

Registering for CureFinders® Online

Who should register for CureFinders online?

Classroom teachers at participating schools are encouraged to register for CureFinders online. By registering online teachers have the ability to create a classroom home page that makes tracking their classrooms' fundraising progress fast and easy!

Students can register as members of their classroom teacher's team and use the online fundraising tools too!

How do you register for CureFinders online?

Click the "Register" button on your chapter's CureFinders homepage.

"Step 1: Select Your Registration Type"

Begin by identifying what kind of fundraiser you are.

If you are a classroom teacher, select "I am a team leader creating a team."

If you are a student, select "I am an individual signing up as a member of a team." Then, click "Continue."

"Step 3: Create Your Profile"

Fill in your contact information and answer the questions to create your profile.

"Step 4: Complete Your Registration"

Remember to put in your personal fundraising goal. Click "Complete Registration." You will receive an e-mail confirming your registration.

How do I log in to my account?

From your chapter's CureFinders homepage go to the "Account Login" box located to the right and fill in your username and password and click "Login."

What if I forgot my username or password?

Go to your chapter's CureFinders homepage. In the "Account Login" box click on the link "Forgot your username or password? Click here." You will need to enter your e-mail address in the space provided and click the "Submit" button. Your username and password will be e-mailed to you.

My classroom teacher registered me. How do I log in to my account?

Use the log in and password sent to you in your confirmation e-mail. If you lost your information, go to your chapter's CureFinders homepage. In the "Account Login" box click the link "Forgot your username or password? Click here." Enter your e-mail address in the space provided and click the "Submit" button. Your username and password will be e-mailed to you.

What is my CureFinders Account?

Each student and classroom teacher gets his or her own personal CureFinders account. After you log in, you will be directed to your account page. Here, you can create your own personal CureFinders Web page. You can write a personal message, upload or select a favorite photo, set your fundraising goal and make a personal donation. When your guests visit your homepage, they can view who has donated and see how their donations have helped you reach your goal.

What is my CureFinders homepage?

This is the actual page your donors will see when they access your link that you either e-mailed to them or that they found when searching “ Find a Fundraiser” from the CureFinders homepage. “My CureFinders homepage” has your personal message, a photo of your choice, your personal fundraising progress bar, donors’ messages and well wishes, and the link to make a donation to your fundraising efforts. Log in to your account and select “Edit homepage” to create or edit your homepage. On the edit page you will see your personal URL, <http://cff.org/LWC/YourName>, which is a link directly to your CureFinders homepage. Use your URL to link your friends directly to your CureFinders homepage.

Why did I get an e-mail saying I am registered?

Your classroom teacher has the ability to register team members for CureFinders. Use the link sent in your confirmation e-mail to connect to the CureFinders Web site.

Enter the username and password that were sent to you in your confirmation e-mail. Log in to your account to create your own personal CureFinders homepage, and update your information. If you wish, you can modify your username and password to make it easier for you to remember. Visit the site often to see how well you and your team members are doing.

I tried to register as a member of my classroom’s team but I did not see my classroom listed.

Your classroom teacher may not have registered yet. Contact your teacher to see if he or she has registered.

What is the easiest way for me to navigate from screen to screen?

Use the links located on the left menu or navigation bar. For example, under “ My Account Page” are links to “Edit homepage,” “Invite Donors,” “View Donations” and “Edit Contact Info.” You can locate the link to your CureFinders homepage from the “Edit homepage.”

What should I do if I can’t find a student or teacher?

If you have tried to find a student or teacher on the chapter’s CureFinders homepage and failed to find the person, please contact the person and ask them to send you a link to their homepage, or confirm how they are registered e.g., Charles or Charlie, Dave or David.

What are the features for classroom teachers?

Classroom teachers can register their students and update their students' contact information. Classroom teachers can select as many student co-team leaders as he or she needs to help manage the classroom's fundraising progress.

Classroom teachers need to follow up with the people they register and ask them to set up their CureFinders homepages and send out fundraising letters.

How do I register a student as a co-team leader?

Registered classroom teachers have the ability to add co-team leaders. On the "Register Fundraisers" or "Add Fundraisers to Your Team" page, click the "Check here if co-team leader" box under the student's name.

From the "Manage My Team" page, choose a student and under "Actions" select "Update." Once on the "Update Fundraiser Information" page, check the "Check here if co-team leader" box to register a co-team leader. You may select more than one co-team leader.

What are the responsibilities of a co-team leader?

Classroom teachers can select and register as many student co-team leaders as needed to help manage their team. Student co-team leaders have the same ability as the classroom teachers to register students, edit the classroom's goal, e-mail students, and edit students' contact information.

Can I register a friend or family member?

You can only register other students if you are a classroom teacher or a student co-team leader of a registered classroom. People you register will receive an e-mail confirmation of their registration with a link to the CureFinders Web site.

Here, they can log in, update their profile, set up their personal homepage, set their fundraising goals. Make sure that you follow up with the people you register and ask them to set up their CureFinders homepage and send out fundraising letters.

Where can I see my goal information, my classroom's goal information, and who has donated to me?

When you first log on to the CureFinders Web site you will be directed to your account page. Here, you can view your personal goal and money raised-to-date. To view your online donations, click "View Donations" or "Details" and you will connect to your donation page; this will allow you to see who has made a donation.

On your account page, below your personal information, is your classroom's information and progress bar. Click the "Details" link to view more information about your classroom's "Money raised to date." If you are a classroom teacher or a student co-team leader click the link "View Fundraisers" to see students' goals, amount raised and actions (e-mail or update).

How do I keep track of and follow up with donors?

Track who you need to thank and who you need to remind about your campaign directly from your CureFinders account. Invite your friends to visit your CureFinders homepage to make a donation. Send reminder e-mail messages to potential donors. Donors will receive an automatic “thank you” message after making a contribution online, but you also may send them a personalized “thank you” message. You will receive an e-mail notification whenever someone makes a donation to support your efforts.

How do I send out e-mails?

You can fundraise online by sending e-mails to your potential sponsors. You can use your own e-mail software! Make sure you include your personal URL in your message. Your URL is found on the page where you edit your CureFinders homepage. Use your URL to link your friends directly to your CureFinders homepage.

You also can send messages by clicking the “ Invite Donors” link. Here, you can enter your potential sponsors’ first and last names and their e-mail addresses. Add a personal message, select or upload a photo, then click “Send E-mail.” Remember: Some corporations use filtering software that may not recognize your message. If your e-mails are returned, your donors will be listed in red on your account page. Click on “ E-mail” to edit the address and send a new message.

What is my fundraising letter?

Your fundraising letter is the message that you create to send to potential supporters. Creating your fundraising letter is similar to creating your CureFinders homepage. Your letter contains a personal message, photo, and a link to your CureFinders homepage. Your message automatically defaults to the text of your previous e-mail; this makes it easy for you to edit your message for different invitees.

Why are my donors listed in red on my account page?

People listed in red did not receive your invitation to support CureFinders because they have an invalid e-mail address or their company’s e-mail system blocked your message. You can click on “ E-mail” to edit the address and send a new message.

How do I make a donation?

To make a donation to a student or classroom select “ Find a Fundraiser.” Enter the first and last name of the student or teacher and then click on the “View Fundraiser” link beside the student or teacher’s name in the search results. This will take you to the student or teacher’s homepage. On the student or teacher’s homepage, click on the “Click To Donate” button to make a donation to that specific person.

Another way to make a donation to a student or teacher is to start at the “ Make A Donation” link on the left navigation bar. Click “Search for Fundraiser.” Enter the first and last name of the student or teacher and then click “Find Fundraiser.” Click on the “View Fundraiser” link beside the student or teacher’s name in the

search results. This will take you to the student or teacher's homepage. On the student or teacher's homepage click on the "Click To Donate" button to make a donation to that specific person.

To make a donation to a classroom, you need to make a donation to a specific student or teacher. Follow the steps listed above.

To make a donation to a chapter's CureFinders fundraising effort, click the "Donate" button on the chapter's CureFinders web page. Complete the "Donation Information" and click "Submit."

To make a general donation to the CF Foundation, go to www.cff.org/donate. Complete the form and click "Submit Donation" to make a general donation not related to CureFinders.

Can my classroom or school be featured in the Photo Album or "What are people saying about CureFinders?"

Yes! We are always looking for photos and stories to add to our chapter's CureFinders homepage. Contact your local CF Foundation chapter to tell your story. Call 800 FIGHT CF!