

Ten Steps Prior to Sharing your Site

Last Modified on 04/20/2022 12:49 am EDT

Before sharing your campaign Website URL with supporters, review the ten steps below to ensure the campaign set up for success.

Tip: Only share the link found in the Dashboard > Site Container, never the personal link (the URL at the top of your browser).

Ten Steps

1. Merchant Account is Active and Deposit is Paid.
 - A banner will display at the top of the page if either is incomplete. You can also verify if your Merchant Account is Active within the top right-hand corner of your Hub.
2. GDPR Terms and Conditions are complete in your Hub.
 - A banner will display at the top of the page if it's incomplete.
3. The name for the initial text message is correct.
 - Visit the **Dashboard > Site** container.
 - Click the More button ("...").
 - Click **Settings**.
 - Review Name for Text Messages field.
 - Update and **Save**.
4. Verify you set the custom Website URL.
 - Visit the **Dashboard > Site** container.
5. Home page is customized.
 - Visit the **Dashboard > Site** container.
 - Click the blue **Design Center** link.
6. Ads are created (optional).
 - From the admin navigation, select **Design** and choose **Ads** from the dropdown.
7. The credit card requirement preference is set.
 - Visit the **Dashboard > Payments** container.
 - Click the dropdown arrow to the left of Settings to confirm.
 - If you need to adjust, click the More button ("...").
 - Click on **Settings**.
 - Visit the **Request for Bidding Card on File** field to set.
8. Email requirement for Registration is set (optional).
 - Visit the **Dashboard > Users** container.
 - Click the dropdown arrow to the left of Settings to confirm.
 - If you need to adjust, click the More button ("...").
 - Click on **Settings**.
 - Visit **Registration Email Address** field to set.
9. Review all items reflect the correct status, visibility, and completeness.
 - In order for an item to be shown, it must have an item number.
 - Items must be set to **Open**.
 - Items being sold on Items Page must be set to **Live**.
10. Share your campaign Website URL to let the fundraising begin!