Instructions for fundraisers on QGiv
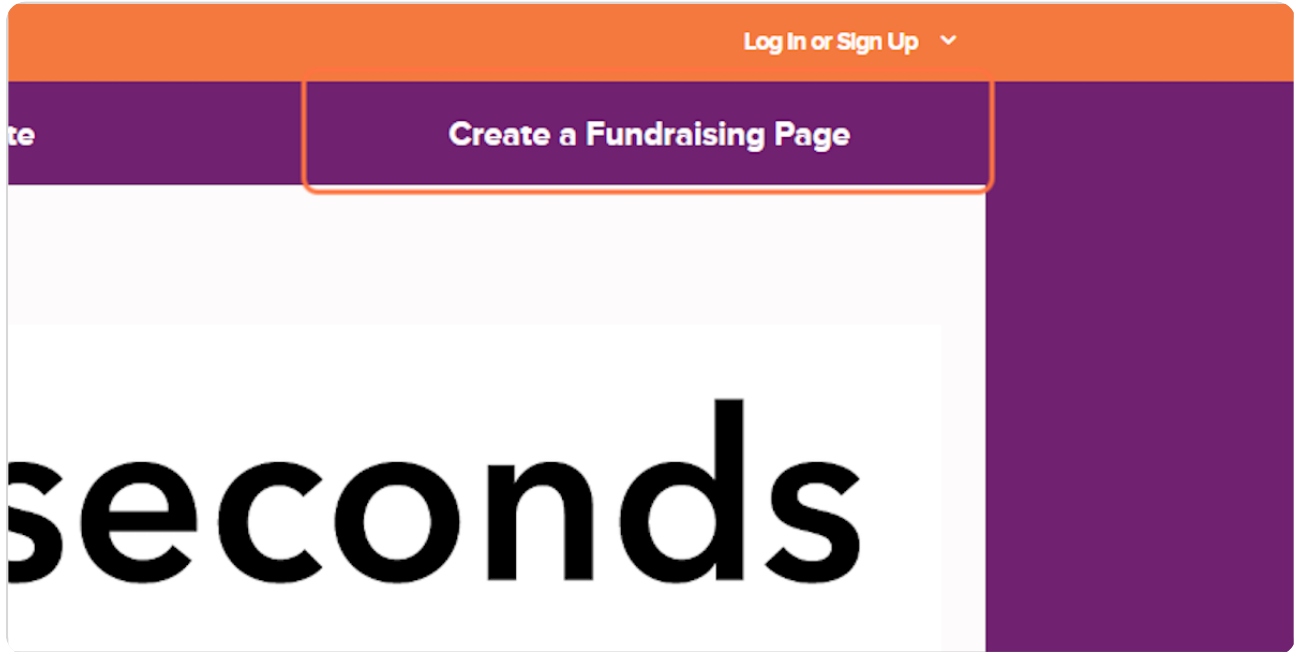
STEP 1

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'

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

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

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 Qgiv®   🔒 Transaction is secure and encrypted.

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) ⑦

Privacy Options

☑ Show my name as a supporter on public event pages ⑦
☑ Show amount of my support on public event pages 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.

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.

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

Click on 'Complete Registration'.

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

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.

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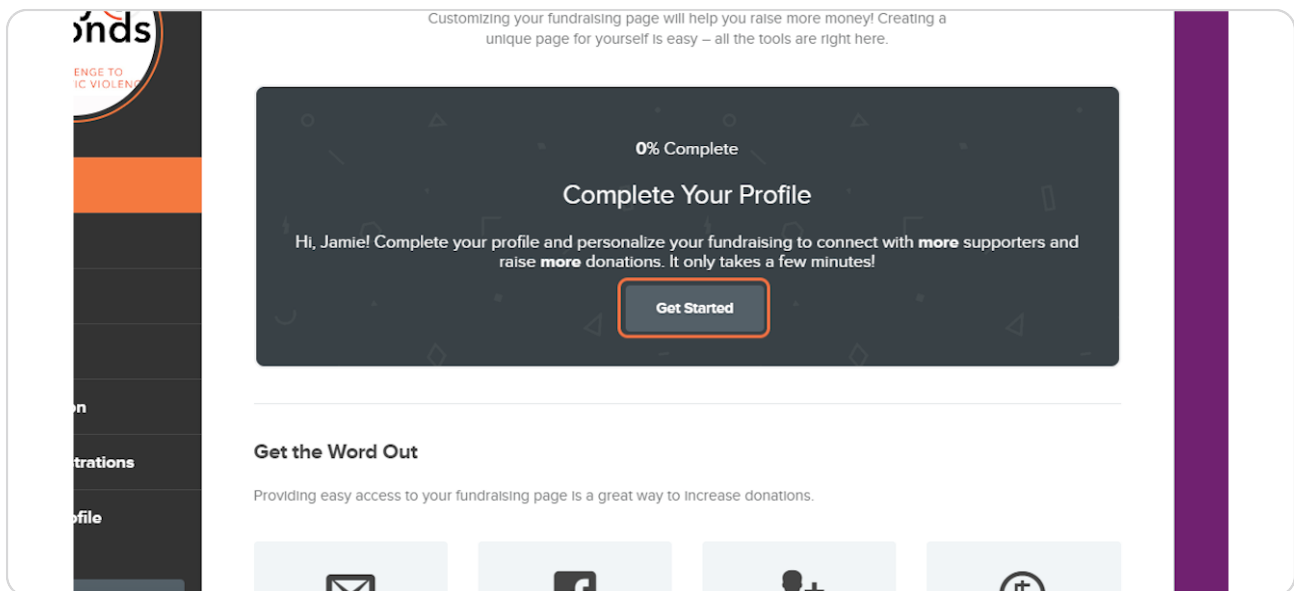
You will be prompted to select which fundraising page to view. Click on the name of the fundraiser you registered.

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.
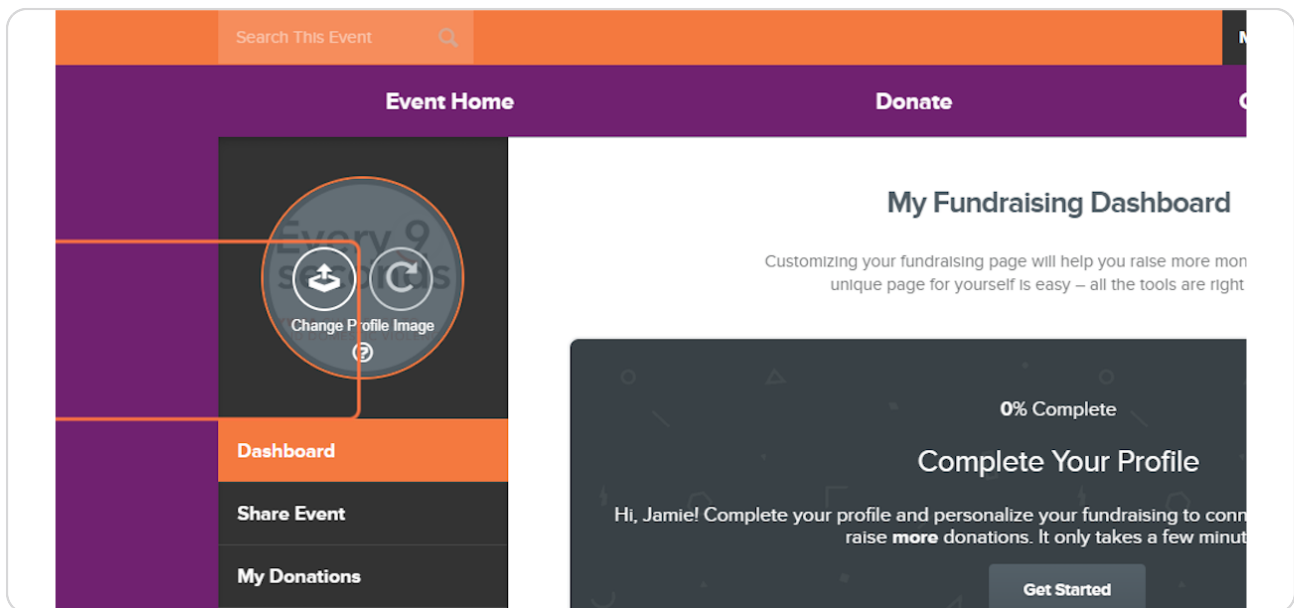
To start the Fundraiser page customization process, click on 'Get Started' underneath 'Complete Your Profile'.
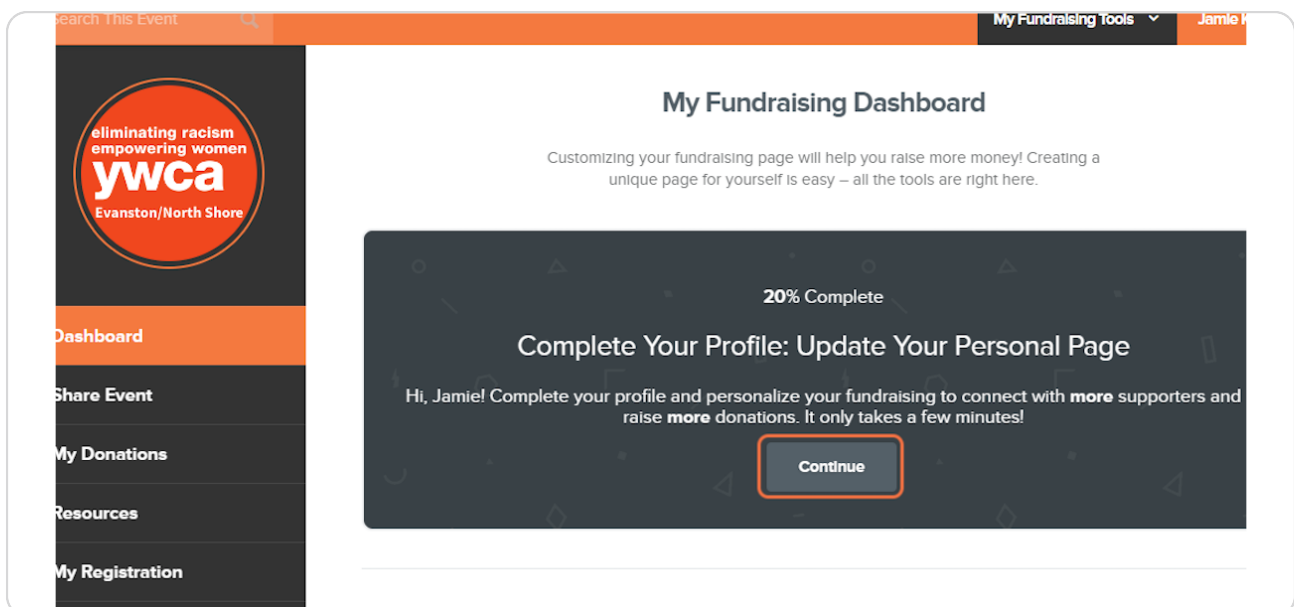
STEP 15

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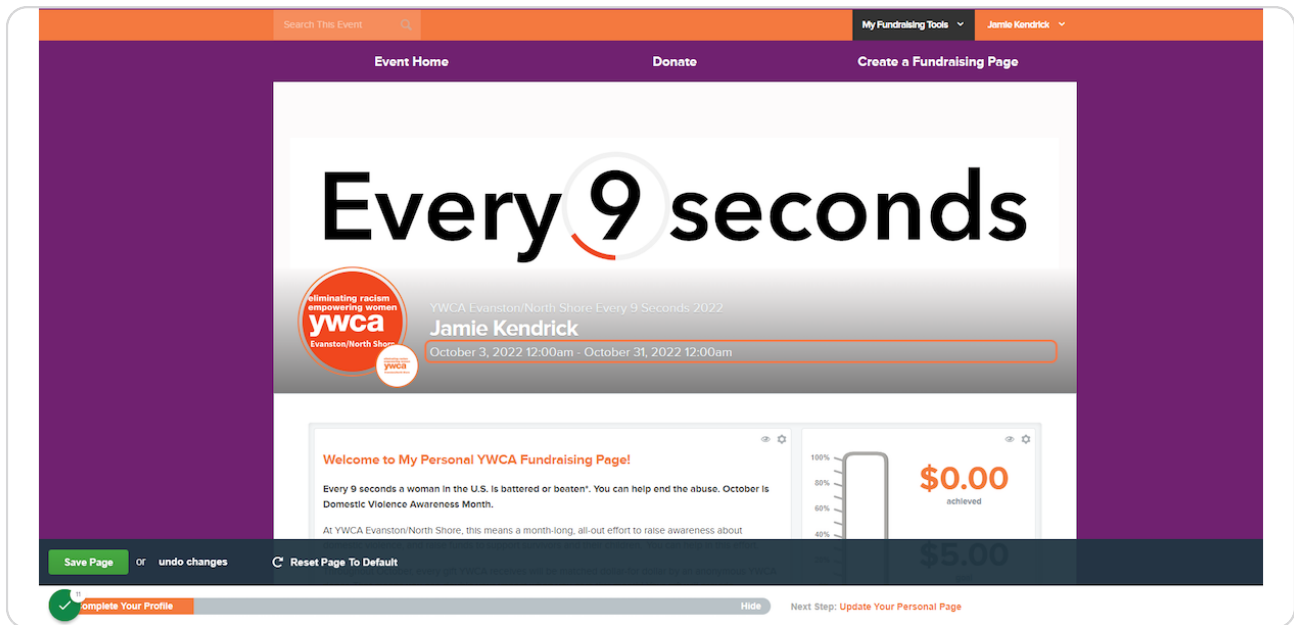

STEP 16

After you have uploaded a photo, click on 'Continue' underneath 'Complete your Profile'.
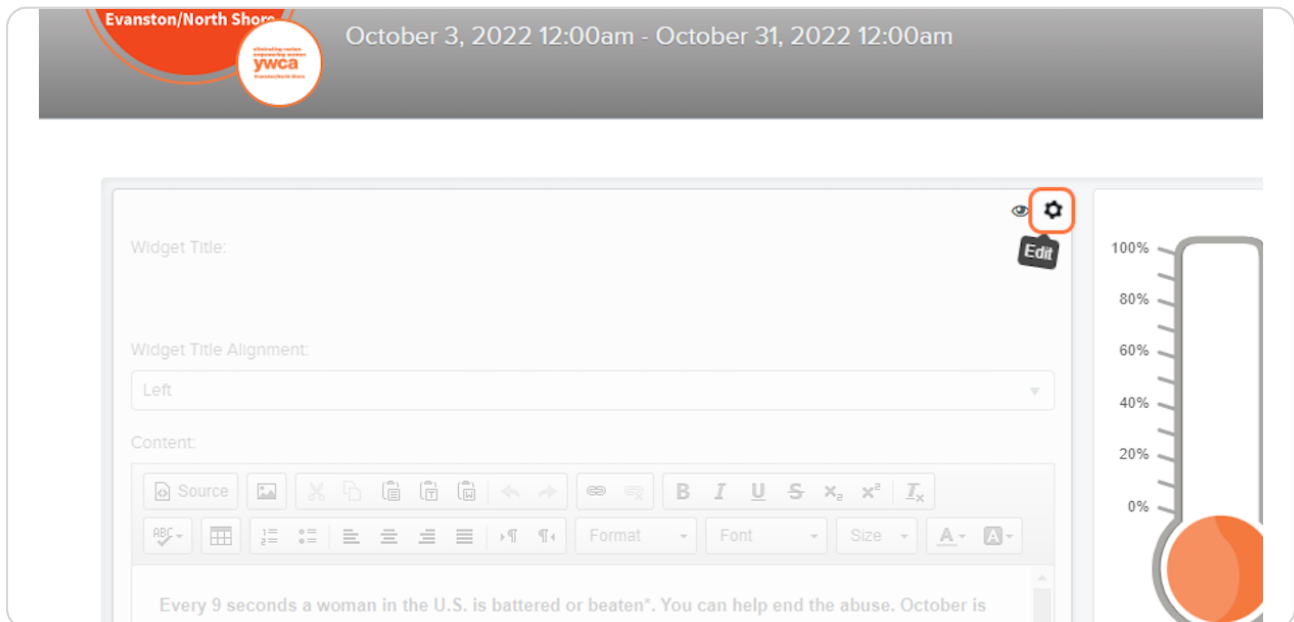
STEP 17

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.
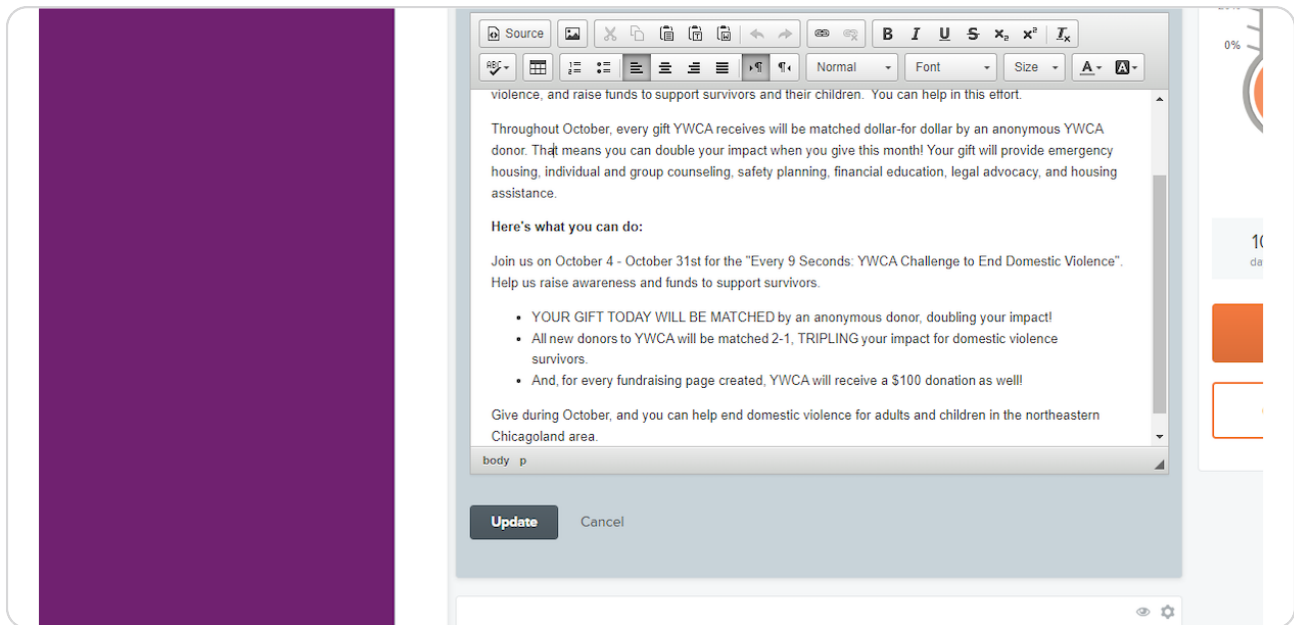

STEP 18

To edit a section of your page, click the gear wheel icon in the top right of the section you'd like to edit.
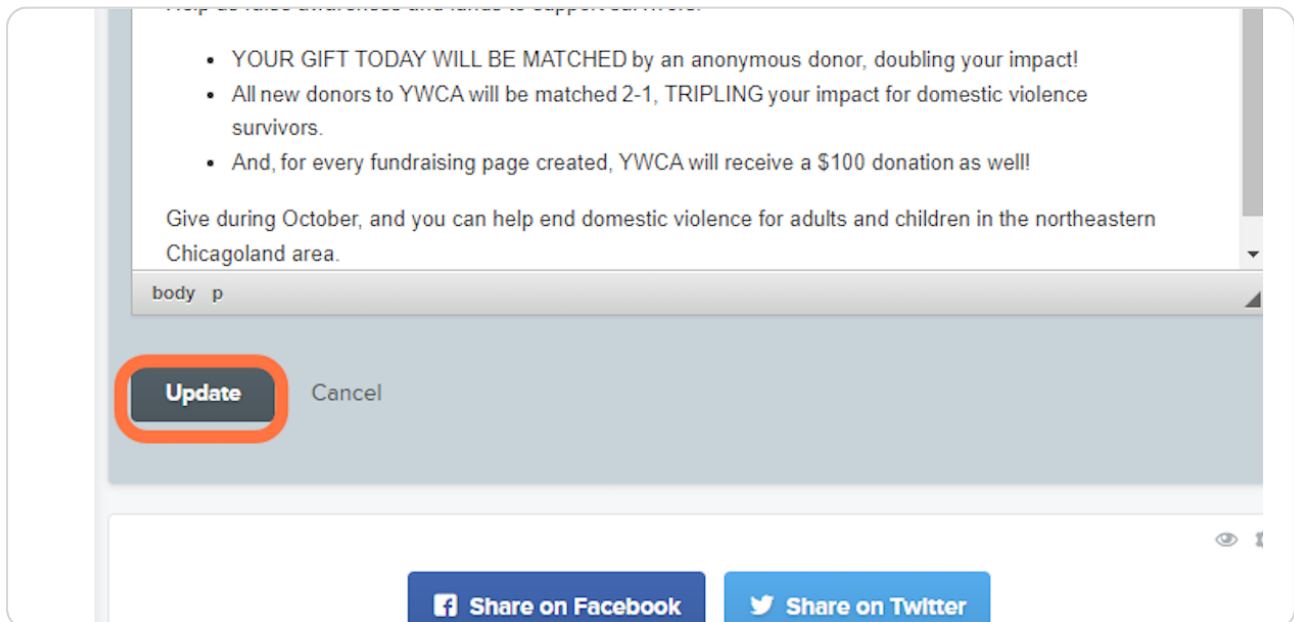
STEP 19

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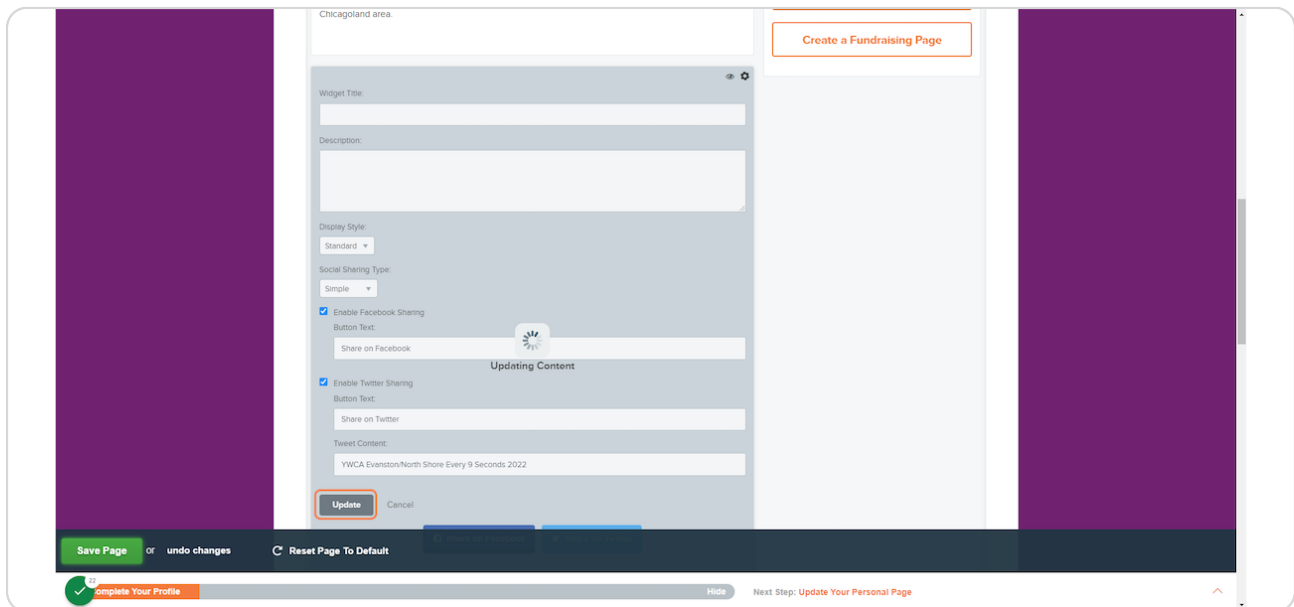

STEP 20

After you've made changes, be sure to click 'Update' at the bottom to ensure your changes have been saved.
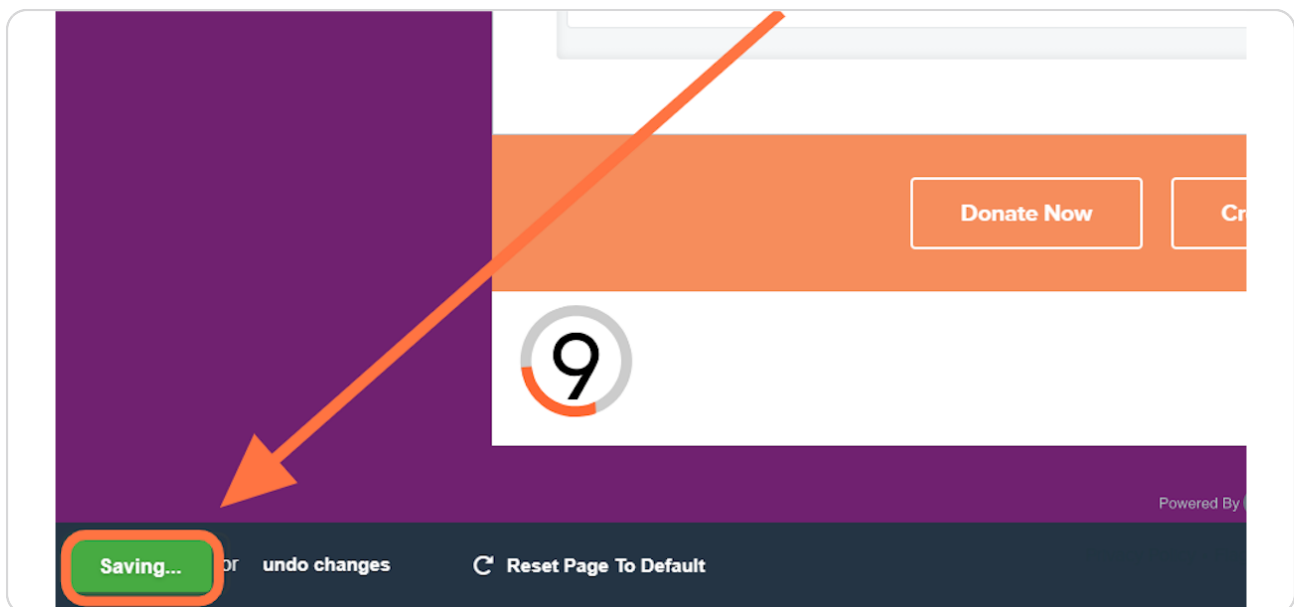
STEP 21

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.
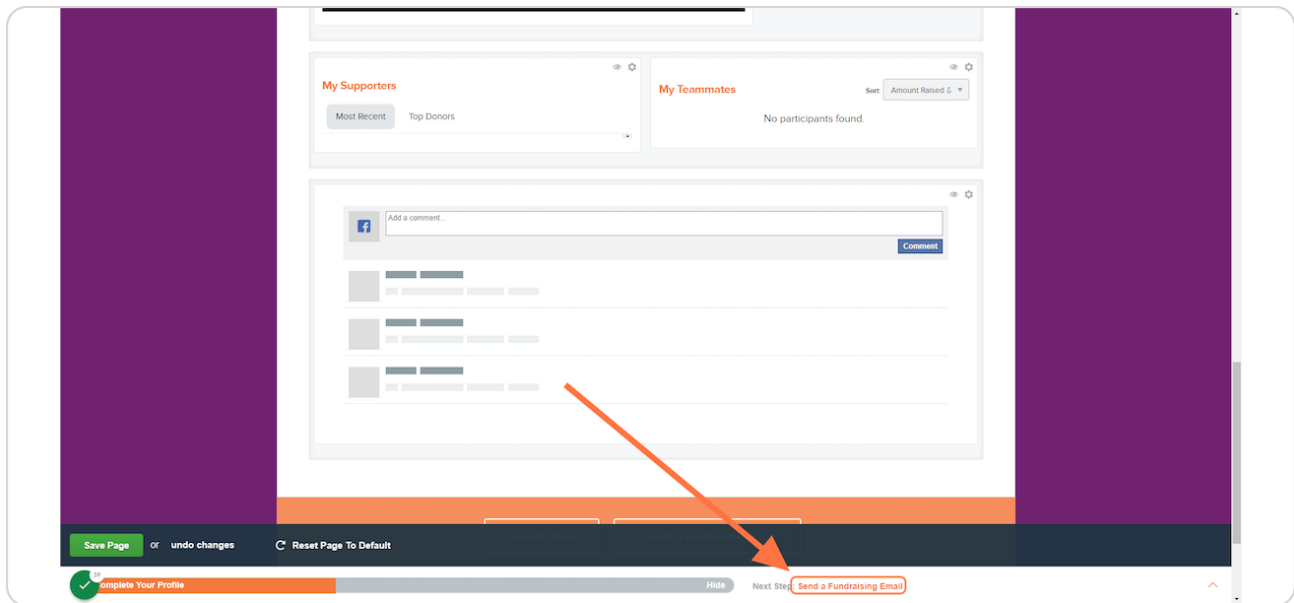

STEP 22

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!
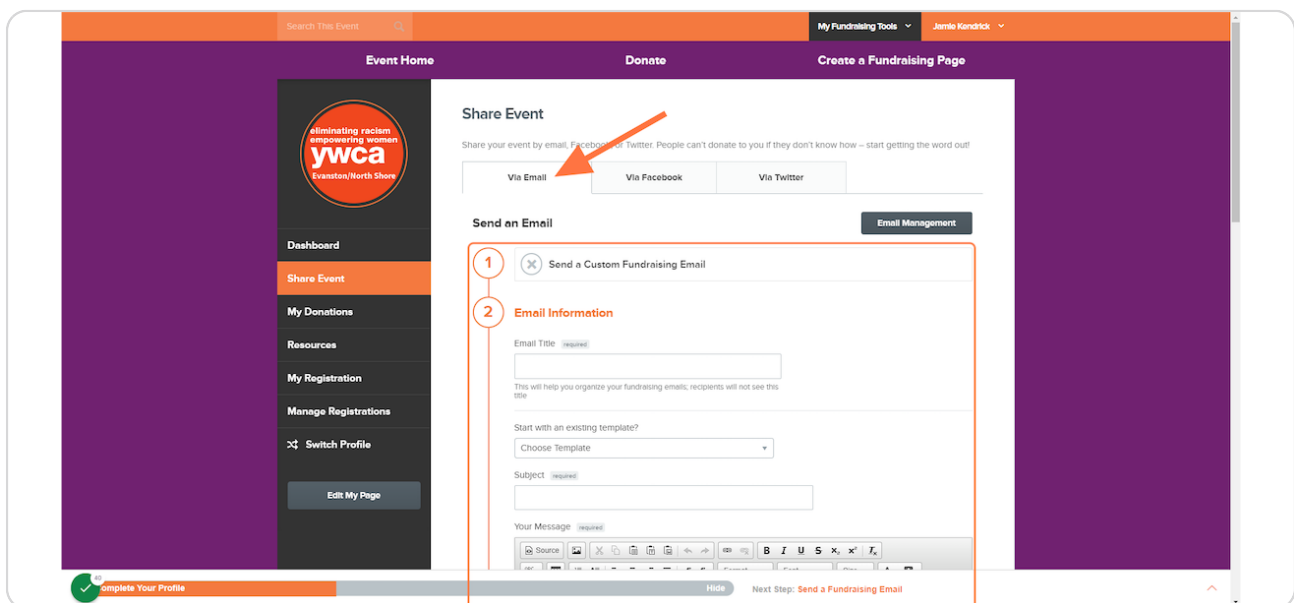
STEP 23

Now it's time to spread the word! Underneath the green Save button your 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.

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.

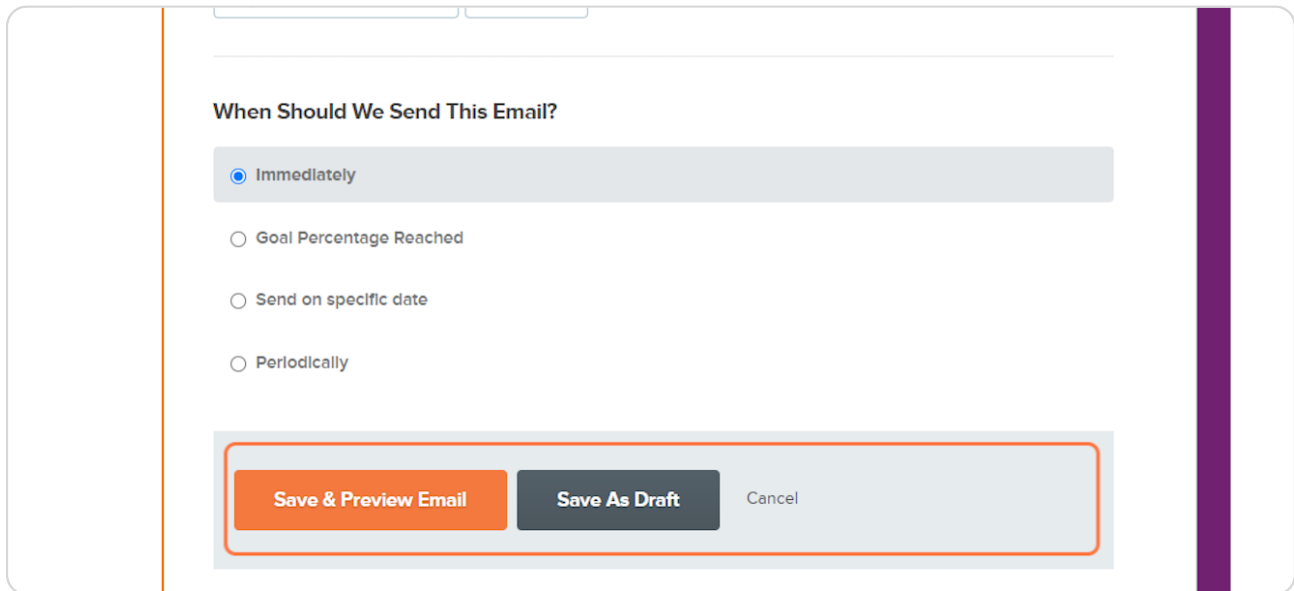**Once you have personalized your message, under 'Send to These Addresses' you can enter the emails of each person you'd like to send this message to.**

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

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.

| Via Email | Via Facebook | Via Twitter |

Send an Email → **Preview Your Email**

Sending test to **Jkendrick@ywca-ens.org**

To: development@ywca-ens.org

From: **Jamie Kendrick** (jkendrick@ywca-ens.org)

Subject: **Support My Fundralsing Efforts!**

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
m you!

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

ou so much for helping me reach my goal, and for supporting %OrganizationName%. We couldn't do it

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

Make Changes   **Send Email**

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!