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.

STEP 4

Next, fill in your personal details: First Name, Last Name, Email, Address, and Phone Number.
STEP 5
When all of the personal details are entered, click on 'Next'

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
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.

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 support on public event pages' if you consent to the donation amount being displayed as well.
STEP 9

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

STEP 10

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.
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.
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 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.
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.

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.
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.

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