



# BALANCE AWARENESS WEEK to **DEFEAT** *DIZZINESS*

5018 NE 15<sup>TH</sup> AVE • PORTLAND, OR 97211 • PH: 503.294.9085 • INFO@VESTIBULAR.ORG • [WWW.VESTIBULAR.ORG](http://WWW.VESTIBULAR.ORG)

THANK YOU FOR MAKING A DIFFERENCE!

Step-by-Step directions to create your Personal Campaign Page

1. If you already have a username and password on the [www.vestibular.org](http://www.vestibular.org) site, please LOGIN and proceed with step two. If you do not have a user name and password, you may go directly to step two.

The screenshot shows the homepage of the Vestibular Disorders Association. At the top left is the VEDA logo. To its right is the text "VESTIBULAR DISORDERS ASSOCIATION". Further right are links for "ABOUT", "CONTACT", and "FAQ". Below these are icons for "USER", "LOGIN", and "DONATE NOW", along with a search bar labeled "Search Our Site...". A large blue arrow points from the "USER" icon towards the "LOGIN" and "DONATE NOW" links. Below the header is a navigation bar with five categories: "UNDERSTANDING VESTIBULAR DISORDERS", "LIVING WITH A VESTIBULAR DISORDER", "FINDING HELP & SUPPORT", "RESOURCES FOR PROFESSIONALS", and "TAKE ACTION". The main content area features a large image of a person sitting on a bench by the water, looking out at a cloudy sky. Overlaid on the right side of the image is a quote: "My friends and family just don't get what I'm going through. I feel so alone." Below the quote, text reads: "You aren't alone! 90 million Americans suffer from dizziness or imbalance during their lifetime. Click here for more information on help that is available to you." At the bottom right of the image is a "READ MORE" button with a right-pointing arrow.



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2. Go to <https://vestibular.org/personal-campaign-pages>

3. Click on “Create Your Own Fundraising Page”

🏠 > Take Action > Balance Awareness Week

**JOIN VEDA**

**SUPPORT GROUP RESOURCES**

**PARTICIPATE IN RESEARCH**

**BALANCE AWARENESS WEEK**

**ADVOCATE**

**SUPPORT VEDA BY SHOPPING ONLINE**

**Balance Awareness Week Personal Campaign Pages**

**CREATE YOUR OWN FUNDRAISING PAGE**

**FUNDRAISING GOAL: \$ 40,000.00**

**TOTAL RAISED: \$ 575.00**

**Click on a link below to support an individual or team:**

**Tony's Page - Dizzy Days are here again! - Tony Staser**

**Memorial for Marcia Blumenthal - Lisa Epstein**

**De-Feet Dizziness - Melissa Bosserman**

**Help Balance Centers of Maryland & Virginia Defeat Dizziness! - Dr. Stacey Buckner**

4. Select a username and password. Write down both the username and password so you have record of it.



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## Setup a Personal Campaign Page - Account Information



Creating your own fundraising page is simple. Fill in some basic information below, which will allow you to manage your page and invite friends to make a contribution. Then click 'Continue' to personalize and announce your page.

Please enter a user name to create an account. If you already have an account, [please login](#) before completing this form.

**Username \***

[Check Availability](#)

Your preferred username; punctuation is not allowed except for periods, hyphens, and underscores.

**Password**

**Confirm Password**

Provide a password for the new account in both fields.

## 5. Complete the Supporter Profile (first name, last name, email) and click on Continue

### SUPPORTER PROFILE

**First Name \***

**Last Name \***

**Email Address \***

**The information you provide will NOT be shared with any third party organisations.**

Thank you for getting involved in our campaign!

CONTINUE >> ➤



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6. Create a "Title" for your page. This will be what your supporters will see on our web site. Hint: Incorporate your name, your loved ones name, your clinic or office so your supporters can easily find your page.
7. Create a "Welcome" message. This is a brief statement explaining why you are involved in this campaign.
8. Set a goal for yourself or your team. Hint: You can always go back and raise your goal once you hit the initial amount.
9. The "Progress Bar" box is automatically checked. We encourage you to leave this checked so your supporters will know how great you have done.
10. The donate button defaults to "Donate Now." You can customize a message such as "Please support me" or "I need your help – donate now" or "Click Here to Donate."
11. "Your Message" is one of the most important aspects of this campaign. You want to share your story by telling your friends, family, and colleagues why you are a part of VEDA and why you are involved with Balance Awareness Week. Make the story personal and powerful. It is important for those supporting you to understand how having a vestibular disorder or caring for vestibular patients has affected your life. This is also a message you can use to spread awareness. Even if someone decides not to donate, they will read your story and have a better



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understanding of your situation and the seriousness of vestibular disorders.

## STEPS 5 – 11:

### Setup a Personal Campaign Page - Step 2

Personalize the contents and appearance of your personal campaign page here. You will be able to return to this page and make changes at any time.

**Title** •

**Welcome** •

Introduce the campaign and why you're supporting it. This text will appear at the top of your personal page AND at the top of the main contribution or event registration page.

**Your Goal** •

Total amount you would like to raise for this campaign.

**Progress Bar** ☒ If this option is checked, a "thermometer" showing progress toward your goal will be included on the page.

**Donation Button**

The text for the contribute or register button.

**Your Message** Tell people why this campaign is important to you.

12. Include a picture in your profile. Find a picture that you are comfortable sharing with others. Maybe this is a picture of yourself or the loved one you are supporting. Maybe it is the company/clinic logo that you are



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representing. The picture must be 2M or less in order to upload. If you use a picture from your phone – it is typically 2.2 MB. However, if you email it to yourself, you can select a smaller size. After retrieving your email, save the picture on your computer's desktop and then upload the picture onto your personal page from there. If this is too complicated, VEDA staff is happy to resize the photo and upload it for you. Just contact Tony Staser at [tony.staser@vestibular.org](mailto:tony.staser@vestibular.org) for assistance.

13. The "Honor Roll" box is automatically checked. This will display the names of those who have supported you. Each supporter will have the option to include their name or can make their contribution anonymous. It is nice to let the supporter have the option.
14. The "Active" box is automatically checked. You have the option to "de-activate" your page at any time.
15. Click on "Save."

## ▼ Include a Picture or an Image

You can upload a picture or image to include on your page. Your file should be in .jpg, .gif, or .png format. Recommended image size is 250 x 250 pixels. Maximum size is 360 x 360 pixels.

Attach File  no file selected [\(clear\)](#)

Browse to the file you want to upload. Each file must be less than 2M in size.

**Honor Roll** ☒ If this option is checked, an "honor roll" will be displayed with the names (or nicknames) of the people who supported your campaign. (People will have the option to remain anonymous. Their names will NOT be listed.)

**Active** ☒ Is your Personal Campaign Page active? You can activate/de-activate it any time during it's lifecycle.

**SAVE** ►

**CANCEL** ►





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16. You will receive two emails immediately. One will include the link to your page (SAVE THIS so you can copy and paste it into an email and/or on your Facebook page to ask your friends for support). The other will ask you to activate your page by clicking on the link provided.

### Things to note:

- You are able to make a donation to your own page. It is great for supporters to see that you are invested to the cause.
- Anyone who makes a donation on your page will automatically receive a receipt for tax purposes via email.
- You are able to edit your page – Title, Welcome Message, Your Story, Picture, etc. at any time.
- Set your goal realistically. Once you hit your goal, raise the amount. Use the goal in your message encouraging your network to help you meet your goal.
- Visit [www.vestibular.org/baw](http://www.vestibular.org/baw) to download templates and other great tools to help raise awareness.
- Participants will receive a list of their donors names and amounts once a week. Starting in September, lists will be sent out more frequently.



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- Create your page soon. Most people need several reminders to donate and will donate as the event dates draw near. Don't get discouraged – keep asking!

With your help we can improve the quality of life for people suffering from inner ear balance disorders.

Thank you for your support.

Together we will make a difference!