**ONLINE FUNDRAISING
Campaign URL:** [*https://give.classy.org/summerformation21*](https://give.classy.org/summerformation21)**Setting up your fundraising page:**

* Go to [www.classy.org](http://www.classy.org)
* Select **Login**.
* Enter your username/email and password. See separate email with details.
* Once logged-in, you will see a list of your fundraisers.
* Click on the **FUNDRAISERS** tab.
* Click on the **MANAGE** **FUNDRAISER** link.
* Click on **STORY**.
* Edit any of the information that is incorrect.
* Add anything you want to share about what you hope to learn from your experience.
* Click on the SAVE button at the bottom of the screen.

**To email friends and family to ask for their support:**

* Click on **EMAILS.**
* Click on **Ask for Donations**
* Edit the text to personalize your appeal.
* Then click **COPY MESSAGE.**
* Create a new message in your email account and paste the message in there. Send away!

**Other ideas:**

* Post on Facebook. There is a Facebook link on your fundraising page.
* Post on Twitter. There is a Twitter link on your fundraising page.

 **OTHER INFORMATION**

* If donors are making a gift by check, checks should be made out to **The Saint Paul Seminary.** They should put **“IPF-[insert seminarian name]”** in the memo line.
* Checks can be mailed to: The Saint Paul Seminary/Institutional Advancement/2260 Summit Ave/Saint Paul, MN 55105
* If you are sending out a mailing or speaking at your parish and need donation envelopes, I have a bunch in my office. Stop by and pick up as many as you need.
* The Saint Paul Seminary Federal Tax ID: 41-0693969

 **QUESTIONS**Contact Leah Santer: leah.santer@stthomas.edu or 651-962-5791