COLLABORATIVE FUNDRAISING:

ADDING YWCA USA'S DONATION LINK TO YOUR DONATION PAGE

1. Login to Sphere

2. Hover over the Communities tab, then Forms, and then select "Single Step Forms"

3. Find your YWCA donation form in this area; hover over the name and click "Website Info"

4. Click on option 3, "Form Customization"

5. At the top of this page, select the option "Field Order and Label Text"

6. In the "Form Description" field, please add language regarding the mission work of YWCA USA from this page, and then add the following code to add a link to the YWCA USA donation form, <p>Donate to the YWCA USA</p>

7. Scroll to the bottom of the page and click "Save & Done"

8. At the top of the page, click the link that says "Website Checklist"

9. Click the large green button that says "Publish This Event Now"

10. Confirm the text and link have been added by going to your donation form and testing the link.

11. If you have any questions please contact us webmaster@ywca.org