



How To Set-Up Your Individual Profile on Ursuline's Giving Form

Instructions to Prepare Your Page Prior to Giving Tuesday

1. Click on this link to get started: Advocate/Participation Registration Page.
secure.qgiv.com/event/uagivingtuesday/register/preview/
2. It will ask you to "Register For This Event" - this is what you need to do in order to make your own individual page.
Click on Sign up Now.
3. Click on the Register as a Fundraising Participant text box
- It will ask you to enter your email address
4. Create your new account - by setting up your name, email and password
5. Set up your personal information and set a personal fundraising goal and graduation year
- It will ask for you to provide an optional donation from you to get the fundraising going that will be applied to your goal (this is only optional and you can leave blank).
6. Click continue and click complete registration.
7. Fill out and complete the following forms that are in red text before Tuesday, December 1st to create your profile ahead of time.
 - Upload Your Avatar (personal picture)
 - Update Your Personal Page
 - Send a Fundraising Email

Updating your Personal Page Tips

- Edit only the first two text boxes to make it personal. Create a fundraising title and write your fundraising pitch in these boxes.
- Leave the About Ursuline Academy alone because it will feed from UA's main giving page.
- Leave the last text box how it is for your Facebook Feed.

Sending A Fundraising Email Tips

- Optional - Draft a fundraising email (if you just want to share fundraising page just on social media then skip)
- To create your fundraising email draft - choose under templates - From Participant - Ask Others to Donate
- (You can edit this draft but it will contain your personal URL link to your donation page for your contacts to donate back to Ursuline and credit your fundraising goal.)
- Upload or enter your email contacts
- Draft a Thank you Email - it should go automatically to any donor that gives to your donation page
- Save or you can schedule your emails to go on Giving Tuesday



URSULINE
ACADEMY



TOGETHER
GIVING TUESDAY IN HEART

Instructions to Share and Go Live on Giving Tuesday

On the evening of November 30th/morning of Dec. 1st - you will log back on and do the following:

- 8.** Click on Send Fundraising Email if you choose this option
- 9.** Share on Facebook/Twitter accounts
 - click on the share event sidebar and select the Share on Facebook or Share on Twitter tabs to activate your accounts
- 10.** Share on other social media accounts
 - In order to share your personal URL link - you find it up on the green My fundraising Tools bar. You also can find your URL Link under your Dashboard and you can change the name link.
- 11.** Make a donation to your page if you have not already!
- 12.** Check in throughout the day and promote your personal fundraiser and updates if possible on your social media

Video Guide Set-up Instructions if you need further guidance.

www.youtube.com/watch?v=t5HQB349n9M

Thank you again and we really appreciate your help and support with this new Peer-To-Peer giving platform. We hope by having this test team it will help us to determine to utilize this platform more for future fundraising efforts.

If you are on social media, be sure to follow Ursuline Academy @UrsulineSTL on Facebook, Instagram, and Twitter

Any questions, please contact:

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