

# Manually Adding Fundraisers

**Category:** Types of Registration

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If using "Open Registration", participants can register through a form on the website. Regardless of what type of registration model you are using, you can also add participants through the dashboard. There are 2 ways you can add fundraisers through the Dashboard. Manually one by one, or you can import a bulk list of fundraisers in a .CSV format.

[MyFunRun](#) recommends using [pre-registration](#). The fewer obstacles there are to registering, the more likely people are to participate. By pre-registering your participants, you guarantee a greater level of participation. It simplifies and streamlines the entire process.

## Important notes regarding adding fundraisers:

## Using Fundraisers' Emails

If you want your participants to be able to log in to manage their profile, then you must include the participant's email address. When you add a participant manually or through the upload a list and provide email addresses, **an email invitation will be automatically sent to those participants** letting them know they can login, that and a pin will be sent to them for them to successfully login and take control of their profile.

**This is an entirely optional feature.** We recommend that you **not** provide email addresses for fundraisers **unless** you want the fundraisers to be able to log in to update their profile and/or page, and if you want the fundraisers to receive an automated invitation to their profile.

## Privacy

For Privacy reasons, we recommend including only the minimum amount of required information when adding fundraisers manually or when importing your spreadsheet. For example, if only using a last initial on the website, there is no need to provide the full last name in your spreadsheet. [Click here to learn more about privacy options](#) and the specific data to include in your import spreadsheet.

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## 1) Manual Entry

To manually add a new fundraiser, go to [Site Builder](#) → [Features](#) → [Fundraising](#) → [Fundraisers](#). Click the [New Participant](#) button, and complete the form.

The screenshot shows the MyFunRun dashboard. On the left sidebar, the navigation menu includes: Home, Tutorial, Resources, Site Builder (highlighted with a red box), Brand, Pages, Layout, Features (highlighted with a red box), Fundraising (highlighted with a red box), and Fundraisers (highlighted with a red box). The main content area shows the 'Fundraisers' management page. At the top, there's a header for 'Starfield School - Premium' with a URL. Below that, a 'Fundraisers' section has buttons for Settings, Actions, and Download. A breadcrumb trail shows 'Features > Fundraising > Fundraisers'. A light blue box titled 'Displaying fundraisers' provides instructions on how to display fundraisers on the site. Below this, an 'Actions Guide' explains the icons for history, manage, delete, and approve/unapprove. A red arrow points to the 'New Fundraiser' button. Below the button is a table showing the count of fundraisers by group:

| Group | Fundraisers |
|-------|-------------|
| Total | 6           |
| Grade | 4           |
| Class | 4           |

Below the table are buttons for Modify, Approve, Unapprove, and Archive. There is also a search bar and pagination controls showing 'Show 100 entries' and 'Previous 1 Next'.

## 2) Importing a List, for Basic Package.

In order to make things easier, we provide a sample template with the exact structure you need to format your list. Please format your list in the exact same format (same fields and order of fields) as the template. Remember to only provide the minimum required information (emails, full names etc. are not required).

To download the sample template, click on [Site Builder](#) → [Features](#) → [Fundraising](#) → [Actions](#) → [Download Template](#).

Format your spreadsheet with the same columns in the same order as the template available to download, and save in .CSV format.

To import your list, go to [Site Builder](#) → [Features](#) → [Fundraising](#) → [Fundraisers](#) → [Actions](#) →

## Import CSV.

The screenshot shows the myfunrun website interface. On the left sidebar, the following items are highlighted with red boxes: 'Site Builder', 'Features', 'Fundraising', and 'Fundraisers'. The main content area displays the 'Fundraisers' management page. At the top right, there is a 'Download' button with a dropdown menu. The dropdown menu contains three options: 'Notify Fundraisers', 'Download template', and 'Import CSV'. The 'Import CSV' option is highlighted with a red box. Below the dropdown menu, there is a table titled 'Fundraisers' with columns 'Group' and 'Fundraisers'. The table contains three rows: 'Total' with value 6, 'Grade' with value 4, and 'Class' with value 4. Below the table, there are four buttons: 'Modify', 'Approve', 'Unapprove', and 'Archive'. At the bottom, there is a search bar and a pagination control showing 'Previous', '1', and 'Next'.

The following is the format for importing the list of students. [following this template.](#)

| First Name | Last Name | Grade   | Class         |
|------------|-----------|---------|---------------|
| John       | Smith     | PK      | Mrs. Smith    |
| Lilly      | Kenob     | K       | Mr. John      |
| Sett       | Ellor     | Grade 1 | Mrs. Paradise |
| Steven     | Ellor     | Grade 1 | Mrs. Paradise |
| Joey       | Karl      | Grade 2 | Mr. Urum      |