



---

## Registration How-To

---

### Let's Get Started!

You can fundraise as an individual or as part of a team.

This "How To" is going to walk you through our new event platform and hopefully answer your questions on how to register for the 42<sup>nd</sup> Walk-A-Thon!

Registering and creating your fundraiser page is a **two-part** process. It's meant to be super easy and help you quickly reach out to your donors via email and social media.

If you need any help registering or setting up your fundraiser page, please contact Lindsey Leason, Development Coordinator at 503-486-6518 or by email: [lindseyl@nwpilotproject.org](mailto:lindseyl@nwpilotproject.org)



**To get started, all participants must create an account.  
It only takes a few steps.**

**Step A.** Click on Register as a “Fundraising Participant”

Registration Details → Review and Billing → Thank You

1 How would you like to participate?

**Register as a Fundraising Participant**

Create a fundraising page you share to help reach your fundraising goal. You'll also be able to join a team or create your own.

Cancel

**Step B.** Click on “Create a New Account “

1 How would you like to participate?

**Register as a Fundraising Participant**

Create a fundraising page you share to help reach your fundraising goal. You'll also be able to join a team or create your own.

**Create a New Account**

Set up your account so you can log in to manage and share your fundraising page.

Create Account



**Step C.** Enter the email address that you would prefer to use to get updates and emails about the Walk-A-Thon

Registration Details → Review and Billing → Thank You

1 How would you like to participate?

**Register as a Fundraising Participant**  
Create a fundraising page you share to help reach your fundraising goal. You'll also be able to join a team or create your own.

**Your Email Address**

heidic@nwpilotproject.org

Continue

**Step D.** A pop-up box will appear on your screen and will ask you to enter your name (First, Last) and create a password for your account. You can also choose to use your Facebook, Google, or Apple log-information by clicking the buttons “Log in with Facebook” or “Sign in with Google,” etc. This feature allows you to use your details from those accounts.

Create an Account

Log in with Facebook

Sign in with Google

Sign in with Apple

or

Your First Name Your Last Name

wayne@nwpilotproject.org

Enter a Password Confirm Password

Create My Account

By creating an account, you agree to our Acceptable Use Policy.

Already have an account? Log in now

Powered By Qgiv



## REGISTRATION DETAILS

### Registering as an Individual Fundraiser

Once you have created an account, you will be redirected to the following page:

Registration Details → Review and Billing → Thank You

1 Register as a Fundraising Participant

2 Would you like to:

**Join a Team**  
Join a team and raise more money by fundraising as a group!

**Create a Team**  
Take the lead and create a team to supercharge your fundraising!

**Continue as an Individual Fundraiser**  
Create a fundraising page without joining or creating a team.

Cancel

Donate Now Register Now

You will have three options:

- Join a Team
- Create a Team
- Continue as an Individual Fundraiser.

If you are participating as an Individual, click the “Continue as an Individual Fundraiser” box. And then click on the “Continue” button that will show up.



## Registering as a Team

If you are creating a Team, click the “Create a Team” box. The screen will prompt you to enter a “Team Name” and set a “Team Fundraising Goal”.

Registration Details → Review and Billing → Thank You

1  Register as a Fundraising Participant

2 Would you like to:

**Join a Team**  
Join a team and raise more money by fundraising as a group!

**Create a Team**  
Take the lead and create a team to supercharge your fundraising!

**Team Information**

Team Name required

Team Fundraising Goal

**You can choose your Team's Fundraising Goal on this page.**  
NWPP has helped by automating a default goal for participants that aren't sure what their goal is at registration. Your Fundraising Goal can be changed at any point during the event, on your personal fundraising page.

Once you have filled those areas in, click on the “Continue” button.



## Registering as a Team Member

If you are looking to join a team, click the “Join A Team” box. The screen will let you search for the team that you want to join.

(Ex. Team NWPP Rocks drops down. Click on the blue button to the right of the Team Name you want to join.)

**Registration Details** → Review and Billing → Thank You

- 1  Register as a Fundraising Participant
- 2 **Would you like to:**
  - Join a Team**  
Join a team and raise more money by fundraising as a group!
  - Create a Team**  
Take the lead and create a team to supercharge your fundraising!
  - Continue as an Individual Fundraiser**  
Create a fundraising page without joining or creating a team.

**Join a Team**

Teams

TN

Team NWPP Rocks  
Classification:

Once you have filled those areas in, click on the “Continue” button that will show up.



**REGISTRATION DETAILS:** The next step is filling in your details.

Registration Details → Review and Billing → Thank You

1

☐ Register as a Fundraising Participant

2

☐ Join a Team: Team NWPP Rocks

3

Virtual Fundraiser

\$0.00

4

#### Personal Information

First Name required

Last Name required

Address required

Address Line 2

City required

State required

Zip Code required

Country required

Phone Number

Email Address required

#### Fundraising Goal

Your Personal Fundraising Goal



**NOTE** – Our new system is set up to charge a registration fee, but NWPP does not charge our participants to fundraise. The arrow pointing at the \$0.00 in this image indicates that fact.

Continued....



**Fundraising Goal:** All participants will be asked to set a “Personal Fundraising Goal.” Whether you create a team or join a team, you will have your own fundraising goal. You can increase and decrease this fundraising goal in your personal fundraising page dashboard.

**Optional Donation:** You can get your fundraising started with a donation to your own page. This is not a requirement, just a smart way to kick start your fundraiser. If you have an employer that will match your donations, input your work email, and details about the employer matching gift process will be provided.

**Fundraising Goal**

Your Personal Fundraising Goal

\$ 100.00

**Optional Donation**

Optional Donation Amount

\$

You can start your fundraising efforts today by making an optional donation that will be applied toward your fundraising goal.

**Matching Gifts**

Your gift could be worth more with a matching gift from your employer!

Work Email

[Continue](#) [Cancel](#)





## REVIEW and BILLING DETAILS:

Once this page has been completed, click “Continue” and you will be taken to a page to review your registration details and billing.

**\*REMINDER- THERE IS NO FEE TO REGISTER.**

If you chose to make a donation to your campaign, you will see the amount on this page, and will be asked to put in your credit card details.

Registration Details → **Review and Billing** → Thank You

Review and Complete Your Registration Below

Complete Registration

Go Back

Cancel

Registrations	Fees	Donation	Total	
Lindsey Leason Individual	\$0.00	\$0.00	\$0.00	
<div>+ Add Additional Registrant</div>				

TOTAL \$0.00

Personal Information

Lindsey Leason  
1306 N Russet St  
Portland, Oregon 97217  
US

Complete Registration

Go Back

Cancel



## THANK YOU DETAILS

You will know that your registration has been successful when you see this page:

This is a demo transaction. Your card has not been charged.

Registration Details → Review and Billing → **Thank You**

**Your Registration (#11683291) is Complete!**

Complete Your Profile 0% Complete

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

☐ Upload Your Avatar

☐ Raise Your First Donation

☐ Update Your Personal Page

☐ Share on Facebook / Twitter

☐ Send a Fundraising Email

or view your Fundraising Dashboard

Show your support with a Facebook fundraiser

Connect your fundraiser to Facebook to easily get donations from family and friends. On average, connected fundraisers raise over \$150 through Facebook!

[How It Works](#)[Connect to Facebook](#)

**\$0.00** TOTAL AMOUNT CHARGED

Transaction ID: 11683291  
Date: March 2, 2021 2:25:10 PM

Personal Information

Lindsey Leason  
1306 N Russet St  
Portland, Oregon 97217 US  
lindsey.leason@gmail.com  
9492027107

You will also receive three emails from Qgiv, our event platform company. The first email will confirm that you created a Qgiv Account, the second email will be a receipt for your registration, and the third, *and most important*, will have all of the details about how to get started fundraising on your personal fundraising page. **Make sure to save or print this email so that you can easily get back to your personal fundraising page dashboard.**



## Fundraising Pages/Dashboard

NWPP's 42nd Walk-a-thon  
**Lindsey Leason**  
March 22, 2021 - May 2, 2021

**My Personal Fundraising Page**

**This is your personal fundraising thermometer!**  
It will help keep you motivated to achieve your fundraising goal.

100%  
80%  
60%  
40%  
20%  
0%

**\$0.00**  
achieved

**\$500.00**  
goal

**0%**  
of your goal reached

19 days 12 hours 30 mins 9 secs

**Donate Now**

**Register For This Event**

Every individual has a “Personal Fundraising Page” that looks like this to the public.

If you created a team or joined a team, the team will have its own fundraising page, with its own thermometer. It will be linked to your personal fundraiser page. (See examples on next page.)



## Team Fundraiser Page – Example

The screenshot shows a Facebook page for 'Team NWPP Rocks', which is part of 'NWPP's 42nd Walk-a-thon' running from March 22, 2021, to May 2, 2021. The page features a circular profile picture with the NWPP logo and the text 'RCKS'. Below the header, there are two buttons: 'Share on Facebook' and 'Share on Twitter'. The main section is titled 'Our Team Fundraising Page' and shows a thermometer graphic indicating that \$0.00 has been achieved towards a \$1,000.00 goal, which is 0% of the goal reached. A blue arrow points to the thermometer. Below the thermometer, there is a section titled 'Our Team' with a 'Sort: Amount Raised' dropdown menu and the text 'No participants found.'.

**Note:** Team Fundraising Pages have their own thermometers and list the participants on the page.

## Individual Fundraiser – Attached to a Team – Example

The screenshot shows a Facebook page for 'Lindsey Leason', which is part of 'NWPP's 42nd Walk-a-thon' and 'Team NWPP Rocks', running from March 22, 2021, to May 2, 2021. The page features a circular profile picture of Lindsey Leason and a circular icon with the NWPP logo. Below the header, there are two buttons: 'Share on Facebook' and 'Share on Twitter'. The main section is titled 'My Personal Fundraising Page' and shows a thermometer graphic indicating that \$0.00 has been achieved towards a \$500.00 goal, which is 0% of the goal reached. A blue arrow points to the thermometer. Below the thermometer, there is a section titled 'My Personal Fundraising Page' with a 'Sort: Amount Raised' dropdown menu and the text 'No participants found.'.

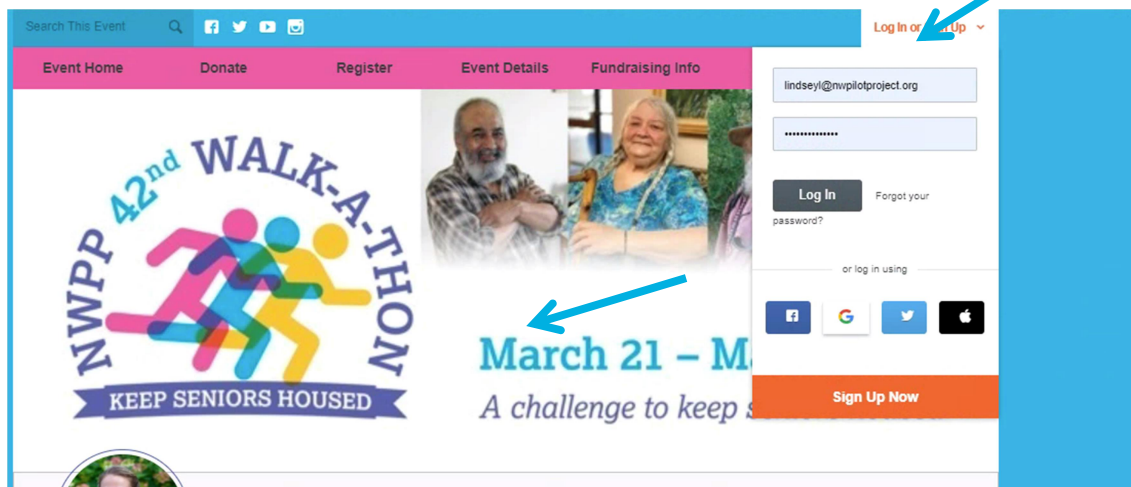
**Note:** There are 2 circle icons near the name. First represents your page, Second represents your team's page.



## How to Log-In to Your Account


To access your personal fundraising page dashboard after you register, go to the event site (<http://bit.ly/nwppwalk2021>) and in the top right corner of the page you will see the words **“Log In or Sign Up”**. Enter your email and password for your account or log in through your Facebook/Google/Twitter/Apple account.

This will take you to your Personal Fundraising Page Dashboard.






## Personal Fundraising Page Dashboard



- Dashboard
- Share Event
- My Donations
- Resources
- My Registration
- Manage Registrations
- Our Team
- Edit My Page**

### My Fundraising Dashboard

Customizing your fundraising page will help you raise more money! Creating a unique page for yourself is easy – all the tools are right here.




#### Show your support with a Facebook fundraiser


Connect your fundraiser to Facebook to easily get donations from family and friends. On average, connected fundraisers raise over \$150 through Facebook!


[Not Now](#)[Connect to Facebook](#)


### Get the Word Out

Providing easy access to your fundraising page is a great way to increase donations.

[Send a Fundraising Email](#)

[Share on Facebook](#)

[Add a Registrant](#)


[See All Donations](#)

#### Links

[My Page](#) [Edit URL](#)

[My Facebook Fundraising Page](#) [How it works](#)

[Connect your fundraiser to Facebook](#)



**\$0.00**  
achieved

**\$500.00**  
goal

**0%**  
of your goal reached

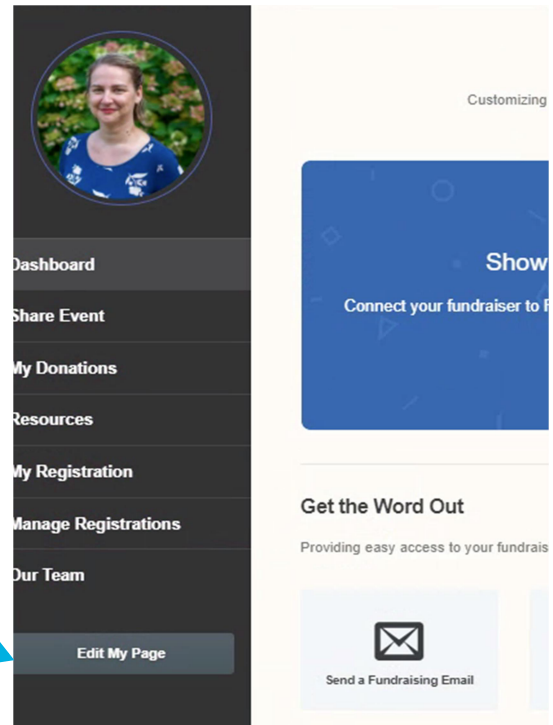
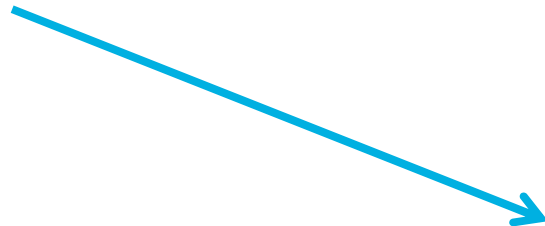
From here you can: create your personal fundraising page; upload a photo for your avatar; share your event via social media and emails; check how many donations you have; access fundraising resources; check on your registration; and even create a fundraiser on Facebook if you want to connect your account to your Facebook page. And remember, any funds you raise through your Facebook fundraiser will show in your event thermometer.



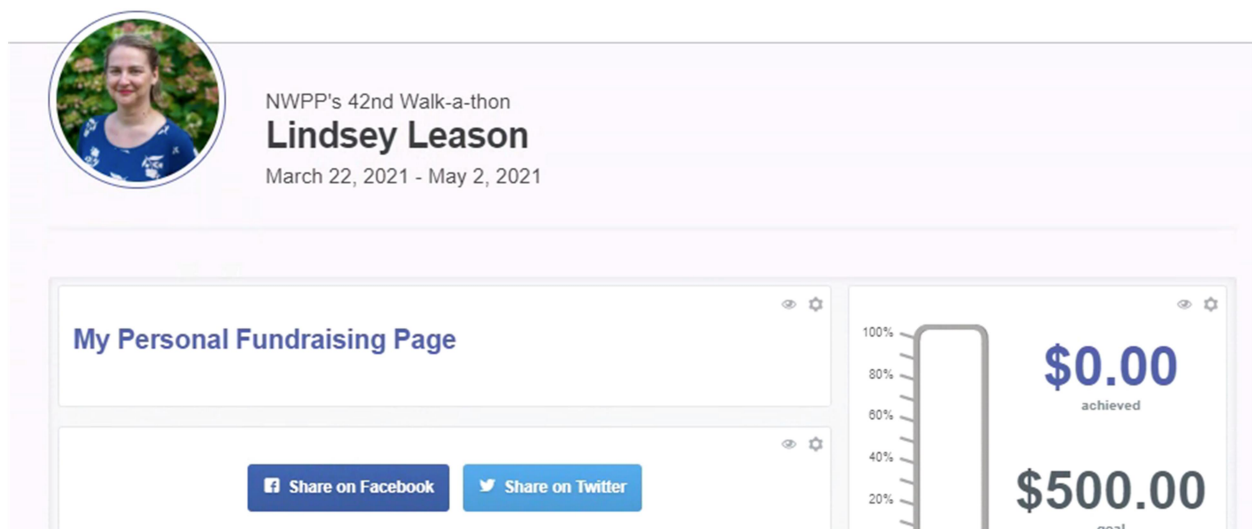


## To Edit/Create Your Fundraising Page

Click on the Edit Page Button at the Bottom Left of your dashboard.



This button will take you to your event's Personal Fundraising Page and you will be able to fill in the page with text, pictures, etc.





## To Share Your Event

The link for your personal fundraising page is under “Links.” This can be copied and pasted into a text message or a personal email from your own email account.

The screenshot shows the 'My Fundraising Dashboard' interface. On the left is a dark sidebar with a user profile picture and a list of navigation links: Dashboard, Share Event, My Donations, Resources, My Registration, Manage Registrations, Our Team, and Edit My Page. The main content area has a title 'My Fundraising Dashboard' and a sub-header 'Customizing your fundraising page will help you raise more money! Creating a unique page for yourself is easy – all the tools are right here.' Below this is a large blue banner for a Facebook fundraiser with the text 'Show your support with a Facebook fundraiser' and 'Connect your fundraiser to Facebook to easily get donations from family and friends. On average, connected fundraisers raise over \$150 through Facebook!'. It includes 'Not Now' and 'Connect to Facebook' buttons. Underneath is a section titled 'Get the Word Out' with the text 'Providing easy access to your fundraising page is a great way to increase donations.' This section contains four buttons: 'Send a Fundraising Email' (with an envelope icon), 'Share on Facebook' (with a Facebook 'f' icon), 'Add a Registrant' (with a person and plus icon), and 'See All Donations' (with a dollar sign icon). Below these buttons is a 'Links' section with a text input field containing the URL 'https://secure.qgiv.com/event/nwppwalk2021/account/1067814' and social media share icons. To the right of the 'Links' section is a progress bar showing 0% completion, with '\$0.00 achieved' and '\$500.00 goal'.

From your Personal Fundraiser Dashboard you can also choose to send a personal email or automated email to friends or share your Personal Fundraising Page on Facebook. Click the “Send a Fundraising Email” button or click on the “Share Event” text in the left hand column to access the email feature.





Our platform allows you to send pre-written emails, or personally written emails from your Fundraising Dashboard. Use emails to request donations or recruit team members.

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!

**Send an Email**

## Email Management

 Send a Custom Fundraising Email

### Email Information

Email Title  required

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

Start with an existing template?

Choose Template

**Subject** required

\_\_\_\_\_

Your Message required

**Note:** Drop down options for pre-written emails.

If you want to use the template but edit it to make it sound more like you, be our guest!



To:

Send to These Addresses (max 1000)      Separate addresses by comma

This email will be sent to **0** people.  
Need a custom list? [Manage Email Lists](#)

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

**Note:** After you finish your message, you can copy and paste the emails of friends you want to send to, **separated by a comma**, or import a CSV file of emails to the "Select Mailing Lists"

**Note:** You even have the option to send it on a certain date, Preview the Email, or Save a Draft.



## Social Media Sharing

You can share on Facebook:

### 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!

[Share Using Email](#)[Share On Facebook](#)[Share On Twitter](#)

### Share Your Fundraising Pages

Sharing your fundraising page is a great way to reach your friends and family and encourage them to donate.

[Share My Personal Fundraising Page](#)[Share My Team's Fundraising Page](#)

**Lindsey Leason**  
Mar 2nd

**NWPP's 42nd Walk-a-thon**

Like · Comment · Share

Or via 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!

[Share Using Email](#)[Share On Facebook](#)[Share On Twitter](#)

### Share on Twitter

You can use Twitter as a fast way to spread the word about your event. We promise never to post anything without asking your permission. All of your information is safe and secure!

[Connect Your Twitter Account](#)

When you connect your Twitter account, we ask for the following permissions:

- ✓ Access Your Follower List
- ✓ Access Your Public Profile
- ✓ Post To Your Feed