The 2 steps below assume you have created a fundraiser and have entered contacts into your BackStage. If you have not done those steps, please complete those before calling or texting.

**Step 1: Make phone calls**

1. Go to your BackStage (BackStage will only work if you created your fundraiser)
2. Use the process below for each phone call
3. **Make all your phone calls before going to Step 2**

What to say when they answer the phone:

Hi, this is <say your name>. I am in the <<<INSERT NAME OF TEAM HERE>>>. We are raising money for an amazing show this season. I have a goal to raise <<<CHANGE GOAL HERE>, can I count on your support to help me reach my goal?

**If they WILL donate:**

You say:

Great, we accept credit cards, cash, and checks. I will text you a link to make your donation. How much would you like to pledge to help me reach my goal?

You do:

* Send your link by clicking either the “Send SMS” button next to the phone number
* If you did not enter contacts, press the larger “Send SMS” button
* Then enter the phone number to send the sms and press send
* Tell one of the volunteers how much they are going to donate.

**If they say they DO NOT want to donate:**

Okay! I appreciate your time. Have a great day!

**If you get a voicemail or they do not answer**

**You say this on voicemail:**

Hi, this is **<say your name>.** I am in the <<<INSERT NAME OF TEAM HERE>>>.. We are raising money for an amazing show this season. **I am going to text a link for our fundraiser; it would be great if you could help us reach our goal. Thank you!**

**You do:**

* Send your link by clicking either the “Send SMS” button next to the phone number you entered or the “Send Link to Donor” button on your backstage.

**Step 2: Send text and email messages**

1. Go to your BackStage (BackStage will only work if you created a campaign)
2. Press the “Send SMS” or the “Send Email”
3. Repeat this process for each of your contacts