

# escarpade EDH Fundraising Page Tutorial

Camp Quality uses Everyday Hero as the fundraising platform for our supporters to use as an online way to receipt their fundraising dollars. We're encouraging you to make the most out of this platform to assist you with reconciling your fundraising money, and also to assist in reducing the administration and resourcing costs at Camp Quality by minimising the manual process when using EDH.

Use the below step by step guide to see how you can:

## 1. **Accept payments & create pledges/invoices**

This ensures your sponsor receives an instant tax deductible receipt, and their name if they choose to include it within the donation form will be displayed on your page against their donation.

## 2. **Bank your collection tins and money received direct to your EDH page**

## 3. **Frequently Asked Questions**

### 1. **Accept Payments & Create your own Pledges/Invoices**


a. Send them your EDH Fundraising URL


b. Ask them to click **GIVE NOW**

The screenshot shows the fundraising page for Camp Quality esCarpade. The header includes a cartoon character and the event details: "Camp quality esCarpade Port Macquarie - Toowoomba 21 - 28 October 2017". The progress bar indicates a goal of \$5,000, with \$0 given and \$5,000 still needed. A red circle highlights the "Give Now" button, which is the focus of the tutorial. The page also features a "4 SMALL ACTIONS THAT MAKE A BIG DIFFERENCE" section with instructions on how to customize the page and share it. The sidebar on the right provides additional options like editing the page, posting on Facebook, and downloading a pledge form.

- c. Alternatively, you can email them the link directly

This links to a donation form:

  
camp quality.



## Donation to Camp Quality esCarpade in support of Camp Quality

Thank you for agreeing to make a generous donation. Completing your donation will just take a few minutes.

### 1. Donation Amount How much do you wish to donate?

\$50 AUD    \$100 AUD    \$200 AUD   Other: \$  AUD

I wish to help further by giving a little extra. I understand that online transactions incur fees. [?](#)

#### Donor Message

The donor message and name you enter below will appear next to your donation on your friend's Supporter Page. If you do not enter a public name your donation will display as Anonymous.

Donor Message

Donor Name

### 2. Donor Details Your privacy is important. Please refer to our [Privacy Policy](#).

I am donating as an  Individual  Organisation  
The receipt will be issued to this person if donating as an individual, or in the company name if donating as a company or organisation.

#### Personal details




Salutation


First name\*


Last name\*



- d. At the bottom of this donation page they can choose their payment method:

### 4. Payment Method How would you like to pay?

Credit Card   

Visa Checkout 

PayPal 

Cash, Cheque or BPAY  

- e. If they choose Cash, Cheque or BPay - It will automatically email a pledge form to the donor's email address. They can also download the form by clicking the top right hand corner of the page.

The pledge form will look like this

- f. If they have chosen cash, this is the most important part

Denomination	Limit
5c, 10c, 20c & 50c	Maximum of \$5
\$1, \$2, \$5 & \$10	Not exceeding ten times the face value, inclusive. e.g. Maximum of \$100 for \$10 notes (10 x \$10)

- g. If they have chosen BPay, this is the most important part

Biller Code:	667162
Reference:	3019128042682831

- h. If they have chosen cheque, they can either take it to their nearest Australia Post office, or this is the most important part

## 2. Bank your collection tins and money received direct to your EDH page

If you have collected cash from your donors and would like to add it to your EDH Fundraising Page, there are two ways you can do this depending on whether you would like the money to show up separately with their names next to each donation on your fundraising page.

**a. If you DO want to see their individual donations and personal details appear on your page, you'll need to:**

Follow the same instructions under Step 1. Eg. Use the 'Give Now' button to donate each amount they have given you separately, entering that friend's contact details into the donation form and choosing the 'Pay by Cash, Cheque or BPAY' option.

You will then need to download and print each of the Pledge Forms for each donation using the button in the top left of the 'Thank You Screen' and take them to Australia Post who will process each amount separately. Alternatively you can drop this form and your cash off to your local fundraising office for us to bank on your behalf.

Once the amount is processed successfully by Australia Post, each of your friends will receive a receipt for their donation to their email.

**b. If it doesn't matter to your donors whether they appear as individual donors on your page, and you are happy for the money to show on your page as anonymous, you can**

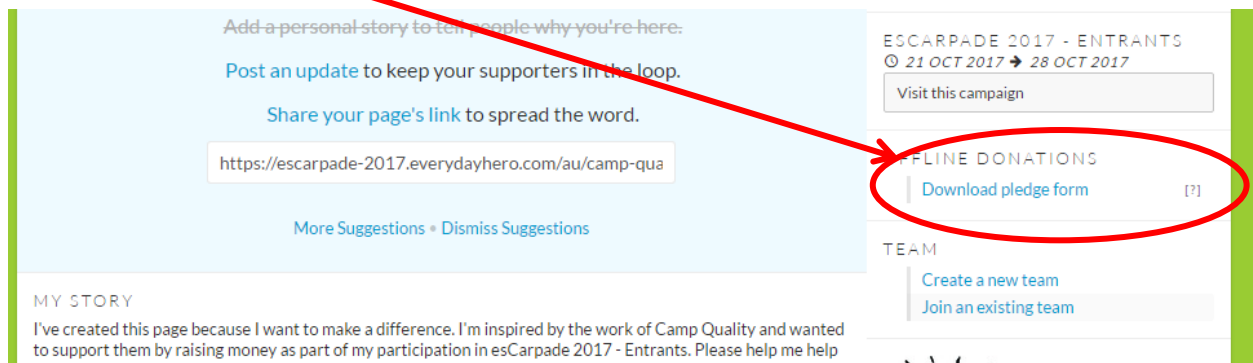
**Go to your fundraising URL –**  
and log in

esCarpade 2017  
© 21 OCT 2017 → 28 OCT 2017

SEARCH  LOG IN 



Go to Offline Donations on the right hand side of your page – and download the pledge form



This will produce a pledge form similar to the one's your donors receive when they pay through GIVE Now –

Take this and the cash into any post office as per this

Denomination	Limit
5c, 10c, 20c & 50c	Maximum of \$5
\$1, \$2, \$5 & \$10	Not exceeding ten times the face value, inclusive. e.g. Maximum of \$100 for \$10 notes (10 x \$10)

### 3. Frequently Asked Questions

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**a. Does EDH charge a fee to Camp Quality for use of their platform?**

Camp Quality has an agreement with very competitive fees for all campaigns we set up via Heroix (everyday hero). It is considerably better than the standard fees quoted on the Everyday Hero website. Details of the agreement can't be disclosed to the public as it is commercial in nature and confidential.

For your information, there are three types of fees:

- Service fee – A fixed annual fee for the platform that is debited against various national event budgets
- Transaction fees – A payment processing fee that varies dependent of the payment type (AMEX, Mastercard, VISA, PayPal, BPAY or Australia Post). It will be deducted from the gross donation amount and debited to the event's budget

One of Everyday Hero's benefits is the built-in donor uplift function. It gives donors the option to uplift the donation amount so to cover our fees. Industry statistics show that 70% of donors choose to give a little extra to cover any fees a charity has to process donations.

**b. My supporter automatically had an additional 5% added to their donation amount when donating online?**

At Camp Quality every cent matters to help our kids living with cancer, that's why using platforms like Everyday Hero allows us to do our jobs more effectively and our supporters to donate in an easy and quick environment.

Camp Quality incurs administration costs per donation this cost is associated with processing fees relating to the payment type VISA/Mastercard/AMEX, Paypal, BPay and Australia Post, plus bank and transaction fees. Everyday Hero does provide an option for the donor to uplift their donation to cover this cost which we have averaged out at 5% per transaction (which covers everything from all of the transaction fees listed above, to staff wages).

Example: Visa- \$60.00 donation + 5% + \$3 = \$63.00

Please note this donor uplift is optional for your supporters – if they do not wish to include this additional fee with their donation they can untick this box

The image shows a screenshot of a donation form. The title is "1. Donation Amount" and the subtitle is "How much do you wish to donate?". There are four radio button options: "\$50 AUD", "\$100 AUD", "\$200 AUD", and "Other: \$ [input box] AUD". Below these options is a checkbox that is checked, with the text "I wish to help further by giving a little extra. I understand that online transactions incur fees. ?". A red circle is drawn around this checkbox. At the bottom right of the form, it says "Total Amount: \$0.00 AUD".

Please note that without platforms like Everyday Hero, Camp Quality's administration costs would be much higher due to the resources we have to invest into manual transactions.

**c. My supporter has asked to receive an invoice prior to making the donation**

You or your supporter can create these from your EDH fundraising page by following the instructions under Step 1. *Accept payments & create pledges/invoices*

If you have any further questions or need assistance with your online fundraising page, please contact the events team:

[esCarpade@campquality.org.au](mailto:esCarpade@campquality.org.au)

02 9876 0540

Or speak to you community fundraising in your local office.