Teacher FAQs

When is the best time to sign up my school for health. moves. minds.™?
Anytime! Ideally, we recommend registering approximately two months before you plan on implementing your program so you can provide enough of a heads-up to colleagues and parents.

How do I create a fundraising team for my school?
You can create a team directly from the Campaign Landing Page by clicking the “Register” button and selecting the “Create a Team” option in the pop-up. To create a fundraising team, you must first create an account and follow the short form until your account is created. If you already have an account, log into your Classy account instead. Congrats — first step completed. Follow the prompts to name your team, set a fundraising goal, and write a team mission statement. After you create an account and completed the team form, you’ll see your team fundraising page. The last step is to set up an individual fundraising page to become the first member of your team. Click the Join Team button to do so.

Now, you can then recruit team members (other teachers, administrators, parents, community, etc.) and start fundraising! Any money donated to an individual’s fundraising page or team fundraising page will roll up to the school’s team fundraising account.

If you forget to join your team, don’t worry! You will still have the option to join a team once you have created your personal fundraising page.

How do others join my team?
To be a member of a fundraising team, you must first create an account and an individual fundraising page. From the main campaign landing page, click the “Register” button and follow the short form until your page is created. Congrats — first step completed. After going through the process of creating their individual page by naming their page, setting a fundraising goal, and uploading a photo, they will be taken to their fundraising page. They can then join your school’s team by selecting the Join a Team option after clicking the “Register” button on the campaign landing page.

They will then have the option of entering the name of your team in the search bar or browsing through the list of established teams to find your team name. They simply click on the name of your team to become a team member.

They can also click the “Join Team” button on the team page.

Will individual fundraising totals automatically be added to the team fundraising page?
Any money donated to an individual’s fundraising page or team fundraising page will roll up to the school’s team fundraising account.
Who can edit my team?
Only the school’s team captain who created the team will be able to edit the team fundraising page. The organization account admin can update the page title, the team lead, short URL, and the team fundraising goal.

Why can’t I find my school?
To participate in health. moves. minds.™ a school must register through the online platform. If your school already created a team, you will then have the option of entering the name of the team you are looking for in the search bar or browsing through the list of established teams to find the team you want to join. Simply click on the name of the team to become a team member. If your school is not listed, now is a great time to sign-up!

How can students earn a t-shirt?
To earn a t-shirt, a student/parent must register online through your school's team fundraising page and raise $25. Offline events track funds raised as a school total, therefore students do not earn individual incentives such as t-shirts.

How can I add cash or check (i.e. offline) donations to our fundraising event?
Looking to collect offline donations? You sure can! Individual donations will not be tracked. Instead, collected donations will be earned as a team and must be mailed, as a lump sum, to SHAPE America no more than 2 weeks after your event date. A postage paid envelope will be provided if offline donations are selected in the registration process. (examples of group events: penny wars, dollar drives, donation buckets family nights, etc.)

1. If you'd like to collect offline donations, make sure to request your school collect envelope from SHAPE America in the online registration form. Envelope will arrive within two weeks after registration is processed.

2. Mail SHAPE America the offline donation school collection envelope no more than 2 weeks after your event ends. Please note - SHAPE America cannot accept cash, cash donations must be converted to check form. Mail to:
SHAPE America
health. moves. minds. Program
PO Box 17040
Baltimore, MD 21298-8910

3. SHAPE America adds the offline gifts to the school fundraising page
Once we receive your mailed donations, we have the ability to add those contributions to your school's fundraising page total using the “offline gifts” functionality. Only an organization administrator or campaign administrator can add an offline gift. You must go through the organization in order to reflect this progress on your school's fundraising page. Individual donations will not be tracked, donations will be added as a lump sum to the school's fundraising page. Offline events track funds raised as a school total, therefore students do not earn individual incentives such as t-shirts.

Please reach out to AP@shapeamerica.org if you have any questions pertaining to the submission of offline donations.
How do I edit my personal information?
When you make a donation or create a fundraising page through the Classy platform, a Supporter Dashboard is automatically created for you. Your personal information (name, email address, etc.) can be edited via your Supporter Dashboard:

1. Select Login From Homepage
Select the Login option at the top right-hand side of the screen.

2. Enter Email And Password
To access your Supporter Dashboard, log in using your email address and password. If you have forgotten your password, reset it within the login window.

If you are already logged in, you can access your Supporter Dashboard from any page by hovering your mouse over the avatar in the top right-hand corner of the screen and selecting My Profile.

3. Navigating The Supporter Dashboard
Once logged in to the Supporter Dashboard, you can edit your personal information. To make changes, scroll to the Contact Information section and click Edit.
How to Manage Your Team as a Team Captain

After you create a team fundraising page, you can edit its details and personalize the content. Learn how to edit your team fundraising page.

Before you start

You’ll need to be a team captain in order to edit a team page. The team captain is the individual who created the team page.

Open your editor

Visit your team fundraising page and tap on the Manage button. It will be at the top-right of the screen on a desktop or laptop and at the bottom-right of the banner image for mobile devices.

Tip: Once you open your editor, this button will be replaced with a View button. After you make your edits, hit this button to return to your fundraising page and see your changes.

Overview

The first thing you see when you open the editor is the Overview tab. From here, you can view some cards with suggested next steps and access other content tabs. There are 2 content tabs that control the appearance and details of your fundraising page: the Story tab and the Details tab.

Tip: If you’ve completed the cards, you can reset them if you ever need a refresher. The first donation card is the only one that disappears since you can’t make the first donation twice.

If this is your first time viewing the editor, we recommend completing the cards. They will help you edit your Story, make the first donation to your team, and ask for donations from friends and family. If you’ve already completed the cards, use the other sections in this guide to edit your page.

Edit your story

Your Story is the main content that appears on your fundraising page. To edit the content, tap on the Story tab and make your changes in the text block. Hit Save when you’re finished to save your edits.

If you’re using a desktop or laptop, you can add photos, videos, and links with the tools at the bottom of the text block. Need inspiration? Share why the cause is important to you and how it has a beneficial impact.
You can also edit your story from the Edit Your Story card on the Overview tab. Click on the Compose button in the card to open the story editor. If the Edit Your Story card is not displayed, skip the remaining cards until you get to the Reset Cards button.

Post updates
Use updates to keep friends and family engaged with your team’s fundraising progress. You can share progress toward your goal, something about the nonprofit you’re proud of and motivated by, or get creative and offer to do something for donations (ex. pushups, run a mile, bake cookies).

To post updates, open the Story tab and select Updates. From here you can use the Create New button to post a new update or click the three dots on an existing post to edit it.

Edit your details
The Details tab is where you can edit the key details of your team fundraising page such as your team picture and fundraising goal. Simply make the edits you need and hit the Save Changes button when you’re finished. We explain what you can change below:
Key details:

Team Picture: Use the Upload button to change your team picture. You can also use the Remove button to remove your picture and use the default picture that the nonprofit chose.

Team Name: This is the team name that will display on your fundraising page.

Page Headline: This is the headline that appears on your fundraising page. We recommend keeping it short and sweet.

Goal: The amount you hope to fundraise. You can adjust the amount at a later date if you find that you have overestimated, or hopefully underestimated your team’s potential!

Default Thank You Message: Set the standard Thank You message that is sent to any donors who give directly to your team page.

Set Your Vanity URL: This is the URL or link that will appear in your browser’s address box when donors visit your page.

Team Notifications

Team notifications are sent to the team captain’s email. The notifications are designed to keep team captains up-to-date on your team’s fundraising activity. Toggle them on or off to control your preferences and hit Save Changes.

Don’t forget to save your changes when you are done!

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How To Thank A Donor
There are three different ways to thank donors for their contributions directly from your fundraising page.

Thank From The Donations Tab: From your team dashboard, select the Donations tab to generate a list of donations made to your fundraising page.

Select the Thank button located to the right of a donation, type your message, and click Comment! You can also use the Mark Thanked feature, which indicates who you have thanked and who you have yet to thank for their donation.

Thank From Your Activity Feed: From your live team fundraising page, scroll down until you see the Fundraising Page Activity Feed located near the bottom of the page. This will display the most recent activity on your page. You can thank donors here by clicking the Reply button next to a donation, typing your thank you message in the resulting text field, and selecting Post Comment.

Thank Through Email: From your team dashboard, select the Emails tab, then select the Thank your donors email template. If you prefer to thank your donors via email, this will provide you with a pre-populated thank you email template.

Select Copy Message, paste the copied language into a new email in your personal email account, and send the thank you. This copied message contains a link back to your personal fundraising page as well!

How To Share Your Team Fundraising Page
Sharing your fundraising page is easy and critical to reaching your fundraising goal. As a team captain, you can easily share your team page using three methods.

A. Share From Your Team Dashboard
From the Team Dashboard, you have three different options for sharing your fundraising page: Facebook, Twitter, and URL link share. Click on the appropriate icon to share your page.
B. Share From Your Fundraising Page
You can also share from your live team fundraising page. On the top right of the page, there is an arrow icon that expands the sharing options. Click the arrow to share your page via Twitter, Facebook, or email.

C. Share Using Your Page URL
The last way to share your team fundraising page with your network is to send your page URL via email. You can simply copy the URL in the address bar of your browser and paste it into an email to send to potential donors!

Posting Updates to Your Individual Fundraising Page
Fundraising progress updates are critical to engaging your supporters. This support article will walk through how to post updates on your individual or team fundraising page.

1. Log In To The Supporter Dashboard: First, log in to the Supporter Dashboard that was automatically created for you the first time you donated or created a fundraising page on the Classy platform. From the Classy.org homepage, select the Login option at the top right-hand side of the screen. If you have forgotten your password, reset it within the login window.

If you are already logged in, you can access your Supporter Dashboard from any Classy page by hovering your mouse over the avatar in the top right-hand corner of the screen and selecting My Profile.

2. Navigate To The Supporter Page: Once logged into your Supporter Dashboard, you’ll see the organizations you support listed on the left under “Organizations I’m Supporting.”

3. Navigate To Your Individual Or Team Fundraising Dashboard: On the Supporter Page, you will see tabs for Fundraisers and Teams. Select the Fundraiser tab and click the Manage Fundraiser icon to open the fundraising dashboard for your individual fundraising page.

If you want to update a team page, select the Teams tab and click the Manage Team icon to open the dashboard for your team fundraising page. Remember, only Team Captains (creators of the team) have access to the team fundraising dashboard.

4. Post An Update From The Dashboard Story Tab: From your fundraiser dashboard or team dashboard, select the Story tab. To post an update, select the Updates section and click Create New to open a text block.

Write your update in the text block. If you have trouble thinking of what to put in your update, you can click on the What Should I Write option at the bottom right of the text block for inspiration. Click Publish to post your update.

5. Editing Your Post: You can always edit your updates later. To edit your updates, return to the Updates section of the dashboard Story tab. Click the icon with three dots to the right of your update, and select Edit to change your post.