



## DollarDays Wishlist Set Up Guide

The DollarDays Wishlist is the ultimate fundraising tool for any nonprofit organization looking to engage with their charitable donors and supporters in a whole new way. With a Wishlist, you can not only fundraise throughout the year, but quickly collect all the goods and products you need to accomplish your goals. Let's set up your Wishlist!

### STEP 1: Create your Account

Once you have set up your basic account on DollarDays.com, you will then be able to set up your own Wishlist on DollarDays.com. Just click on the Wishlist link on the footer of our website. That will take you to the Wishlist main page where you can choose to set up a Wishlist for your organization or event. After the list is created, you will have your own unique URL that you will share with possible contributors for your donations.

Sample web address: [www.dollardays.com/yourcharityhere/wishlist.html](http://www.dollardays.com/yourcharityhere/wishlist.html)

### STEP 2: Set Up Your Wishlist

When you set up your Wishlist, you will be asked to fill in several different fields. There is an area to describe your organization and its mission. Then you can name your event, fill out the description and include a date or deadline for donations. There is also an additional field to add a custom message to your donors. Finally, you will set up the name to be used in your URL and upload a logo that will be featured on your list.

Administrative panel: [www.dollardays.com/wishlist](http://www.dollardays.com/wishlist)

### STEP 3: Manage your Wish List

After your list is created, you will see a Wishlist button in the top right corner of the website. From there, you can manage your Wishlist and update the products you are requesting. You can also simply browse the DollarDays website for products you would like to include on your Wishlist. Once you have found an item you want to add, you will see an "Add to Wishlist" button in the product listing. Click this button to add it to your Wishlist. To remove items: Navigate to "Update Product Wishlist" in your administrative panel and remove items by checking the boxes on the left side. Once you're done, click "Update Wishlist."

### STEP 4: Promote Your Wish List

The last step is the most important and that is to promote your Wishlist to your supporters. We have also provided a helpful document to provide ideas on how to share your Wishlist through emails and social media. If you have any questions about set up or need help selecting products, we are here to help. Just give us a call at the number below.

**Questions? Comments? Feedback?**

Contact us at 877-837-9569 x2 or [service@dollardays.com](mailto:service@dollardays.com)