How to use your Peer to Peer Fundraising page on Pinwheel.us

Congratulations on setting up a fundraiser! To manage fundraiser settings and track donations, visit Pinwheel.us, click the Login button in the upper right-hand corner, and sign in using your email and the password provided when you registered. After logging in, click My Fundraising in the green menu on the left. From the Active Fundraisers tab, click the name of your fundraiser.

Dashboard
The fundraiser dashboard shows:
- The fundraiser’s dates
- A goal progress bar
- Tools to share the fundraiser on social media and the direct link
- A list of recent donations

Add a Donation
If the fundraising organization allows it, you can add cash or check donations by clicking the Add Donation button on the dashboard. Complete the fields on the New Donation screen and click Save.
Personalize Your Page
Click **Personalize Your Page** to make edits to the fundraiser Page Settings, update your fundraiser story, or add a picture to personalize your page.

Customize the Receipt
Click **Customize the Receipt** to edit the subject line or thank you message that is sent to your donors. You can also edit the email that receives donation notifications.
Social Media Sharing
Click Social Media Sharing and toggle the switch at the top to YES to invite donors to share your fundraiser on their social media.

View Your Page
Click View Your Page to see your fundraiser page.

Reports
Click Reports for a Contributor List and a Donation Summary Report.

Good luck with fundraising! For further assistance, please contact Girls on the Run NYC at solemates@gotrnyc.org.