will see a message at the bottom of their fundraising dashboard alerting you!

If you click **View Badges** from the message or click on **My Account,** you'll be able to access your badges and see that you've earned the Profile Completed badge! Congrats!

Questions? Contact JA Thank you for your support of Junior Achievement of WNY and our students!