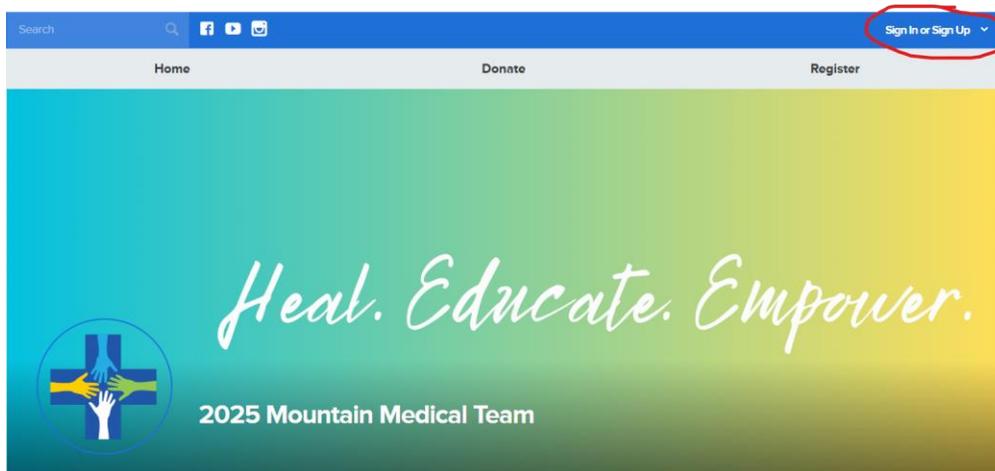


How to Share Your Fundraising Page

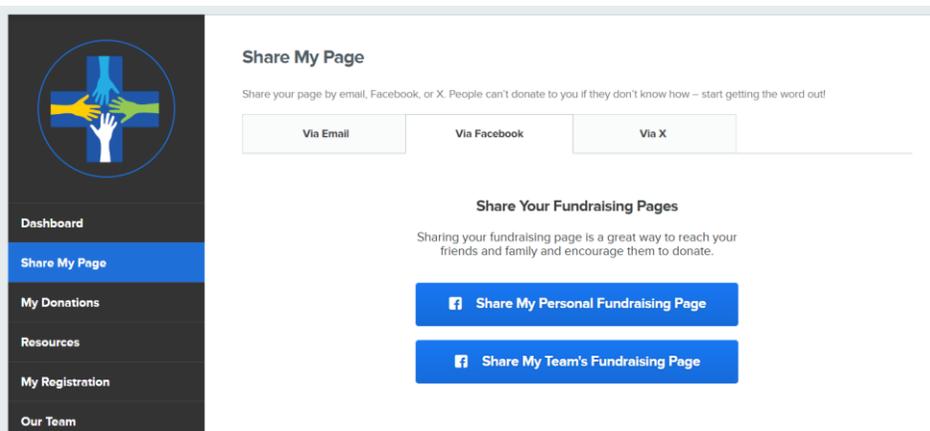
Log-in into your QGiv Account:

1. Go to this link: <https://secure.qgiv.com/event/1031179/>
2. Click “Sign in or Sign Up” in the top right corner.
3. Enter Your Email and Password and click “Sign In”



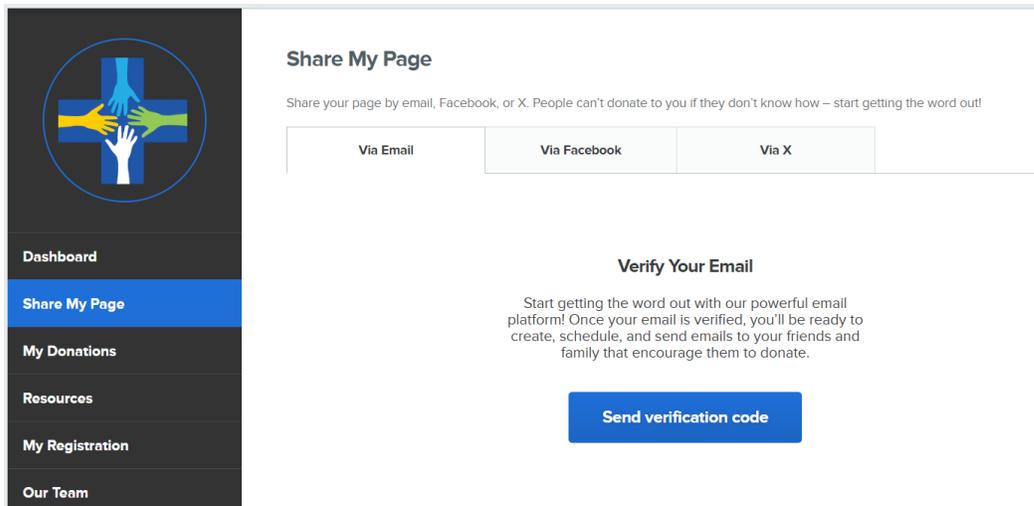
Share Your Fundraising Page on Social Media:

1. Click “Share My Page” on the Left Column
2. Click “Via Facebook”
3. Click “Share My Personal Fundraising Page”
4. If you are logged into your Facebook page on the device you are using, a post template should pop-up in a separate window. If you are not logged in, you will be asked to enter your Facebook log-in information.
5. Your fundraising page is loaded into the post draft. Add your caption to the post, asking for support for your travel funds or for your team’s support goal. Then, click the blue “Share” button to share your fundraising post to your Facebook page.

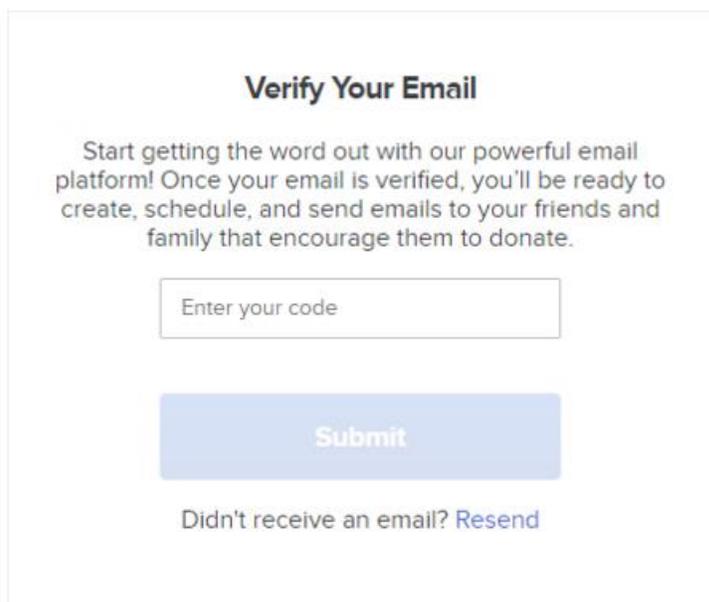


Email Your Fundraising Page:

1. Click “Share My Page” on the Left Column
2. Click “Via Email”
3. If you haven’t yet verified your email, click the blue button “Send Verification Code”



4. Go to your email to retrieve your code. Copy the code and return to your QGiv account. Paste the code in the box that reads “Enter your code.”



5. Go to your email to retrieve your code. Copy the code and return to your QGiv account. Paste the code in the box that reads “Enter your code.”
6. Click “Send a Custom Fundraising Email”

Send an Email

Email Management

1 I Want To

Email My Donors

Email Team Members

Send a Custom Fundraising Email

7. Enter an Email Title for your reference. Your email recipients will not see this email title.
8. Under “Start with an existing template?” Click the drop-down and select “From Participant- Ask Others to Donate”
9. When you select the template, a draft email subject and message will populate. Make any edits you would like to the subject and message. You can delete, but do not edit any information inside “%” because it could impact the information it is set up to fill in when you send the email.

1

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?

Subject required

Your Message required

Source Image Cut Copy Paste Undo Redo Link Unlink B I U S x₂ x² I_x

ABC Table Bulleted List Numbered List Decrease Indent Increase Indent Format Font Size A A

Hello!

I'm traveling to Honduras with %OrganizationName%. While in Honduras, my team will be providing general medical, dental, and vision care to children and families who have limited or no access to healthcare. We will also provide vitamins, fluoride, and anti-parasite medications and referrals for follow up care for children in need.

10. You have the flexibility to choose an existing mailing list, import email addresses, or use the “Send to These Addresses” box to enter emails manually. If entering emails manually, separate each email address with a comma and space.

To:

Send to These Addresses (max 250) Separate addresses by comma This email will be sent to **3** people.
Need a custom list? [Manage Email Lists](#)

chelsea@fobf.org, katie@fobf.org, erin@fobf.org

Select Mailing Lists

Select list(s)...

Import Additional Addresses
Show Users

When Should We Send This Email?

Immediately

Goal Percentage Reached

Send on specific date

Periodically

11. When deciding when to send the email, you’ll see four options. 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.
- Goal Percentage Reached allows you to define a percentage of your goal you’d like to be reached before the system sends the email. 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 allows 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 can send on a daily, weekly, or monthly frequency, and you can also add a start date.
12. When you’re happy with your email and ready to queue it for sending, click the Save & Preview Email button. If you’re not quite done and would like to save your work and come back later, click the Save as Draft button.

Save & Preview Email

Save As Draft

Cancel

13. From the preview screen, you can send yourself a test of the email to make sure it looks the way you want. 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, click the “Send Email” or “Schedule Email” button to either send or schedule the email.

14. Thank you for sharing your fundraising page! 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 can 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.
 - The Email Recipients tab shows a list of anyone you've sent an email to. From here, you can also see if the people you've emailed have contributed to your campaign.
 - 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.