

# Instructions for fundraisers on QGiv

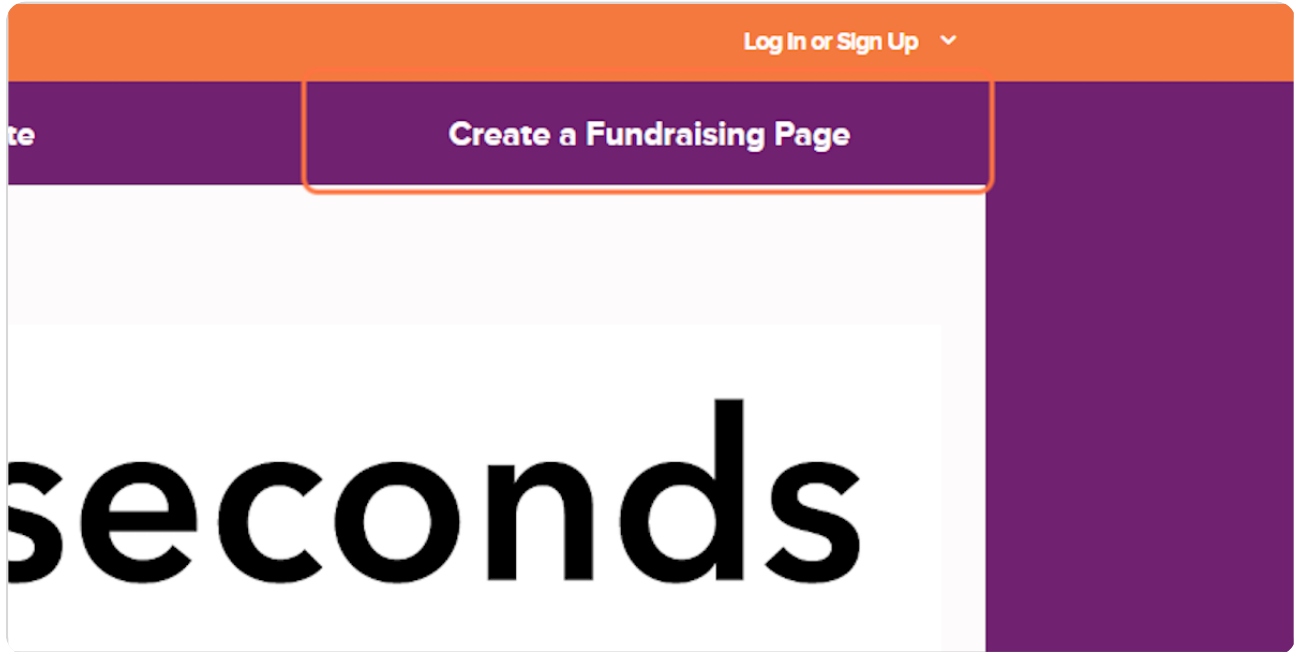
## STEP 1

**Go to our YWCA Evanston/North Shore Every 9 Seconds 2022 homepage**

<https://secure.qgiv.com/event/ywcae9s/>

## STEP 2

**On the top right-hand corner, click on 'Create a Fundraising Page'**



### STEP 3


**Enter an amount for 'Your Fundraising Goal', this is the amount of money you will try and raise on your page.**

Registration Fee: Free

Your Fundraising Goal

How much will you try to raise?

500



Let's get your details.

First Name


Last Name

### STEP 4

**Next, fill in your personal details: First Name, Last Name, Email, Address, and Phone Number.**

How much will you try to raise?

500



Let's get your details.

First Name

YWCA

Last Name

Email

We'll send you a confirmation, plus a link to set up your fundraising page!

Address

## STEP 5

**When all of the personal details are entered, click on 'Next'**

Apartment, Suite, Etc. Optional

City  
Evanston

State  
Illinois

Zip Code  
60201

Country  
United States

Phone  
(847) 864-8445 Optional

Add Another Participant

**Next**

Powered By Cogiv®

Transaction is secure and encrypted.

## STEP 6

**On the next page, you have the option of making an initial gift for your Peer to Peer Every 9 Seconds fundraising page. If you would like to skip this, go to step 10**

Details > Finish Up

**Add an Optional Gift**

**YWCA, kick-start your fundraising by making a donation!**  
It will go toward your fundraising goal.

5 Optional

☐ Add a little extra to your total to help with fees (\$0.30)

**Privacy Options**

☒ Show my name as a supporter on public event pages

☒ Show amount of my support on public event pages

## STEP 7

Check 'Add a little extra to your total to help with fees' if you'd like to offset the deduction of transaction processing fees by adding it to your donation.

5Optional

☒ Add a little extra to your total to help with fees (\$0.30) ?

**Privacy Options**

☒ Show my name as a supporter on public event pages ?  
☒ Show amount of my support on public event pages ?

## STEP 8

Check 'Show my name as a supporter on public event pages' if you consent to having your First and Last Name displayed on your Every 9 Seconds fundraising page. Check 'Show amount of my supporter on public event pages' if you consent to the donation amount being displayed as well.

5Optional

☒ Add a little extra to your total to help with fees (\$0.30) ?

**Privacy Options**

☐ Show my name as a supporter on public event pages ?  
☒ Show amount of my support on public event pages ?

## STEP 9

Next, enter your card information and billing address information under the 'Payment Details' section.

 **Payment Details**

How would you like to pay?

**Credit Card**

Card Number



Exp. Date

CVV 

**Billing Address**

☒ Same as Mailing Address


## STEP 10

Click on 'Complete Registration'.

Note: A dollar amount will only be displayed if you entered the optional donation amount at step 6.

iber is required.

te

CVV 



**ess**

☐ Mailing Address

ch St.

Illinois 60201

Complete Registration • \$5.30

  Transaction is secure and encrypted.

## STEP 11

**Finally, choose a password and enter it in the 'Create Password' text box. Confirm the password is correct by re-entering it in the 'Confirm Password' text box below.**

! Activate Your Account

Just one more step, YWCA!

Create a password to access your fundraising dashboard and start fundraising.

Email  
development@ywca-ens.org

Create Password  
.....

Confirm Password  
|


Activate Account

## STEP 12

Click on 'Activate Account'. Your account is now complete and you can begin to customize your Peer to Peer Every 9 Seconds Fundraising Page! You will receive registration details to your email, along with a link to your personal fundraising page.


Create Password  
.....


Confirm Password  
.....



---

**Registration Details**

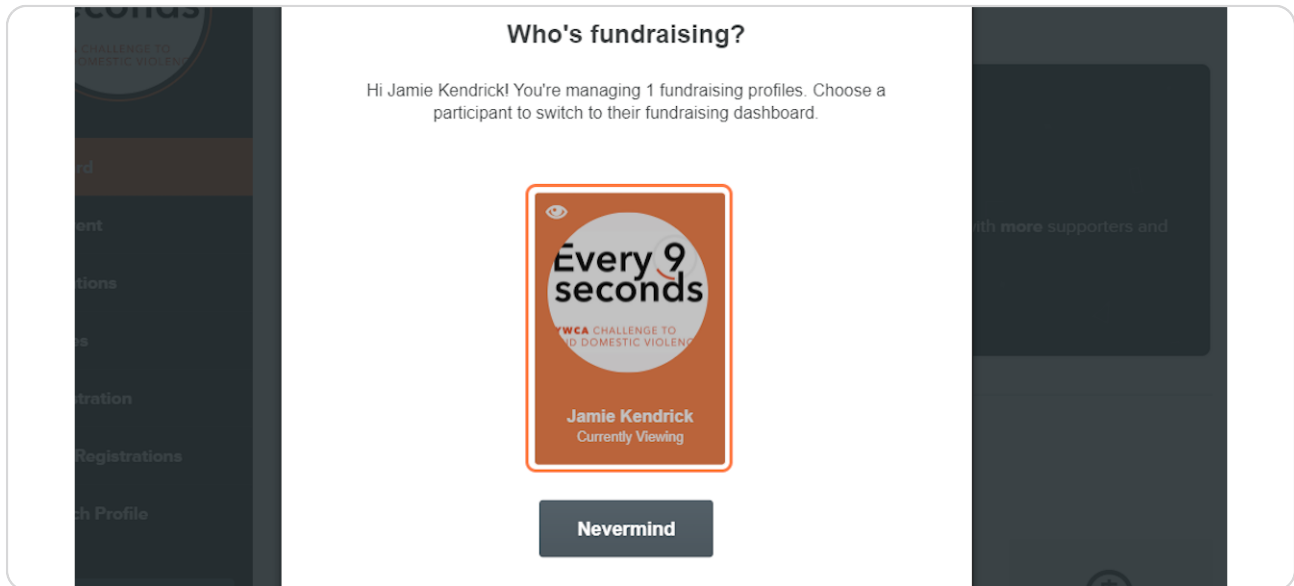
 **Print**

 We emailed you a copy, plus a link to your fundraising page.

## STEP 13

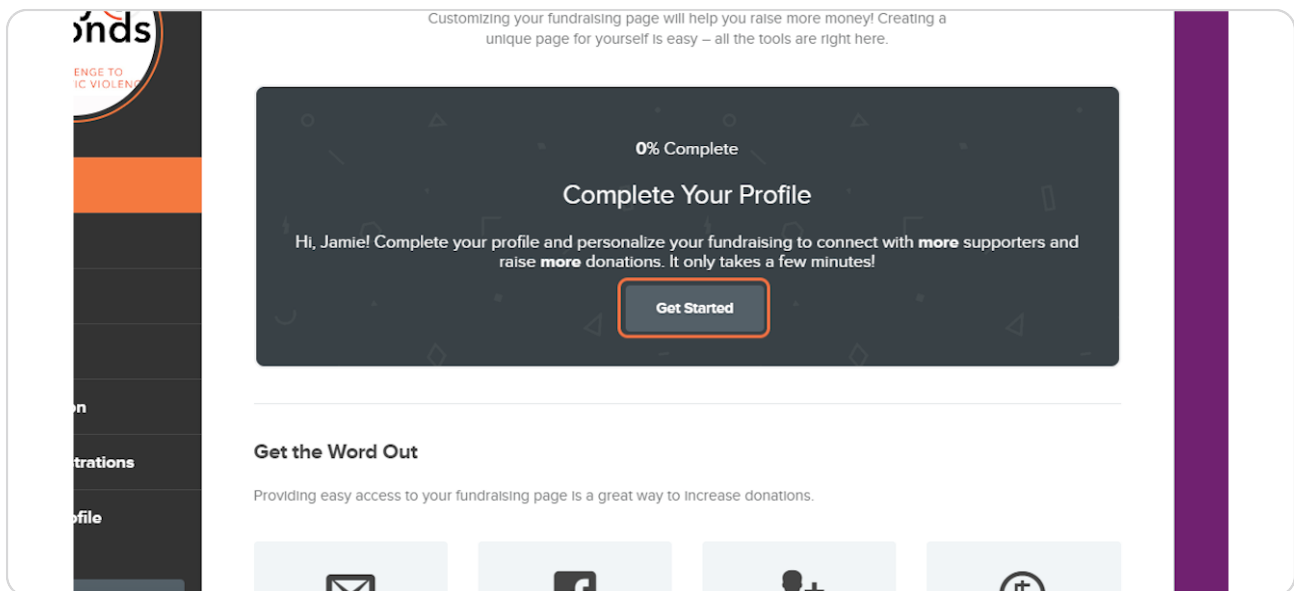
**You will be prompted to select which fundraising page to view. Click on the name of the fundraiser you registered.**

If you are managing multiple fundraisers (for example: a parent managing a child's fundraising page) this is where you would select which page to view.



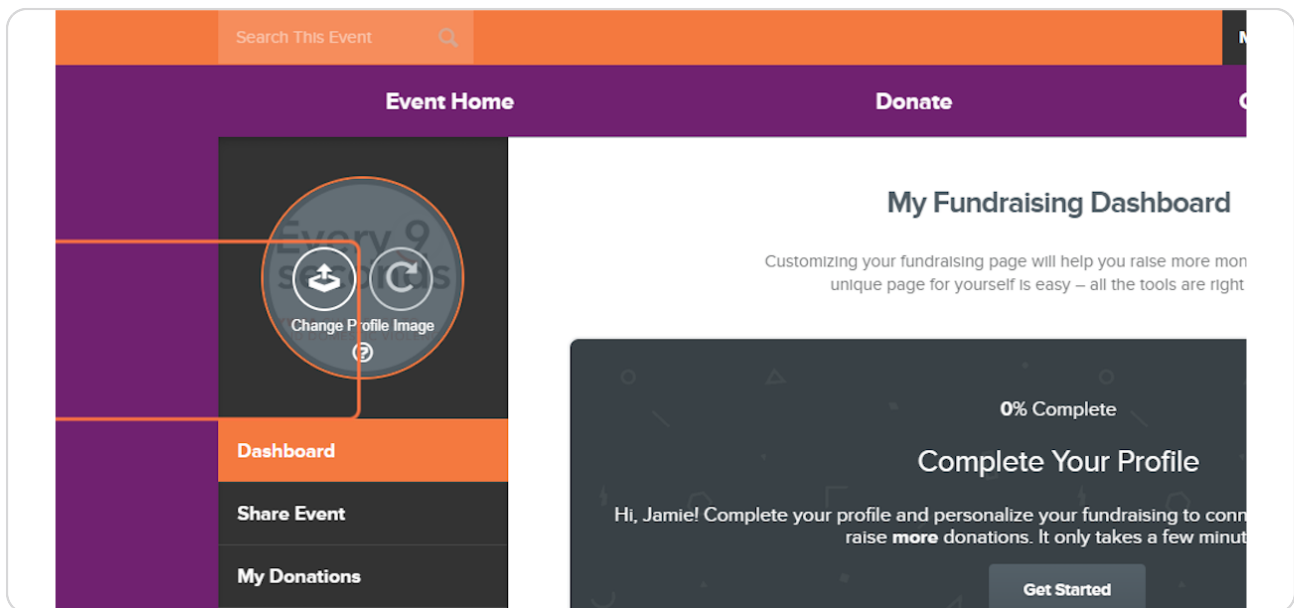
## STEP 14

**To start the Fundraiser page customization process, click on 'Get Started' underneath 'Complete Your Profile'.**



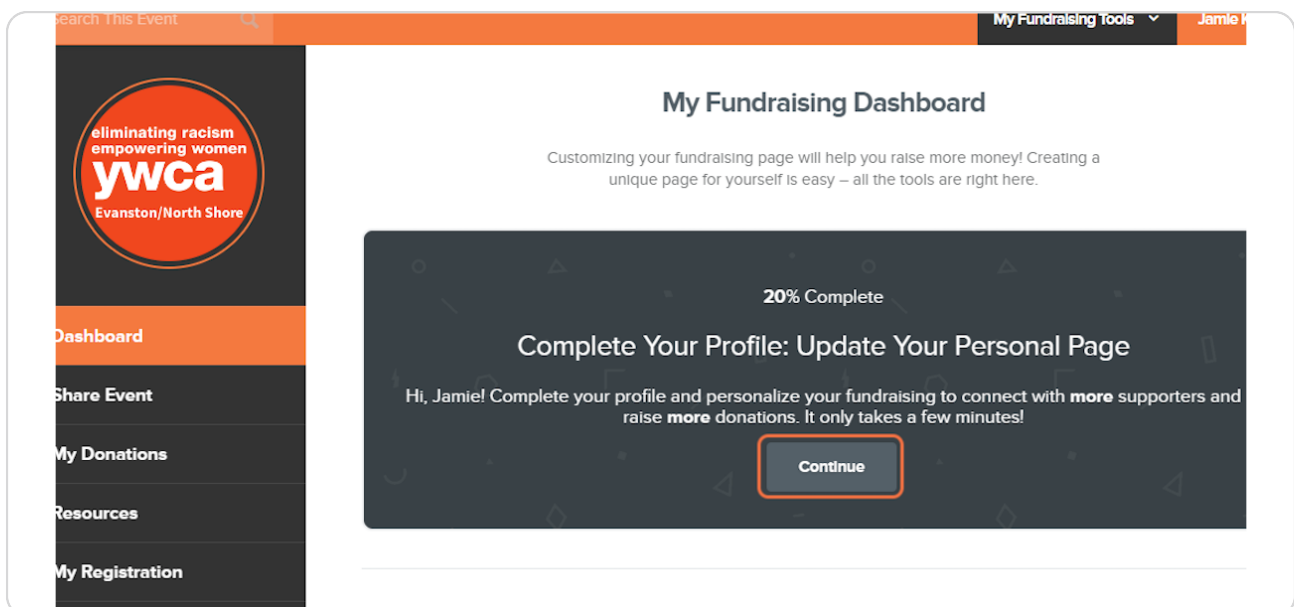
## STEP 15

You'll first be prompted if you'd like to change your profile image. Click the 'Change Profile Image' button and a file upload box will appear to select your photo for upload.



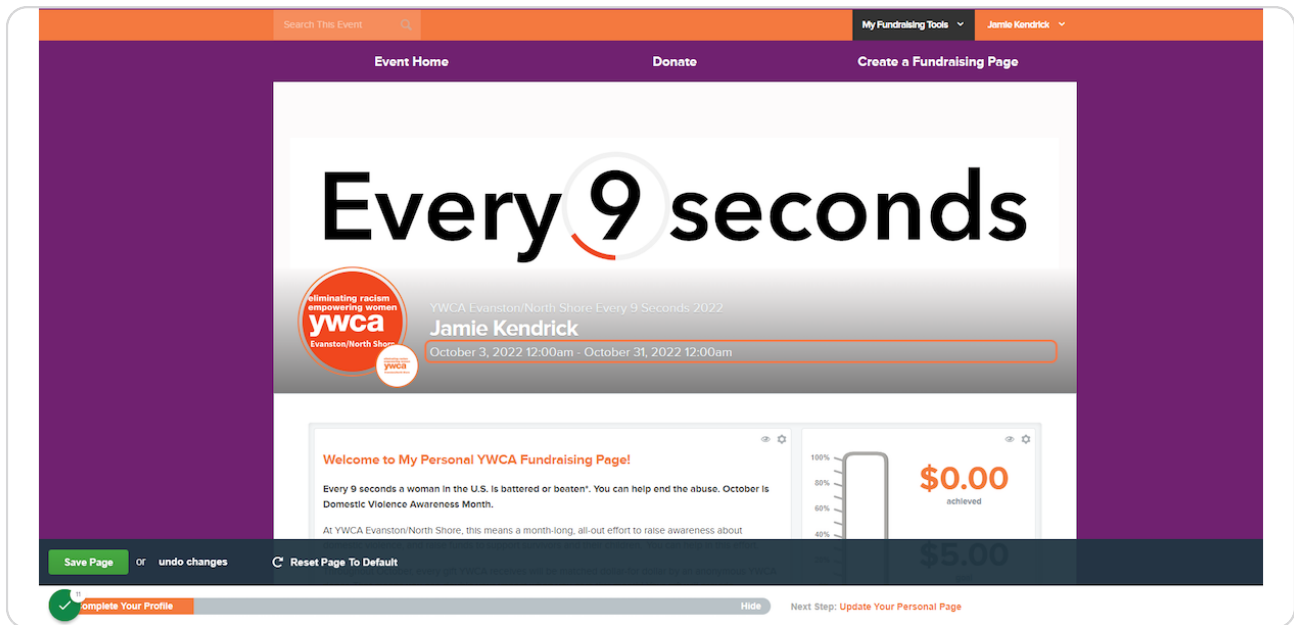
## STEP 16

After you have uploaded a photo, click on 'Continue' underneath 'Complete your Profile'.



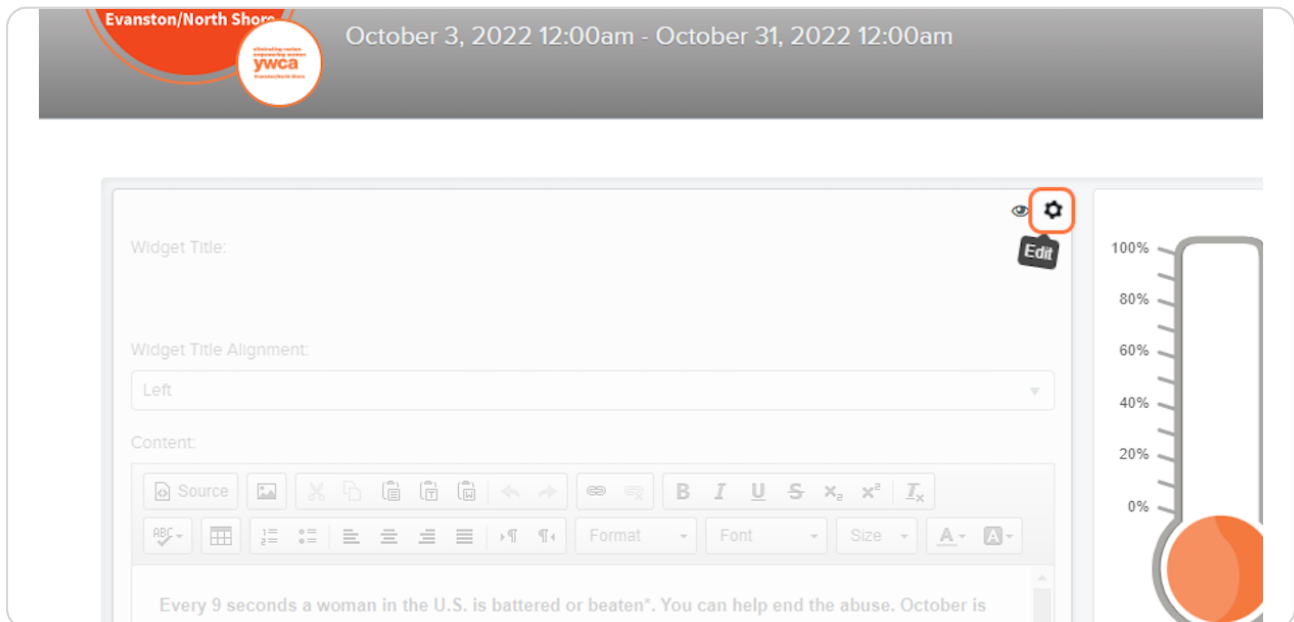
## STEP 17

You will now be shown your personal fundraising page. This is where you can customize what your page looks like to other when you share a link.



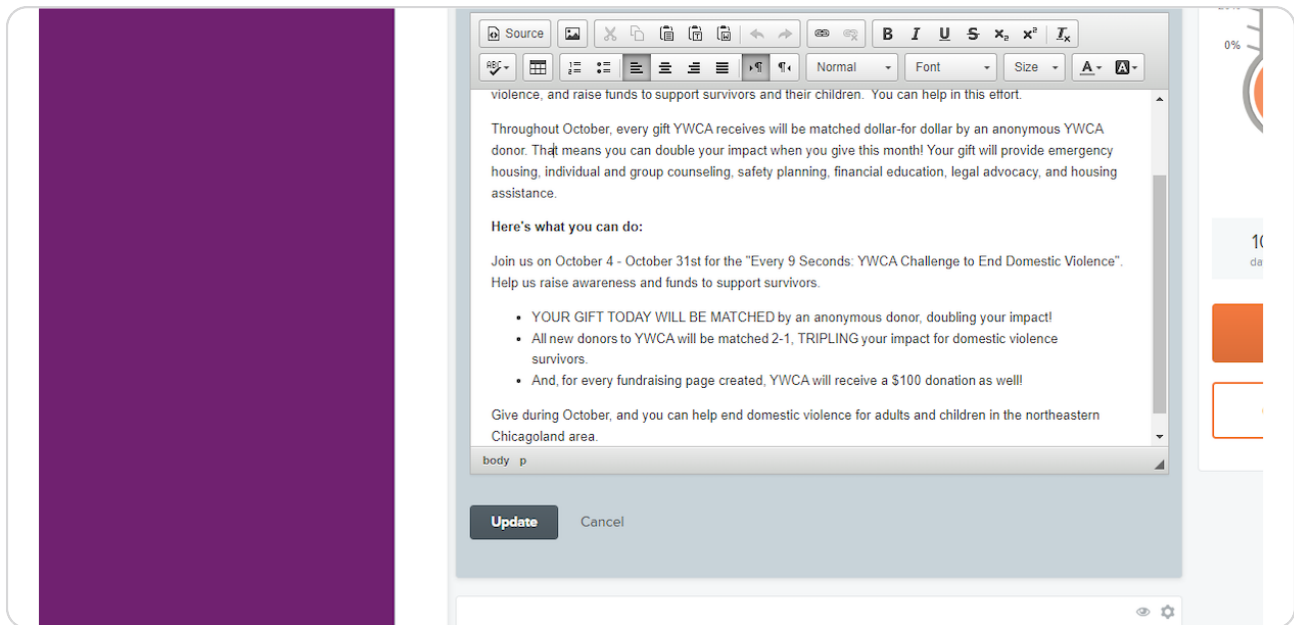
## STEP 18

To edit a section of your page, click the gear wheel icon in the top right of the section you'd like to edit.



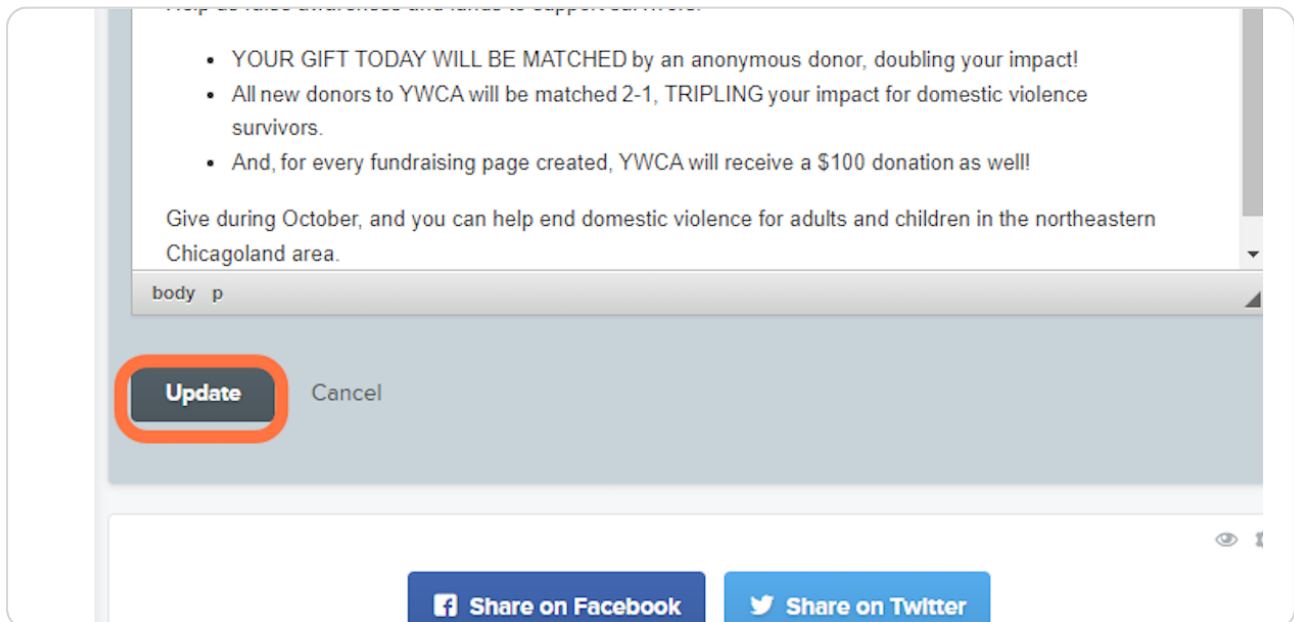
## STEP 19

Edits can be made in this text box, including styles and fonts. Feel free to personalize this message!



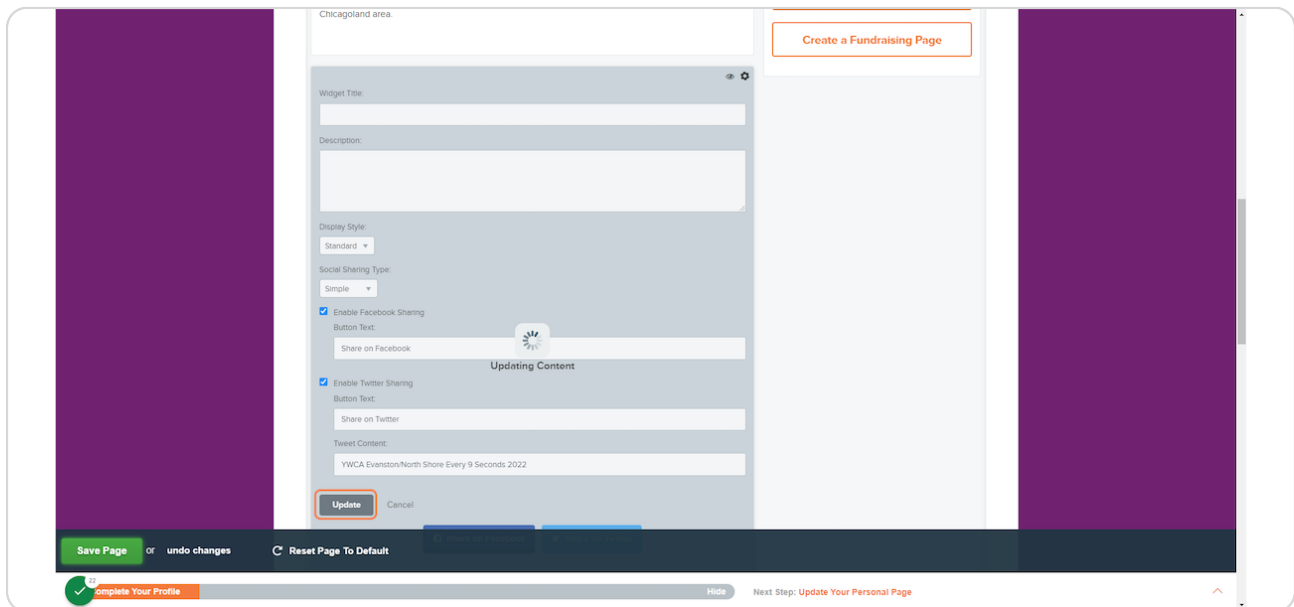
## STEP 20

After you've made changes, be sure to click 'Update' at the bottom to ensure your changes have been saved.



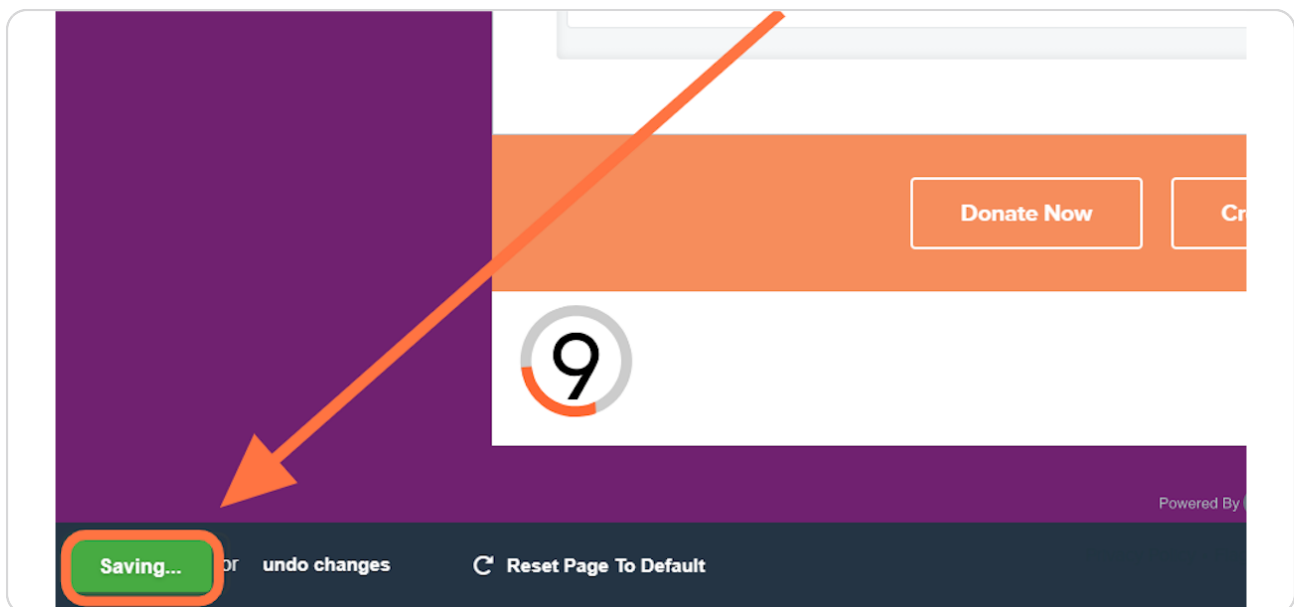
## STEP 21

Repeat steps 19 thru 21 for any of the areas you'd like to edit on your Fundraising page. Don't forget to click 'Update' after each change.



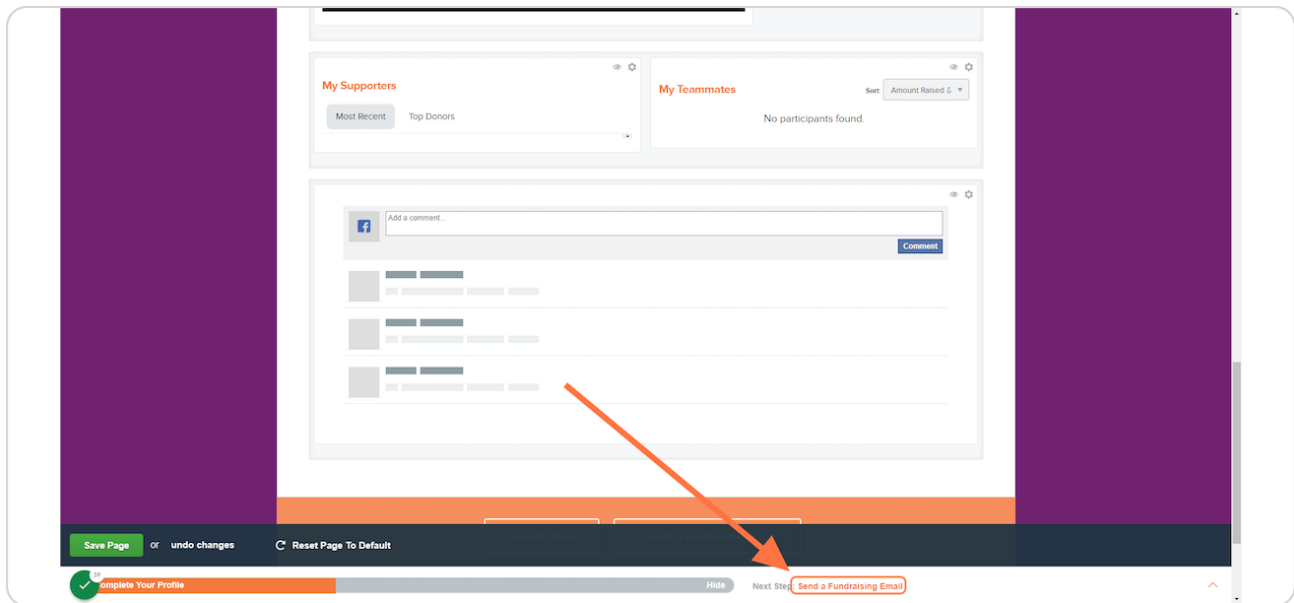
## STEP 22

After editing all of your sections to your liking, save your work by clicking on 'Save Page' at the very bottom right of your screen. Your customized Fundraising page is now complete!



## STEP 23

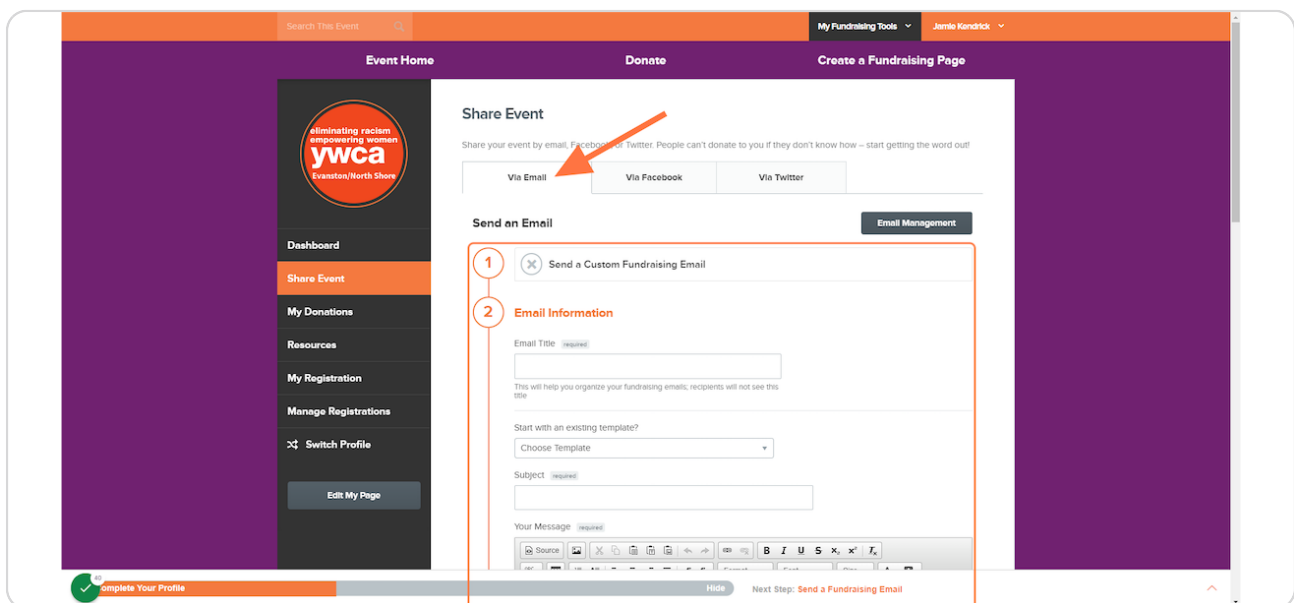
Now it's time to spread the word! Underneath the green Save button you just clicked, click 'Send a Fundraising Email' on the bottom right corner.



## STEP 24

On this page, you can share your Every 9 Seconds fundraising page via email, Facebook or Twitter post. Select the method you'd like to use.

For this walkthrough, we will be focusing on email sharing.



## STEP 25

There is a general email template to use, you can select it from the 'Start with an existing template?' selection menu. You can alter any aspect of this template by changing the text in the text boxes.

The screenshot shows the 'Start with an existing template?' section with a dropdown menu set to 'From Participant – Ask Others to Donate'. Below this is the 'Subject' field with the text 'Support My Fundraising Efforts!'. The 'Your Message' section contains a rich text editor with the following text: 'Hello! I'm participating in this year's %EventName% to raise money for %OrganizationName%. This organization and their event are really important to me, and I'm working hard to support them. When I thought about people who would be willing to help me raise money, I thought of you. Would you be willing to donate and help me reach my fundraising goal?'. At the bottom, there is a 'Hide' button and a 'Next Step: Send a Fundraising Email' link.

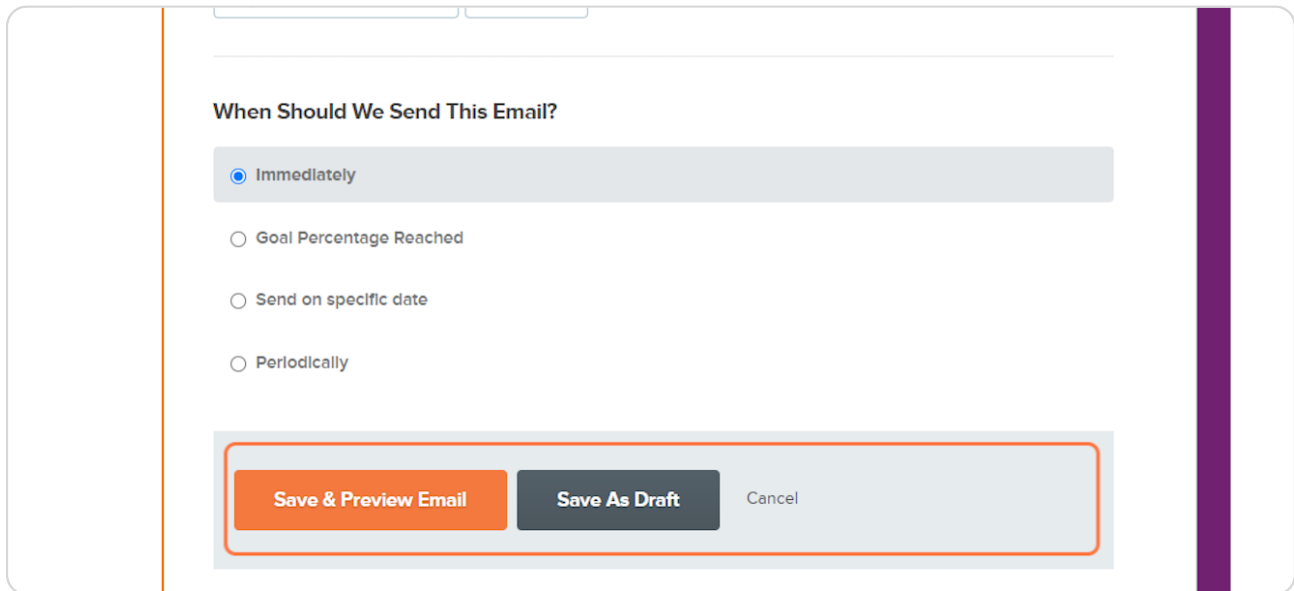
## STEP 26

Once you have personalized your message, under 'Send to These Addresses' you can enter the emails of each person you'd like to send this message to.

The screenshot shows the 'Send to These Addresses' section. The 'To:' field is labeled 'Send to These Addresses (max 1000) Separate addresses by comma'. The email address 'development@ywca-ens.org' is entered in the text box. To the right, it says 'This email will be sent to 1 person.' and 'Need a custom list? Manage Email Lists'. Below the text box is a 'Select Mailing Lists' section with a dropdown menu showing 'Select list(s)...'. There are two buttons: 'Import Additional Addresses' and 'Show Users'. At the bottom, there is a 'When Should We Send This Email?' section with a radio button selected for 'Immediately'. At the bottom of the form, there is a 'Hide' button and a 'Next Step: Send a Fundraising Email' link.

## STEP 27

You can select when you'd like to send this email message out. After selecting when you'd like to send it, you can either save & preview the email or save it as a draft to return to later.



When Should We Send This Email?

☒ Immediately

☐ Goal Percentage Reached

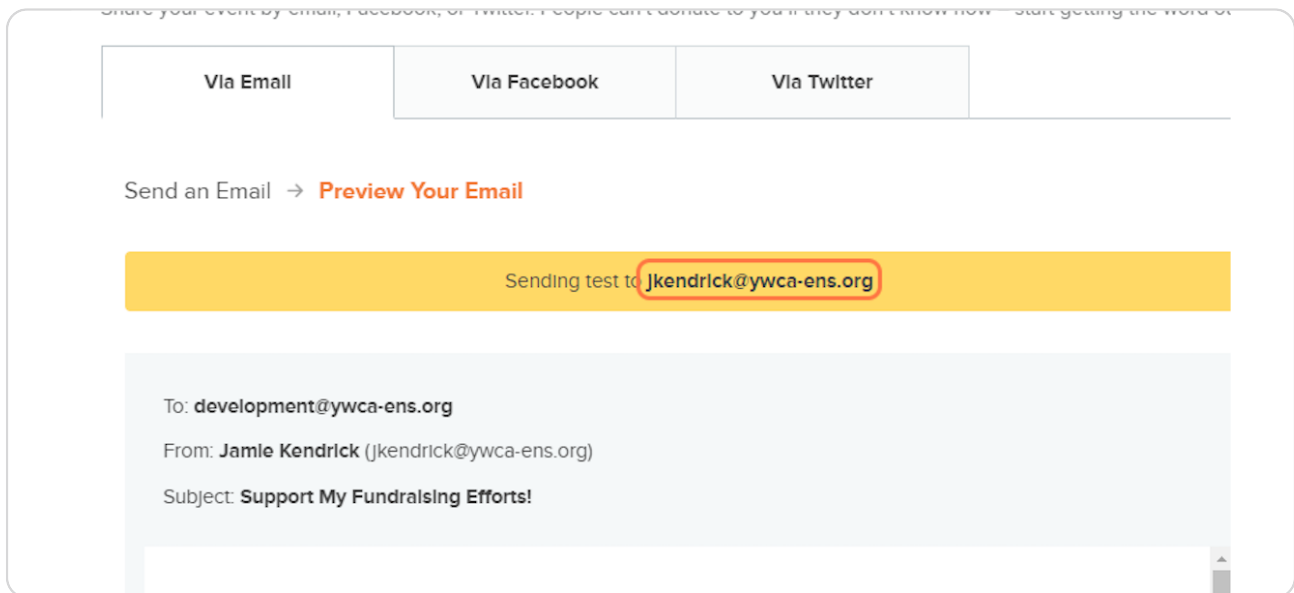
☐ Send on specific date

☐ Periodically

[Save & Preview Email](#) [Save As Draft](#) [Cancel](#)

## STEP 28

If you click on 'Save & Preview Email', on the next page you can send a test to your personal account email by clicking your email, so you can see what the email will look like for recipients.



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.

Via Email   Via Facebook   Via Twitter

Send an Email → [Preview Your Email](#)

Sending test to [jkendrick@ywca-ens.org](mailto:jkendrick@ywca-ens.org)

To: [development@ywca-ens.org](mailto:development@ywca-ens.org)

From: Jamle Kendrick ([jkendrick@ywca-ens.org](mailto:jkendrick@ywca-ens.org))

Subject: Support My Fundraising Efforts!

## STEP 29

**If everything looks good, you can click on 'Send Email'. Otherwise, click 'Make Changes' to make any additional changes.**

rantDonationPage%. You can also leave a message for me about why you decided to donate – I'd love to hear from you!

in think of others who might be interested in making a donation, please forward this email to them or post on social media! %OrganizationName% is a great organization and you'd be helping them (and me!) by spreading the word.

Thank you so much for helping me reach my goal, and for supporting %OrganizationName%. We couldn't do it without you!

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

**Make Changes**

**Send Email**

## STEP 30

**If you ever need to view your page, edit your page, or would like to share links to your fundraising page, click on 'My Fundraising Tools' on the top right-hand corner. This will give you access to all of the tools available for your fundraising page.**

You've registered, customized your fundraising page, and spread the word about Every 9 Seconds to your community. Now all that is left is to raise your first online donation!

