

Creating a Canada Helps Giving Page

A Step-by-Step Instruction Sheet

1. Go to www.canadahelps.org
2. Click on "**Giving Pages**"
3. Register with Canada helps by login in for the first time (it will ask for your email address and a password)
4. Login to Canada Helps
5. Click "**Create a Giving Page**"
6. Select Page type "In memory of" (Or other if you prefer)
7. Fill in the blanks:
 - a. You are the Page Owner
 - b. The Page heading is a title you would like to use (example: Remembering <name>, or Walking for <name>)
 - c. Your message (50 words max) is a brief story of why you are remembering this person. Don't forget to include a message about working safely!.
 - d. Next add a photo. Click "Upload Photo" then browse to find the photo on your place on your computer where it's stored. Helpful hint: before you go to www.canadahelps.org, copy and paste your photo onto your desktop. Then when you want to upload it, select "desktop" and click on your photo. It will upload your photo to your memory page.
 - e. Decide if you want to select a Fund Raising Goal. If you select a fund-raising goal your memory page will have a thermometer to tell people how much of your goal has been reached.
 - f. Decide if you want to Display Donations – Lets everyone visiting your page know who has donated.
 - g. If you want to be notified each time someone donates, check "Donation E-mail Alerts"
 - h. Page Expiry – you must select a date, some people may donate after the event, so be sure to leave extra time at the end of the event.
 - i. Message to charity – if you would like Threads of Life to get a message with each donation, type the message to Threads of Life in the space provided.
8. Select "continue"
9. Add Charities – Type "Threads of Life" or "Association for Workplace Tragedy Family Support".
 - a. Select "search"
10. Select "add" button next to Threads of Life information
11. Select "preview my giving page"
12. You are now finished. Go back and search for your giving page – you can search using your name or the person that the page is in memory of.
13. Your memory page will be available to you on this site. To edit your page in the future, simply login and select "manage giving page" and double click to edit.

For an example of a Memory Page, in the search box type in Tim Hickman or Micheal Fisher.