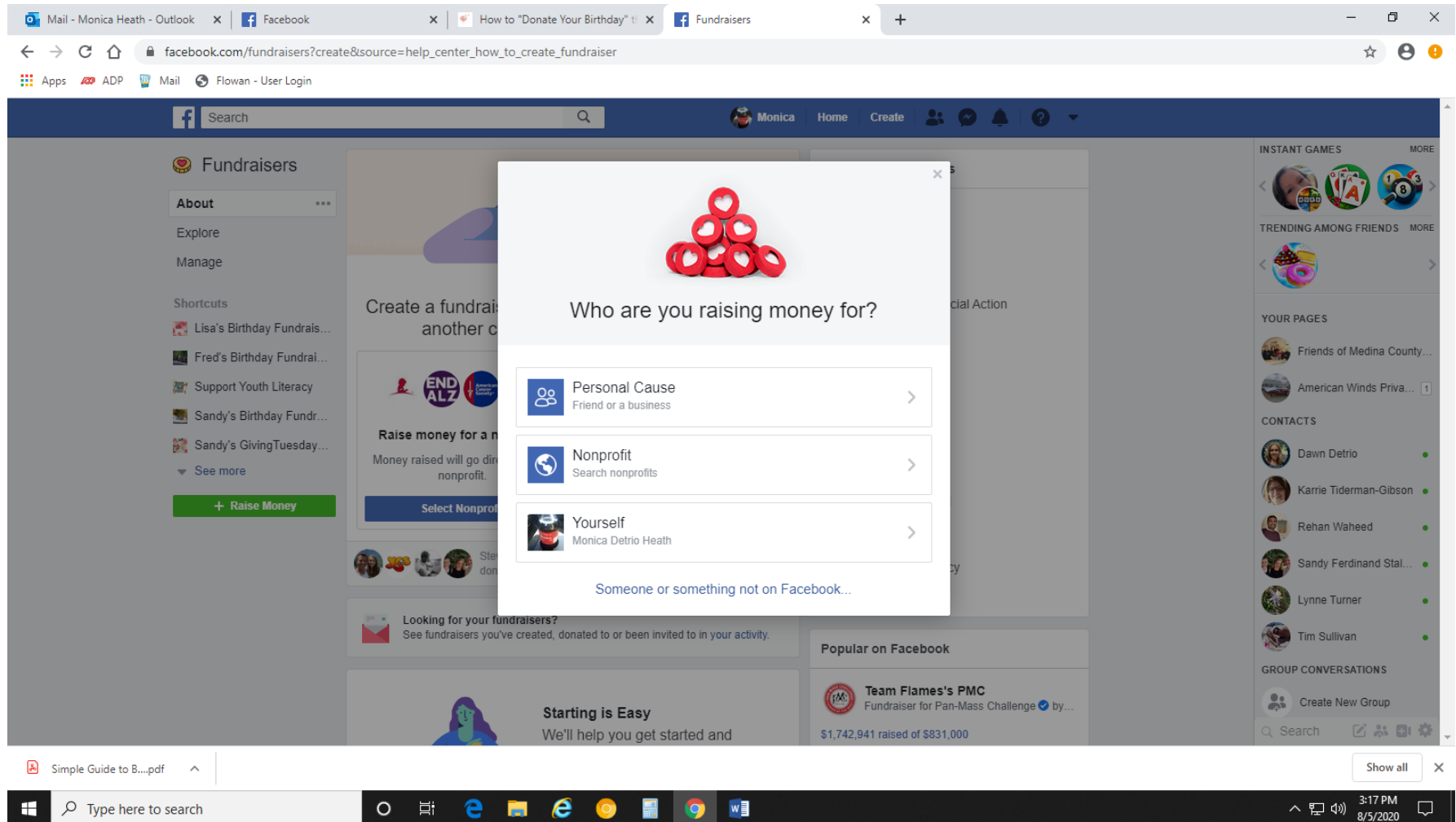


## How to Create a Facebook Fundraiser for the Friends of Medina County District Library

1) Log into your account. At the top of the screen, click on “Create,” then select “Fundraiser” from the drop-down menu.

The screenshot shows a web browser window with multiple tabs open: 'Mail - Monica Heath - Outlook', 'Facebook', 'How to "Donate Your Birthday" ti', and 'Fundraisers'. The address bar shows the URL 'facebook.com/fundraisers?create&source=help\_center\_how\_to\_create\_fundraiser'. The Facebook interface is visible, with the 'Create' button in the top navigation bar highlighted. A dropdown menu is open, showing options: 'Page' (Connect and share with customers or fans), 'Ad' (Advertise your business, brand or organization), 'Group' (Find people with shared interests), 'Event' (Bring people together with a public or private event), 'Marketplace listing' (Sell items to people in your community), and 'Fundraiser' (Raise money for a cause you care about). The 'Fundraiser' option is selected. Below the dropdown, the 'Fundraisers' section is visible, featuring a large heart icon and the text 'Create a fundraiser for yourself or someone you care about or another cause that's important to you'. There are two main options: 'Raise money for a nonprofit' (with a button 'Select Nonprofit') and 'Raise money for your business' (with a button 'Select Category'). The 'Raise money for a nonprofit' option includes a subtext: 'Money raised will go directly to the nonprofit.' The 'Raise money for your business' option includes a subtext: 'Money raised will be credited to your bank account.' Below these options, there is a section titled 'Looking for your fundraisers?' with a subtext: 'See fundraisers you've created, donated to or been invited to in your activity.' The right sidebar shows 'INSTANT GAMES', 'TRENDING AMONG FRIENDS', 'YOUR PAGES' (including 'Friends of Medina County...'), 'CONTACTS' (including 'David Madden', 'Dawn Detrio', 'Jeana Kirkland Worley', 'Marie Schleppe Gaeke', 'Lisa Warner', 'Mike D'Agostine'), and 'GROUP CONVERSATIONS' (including 'Create New Group'). The bottom of the screen shows the Windows taskbar with the search bar and several application icons. The system clock in the bottom right corner shows '3:12 PM 8/5/2020'.

2) When the “Who are you raising money for?” dialog box pops up, select “Nonprofit.”



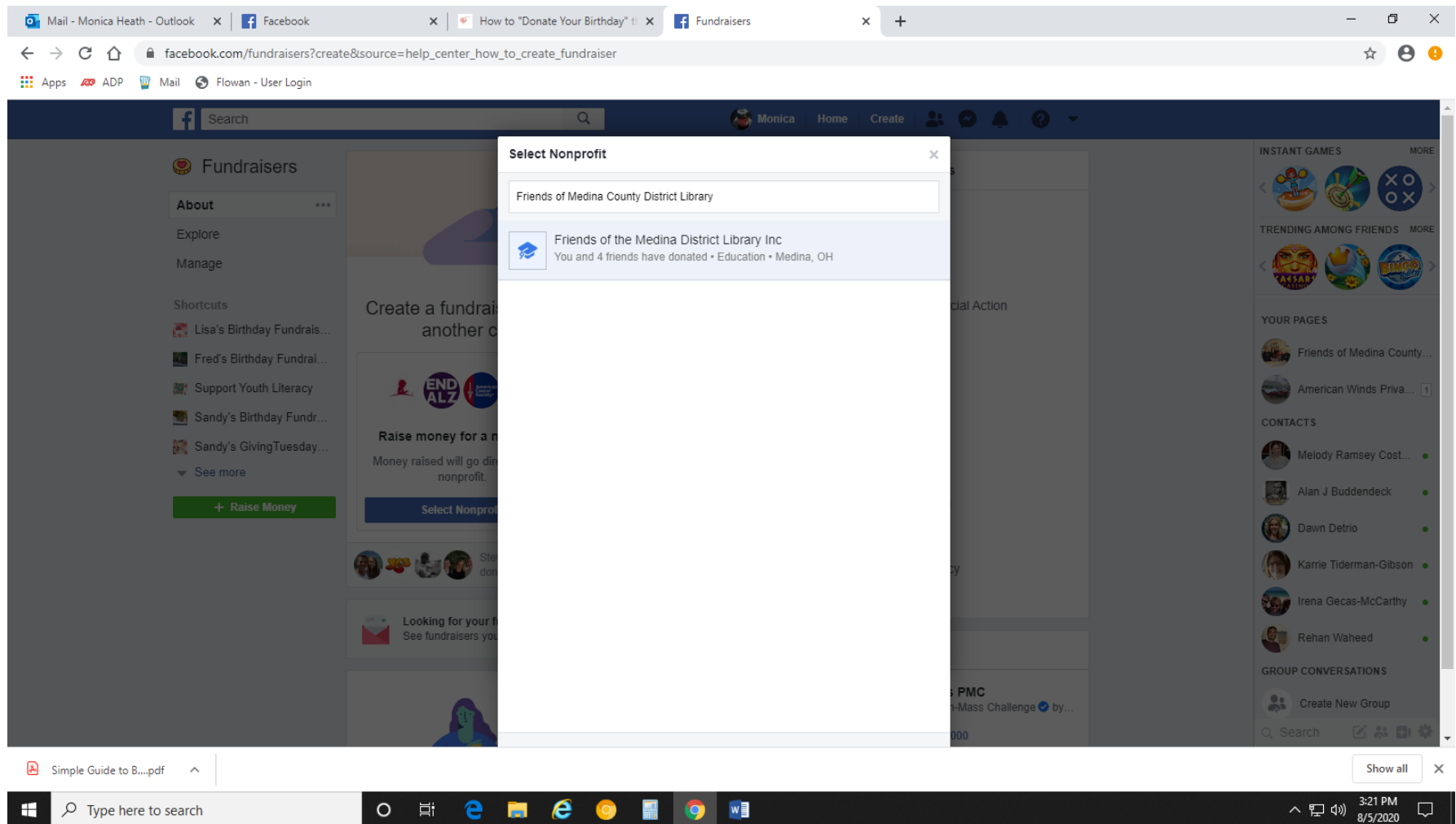
The screenshot shows a web browser window with multiple tabs. The active tab is Facebook, displaying the URL `facebook.com/fundraisers?create&source=help_center_how_to_create_fundraiser`. The browser's taskbar at the bottom shows various applications including Outlook, ADP, Mail, and a Word document titled "Simple Guide to B....pdf".

The Facebook interface is visible in the background, showing the "Fundraisers" section on the left and a "Create a fundraiser" guide in the center. A modal dialog box is open in the foreground, titled "Who are you raising money for?". The dialog features a stack of red heart-shaped coins at the top. Below the title, there are three selectable options, each with a right-pointing arrow:

- Personal Cause**  
Friend or a business
- Nonprofit**  
Search nonprofits
- Yourself**  
Monica Detrio Heath

At the bottom of the dialog, there is a link that reads "Someone or something not on Facebook...". The background Facebook page also shows a sidebar with "INSTANT GAMES", "TRENDING AMONG FRIENDS", "YOUR PAGES", "CONTACTS", and "GROUP CONVERSATIONS".

3) On the “Select Nonprofit” page, type in Friends of Medina County District Library and click on it.



- 4) Determine how much money you want to raise and when you want the fundraiser to end. It's up to you! Remember, every \$5 you raise helps provide a new book to a child or teen who completes the library's Summer Reading Game.

The screenshot shows a web browser window with multiple tabs. The active tab is 'Fundraisers' on Facebook. The address bar shows the URL: `facebook.com/fundraisers?create&source=help_center_how_to_create_fundraiser`. The Facebook interface is visible in the background, including the search bar, navigation menu, and various widgets like 'INSTANT GAMES' and 'TRENDING AMONG FRIENDS'.

A modal window titled 'Let's start with the basics' is centered on the screen. It contains the following fields and information:

- Who are you raising money for?**
  - Field: Friends of the Medina District Library Inc
  - Text: Network for Good will distribute donations to Friends of the Medina District Library Inc within 45-75 days after a donation, depending on enrollment. [Learn More](#)
- How much money do you want to raise?**
  - Field: 200
  - Field: USD
- When should your fundraiser end?**
  - Field: Aug 19, 2020

Below the fields, a note states: 'Fundraisers are Public, so anyone on or off Facebook can see them. Only people on Facebook can donate.' At the bottom of the modal is a 'Next' button.

The Windows taskbar at the bottom shows the time as 3:25 PM on 8/5/2020. The system tray includes icons for network, volume, and power.

5) Let everyone know why you're raising money.

The screenshot shows a web browser window with multiple tabs. The active tab is Facebook, displaying the URL `facebook.com/fundraisers?create&source=help_center_how_to_create_fundraiser`. The browser's address bar and tabs show other open pages like Outlook, a help article on donating birthdays, and a Fundraisers page. The Facebook interface includes a top navigation bar with the user's name 'Monica' and options for Home, Create, and notifications. A left sidebar lists 'Fundraisers' with sub-options like 'About', 'Explore', and 'Manage', along with a 'Shortcuts' section showing various fundraising events. The main content area is titled 'Create a fundraiser for another cause' and features a 'Raise money for a nonprofit' section with logos for 'END ALZ' and 'Red Cross'. A modal window titled 'Tell your story' is centered on the screen, containing the following text:

**Tell your story**

What's the title of your fundraiser? ⓘ  
My fundraiser for the Friends of the Medina District Library

Why are you raising money? ⓘ  
Join me in promoting youth literacy in Medina County. I'm raising money for the Friends of the Medina District Library and your contribution will make an impact, whether you donate \$5 or \$500. Every \$5 I raise will provide a new book to a child or teen who completes the library's Summer Reading Game.  
The Friends of Medina County District Library support the library and its endeavors by focusing attention on programs and services, fostering public support and fundraising. Visit [www.friendsofmcldl.info](http://www.friendsofmcldl.info) for more details.

At the bottom of the modal are 'Back' and 'Next' buttons, with a progress indicator between them. The background of the Facebook page is dimmed. On the right side, there are sections for 'INSTANT GAMES', 'TRENDING AMONG FRIENDS', 'YOUR PAGES' (listing 'Friends of Medina County...' and 'American Winds Private...'), 'CONTACTS' (listing several names), and 'GROUP CONVERSATIONS' (with a 'Create New Group' button). The bottom of the browser window shows a Windows taskbar with a search bar and several application icons. The system clock in the bottom right corner indicates 3:30 PM on 8/5/2020.

- 6) Select a cover photo ... use of picture of your favorite book or take a selfie of you reading. Once you have your photo in place, click on the “Create” button.

The screenshot shows a web browser window with multiple tabs: 'Mail - Monica Heath - Outlook', 'Facebook', 'How to "Donate Your Birthday" ti', and 'Fundraisers'. The address bar shows the URL 'facebook.com/fundraisers?create&source=help\_center\_how\_to\_create\_fundraiser'. The Facebook interface is visible in the background, including the search bar, navigation menu, and various sections like 'Fundraisers', 'About', 'Explore', 'Manage', 'Shortcuts', and 'Instant Games'. A modal dialog box titled 'Pick a cover photo' is centered on the screen. It features a grid of 12 colorful illustrations representing different causes and activities. Below the grid, there is a text box stating: 'Facebook charges no fees for donations to nonprofits. All donations will go to the nonprofit you chose.' At the bottom of the dialog, there are 'Back' and 'Create' buttons, separated by a progress indicator. The Windows taskbar is visible at the bottom, showing the search bar and several application icons. The system clock in the bottom right corner indicates the time is 3:32 PM on 8/5/2020.

- 7) Once you have created your fundraiser, you will be asked to invite friends (people are more likely to support causes their friends, family members or acquaintances support), add the fundraiser to your timeline, and support the fundraiser yourself. Remember to thank everyone who donates.

Network for Good, which manages all Facebook fundraisers, will issue funds to the Friends 45-75 days after donations are received. If you have questions, please email [mcdlfriends@gmail.com](mailto:mcdlfriends@gmail.com).

