



# CLL Society Peer-to-Peer Fundraiser Instruction Manual

## GETTING STARTED

In order to become a fundraiser, you will first need to create an account with CLL Society. You may begin this process in one of two ways.

### Option 1

From the [campaign page](#), click on the “Become a Fundraiser” button.

- Direct URL:  
<https://cllsociety.app.neoncrm.com/createFundraiser.jsp?campaignId=32&>

### Option 2

From an existing fundraiser’s page, click on “Create a page”

The screenshot shows a fundraising page for 'Celebrating Long Lives 2022'. At the top left is the CLL Society logo. The main heading is 'JANE DOE'S FUNDRAISING PAGE'. Below this is a greeting 'Hi Everyone!' and a photo of Jane Doe. The text describes her participation in a 5K walk/run and her goal to raise \$500.00. On the right side, there is a fundraising progress bar showing 10% raised (\$50.00) of a \$500.00 goal. Below the progress bar are buttons for 'Donate', 'Create a page', and 'All fundraisers'. At the bottom, there is a 'SUPPORTERS' table with columns for Name, Date, Amount, and Comments.

**JANE DOE'S FUNDRAISING PAGE**

Hi Everyone!

I am participating in CLL Society's first-ever 5K walk/run. I will be fundraising for CLL Society to support people everywhere impacted by chronic lymphocytic leukemia/small lymphocytic lymphoma. Please support me by making a donation. No amount is too small!

**ABOUT CELEBRATING LONG LIVES 2022**

Celebrating Long Live is a virtual 5K walk/run event to recognize, support, and raise awareness of those touched by a chronic lymphocytic leukemia/small lymphocytic lymphoma (CLL/SLL) diagnosis.

No matter where you reside, you can be a part of CLL Society's inaugural Celebrating Long Lives event!

**About CLL Society**

CLL Society is an inclusive, patient-centric, physician-curated nonprofit organization that addresses the unmet needs of the chronic lymphocytic leukemia (CLL) community through patient education, advocacy, support, and research. CLL Society supports CLL patients, caregivers and healthcare providers by monitoring, reporting on, and explaining advances in the understanding of the underlying biology of CLL, emerging CLL research data, and the rapidly evolving CLL therapy options. Our motto is SMART PATIENTS GET SMART CARE™. Visit [cllsociety.org](http://cllsociety.org) to learn more.

**SUPPORTERS**

Name	Date	Amount	Comments
------	------	--------	----------



## HOW TO SET UP YOUR OWN FUNDRAISING PAGE

**OPTION ONE:** If you have made a donation to CLL Society previously, you will already have an account. However, you will still need to create your own login in order to create your fundraising page. Click on the “Get Help” text link towards the bottom of the screen.

Create an account to start fundraising.

[CREATE NEW ACCOUNT](#)

[Sign in with Facebook](#)

[Sign in with Twitter](#)

Already have an account?

Login Name:

Password:

Remember me

[Log In](#)

Forgot your password?  
[Get help](#)

Enter your email address when prompted and click “Continue”.

Smart Patients Get Smart Care™

[Newsletter Sign Up](#) [Donate Now](#) [Select Language](#)

CLL SOCIETY The World's Leading Authority for Chronic Lymphocytic Leukemia Patients

How can we help you?

HOME What's New CLL Information & Management Programs & Support COVID-19 Living With CLL About Us Donate

Help with my account

If you forgot your login name or password or have not yet set up a login for your account, enter the email address associated with your account, and we'll email you a link to set up your login.

[Continue](#)



CELEBRATING Long Lives  
A 5K event to SUPPORT those touched by CLL/SL

You will then need to navigate to your email and look for an email from CLL Society. Click on the link in the email to create your login name and password.



CLL Society support@cllsociety.org via bounces.neonemails.com to me ▾

If you're having trouble viewing this email, you may [see it online](#)



CLL SOCIETY

Dear Jane Doe,

You have recently requested login information for your account. Please go to the following page to set up your login name or password:

<https://cllsociety.app.neoncrm.com/np/clients/cllsociety/setLogin.jsp?secureId=kewTs4JIR2yaRqaG0UJwEeS3ekN8CVB7nNVBvi4EGSh9qHYe5aCY5xkq3dEoPOv3&>

If you experience problems, please go to the page below and use the Access Code to continue:

<https://cllsociety.app.neoncrm.com/np/clients/cllsociety/setLogin.jsp>

Access Code: kewTs4JIR2yaRqaG0UJwEeS3ekN8CVB7nNVBvi4EGSh9qHYe5aCY5xkq3dEoPOv3

Sincerely,

CLL Society

Navigate to the provided link and fill out the information to create you login name and password. Then click "Submit".

Set Login/Password

Please select the account for which you would like to reset your password:

- Account: Jane Doe  
Login Name:  
Individual Constituent User

Please enter a login name you would like to use (at least 4 characters)

Please enter a login password you would like to use (at least 8 characters, including at least one number)

Please re-enter your login password

Submit



CELEBRATING  
**Long  
Lives**  
A 5K event to SUPPORT those touched by CLL/SLL

**OPTION 2:** If you have not previously made a donation to CLL Society, you will need to click on the “Create New Account” button.

Create an account to start fundraising.

**CREATE NEW ACCOUNT**

Sign in with Facebook

Sign in with Twitter

Already have an account?

Login Name:

Password:

Remember me

**Log In**

Forgot your password?  
[Get help](#)

Fill out the required fields and click “Submit”.

### Create Fundraiser Account

First Name: \*

Last Name: \*

Email: \*

I'm not a robot reCAPTCHA  
Privacy - Terms

**Submit**

0



**CELEBRATING  
Long  
Lives**  
A 5K event to SUPPORT those touched by CLL/SL

You will then need to navigate to the email address you submitted in the form and look for an email from CLL Society. Click on the link in the email to create your login name and password.



**CLL Society** support@cllsociety.org via bounces.neonemails.com  
to me ▾

If you're having trouble viewing this email, you may [see it online](#)



**CLL SOCIETY**

Hi Jane,

Thank you for your interest in Celebrating Long Lives 2022. You can set up your fundraising page here:

[https://cllsociety.app.neoncrm.com/np/clients/cllsociety/setLogin.jsp?secureId=LNxRBPx01\\_IPELIK-DuM.Jbxmg86JU-Ma-mNvrGfrVUAdJH6Xuv6QjwhG4Lun8iHS&tcmp=32](https://cllsociety.app.neoncrm.com/np/clients/cllsociety/setLogin.jsp?secureId=LNxRBPx01_IPELIK-DuM.Jbxmg86JU-Ma-mNvrGfrVUAdJH6Xuv6QjwhG4Lun8iHS&tcmp=32)

Sincerely,

CLL Society

Fill out the information to create a login name and a password for your account. Then click "Submit".

Set Login/Password

Please select the account for which you would like to reset your password:

**Account:** Jane Doe

**Login Name:**

**Individual Constituent User**

Please enter a login name you would like to use (at least 4 characters)

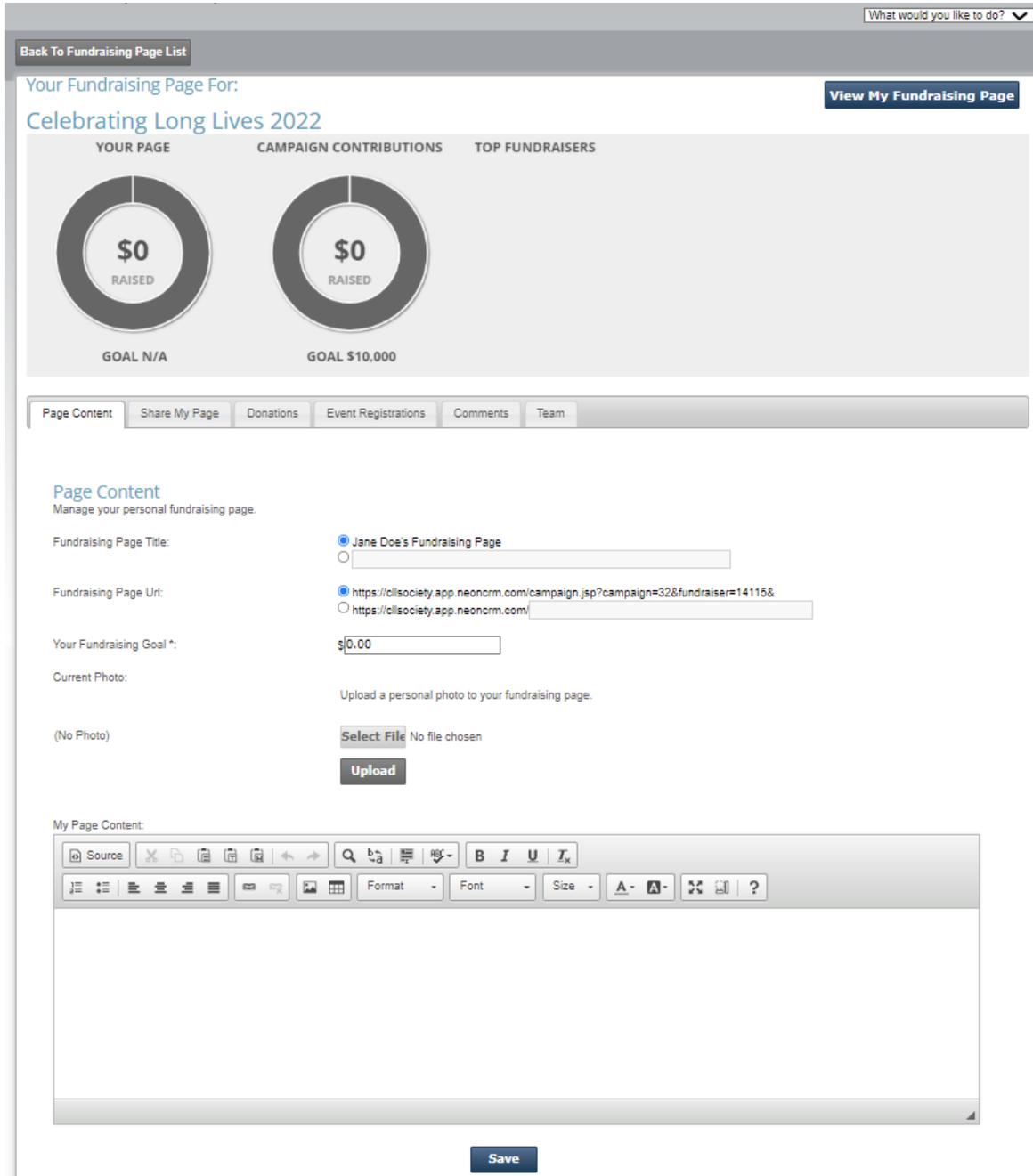
Please enter a login password you would like to use (at least 8 characters, including at least one number)

Please re-enter your login password

Submit

## CREATING YOUR FUNDRAISING PAGE

Once you have successfully logged in to your account, you will be directed to a webpage where you can personalize your fundraising page.



The screenshot shows a web interface for creating a fundraising page. At the top, there is a navigation bar with a dropdown menu and a "Back To Fundraising Page List" button. Below this, the page title is "Your Fundraising Page For: Celebrating Long Lives 2022" with a "View My Fundraising Page" button. The main content area is divided into three sections: "YOUR PAGE", "CAMPAIGN CONTRIBUTIONS", and "TOP FUNDRAISERS". The "YOUR PAGE" section features a donut chart showing "\$0 RAISED" and a goal of "GOAL N/A". The "CAMPAIGN CONTRIBUTIONS" section shows another donut chart with "\$0 RAISED" and a goal of "GOAL \$10,000". Below these charts is a horizontal menu with tabs for "Page Content", "Share My Page", "Donations", "Event Registrations", "Comments", and "Team". The "Page Content" tab is active, showing a form to manage the personal fundraising page. The form includes fields for "Fundraising Page Title" (set to "Jane Doe's Fundraising Page"), "Fundraising Page Url" (set to "https://cllsociety.app.neoncrm.com/campaign.jsp?campaign=32&fundraiser=14115&"), "Your Fundraising Goal \*" (set to "\$0.00"), and "Current Photo" (with a "Select File" button and an "Upload" button). At the bottom of the form is a "My Page Content" text editor with a rich text toolbar and a "Save" button.

If you need to re-login, follow this link:

<https://cllsociety.app.neoncrm.com/np/clients/cllsociety/login.jsp>



Then sign in with the login name and password you created. Navigate to the drop-down menu in the top-right corner and select Peer-to-Peer Fundraising.



Under “Fundraising Pages”, click on the “Manage Page” text link.



## Peer-to-Peer Fundraising Overview

Total: 1 fundraising pages.

Add a fundraising page for a campaign:

[Create Page](#)

Fundraising pages:

Campaign Name	Contribution Total	Goal	Actions
Celebrating Long Lives 2022	\$50.00	N/A	<a href="#">Manage Page</a>   <a href="#">Deactivate</a>

In the top-right corner, the “View My Fundraising Page” button will open your live fundraising page so you can see what it looks like to other people.

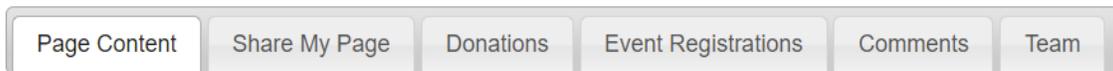
[View My Fundraising Page](#)



The graphs at the top of the page will give you an overview of how much money you have raised towards the personal goal you have set (**Your Page**), how much money has been raised by every fundraiser towards the campaign goal of \$10,000 (**Campaign Contributions**), and what individual fundraisers are raising the most money (**Top Fundraisers**).



The navigation bar below the charts allows you to navigate through various features for your fundraising page.



- **Page Content:** Here you can edit the text that appears on your fundraising page. On this tab you can also add a picture of yourself, set your personal fundraising goal, and give your fundraising page a title.
- **Share My Page:** Here you will find the unique URL for your fundraising page that you can share.
- **Donations:** Here you can see all the individuals that have made a donation to your fundraising page.
- **Event Registration:** This tab is not applicable for CLL Society’s Peer-to-Peer 5K event
- **Comments:** When someone makes a donation through your page, they have the ability to leave a comment. On this tab, you can view all the comments that have been made. You can also hide any comments you don’t want displayed publicly on your page.
- **Team:** Here you can choose to join an existing fundraising team or start your own team that others can join.



## Page Content Tab

Setting a specific personal fundraising goal is a good idea. The personal goal you set will show up on your fundraising page with a progress bar showing how close you are to reaching your goal as people donate.

Uploading an image of yourself is also a good idea. This image will appear both on your personal fundraising page and on the fundraiser listing page.

The text box is where you can add personalize you fundraising page with a message. This is an opportunity for you to share with people why you are participating and fundraising for CLL Society.

Click the “Save” button when you are done making edits to make sure your changes are saved and reflected on you fundraising page.

You can use the “View My Fundraising Page” button in the top-right corner to see how your page looks.

### Page Content

Manage your personal fundraising page.

Fundraising Page Title:

Jane Doe's Fundraising Page

Fundraising Page Uri:

https://cillsociety.app.neoncrm.com/campaign.jsp?campaign=32&fundraiser=14115&  
 https://cillsociety.app.neoncrm.com/

Your Fundraising Goal \*:

Current Photo:



Upload a personal photo to your fundraising page.

Select File No file chosen

Upload

Delete

My Page Content:

Source Undo Redo Find ABC B I U I<sub>x</sub>

Normal Font Size A A ?

Hi Everyone!

I am participating in CLL Society's first-ever 5K walk/run. I will be fundraising for CLL Society to support people everywhere impacted by chronic lymphocytic leukemia/small lymphocytic lymphoma. Please support me by making a donation. No amount is too small!

body p

Save



## Share My Page Tab

This tab is where you will find the tools you need to share your fundraising page with your personal network.

The direct link can be used to share your fundraising page through email, text, webpages and more.

With the social media icons, you can share your fundraising page directly on your existing social media accounts.

### My Fundraising Page

Share your fundraising page by copying this direct link.

Donation Link: <https://cillsociety.app.neoncrm.com/campaign.jsp?campaign=32&fundraiser=11272&>

### Social Media

Use these links to share your page with your personal network.



## Donations Tab

On this tab you can see all the donations that have been made through your fundraising page. You will see the name of the donor, the amount they donated, the date they donated on, their mailing address and comment.

Using the “Bulk actions” drop-down menu at the bottom of the Donation List, you can hide/show donor names. Select the box next to the names of the donors whose name you want to hide or show, select the appropriate action from the drop-down menu and click “Apply”. The donor’s name will now be hidden/shown publicly on your fundraising page.

You can export a list of your donors to an excel document by clicking the “Export to CSV” button.

### Manage Donations

View donations, export them to CSV, or hide the name of donors from displaying on your fundraising page.

[Export to CSV](#)

Donation List					
<input type="checkbox"/>	Donor	Amount	Date	Mailing Address	Comments
<input type="checkbox"/>	Jane Doe	\$50.00	03/17/2022		Nice job!

View 1 - 1 of 1

Bulk actions Apply



**CELEBRATING  
Long  
Lives**  
A SK event to SUPPORT those touched by CLL/SLL

## Comments Tab

On this tab you can manage the comments on your fundraising page. You can complete disable comments on your page by clicking the “ON/OFF” button. This does not delete existing comments or prevent people from making a comment when they donate.

Rather it hides them from being publicly displayed on your fundraising page. You will still be able to see comments through this page.

On this tab you can also see all the comments that have been made with a donation to your fundraising page. You will see the name of the donor, their comment and the date they made it on. You will also have an option to hide a donor’s comment.

You can hide individual comments by clicking on the “Hide” button in the Actions column in the table. You can also use the “Bulk actions” drop-down menu at the bottom of the Donation Comment List to hide or show comments. Select the box next to the names of the donors whose comment you want to hide/show, select the appropriate action from the drop-down menu and click “Apply”. The donor’s comment will now be hidden/shown publicly on your fundraising page.

### Comments

Turn the comments section of your fundraising page on or off. If you turn comments off, they will be saved but not visible to the public.



### Manage Comments

**Donation Comment List**

<input type="checkbox"/>	Donor	Comment	Date	Action
No records to view				

Bulk actions ▾ **Apply**

