



# HOW TO CREATE AN ONLINE FUNDRAISING PAGE



**THANK YOU FOR CONSIDERING TO FUNDRAISE  
ON BEHALF**

**OF**

**MUSICIANS FOUNDATION**

**Setting up a  
fundraising  
page makes it easy for  
friends, colleagues and  
family to support us  
from  
around the world**

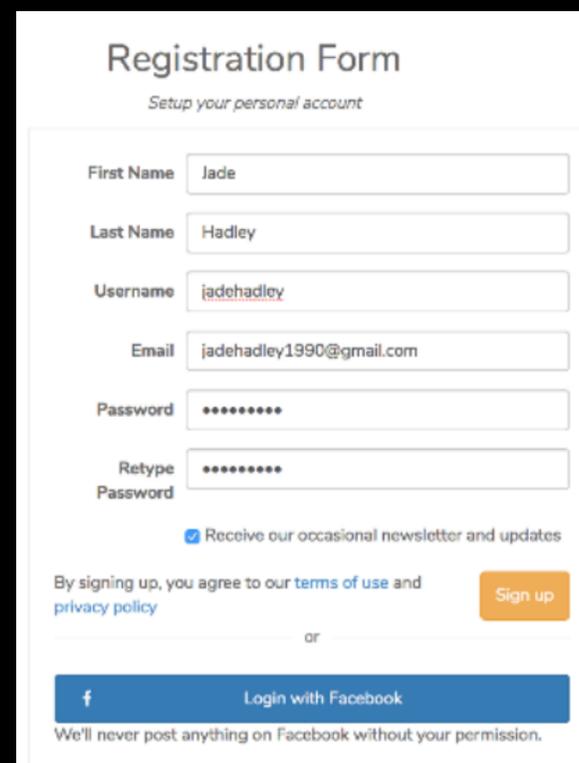
**IN THE NEXT FEW PAGES WE'LL WALK YOU THROUGH THE STEPS TO HELP  
YOU GET STARTED WITH CREATING YOUR OWN FUNDRAISING PAGE.**

# STEP 1

## Create an Account on SparkRaise

1. Create a SparkRaise Account [here](#), or by clicking the Get Started button on the [SparkRaise homepage](#).

Take note of your Username and Password as this is what you will use to Login each time to SparkRaise (this may be the same as or different from your email address)



Registration Form  
Setup your personal account

First Name

Last Name

Username

Email

Password

Retype Password

Receive our occasional newsletter and updates

By signing up, you agree to our [terms of use](#) and [privacy policy](#)

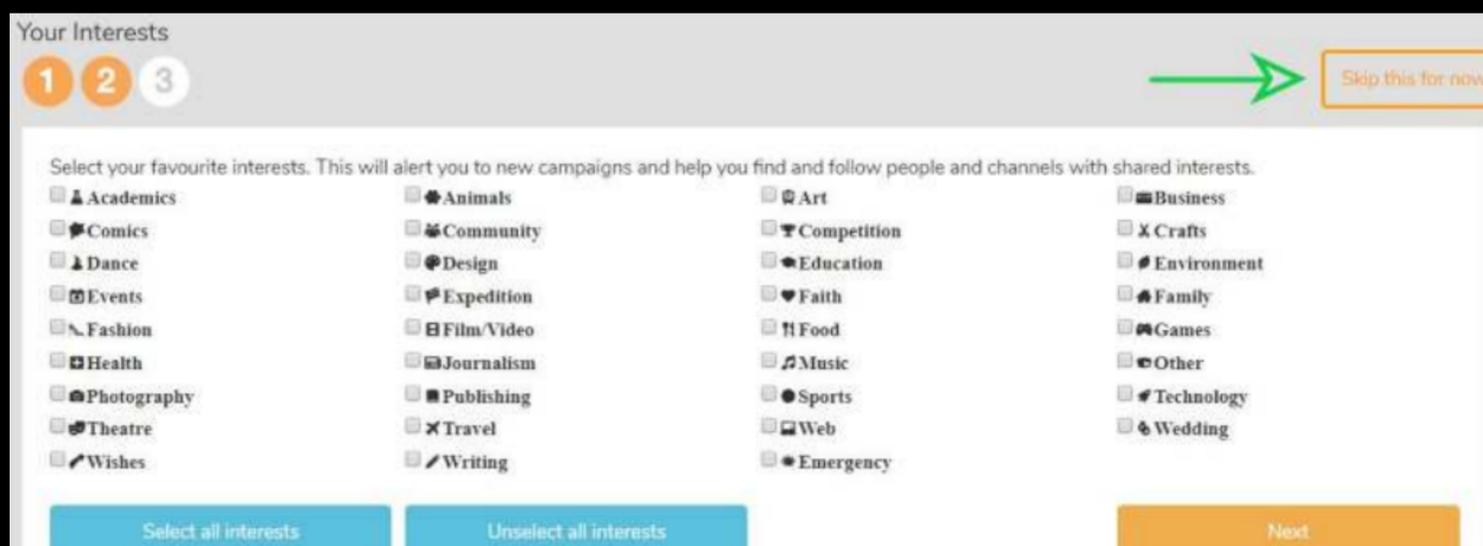
or

Login with Facebook

We'll never post anything on Facebook without your permission.

2. Complete the mandatory fields of "Personal details" page like nickname, location and spark statement. We also advise you to upload a small square sized image of yourself to help friends identify you. Click the next button.

3. You can complete or skip the "Your interests" page and "Spark stuff you like" page. You will then be taken to your profile -- you're done!



Your Interests

1 2 3

Select your favourite interests. This will alert you to new campaigns and help you find and follow people and channels with shared interests.

<input type="checkbox"/> Academics	<input type="checkbox"/> Animals	<input type="checkbox"/> Art	<input type="checkbox"/> Business
<input type="checkbox"/> Comics	<input type="checkbox"/> Community	<input type="checkbox"/> Competition	<input type="checkbox"/> Crafts
<input type="checkbox"/> Dance	<input type="checkbox"/> Design	<input type="checkbox"/> Education	<input type="checkbox"/> Environment
<input type="checkbox"/> Events	<input type="checkbox"/> Expedition	<input type="checkbox"/> Faith	<input type="checkbox"/> Family
<input type="checkbox"/> Fashion	<input type="checkbox"/> Film/Video	<input type="checkbox"/> Food	<input type="checkbox"/> Games
<input type="checkbox"/> Health	<input type="checkbox"/> Journalism	<input type="checkbox"/> Music	<input type="checkbox"/> Other
<input type="checkbox"/> Photography	<input type="checkbox"/> Publishing	<input type="checkbox"/> Sports	<input type="checkbox"/> Technology
<input type="checkbox"/> Theatre	<input type="checkbox"/> Travel	<input type="checkbox"/> Web	<input type="checkbox"/> Wedding
<input type="checkbox"/> Wishes	<input type="checkbox"/> Writing	<input type="checkbox"/> Emergency	

# STEP 2

## Create a fundraising page

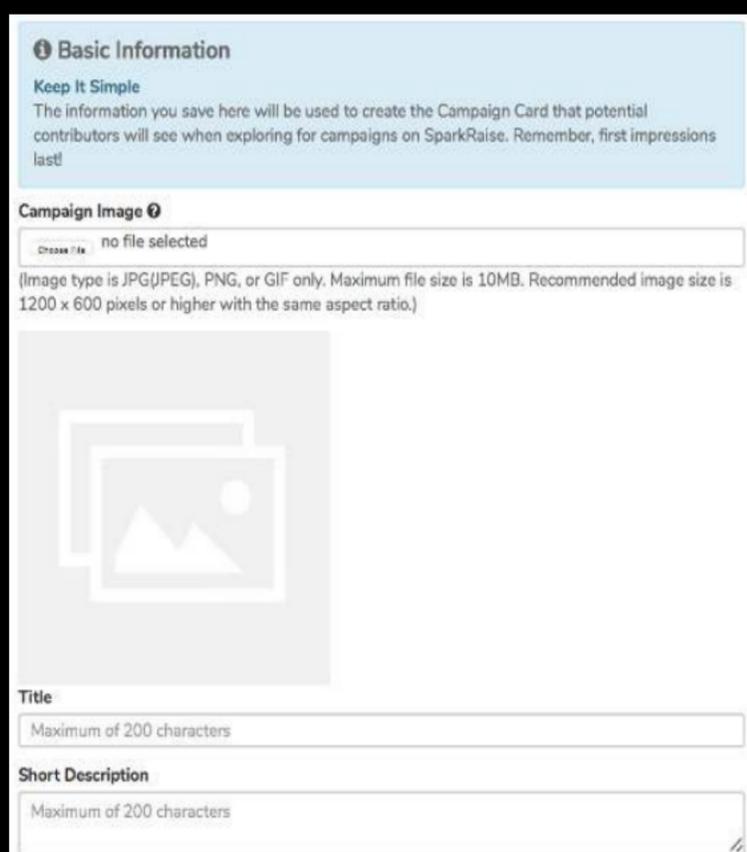
1. Login to your SparkRaise account.
2. Go to our "Master Campaign" page found at this link:

<https://go.sparkraise.com/support-musicians-foundation>

3. Click on the "Create a Fundraiser" button

CREATE A FUNDRAISER

4. Fill in all the **Basic Information** (image, title, description, goal amount and number of days). Please click "**Save as Draft**" and click "**Next**"



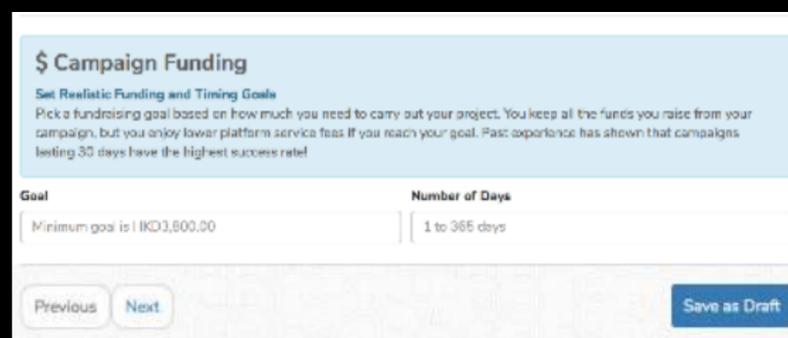
**Basic Information**  
Keep It Simple  
The information you save here will be used to create the Campaign Card that potential contributors will see when exploring for campaigns on SparkRaise. Remember, first impressions last!

**Campaign Image**  
no file selected  
(Image type is JPG/JPEG, PNG, or GIF only. Maximum file size is 10MB. Recommended image size is 1200 x 600 pixels or higher with the same aspect ratio.)

**Title**  
Maximum of 200 characters

**Short Description**  
Maximum of 200 characters

- Cover image should be rectangular 1200 x 600 pixels (please crop before uploading)
- Minimum amount for goal is: HKD3,800 (default set by SparkRaise, cannot be changed)
- Suggested number of days: 30-45 days



**\$ Campaign Funding**  
Set Realistic Funding and Timing Goals  
Pick a fundraising goal based on how much you need to carry out your project. You keep all the funds you raise from your campaign, but you enjoy lower platform service fees if you reach your goal. Past experience has shown that campaigns lasting 30 days have the highest success rate!

**Goal** | **Number of Days**  
Minimum goal is HKD3,800.00 | 1 to 365 days

Previous Next Save as Draft

Please note that you may edit the details of your campaign even after it has been made "live", apart from the TARGET AMOUNT and the END DATE, so please ensure that you are satisfied with these before submitting your campaign for approval.

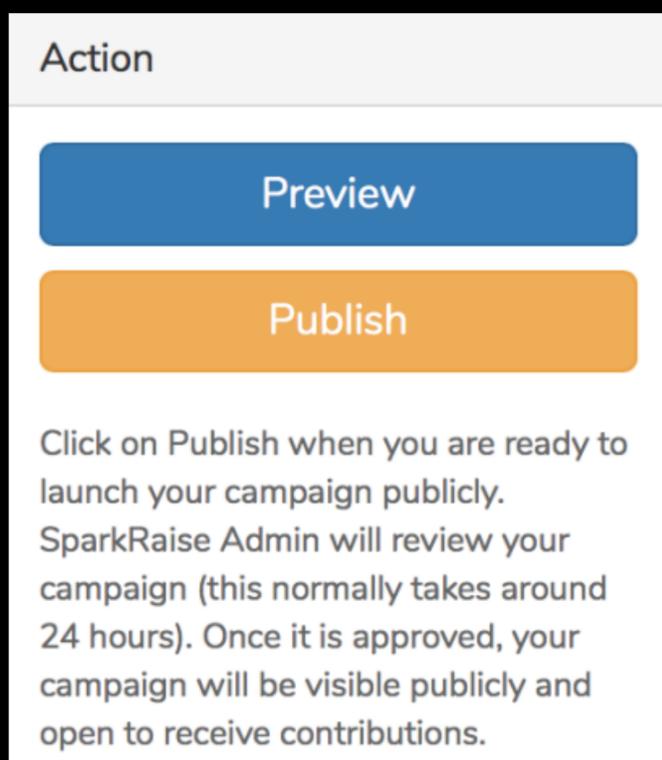


# STEP 4

## Submit Your Fundraising Page

1. You can double check what the page looks like at any time by clicking on the "Preview". To go back to editing from the preview page, click on "Edit Campaign".

READY TO LAUNCH? Click on the orange Publish button.



Click the on the right side of the Publish Button page when you have finished drafting.

Before you can share your fundraising page it needs to be approved. This process can take up to 24 hours.

2. Please allow up to 24 hours for your fundraising page to be approved.

Double check your email Junk or Spam folder for an email from SparkRaise and [community@sparkraise.com](mailto:community@sparkraise.com) [support@sparkraise.com](mailto:support@sparkraise.com) mark and as Safe Emails to ensure you receive them.

SparkRaise will alert you once your fundraising page is LIVE and ready to promote.

# STEP 5

## TELL EVERYONE!

You are now ready to share your fundraising page to backers!

Share your fundraising page on email, social media, WhatsApp or anywhere else your friends can be found!

You can use the links sent to you by SparkRaise. Or you can use the share buttons on the right hand side of your published page.



**Thank You for  
SPARKING WITH  
US!**

**NEED MORE ASSISTANCE?**

**CONTACT SPARKRAISE:  
SUPPORT@SPARKRAISE.COM  
[HTTPS://CROWDFUNDING.SPARKRAISE.COM/CONTACT-US/](https://crowdfunding.sparkraise.com/contact-us/)**