



Link Directly to Your Fund or Endow Manitoba Page

Creating a hyperlink (link) directly to your foundation's fund in The Winnipeg Foundation's Online Donation Site or your foundation's page on the Endow Manitoba makes it easier for your audience to find and give to your endowment fund.

Types of Hyperlinks

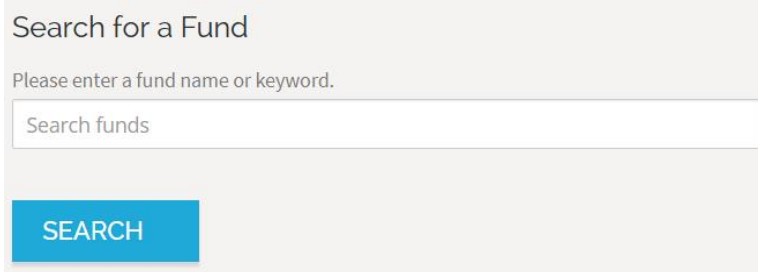
Text link – A link is added to text so when the text is clicked on your fund's donation page opens.

Image link – A link is added to an image (eg. logo) so when the image is clicked on your fund's donation page opens.

1. Find the URL

For your fund


- a. Go to The Winnipeg Foundation's online donation site: www.wpgfdn.org/give



Search for a Fund

Please enter a fund name or keyword.

- b. Enter your foundation's name in Search funds to find your donation page.
- c. At the top of the webpage is the URL for your donation page.

 Secure | https://wpgfdn.mycharitytools.com/?pageId=d_fund&fundId=137

Please note: The numbers at the end are unique to each fund so the numbers for your fund will differ than the one shown above.

For your Endow Manitoba page

- a. Go to the Find your foundation page on the Endow Manitoba website:
 - 1) Directly endowMB.org/find-your-foundation/
or
 - 2) Go to endowMB.org - Under **Learn about Manitoba Foundation**, click on **Find your foundation**.
- b. Find and click on your foundation.
- c. At the top of the webpage is the URL for your donation page.

 www.endowmanitoba.ca/community-foundations/altona-community-foundation/

Please note: Your foundation's name should be at the end, instead of altona-community-foundation.



2. Copy and paste the URL

- a. Highlight the URL, copy and paste where you need (eg. Into a document like Word, Notepad, etc.; an email; your website)

3. Create the link

- a. Give the URL to the person who updates your website. Tell them to add a hyperlink:
 - **For a Text Link** – to text, eg. XYZ Organization Endowment Fund
 - **For an Image Link** – to an image, ie. The Foundation’s logo or another image.

Do you update your website but don’t know how to add a hyperlink?


- Most website editors have a toolbar with a hyperlink tool. The icon looks like a chain



Sample website editor toolbar



Please note: There are many website software/editors. If you can’t find the hyperlink tool you will need to refer to your website editor’s help/support for information on adding a hyperlink.

- 1) Select the text or image you are using for the hyperlink.
- 2) Click on the hyperlink tool .
- 3) The hyperlink window will open (appearance will vary depending on your website editor).

Sample hyperlink window



Insert/edit link

Link URL

Target -- Not set --

Title

Insert Cancel

Provide a name to identify the link.

Link URL (required)

Paste the URL for your fund’s donation page here.

Target (Optional)

Set your page to open in the same or new window.

Title (Optional)

If you have any questions about creating a link to your foundation’s fund or Endow Manitoba page, please contact the Endow Manitoba Team or call 204-944-9474 (toll free 1-877-974-3631).