



## **How to Setup Facebook Fundraising in your Participant Center**

1. Go to [www.TheProuty.org](http://www.TheProuty.org) and log in to your account.
2. Click the button "Participant Center" on the green bar at the top of the page.
3. You should be on your home tab now. Scroll down to the blue box at the bottom of this webpage, under your Personal Page. Click the button "Edit Fundraiser Content."
4. A content box will appear, here you can make edits to the title and page content for your fundraiser.
5. Once completed, click the blue "Save and Connect Fundraiser to Facebook" button.
6. A screen will pop up requesting you to log in to your Facebook account. Enter your username and password.
7. You may have to give D-H/Geisel approval to manage your fundraisers so that the Prouty online fundraising system syncs with the Facebook Fundraising system.
8. You will be taken back to your Prouty Participant Center. When you are connected the blue box will say, "Your Fundraiser is Connected to Facebook!"
9. Click the button "Go to Facebook Fundraiser" if you want to customize your Facebook Fundraiser (otherwise it will pull in the information from your Prouty personal page).
10. To customize your Facebook Fundraiser, click the "...More" button and then "Edit Fundraiser"
11. Facebook will automatically create a post on your Facebook page showing that you created a Fundraiser on Facebook.