

Build & Share Your Fundraising Page

- Once you've registered as a Fundraiser, you will see this page pictured below. Under the header Complete Your Profile **click any of the links** to build your fundraising page.

Your Registration (#7649237) is Complete!

Complete Your Profile

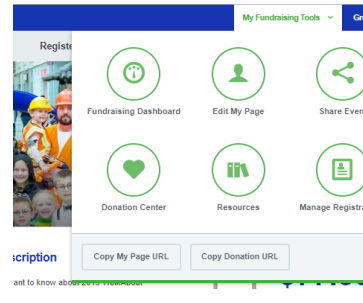
20% Complete

Now tell your story to connect with more supporters and raise donations! Personalize your profile, then share your page:

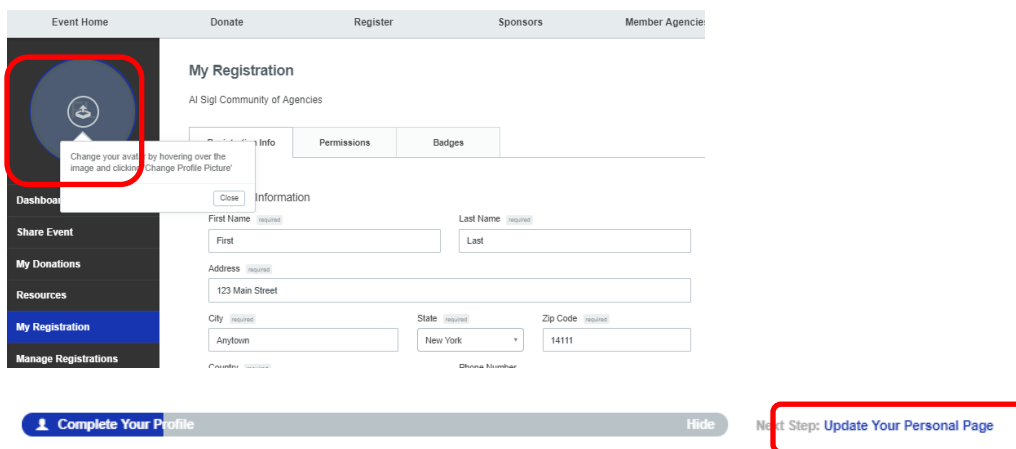
- Upload Your Avatar
- Update Your Personal Page
- Send a Fundraising Email
- Raise Your First Donation
- Share on Facebook / Twitter

or view your [Fundraising Dashboard](#)

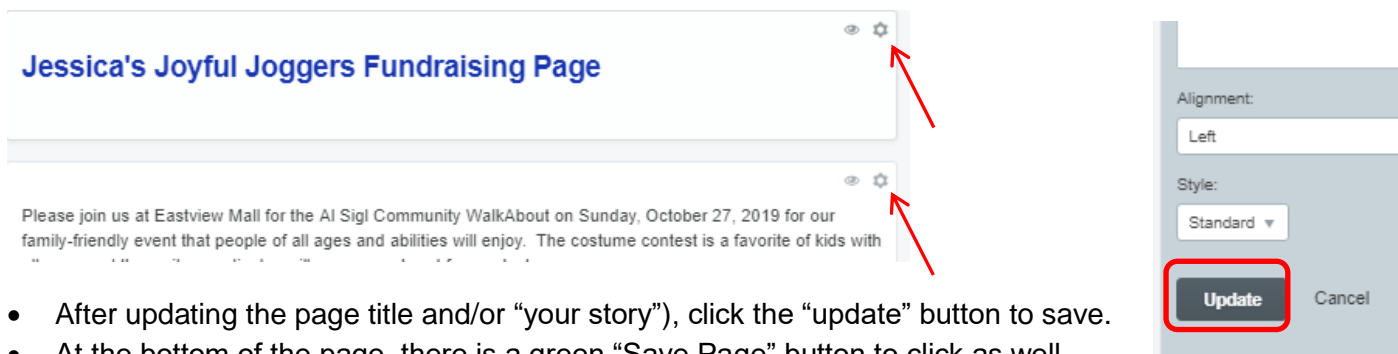
Or, login anytime by clicking the link in your online registration confirmation e-mail and clicking one of these icons.



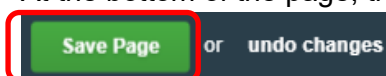
- Click **“Upload Your Avatar”** to add your picture. The screen below will appear. Hover over the circle and click to upload a photo from your computer. Use the button to **save image**. Then, click the link at the bottom of the screen to **“Update Your Personal Page”**.



- Click on the widgets (see arrows) to edit the page. You can name the page if you like. For your story, copy and paste what we've updated from last year (provided below) or write something even more compelling.



- After updating the page title and/or “your story”), click the “update” button to save.
- At the bottom of the page, there is a green “Save Page” button to click as well.



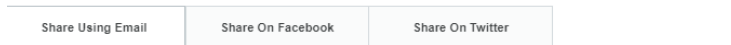
Sample Fundraising Page Content - Available in "Resources" (see top of page 1)

SEND FUNDRAISING EMAILS FROM QGIV

- At the bottom of the screen, click the "Send a Fundraising Email" link to email donors & potential teammates through QGiv.



- You In QGiv, you "Send a custom fundraising e-mail" will be pre-selected. Go on to:



Send an Email Email Management

1

2 **Email Information**

Email Title required

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

- Title your e-mail and give it a subject.**
- Select a template** or leave the selector on "Choose Template" to write your own e-mail.
- Depending on your choice, text will prefill or you will write your own e-mail. Edit if needed.

Start with an existing template?

Subject required

Your Message required

Source

Format - Font - Size -

Hello!

I'm participating in this year's %EventName% to raise money for %RegistrantClassification%, an organization that's really important to me. Would you consider donating to help me reach my fundraising goal? Here's a link to my personal fundraising page:

%RegistrantDonationPage%

Thank you so much for your support!

Gratefully,
%RegistrantFirstName% %RegistrantLastName%

For additional information about this year's %EventName%, please visit %EventFundraisingPage%.

Tip: You can insert images by dragging and dropping them onto the editor. Tags (ex. %EventName%) will be populated once the email is sent.

- Enter the addresses of those you're sending to (yellow) and pick a send time or date (red).

To:

Select Mailing Lists

Add my email address as a recipient

When Should We Send This Email?

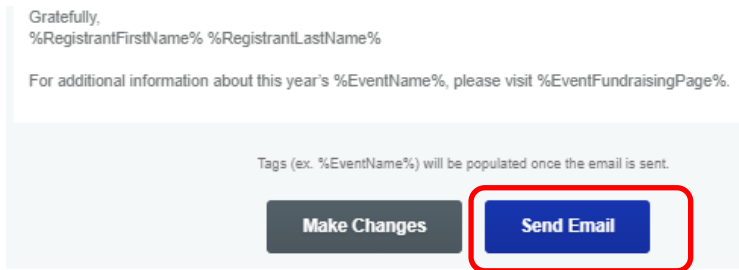
Immediately

Goal Percentage Reached

Send on specific date

Periodically

- Click **“Save & Preview”**, then **“Send Email”** on the next screen.



- Note that in the sent e-mails, info between % signs will be customized.
- Sample Fundraising E-mail copy is available in resources (see icons at the top of page 1)

TO SEND A FUNDRAISING MESSAGE USING YOUR E-MAIL (NOT THROUGH QGIV):

1. Open the registration e-mail you received
2. Copy your personal fundraising page link.

Here are your registration details:

Username: jessica.r.pritchard@gmail.com

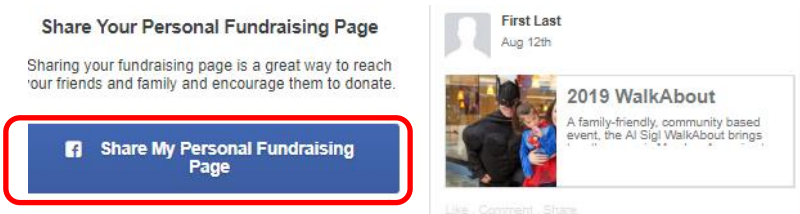
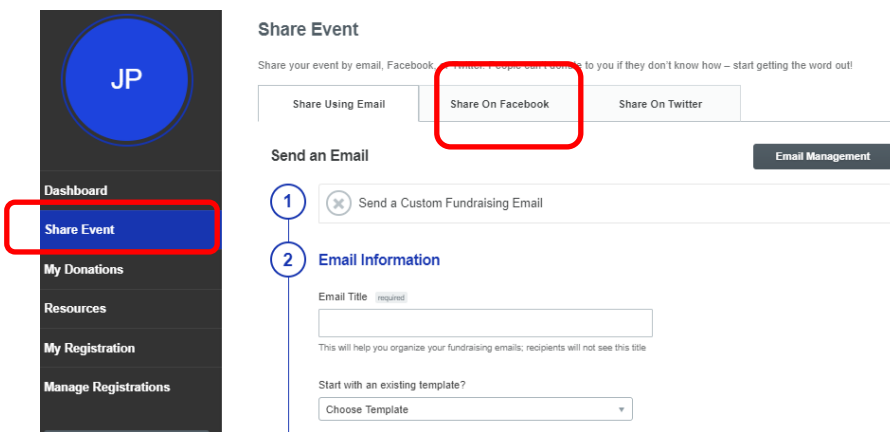
Personal Fundraising Page Link: <https://secure.qgiv.com/event/account/845471/>

Event Home Page Link: <https://secure.qgiv.com/event/walkabout2019/>

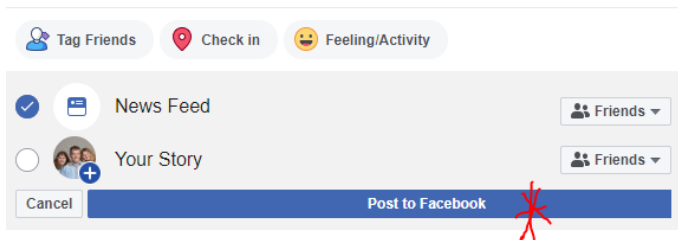
3. Open a new e-mail message, type the desired recipients, subject and message. Be sure to include the link to your fundraising page so they can register or donate!
4. Click send.

SHARE ON FACEBOOK

- On your fundraising dashboard, select **“Share Event”** and **“Share on Facebook”**.



- To share on Facebook, click **“Share My Personal Fundraising Page”** or **“Share My Team’s Fundraising Page”**. An image of your post will appear. Use the blue button at the bottom of the sample called **“Post to Facebook”** to make it appear on your page.

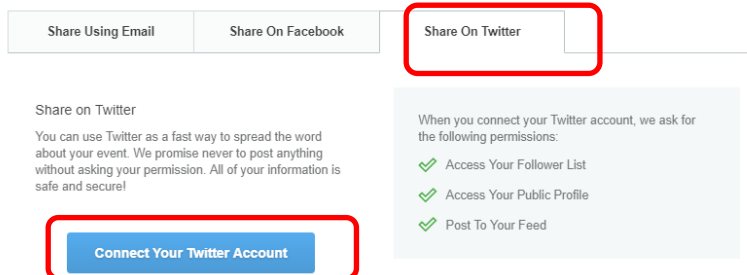


SHARE ON TWITTER

- From the **“Share Event”** menu, select **“Share on Twitter”**.

Share Event

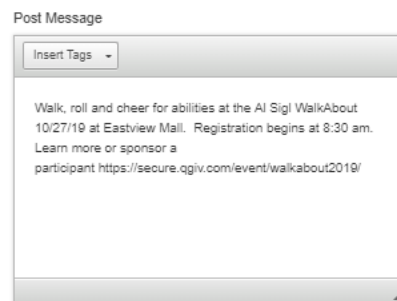
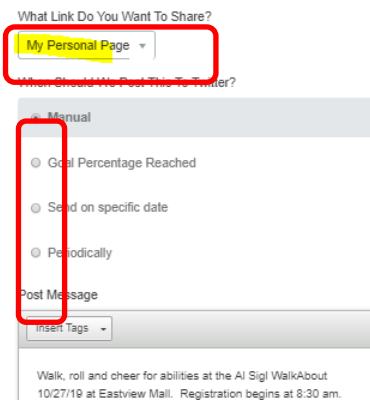
Share your event by email, Facebook, or Twitter. People can't donate to you if they don't know how – start getting the word out!



- Click **connect** to Twitter Account
- Authorize QGIV online donations to use your account.



- Then, select the **#WhyIWalkAbout** template or write your own tweet. Tell Twitter **what link to share** (your fundraising page or the event page), and **when to post** your note.



Tip: Tags (ex. %EventName%) will be populated once the post is made.

- Edit message if desired and click **“Save Tweet”**



Questions? Need help? Call Jessica Pritchard at AI Sigl 585-442-4102 x8948 or e-mail jpritchard@alsigl.org