



Friends of Vista Nova

Supporting Vista Nova - a school that nurtures, educates and inspires children with special needs

GIVEN GAIN ACTIVISM FOR FRIENDS OF VISTA NOVA

Getting Started

- Friends of Vista Nova is registered as "FOVN" on www.givengain.com
- You can find FOVN here: <http://www.givengain.com/cause/5309/>
- On the right of the screen, click on "Become an activist"

The screenshot shows the 'Cause Profile' for Friends of Vista Nova. The 'TAKE ACTION' section on the right contains three buttons: 'Become an activist', 'Contact Us', and 'Spread the word'. A blue arrow points from the text above to the 'Become an activist' button.

- On the new page, click on "Select one of our projects"

The screenshot shows the 'How to become an Activist' page. A blue arrow points from the text above to the link 'Select one of our projects' which is followed by the instruction 'Take action by clicking the "Create a Fundraising Page" button on the project page!'.

- On the Project Page, click the FOVN "Support a Star"

The screenshot shows the 'Support a Star' project page. A blue arrow points from the text above to the project title 'Support a Star'.

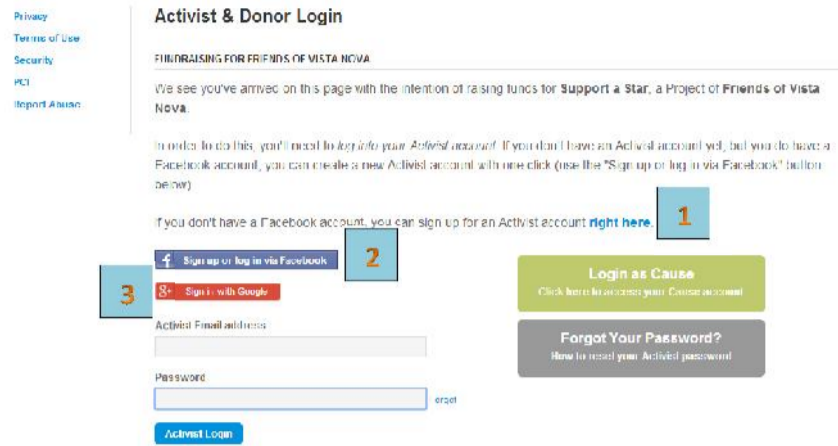
- On the Support a Star Page, click on the grey "Create Your Fundraising Page"

The screenshot shows the 'Support a Star' project page with a progress bar and social media sharing options. A blue arrow points from the text above to the 'Create Your Fundraising Page' button.

Street Address:	11 Milner Road, Rondebosch, 7700	Account Name:	Friends of Vista Nova
PO Box Address:	PO Box 193, Rondebosch, 7701	Bank:	Standard Bank – Rondebosch
Email:	friendsofvistanova@mweb.co.za	Account Type:	Current Account
Telephone:	+27+21+689 4700	Account #:	071 416 528
Fax:	+27+21+689 4702	Branch Code:	025009
Website:	www.friendsofvistanova.co.za	NPO #:	039-815-NPO
Facebook:	Friends of Vista Nova	PBO #:	930 017 222
Twitter:	@FriendsVNS	Founded:	2005

Registering as an Activist

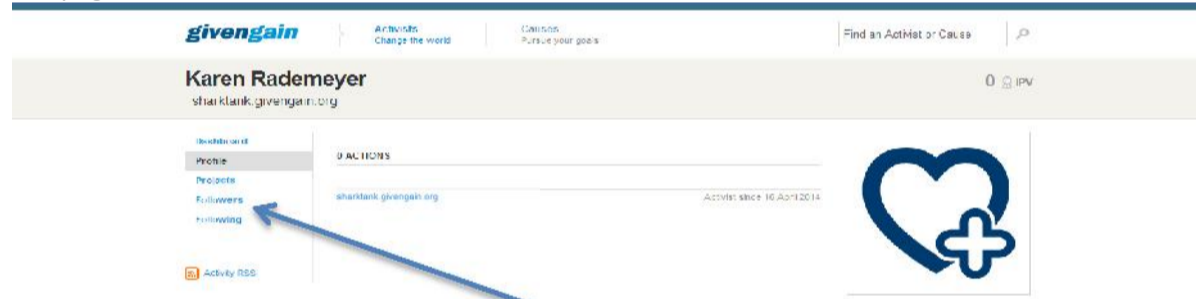
- You have 3 ways to login and register as an Activist for FOVN



- For Option #1 (if you do not have a Facebook or Google account), you will come to a registration page where you must fill in YOUR ACTIVIST page name and details:



- Once registered an email will be sent to the email address you entered to complete your registration. You must click on the verification link in the email and the link will open this page:



- Then under the Dashboard, click on "Projects", the result will be as below.
- Click on "Create a new project"



Choose a Project to Support, type in *Friends of Vista Nova* and it Search

Karen Rademeyer
sharkdank.givengain.org

Account Picture **Projects** Donations Password Notifications Social Widgets

Choose a Cause to Support

Search for a Cause and choose a Project, or select a recommended Cause from the list below. All of the funds that you raise with your Activist Project will go directly to the Cause you choose:

Friends of Vista Nova Search

SEARCH RESULTS FOR FRIENDS OF VISTA NOVA

Friends of Vista Nova
Support a Star

Click on Support a Star

Setting Up Your Fundraising Project for FOVN

- Your project will be linked to the FOVN Project "Support a Star".
- You set the target you wish to fundraise for FOVN to be the beneficiary of.
- Enter your own fundraising target to achieve and for how long you will be running your campaign to raise money for FOVN.

Account Picture **Projects** Donations Password Notifications Social Widgets

Create a new Activist Project

1. Set a Goal

Support a Star
A project of Friends of Vista Nova

How much would you like to raise with your project?
5000 ZAR

How long should your project be open for donations?
3 Months Search a date?

Continues

Click on Continue (You will receive another email from GivenGain at this point that you can use for future reference in marketing your Activist page – keep it for your records.)

Now describe your project and make it fun!!

2. Describe Your Project

Give your project a name
Shark Cage Dive

Tell us about your project

I am really scared of sharks but I will overcome my fear by doing a Shark Cage Dive. I would like my family and friends to help me overcome my fear by sponsoring me to do this and there will be 3 benefits if I do it:

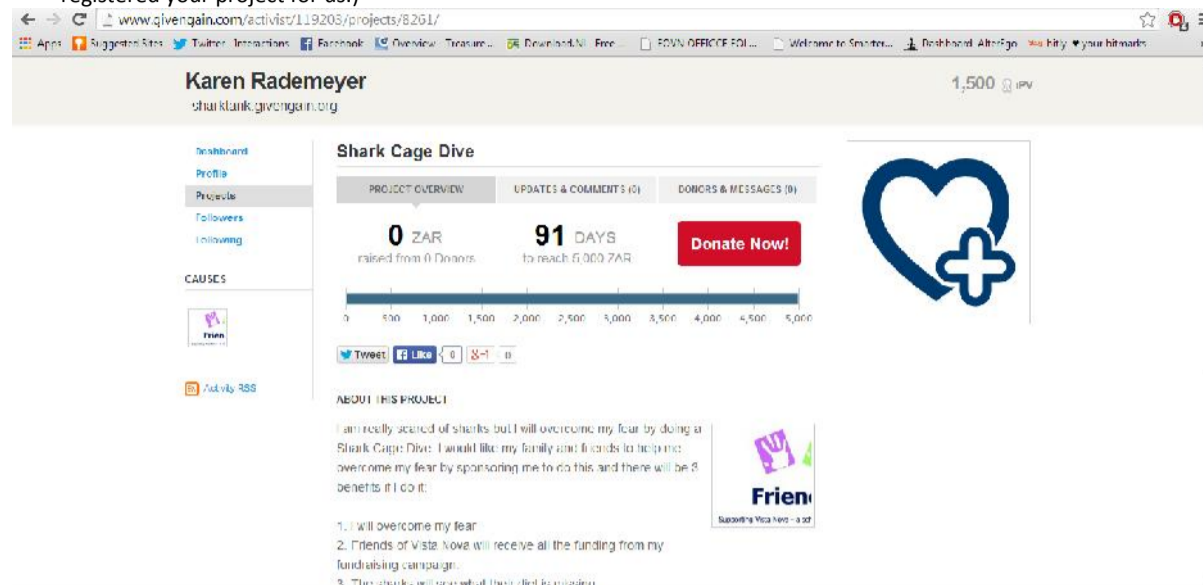
1. I will overcome my fear
2. Friends of Vista Nova will receive all the funding from my fundraising campaign.
3. The sharks will see what their diet is missing.

Send a thank-you message to your project's donors?

Thanks for supporting my project! Your donation really means a lot to me and to Friends of Vista Nova.

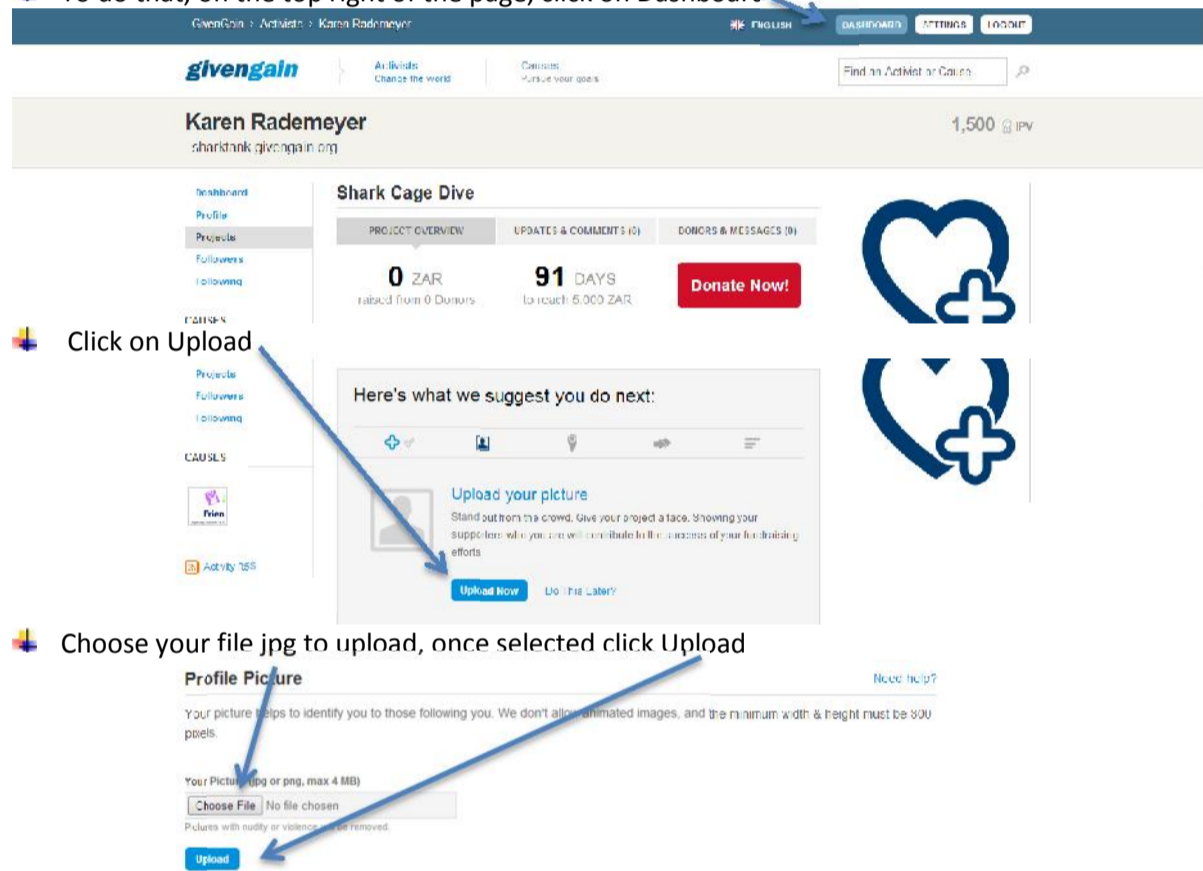
For more information about the special needs children at Vista Nova please visit their website: www.tvn.co.za

- Click on Create Project when you done with the fun stuff.
- Your project is now set up! (At this stage, Friends of Vista Nova will receive an email stating that you have registered your project for us.)

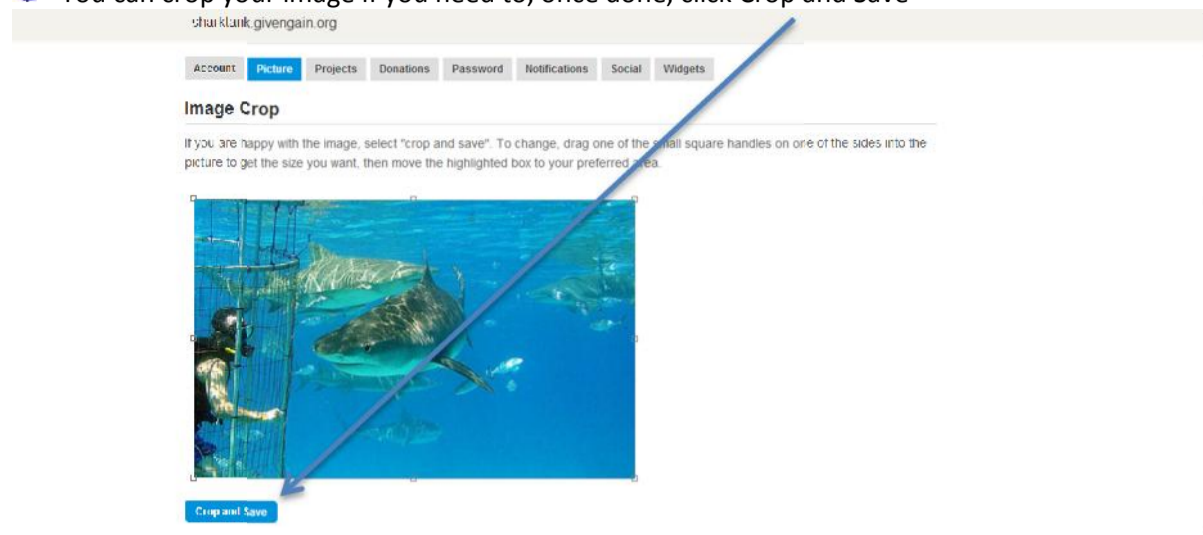


Personalise your Fundraising Project for FOVN

- Its time to add a picture to your fundraising project/campaign.
- To do that, on the top right of the page, click on Dashboard

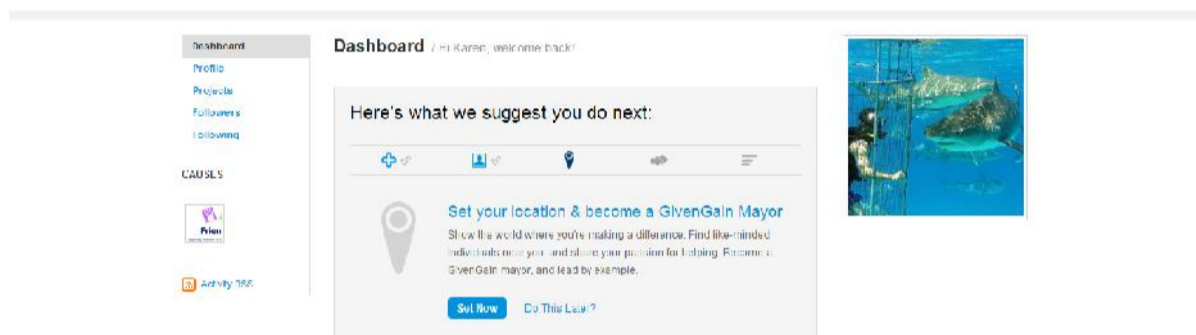


You can crop your image if you need to, once done, click Crop and Save

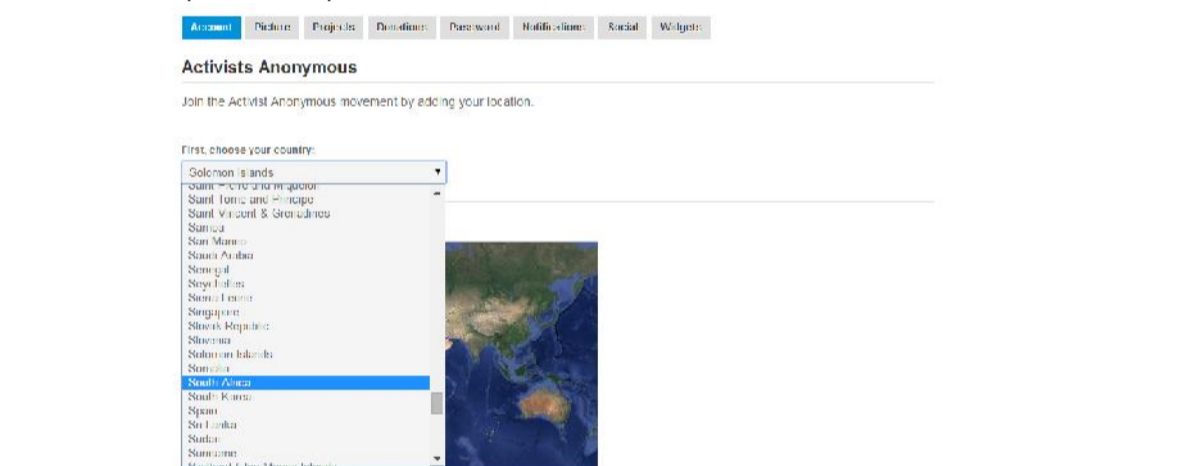


Optional Extras

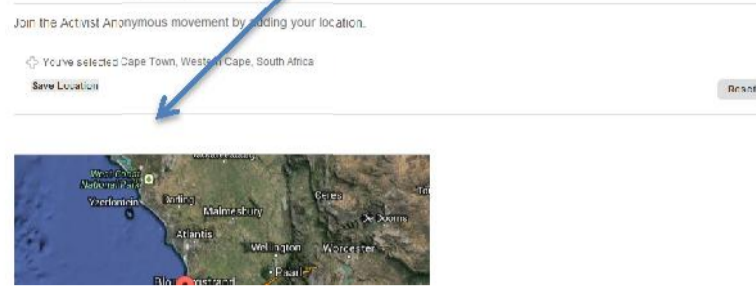
Set your location and show the world where you are making a difference.



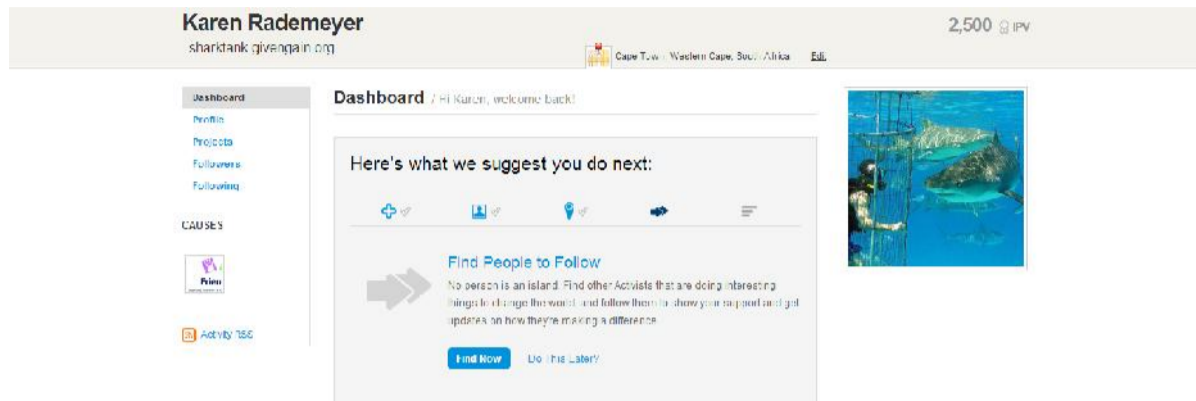
Select your country



- Type in the name of your city and save the location (Given Gain will auto-detect your city, select the right one.)

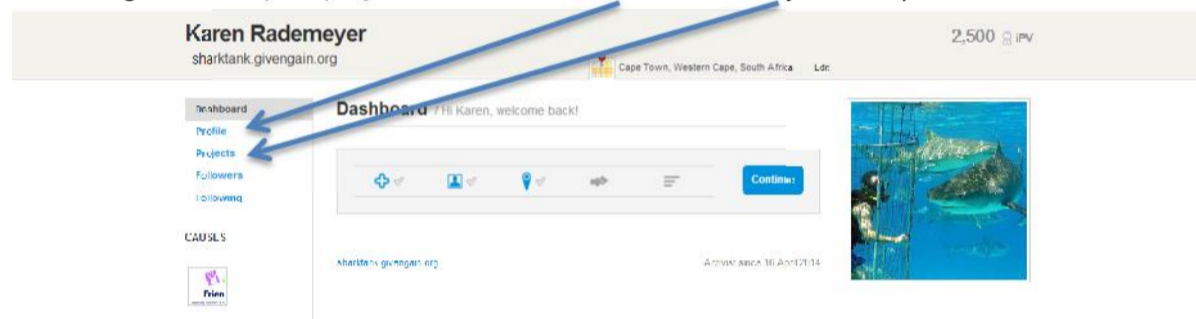


- “Find People to Follow” is entirely up to you but not entirely necessary.

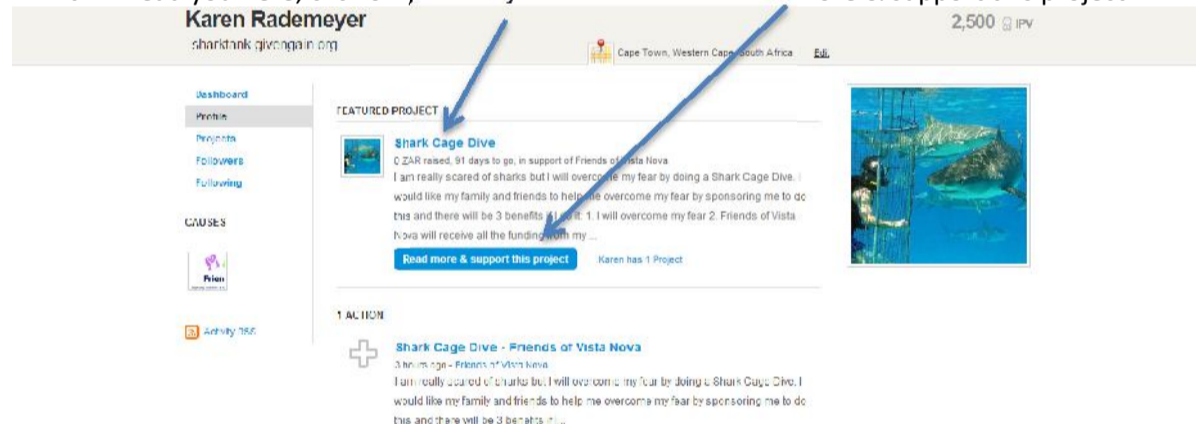


Marketing Your Fundraising Campaign

- You need your link to your project page to share on Facebook, Twitter or email.
- Let's get back to your project! You can click “Profile” or “Projects” on your Dashboard

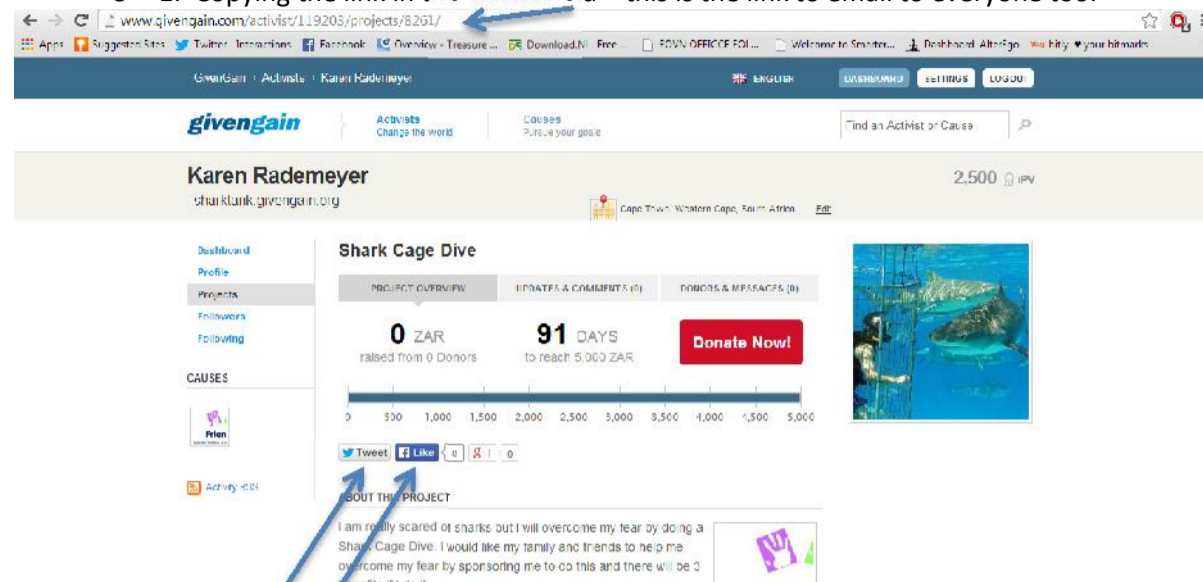


- It will lead you here, click on your Project header or the Read more & support this project:



- ✚ We have arrived! Now it is time to share your fundraising campaign.
- ✚ It is recommended that you share it on email, Twitter and Facebook for maximum exposure, do this by:

- 1. Copying the link in the **www. field** – this is the link to email to everyone too.



- 2. Tweet it!
- 3. Facebook share it – click on Like and a window will pop up where you enter your comment and post it to Facebook.

Useful Information about Friends of Vista Nova

Friends of Vista Nova (FOVN) is a registered NPO with the sole purpose to raise funds and other support for Vista Nova School (VNS). Vista Nova is a public special school which accommodates children with Cerebral Palsy, other physical challenges, Attention Deficit (Hyperactivity) Disorder (AD(H)D), Autistic Spectrum Disorder (ASD) and a range of learning disabilities.

A team of teachers, class assistants, physiotherapists, speech therapists, occupational therapists, including a nursing sister all work together to allow these children to reach their full potential and to overcome their challenges. The ultimate goal is to lead happy and productive lives. This unique learning experience, based on the principles of early intervention allows the learners to work at their own pace, and includes adapted learning and teaching methods and tools.

All children at Vista Nova access the National Curriculum Statement, as do children in all South Africa's public schools.

The school also operates a fleet of five busses covering the greater Cape Town area. These busses are customised with hoists and ramps to accommodate wheelchair bound passengers and ensure that special needs learners are not denied education due to lack of reliable transport.

Over the past 10 years the significance of FOVN fundraising activities has grown substantially. Due to the special education provided, which includes all therapies in the school fees, the running cost of Vista Nova is proportionally higher than that of an ordinary school. There has also been a steady increase in the number of learners whose parents are unable to pay school fees, resulting in ever-increasing strain on the school's financial resources.

Any queries, please contact Karen Rademeyer on 021-689 4700 or email: fundraiser@fovn.co.za