Ten Steps Prior to Sharing your Site

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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 **Design** > **Style & Color** from the left navigation to brand your site.
   - Then select **Pages > Home Page** from the left navigation to add custom elements.
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!