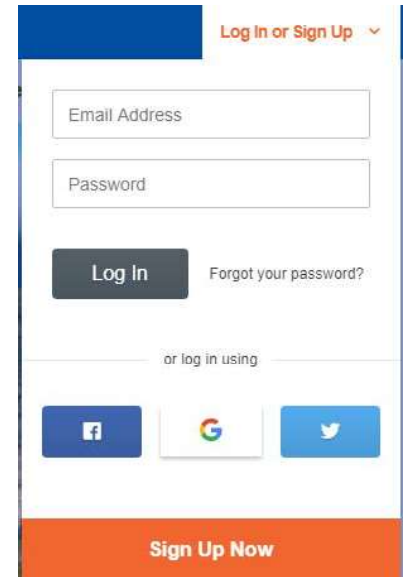


As a registered participant of this event, you have a variety of tools at your fingertips to help you reach your goals! Your fundraising center will be the hub for managing your involvement and fundraising activities.

Getting Around

Once you complete registration, you'll automatically be logged in and able to access your **Fundraising Dashboard**. Once logged out for the first time, you'll want to access the Event Home Page in order to get logged back in. You can do so by hovering over the **Log In or Sign Up** area in the top right of the screen. Here, you'll enter the credentials you created during registration. If you can't remember your password, click the **Forgot your password?** link to the right of the **Log In** button, where you'll be able to enter your email and generate a reset password email. If you forget your username, you can either reference your initial registration email or contact the entity hosting the event.

HINT: Usernames are always email addresses.

A screenshot of a login and sign-up interface. At the top right, there is a blue button labeled "Log In or Sign Up" with a dropdown arrow. Below this, there are two input fields: "Email Address" and "Password". A "Log In" button is positioned below the password field, with a "Forgot your password?" link to its right. Below the login section, there is a separator line and the text "or log in using". Underneath this, there are three social media login buttons: Facebook, Google, and Twitter. At the bottom of the form, there is a large orange button labeled "Sign Up Now".

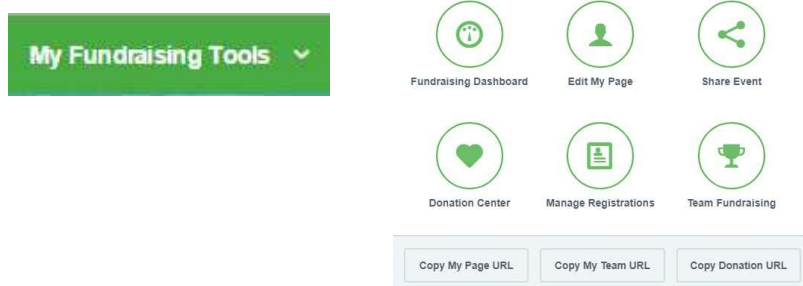
Welcome Quest

If enabled, you'll be prompted to begin the Welcome Quest as soon as registration is completed. The Welcome Quest is designed to help walk you through the main components of your Fundraising Dashboard. As a bonus, you'll receive a badge upon completion. All Welcome Quests are different, but here's an example of what you may see after registration. To get started, click on one of the Welcome Quest items and the system will guide you through it from there.

A screenshot of a "Complete Your Profile" progress bar. The bar is dark grey with a white line indicating progress, currently at "0% Complete". To the right of the bar, there are six tasks listed in two columns, each with a checkmark icon: "Upload Your Avatar", "Update Your Personal Page", "Send a Fundraising Email", "Raise Your First Donation", and "Schedule a Post on Facebook / Twitter". Below the list of tasks, there is a link that says "or view your Fundraising Dashboard".

Once you leave the above screen and are logged in to your Fundraising Dashboard, you'll always be able to access your Welcome Quest via the bar spanning the bottom of your screen. It will stay minimized, but you can expand it by clicking on it at any time.

My Fundraising Tools


A screenshot of a "My Fundraising Tools" dropdown menu. The menu is green with a white arrow pointing down. Below the menu, there are six circular icons arranged in a 2x3 grid. The first row contains: "Fundraising Dashboard" (a person icon), "Edit My Page" (a person icon with a plus sign), and "Share Event" (a share icon). The second row contains: "Donation Center" (a heart icon), "Manage Registrations" (a document icon with a plus sign), and "Team Fundraising" (a trophy icon). Below the icons, there are three buttons: "Copy My Page URL", "Copy My Team URL", and "Copy Donation URL".

You can navigate to all areas of your Fundraising Center and copy URLs for your personal/team fundraising pages, as well as your personal donation page, from this dropdown.

Fundraising Dashboard

Dashboard

You may also navigate between the different areas of your fundraising center via your **Fundraising Dashboard**. You'll see a menu down the left side that contains the same navigation items as your **My Fundraising Tools** dropdown, along with a few additional options/pieces of information.



Dashboard

Share Event

My Donations

Resources

My Registration

Manage Registrations

Our Team

Edit My Page

My Fundraising Dashboard

Customizing your fundraising page will help you raise more money! Creating a unique page for yourself is easy - all the tools are right here.

\$0.00 TOTAL RAISED	
\$0.00 TOTAL ONLINE	\$0.00 TOTAL OFFLINE
\$0.00 OFFLINE VERIFIED	\$0.00 OFFLINE UNVERIFIED

100%

80%

60%

40%

20%

0%

\$0.00
achieved

\$100.00
goal

0%
of your goal reached

Update My Goal

Get the Word Out

Providing easy access to your fundraising page is a great way to increase donations.

@
Send a Fundraising Email

+
Add a Registrant

👁️
View My Page [↗️](#)

f
Share on Facebook

Links

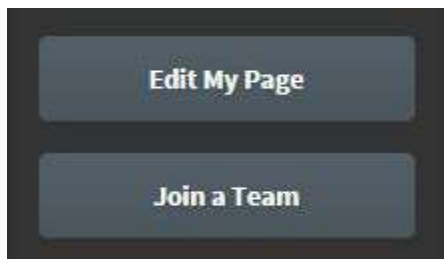
Texting

My Page [click to copy](#)

<https://secure.qgiv.com/event/account/33801>

Edit URL

First up is your **Personal Avatar**. The avatar will be used on your personal fundraising page and throughout the system on activity feeds such as leaderboards, recent activity feeds, etc. By default, the avatar contains your initials. To upload an alternate image, hover over the current default and click the **Change Profile Image** area. You can access and change your personal avatar even if you navigate to a new area of your fundraising dashboard; it will always be displayed above the menu along the left side.



Edit My Page will shortcut you to the content management system, allowing you to customize the look of your fundraising page.

Join a Team will shortcut you to a screen where you can search for teams from a list of existing teams, or you can create your own team.



If you're already on a team, the button will change to a navigation item that says **Our Team**, which will appear below **Manage Registrations**. It will take you to your team's fundraising dashboard and give you a few options for actions to take, which we'll talk about later on.



If you're a classification captain, you'll see the **Our Classification** button that will take you to your classification's fundraising page.

My Page will show you your fundraising page URL and allow you to **Edit URL** if you're interested in appending something to the end. You can use the **Click to Copy** button to copy the URL to your clipboard and then paste it wherever you'd like to use it. Use caution if you add an ending to the URL. If you change the URL after you've already posted links to your page, the links will be broken!



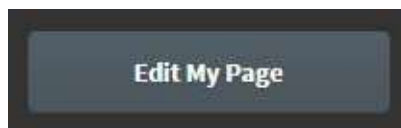
Your **Fundraising Dashboard** includes your thermometer, which displays how much you've raised thus far, your individual goal, and the percentage of your goal you've currently raised.

You're able to update your goal by clicking the **Update My Goal** button below the thermometer.




To the left of the thermometer is your fundraising table, which breaks down the types of donations you've received. This makes for easy tracking!

Edit My Page



In this area, you can customize your personal fundraising page. Your ability to customize different areas of your page is managed by the nonprofit organizing your event. If you're unable to edit or move certain widgets, it's more than likely because your admin has not enabled this functionality.

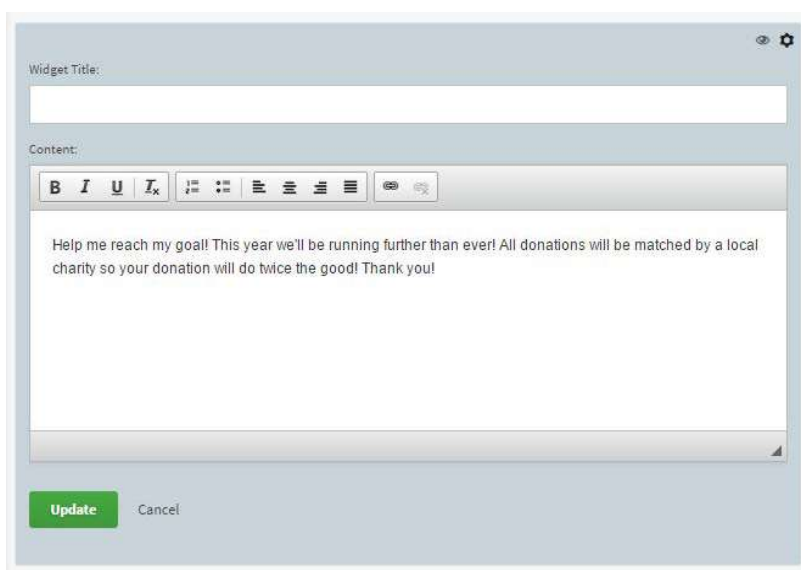
After you click the **Edit My Page** button you'll see a number of boxes that allow you to customize your page. These boxes are called widgets.

To edit a widget on your page, click on the gear icon  in the top right-hand corner of the widget. Each widget will provide a variety of options allowing you to edit the look and feel, along with the content, that's displayed. After making your changes, click the **Update** button. Make sure to click **Save Page** when you're done.

To hide a widget on your page, click on the eye-shaped icon  in the top right-hand corner of the widget you wish to hide.



Edit mode:



Make sure to click the **Save Page** button when you're finished.



Undo changes will undo anything that you've not yet saved, and **Reset Page to Default** will take the page back to the default settings defined by the admin.

Share Event



Earn more donations by sharing your event with friends and family! In this tab, you're given the tools to share the event and your personal and team pages via email and social media.

Share Using Email

The **Share Using Email** tab allows you to create mailing lists and emails you can schedule or send immediately. You're able to create your own templates or use any your admin has defined for you. To display the **Emails**, **Drafts**, **Mailing Lists**, and **Templates** tabs, click the **Email Management** button.

Email Management

Share Event

Share your event by email, Facebook, or Twitter. People can't donate to you if they don't know how – start getting the word out!

Share Using Email

Share On Facebook

Share On Twitter



Email Your Donors



Send a Fundraising Email

Emails

Drafts

Mailing Lists

Templates

If you're just getting started, you'll probably want to create a new mailing list filled with your own personal contacts. If you'd like to bypass this step, you're able to enter email addresses as part of the email creation process.

Creating a Mailing List

Click the **Mailing Lists** tab and choose **+ New List**.

+ New List

From here, you'll be able to enter a name for your list to make it easy to find in the future, and enter or import your desired email addresses. Building the mailing list is easy; just enter your email addresses in the **Mailing List Emails** box, separated by a comma, or click on the **Import Email Addresses** button. Once you've completed your list, you should click **Save List** to continue.

Mailing List Name

Mailing List Emails

Separate addresses by comma.

Import Email Addresses

Save List

Cancel

Creating an Email

Step 1 is to choose if you want to email your donors or send a fundraising email. Click the corresponding button. If you're part of a team, you'll also see an option to email your teammates.



You may or may not see all of the above options. This will depend on if you have any donors at the time you're sending the email and/or if you're part of a team.

If you choose **Email My Donors**, you'll be able to email anyone who has made a donation to your page.

If you choose **Email Team Members**, you'll be able to email any of your current team members.

After choosing your email type and entering a title, you can select a template from the **Choose Template** drop-down, if desired. This drop-down will include any predefined templates provided to you by the admin and/or any templates you've created in the templates area of your fundraising center. Once you choose a template, the Your Message section of this area will be populated with the content and can be modified as you wish.

If you don't wish to start with an existing template, you can choose to skip that drop-down and create your own unique content in the Your Message section.

2 Email Information

Email Title required

This will help you organize your fundraising emails; recipients will not see this title.

Start with an existing template?

Choose Template ▾

Subject required

Your Message required

A rich text editor toolbar with icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and other formatting options. Below the toolbar is a large text area for composing the message.

Tip: Tags (ex. %EventName%) will be populated once the email is sent.

You'll have the flexibility to choose an existing mailing list, import email addresses, or use the **Additional Emails** box to enter emails manually. The system will display how many people the campaign is being sent to as you add emails and mailing lists.

To:

Send to These Addresses Separate addresses by comma

This email will be sent to **0** people.
[Need a custom list? Manage Email Lists](#)

Select Mailing Lists 

Select list(s)...

[Import Additional Addresses](#)

☐ Add my email address as a recipient

Next, you'll define recipients for your message, along with when you'd like the email sent.

You'll see four options listed. You can create and send the campaign immediately, or choose one of the other three options that will schedule the campaign to send once the parameters outlined are reached.

When Should We Send This Email?

- ☒ Immediately
- ☐ Goal Percentage Reached
- ☐ Send on specific date
- ☐ Periodically

Goal Percentage Reached will allow you to define a percentage of your goal you'd like to be reached before the system would trigger the email to be sent. To use this option, click on the blank space in the sentence "Send my schedule when I've reached ____% of my goal" and enter your desired percentage.

Send on a specific date will allow you to define a date and time to send the email if you're not interested in sending it immediately.

Periodically will send the same email multiple times based on what you enter here. You have the ability to send on a daily, weekly, or monthly frequency, and you also have the ability to add a start date.

When you're happy with your email, you can click the **Save & Preview Email** button to do just that. If you're not quite done and would like to save your work and come back later, click the **Save as Draft** button.



If you need to make additional changes after the preview, click the **Make Changes** button, which will direct you back to the previous screen. If you're happy with what you see, you'll want to click on the **Send Email** button to either send or schedule the campaign based on your preferences during initial setup.



The **Emails** tab of the **Email Management** section will list all scheduled and sent emails for you to view. From this screen you can edit or delete any of your **Scheduled** emails by choosing the edit pencil or the red X to delete. For any emails that have been sent, you'll see two additional icons. **Clone and Resend**, which looks like two pieces of paper, will allow you to make a copy of the email and resend it. You're able to make any modifications you want to make with this option before sending. You'll also see a small green icon that looks like a pie chart, which will allow you to view statistics on your campaign.

🕒 Scheduled	
Donation Email to Family	
CREATED Jan 05, 2015	CAMPAIGN TYPE Auto - On Specific Date
✍️ ✖️	
✓ Sent	
I'd appreciate your help!	
CAMPAIGN SENT Jan 05, 2015	MAILING LIST Custom List - I'd appreciate your help!
📄 📈	

Any email that has been saved as a draft and not scheduled or sent will be housed in the **Drafts** tab of this interface with the ability to edit or delete the current content.

Creating Templates

If you'd like to create your own email templates for use within campaigns, you're able to create and manage these in the **Templates** tab in the **Email Management** section of **Share Event**.



Creating your own template is easy! You'll click on the **+New Template** button and enter a Template Name, along with a Subject and Body content.



Once you're happy with what you've entered, click the **Save Template** button at the bottom of the body content box.







Email Template Name







From Address

John (chrismorata@mailinator.com)

























Subject

Template Body





B *I* U **S** x_2 x^2 *I_x*



Insert

Format

Size

A **A**

Source

Save Template

Cancel

Once saved, these templates will be available in the template drop-down within the campaign creation screen and available for you to use immediately.

Share On Facebook

You can use the **Share on Facebook** tab to connect your personal Facebook page to your fundraising center.

Share Event

Share your event using Facebook, Twitter, or e-mail. People can't donate to you if they don't know how – start getting the word out!

Share Using Email	Share On Facebook	Share On Twitter
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Connecting with Facebook is a great way to reach your network of family and friends to spread the word. This tool allows for manual and automatic posting to make sharing much easier. In order to allow the fundraising center to interact with your personal Facebook page, you **MUST** connect your Facebook account.

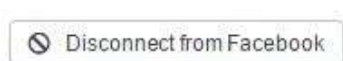
In this tab, you'll see a large blue button inviting you to do so.

Connect Your Facebook Account

If you happen to be logged in to Facebook within your browser, you'll be automatically connected. If you're not logged in, a Facebook dialogue box will pop up and ask you to sign in with your Facebook credentials. It should look something like this, depending on the browser you're using:



If at any time you'd like to **Disconnect from Facebook**, click the button available to you at the top of the tab once connected. It will look like this:



Creating a New Facebook Post

Your admin may have post templates you can use or modify, rather than having to create brand new posts. If this is an option, you'll see a dropdown that says **Create From Template** that allows you to choose a template to use. If there aren't any defined templates, you'd just create a new post.

To **Create a New Facebook Post**, first fill in the **Post Name**. This will be the title for your post and will be saved for easy recognition. Next, you'll select the link you want to share. You can share your **Personal Page**, the main **Event Page**, or if you are on a team, your **Team Page**. Once you choose which link to share, you'll determine when you want this particular post to be shared on Facebook. Your options are as follows:

Manual: This option allows you to create posts, save them in your fundraising center, and use the blue **Post** button to post those to your Facebook page whenever you'd like. This option is the only option that will not be automatically posted for you.

Post Name	Type
<div>Post</div> <div>Help Support!</div> <div>Please help support my fundraising efforts!</div>	<div>Manual</div> <div> Edit Post Delete </div>

Goal Percentage Reached: This option will allow you to define a percentage of your goal you'd like to be reached before the system would trigger the message to be posted. To use this option, click on the blank space in the sentence "Send my schedule when I've reached ____% of my goal" and enter your desired percentage.

☒ **Goal Percentage Reached**
 Post my update when I've reached _____ % of my goal

Send on a specific date will allow you to define a date and time to post your message to Facebook. This option will post the message on the desired date just the one time.

☒ **Send on specific date**
 Post my update on _____ at 01:00 AM (EST)

Periodically will post the message multiple times based on what you enter here. You have the ability to post on a daily, weekly, or monthly frequency, and you also have the ability to add a start date.

☒ **Periodically**
 Post my update Monthly starting _____

Once you pick when you want to post, you'll create the content of your post. As you begin to create your post, you'll see a preview to the right. You also have the ability to insert tags to personalize your message. These can be inserted from the **Insert** dropdown you see in the **Post Message** box. Once you are happy with your post, click the blue **Schedule Facebook Post** button.

Share on Twitter

You can use the **Share on Twitter** tab to connect your personal Twitter account to your fundraising center.

Share Using Email	Share On Facebook	Share On Twitter
-------------------	-------------------	------------------

Connecting with Twitter is a great way to reach your network of family and friends to spread the word. This tool will allow for manual and automatic posting to make sharing much easier. In order to allow the fundraising center to interact with your personal Twitter page, you **MUST** connect your Twitter account.

In this tab, you'll see a large blue button inviting you to do so.

Connect Your Twitter Account


If you happen to be logged in to Twitter within your browser, you'll be automatically connected. If you're not logged in, a Twitter dialogue box will pop up and ask you to sign in with your Twitter credentials. It should look something like this:

Authorize Qgiv Online Donations to use your account?

☐ Remember me · [Forgot password?](#)

Authorize app

Cancel



Qgiv Online Donations
 By Qgiv
www.qgiv.com
 Automated Twitter postings through Qgiv and Hobnob Participant Center.

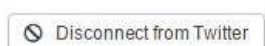
This application will be able to:

- Read Tweets from your timeline.
- See who you follow, and follow new people.
- Update your profile.
- Post Tweets for you.

Will not be able to:

- Access your direct messages.
- See your Twitter password.

If at any time you'd like to **Disconnect from Twitter**, click the button available to you at the top of the tab once connected. It will look like this:



Creating a New Tweet

Your admin may have post templates you can use or modify, rather than having to create brand new posts. If this is an option, you'll see a dropdown that says **Create From Template** that allows you to choose a template to use. If there aren't any defined templates, you'd just create a new post.

To **Create a New Tweet**, first fill in the **Post Name**. This will be the title for your post and will be saved for easy recognition. Next, you'll select the link you want to share. You can share your **Personal Page**, the main **Event Page**, or, if you're on a team, your **Team Page**. Once you choose which link to share, you'll determine when you want this particular post to be shared on Twitter. Your options are as follows:

Manual: This option allows you to create posts, save them in your fundraising center, and use the blue **Post** button to post those to your Twitter feed whenever you'd like. This option is the only option that will not be automatically posted for you.

	Tweet Name	Type	
<div>Tweet</div>	Help Support! Please help support my fundraising efforts!	Manual	<div>Edit Tweet</div> <div>Delete</div>

Goal Percentage Reached: This option will allow you to define a percentage of your goal you'd like to be reached before the system would trigger the message to be posted. To use this option, click on the blank space in the sentence "Send my schedule when I've reached ____% of my goal" and enter your desired percentage.

☒ **Goal Percentage Reached**
 Post my update when I've reached _____ % of my goal

Send on a specific date will allow you to define a date and time to tweet. This option will tweet the message on the desired date just the one time.

☒ **Send on specific date**
Post my update on _____ at 01:00 AM (EST)

Periodically will tweet the message multiple times based on what you enter here. You have the ability to tweet on a daily, weekly, or monthly frequency, and you also have the ability to add a start date.

☒ **Periodically**
Post my update Monthly starting _____

Once you pick when you want to tweet, you'll create the content of your tweet. As you begin to create your tweet, you'll see a preview to the right. You also have the ability to insert tags to personalize your message. These can be inserted from the **Insert** dropdown you see in the **Post Message** box. Once you're happy with your post, click the blue **Schedule Tweet** button.

My Donations/Donation Center



This is the area you can visit to monitor your progress. All of your donation activity is housed here for your review.

Updating Your Goal

If at any time you'd like to make a change to your fundraising goal, you can do so in this area. You'll see the **Update My Goal** button right below your thermometer that you'd click, enter your new goal, and save.



Adding an Offline Gift (if enabled for your event)

If you have a cash or check donation to add, click the **+ Add Cash or Check** button and enter the information for your donor.



You can classify the gift as a check or cash gift. If it's a check gift, you can also record the check number for your records. In the **Donor Information** section, the First and Last Name or Company Name, if it's a Company Donation, are required. All other fields are optional. If you choose to enter an email address, a thank you message will be sent directly to your donor once you click the **Save Donation** button at the bottom.

Any offline gifts you enter will be listed in your Donations Received table with their current status and the ability to resend the thank-you email ✉, edit the gift ✎, or delete the gift ✖.

Resources

Resources

Your admin has the ability to upload resources for your use. Resources often include images, flyers, sample emails, instructions, etc. If your admin has uploaded anything for your use, it will be located in the **Resources** section.

The **Resources** interface will allow you to sort, preview, and download any files uploaded by the admin.

My Registration

My Registration

This is an area where you can manage your registration information, manage permissions, and access the badges area by using the tabs along the top of the window.



Registration Info

In the Registration Info tab, you'll see your **Personal Information**, which may be updated if needed. If you're part of a team or a classification, you'll see the names of those listed here, as well. Once you make any changes to these areas, you'll need to click the **Save Settings** button at the bottom of the page.

Permissions

The next tab is where you'll manage your **Permissions**.

General Permissions

This is where you can manage permissions for the following:

- ✓ Being followed up with via email
- ✓ Appearing in the search feature throughout the event site
- ✓ Appearing in the leaderboards as a top fundraiser if you qualify

Email Notifications

This is where you can manage email notifications for the following:

- ✓ Someone donating through your page
- ✓ Receiving a badge

Once you make any necessary changes to this area, click the **Save Settings** area to update your **Permissions**.

Badges

If your admin has enabled or created badges for your event you'll see this section. Here, all badges you're capable of earning will be displayed, but grayed out. You can hover over any of them for a description of how you would earn the badge.