Video Transcript for Build your own Fundraising Website Tutorial

Presenter ([00:01](#)):

Hi there. Welcome to this tutorial. Today, I'm going to show you how to make your first fundraising website using Google Sites. Before we get started, I'd like to show you how the template looks and then we'll edit it. So please stay tuned. As you can see, this is how the template looks. In this demo, we're going to change this template to my own group. And we'll also add our own information. So, I will first add my group name. There we go. And then next, if I want to change my head header banner to a different image, also take on Change image. If I click on it, I have two options, the upload, which would upload images directly from my local drive or select image, which will directly take this from Google Drive. And these are the default headers in Google drive. But I'll simply click on my own images. And if you've uploaded images earlier on, these will appear here, but if you haven't, you would need to upload them first. So, in my case, I've added images already. So, I just select the image I want. And as you can see, the images have been changed.

Presenter ([02:41](#)):

In this section, I would briefly add a description of our group and some of our group fundraising objectives.

Presenter ([02:55](#)):

Then if we go down here, we mainly have our main National Fundraisers, which include Scout Coffee. And these are just links that take us to the different campaigns.

Presenter ([03:26](#)):

Now, this is the most exciting part of our website, where we get to showcase to our website visitors and audience how much we've raised and what our fundraising goals are. So to get started, I'll change my fundraising goal to $2000

Presenter ([03:55](#)):

Now, to get started with this graph. We simply need to update this part in Google sheets. So, I'll go ahead and go into Google Sheets. And as you can see, I had already added my group name and now we just have to add the remaining fields. So, so far from my own group, we've raised about $1,700 and our goal is $2000. As you can see, and this field will calculate the amount left to reach our goal. So, it simply subtracts the target goal and as the amount raised. So, in my case, we only live for $300 to reach our target. And as you can see, it also shows us the percentage target achieved and the progress we've made. And this is a graph we were seeing earlier on, on our website. So, to edit it and customize it to our own group needs, click on the graph itself and then we would click on data range. And this will give us this section and then we'll click on the

customized tab and then gauge. So, to make our gauge work correctly, we need to have a maximum value, which is a target goal in this case. So that our projected fundraising targets are well populated. So, in this case, I said, my maximum fundraising goal was 2000. So, we'll type it out here, but if we wish to change it, we can do so.

Presenter (06:15):

According to our own group needs. And then once that's done, we can go back to our template, and we'll click on the preview to see if our amounts have been updated. And as you can see, the $1,700 is now there and ours is $2000. And before I forget, we need to go back to the template and update this value to 1,700 as this is the amount, we have raised so far things to 1,700, preview it. So, we now have all our amounts up to date, and if you have any questions or concerns, you're free to contact me on my email. I'll leave it in the description. Now, the next section simply outlines our next local fundraising activities. So, in this example, I'll exchange my add in my own activity. I'll just leave the title as it is, to Apple Day, but I'll change the image. So, to do this would have to come back to this section. And then we click on the three dots, and we have to select replace image and we have those two options again, either to upload it from our local drive or on Google drive. So, I'll select on Google drive since I had uploaded images earlier on. And I select the image, I want simply to click on insert. Then my new image has been updated.

Presenter (08:53):

Then let's say, I want to change the time. I'll just go and the appropriate text and change my time. So now the event ends at 4:00 PM and add in our location and additional details by changing the text and you can do these for all the other events.

Presenter (09:29):

Then we go on to this section where we can embed our, ScoutsTracker calendar, and this is optional by the way. But if your group wishes to do so, you will simply click on the embed button found on the side panel and then you click on the embed code tab. Then you would have to paste in your HTML code from ScoutsTracker. And once it's done and click next, and then it'll give you a preview of what your calendar looks like. Then once you click next, it'll upload and add the calendar on the page. And as I said before, this is an optional feature you can have for your website. Now I'll go ahead and change this to my own group name. Just to thank our supporters. And you can also change the image as you wish.

Presenter (10:44):

Here we go. Then for this section, we'll simply leave it as it is. And we would also like to thank Desjardins for making this project possible.

Presenter (11:06):

And then last but not least, we want to add our social media buttons, that link to our group page. So, to do this would click on the edit button. And as you can see, this is embedded code, which is straightforward. And for the first button was a Facebook button. And all we need to do is change the '**href**' parameter. So, we would copy this from a group Facebook page, the URL, and just paste it on this section. And this can also be done for Instagram and Twitter. And once all the links have been updated, we just click next and there we go. Get a preview of how the buttons will look and

if it all looks good to us, we just think Save. So, I'll just do a preview of what we've done so far. And then we'll go on to the next section. As you can see, our website is now up to date for my group.

Then now let's say we want to add new pages to our website, simply click on the pages tab. Then we'll go on the plus sign and we have these for options, we can either add a new page, add a link from an external website

Or embed code and make an HTML page or a navigation menu section. So I'll simply click and the new page option, then I'll add to my page - Test. Okay. And it can also be added onto the main navigation. And if we wish to remove this one main navigation, just click hide from navigation and station, and this is hidden. So now let's say we want to add a new section to our newly created page. We simply click on a layout we want, and then we'll go from there. So, we basically have six layouts, and we can choose the one we want. So, I'll choose this one. And once I click on the plus sign, I have six different options I can add in an image, add in a YouTube video, a calendar, or a map. So for my demo, I'll just add it as an image, select my image and I can put the title I want. So, I'll just say, so let's say we want to add in our own group notes, just for our visitors to see or users, we just add in our text, say hello. And if we want to add a new section or duplicate sections, we just click on the section, and this will delete the section. So, duplicate the section, this section, and if we also want to change the background of each section, we'll just click here and we select the color we want. So we'll change it to white. Then as you can see how background has changed. There are also other options, you can add like buttons, dividers, social media links and so forth,

And let's say I don't want the page. I'll just simply right-click it and delete it. But once you delete it, you cannot retrieve the page back. So finally, we've added all the necessary components for our website and our fundraising objectives. And now we want to publish the website. So before we publish it, we just need to cross-check with pages that are titled well and whether they are visible. So in this case, I would simply change my page title to our group name so that it's easier to navigate. So I simply click on properties. Then I change this page to my group name. That's good! Now the most exciting part we have all been waiting for is to publish the website and it asks us for our web link. So this will be our group name. And if we wish to add in a custom domain and simply click manage and follow the other instructions that follow. But for this demo, I just want to keep my own group name and then publish the website. Now that the website is published, I'll simply click on this dropdown. And I click on view published site. And there we go. Our website is now published and live!

So, one thing to be aware of once our website is published, any small change we make will be seen publicly. So we always want to make sure that we don't make any mistakes or publish the wrong information. So, let's say we want to add in change this image. Once our pages are live. When we go on the image itself, click up three dots again, and then select the image from a Google drive and say, I want to change it to this tent. Oh, now we have two tents as images, but I'll simply click

on publish so that my new changes will be made live for everyone. So it will show us the changes we've made and what the current website looks like. So it's, it's always good to make sure that you crosscheck that your information is correct. So such that when you publish it, nothing will go wrong. We click publish. Now our most recent changes are now added to our website. So we simply click refresh and there we go. We now have our tents.
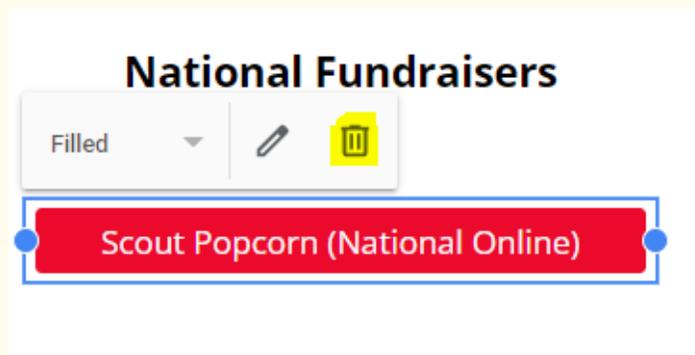
Presenter ([21:40](#)):

And, let's say our campaign is now done. And we've raised a lot of money for different activities. And now we want to unpublish the website simply click on unpublish. We are given this prompt just to make sure if we want to unpublish it or not. And then, once we click and unpublish, the website will no longer be live, and it will no longer be visible to the public. So make sure you don't share it, link to this. Otherwise, it'll give your users a page not found. So, I hope you enjoyed this tutorial and wish you the best in your fundraising. Any questions, please contact me by email and I'll be happy to assist you. Bye for now.

Fundraising Website Template FAQ

1) **If my Group did not do all three national fundraisers – can I remove those buttons? And how?**

   The button can be removed by clicking on it and then clicking on the bin button highlighted in yellow in the screenshot below:

2) **How do I create a Google Sheet to update the fundraising meter?**

   The Google Sheet will be accompanied by the template.

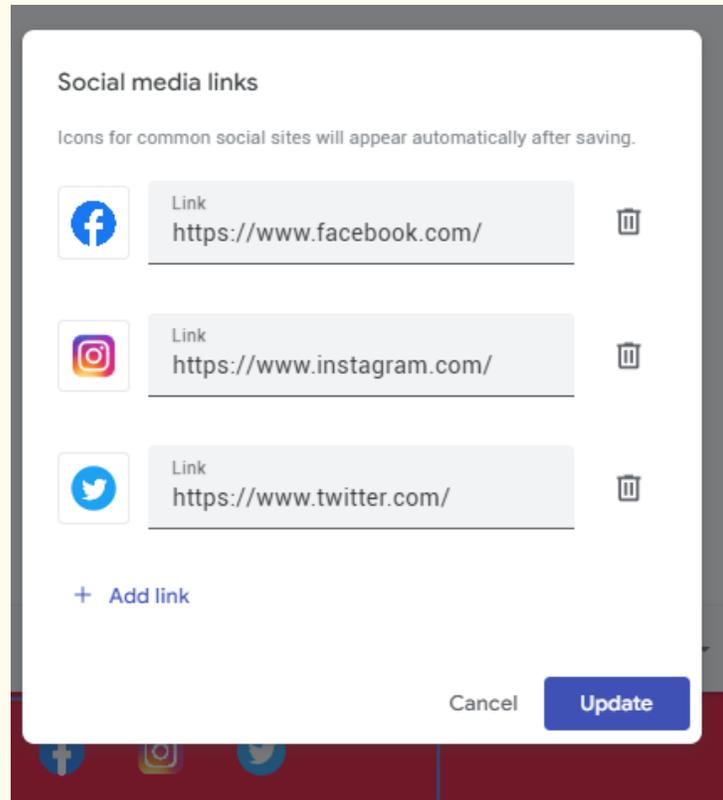3) **How do I get the HTML code in Scouter Tracker to add my calendar?**

   Within Scouts Tracker, groups with access can go to their Calendar and there's an option to copy the calendar to embed on the website. Once this option is selected, the HTML code to embed will be populated.

4) How long will it take to get access to the template after registering?

When registering, make sure that all the correct information is provided. It will take **3-5 business days** for you to get access to the template.

5) How do I edit my Social Media links to add our group links?

Double-click on the Social Media links section and a prompt like the one below will appear.

Change the links appropriately corresponding to the Social Media page you would like your visitors to be directed to. After this click on publish and the revised changes will be updated.

6) Who can I contact if I'm having trouble editing the template?

Please contact Victor our Web Developer via email at victor.mutandwa@scouts.ca

7) Do I need a Google account to access the fundraising template?

Yes, you will need to have a Google account or create one to access the fundraising template.