

# Instructions for Qgiv Fundraising Website



1. Visit the following website: <https://secure.ggiv.com/event/2019boo/>

A screenshot of the Qgiv fundraising website for the BOO-A-TTHON event. The page has a green header with a search bar and social media icons. Below the header is a navigation menu with links for "Event Home", "Donate", "Register", "Sponsors", and "Team Captain &amp; Coordinator Information". The main content area features a large banner with the event title "BOO-A-TTHON" and the text "JOIN A TEAM AND BOWL IN THE FAST LANE! Saturday, October 19, 9am-11am, 12pm-2pm &amp; Sunday, October 20, 12pm-2pm Sam's Town Bowling Center". Below the banner are three sections: "Share on Facebook" and "Share on Twitter" buttons, an "Event Description" section with text about the event, and a progress meter showing \$0.00 achieved out of a \$80,000.00 goal, which is 0% of the goal reached. There is also an "Event Leaderboard" section with a dropdown menu set to "Individuals".

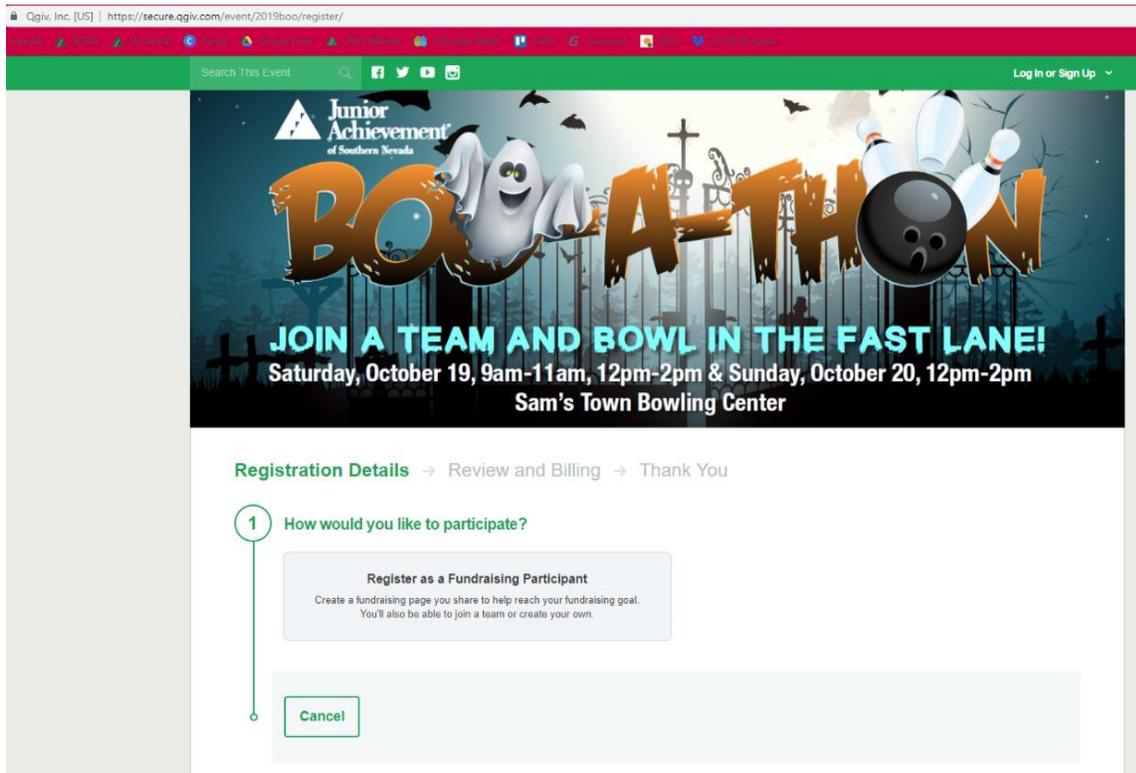
2. Click on 'Register' on the top of the site or REGISTER FOR THIS EVENT button on the bottom right to **Create a Team or Join a Current Team**

A screenshot of the Qgiv fundraising website for the BOO-A-TTHON event, identical to the previous one. The "Register" link in the navigation menu is circled in red. The progress meter shows \$0.00 achieved out of a \$80,000.00 goal, which is 0% of the goal reached.

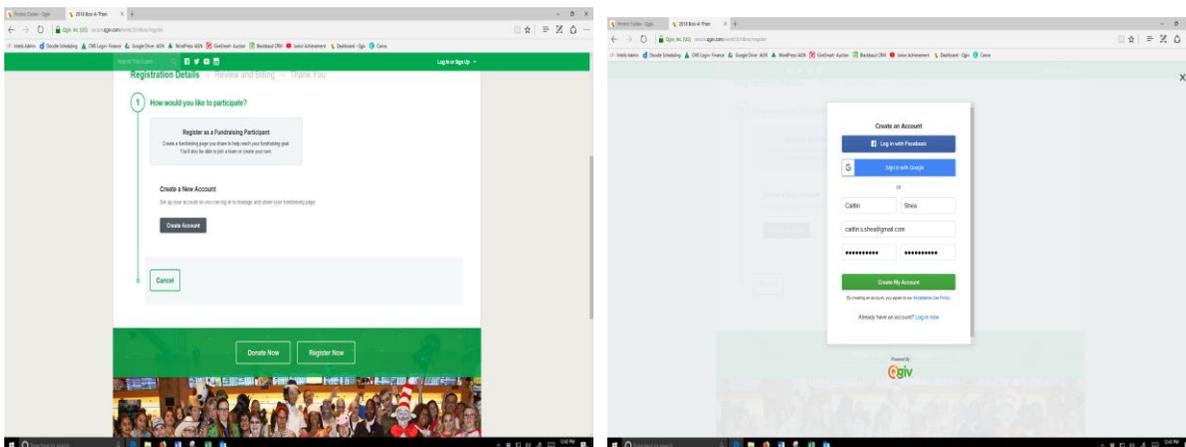
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3. Enter your e-mail address and click 'Continue'



4. You will then be prompted to create a user account which you can do by using your email OR connecting your social media:



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- Once you have created your account, you will choose your classification. (Classification is the company you are with, if your company is not shown please select other and a JASN staff will create a classification for your company).

The screenshot shows a web browser window with the URL [https://secure.qgiv.com/event/946695/register/827929/details\\_previous/#registration-details-form](https://secure.qgiv.com/event/946695/register/827929/details_previous/#registration-details-form). The page has a green header with a search bar and social media icons. The main content area is titled "Registration Details" and includes a breadcrumb trail: "Registration Details → Review and Billing → Thank You". A progress indicator shows step 1 as "Register as a Fundraising Participant" and step 2 as "Select a Classification". Under step 2, there are three radio button options: "Nevada State Bank", "Other" (with a sub-note: "If your company is not listed, please select other and we will create a classification for your company."), and "JASN Staff (9 spots available) (No teams available)". A "Cancel" button is at the bottom. Below the form is a green bar with "Donate Now" and "Register Now" buttons, and a photo of a crowd at the bottom.

- Once you have created your account, you will have the option to **create a team** or **join a current team!**

The screenshot shows the same web browser window as above. The progress indicator now shows step 3 as "Would you like to:". There are two main options: "Join a Team" (with sub-text: "Join a team and raise more money by fundraising as a group!") and "Create a Team" (with sub-text: "Take the lead and create a team to supercharge your fundraising!"). Below these is a "Join a Team" section with a search bar labeled "Select a Team or Type to Search Teams" and a "Continue" button. A "Cancel" button is at the bottom. The green bar with "Donate Now" and "Register Now" buttons and the crowd photo are also visible at the bottom.

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## 7. To join a current team – Select a team or type the team’s name in the search box

A screenshot of the Qgiv fundraising website registration page. The page is titled "Registration Details" and includes a breadcrumb trail: "Registration Details → Review and Billing → Thank You". A vertical progress indicator on the left shows three steps: 1. Register as a Fundraising Participant, 2. JASN Staff (9 spots available) (2 teams available), and 3. Would you like to: (highlighted). Under step 3, there are two buttons: "Join a Team" (circled in red) and "Create a Team". Below these is a search box labeled "Join a Team" with the placeholder text "Select a Team or Type to Search Teams" and a search icon. There are "Continue" and "Cancel" buttons. At the bottom of the page, there are "Donate Now" and "Register Now" buttons.

## 8. To create a new team – Enter your team name and Team Fundraising Goal

A screenshot of the Qgiv fundraising website registration page, showing the "Create a Team" option. The page is titled "Registration Details" and includes a breadcrumb trail: "Registration Details → Review and Billing → Thank You". A vertical progress indicator on the left shows three steps: 1. Register as a Fundraising Participant, 2. JASN Staff (9 spots available) (2 teams available), and 3. Would you like to: (highlighted). Under step 3, there are two buttons: "Join a Team" and "Create a Team" (circled in red). Below these is a "Team Information" section with two input fields: "Team Name" (with a "required" label) and "Team Fundraising Goal (min. \$500.00)". The "Team Name" field contains "JASN Staff" and the "Team Fundraising Goal" field contains "\$ 500.00". There are "Continue" and "Cancel" buttons. At the bottom of the page, there are "Donate Now" and "Register Now" buttons.

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9. Whether you Join a team OR Create a Team, you will be asked to fill out your bowler information:

This screenshot shows the registration form on the Qgiv website. A vertical progress indicator on the left side has five steps, with step 4, 'Bowler', highlighted in green. The 'Bowler' section includes a text input field with the value '\$10.00' and a red circle around it. Below this is the 'Personal Information' section with fields for First Name (Jasmine), Last Name (Moniz), Address (6693 Hathersage Ave.), City (Las Vegas), State (Nevada), Zip Code (89139), Country (United States), and Phone Number ((702) 327-6677). At the bottom of this section is the 'Fundraising Goal' section with a field for 'Your Personal Fundraising Goal (min. \$100.00)' set to '\$ 100.00'.

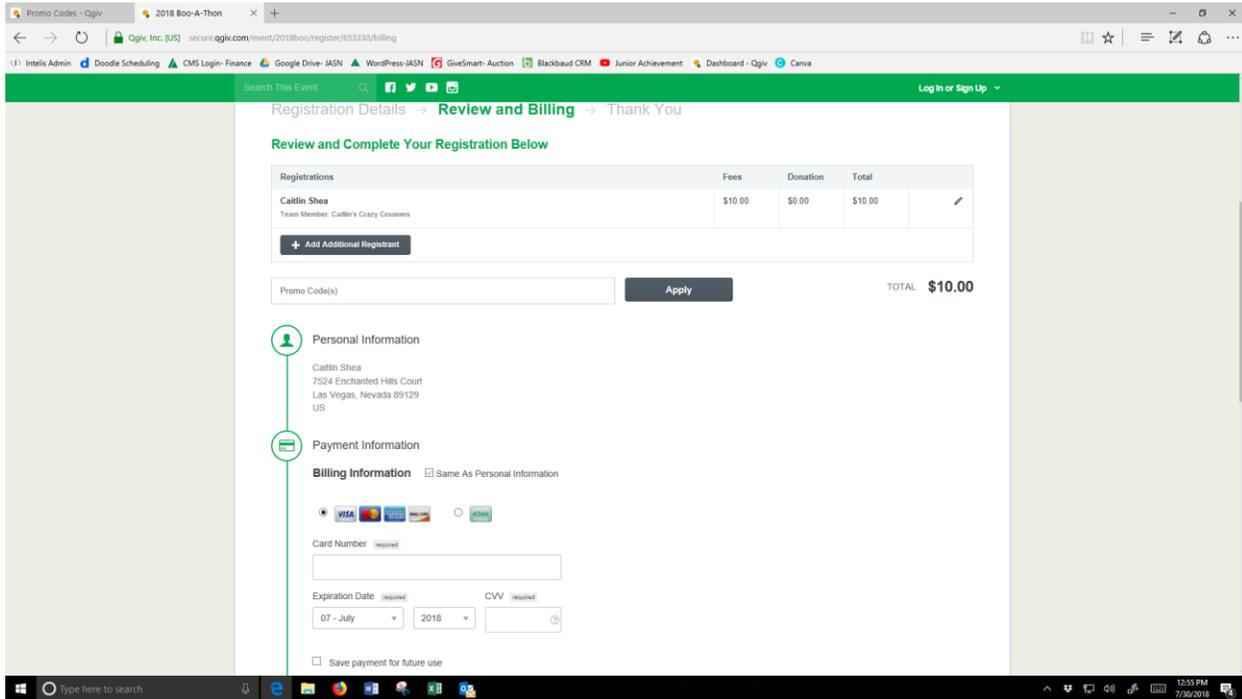
10. If your company MATCHES gifts, please be sure to note this by checking the box. A JA staff person will follow up with you to assist with matching gift process:

This screenshot shows the registration form on the Qgiv website, specifically the 'Matching Donations' section. The 'Country' field is set to 'United States' and the 'Phone Number' field is '(702) 327-6677'. Below this is the 'Fundraising Goal' section with a field for 'Your Personal Fundraising Goal (min. \$100.00)' set to '\$ 100.00'. The 'Optional Donation' section has a field for 'Optional Donation Amount' set to '\$'. The 'Matching Donations' section has a checkbox labeled 'This donation can be matched' which is circled in red. Below this is the 'Additional Questions' section with a field for 'What company do you work for?' set to 'JASN'. At the bottom of the form are 'Continue' and 'Cancel' buttons. At the very bottom of the page are 'Donate Now' and 'Register Now' buttons.

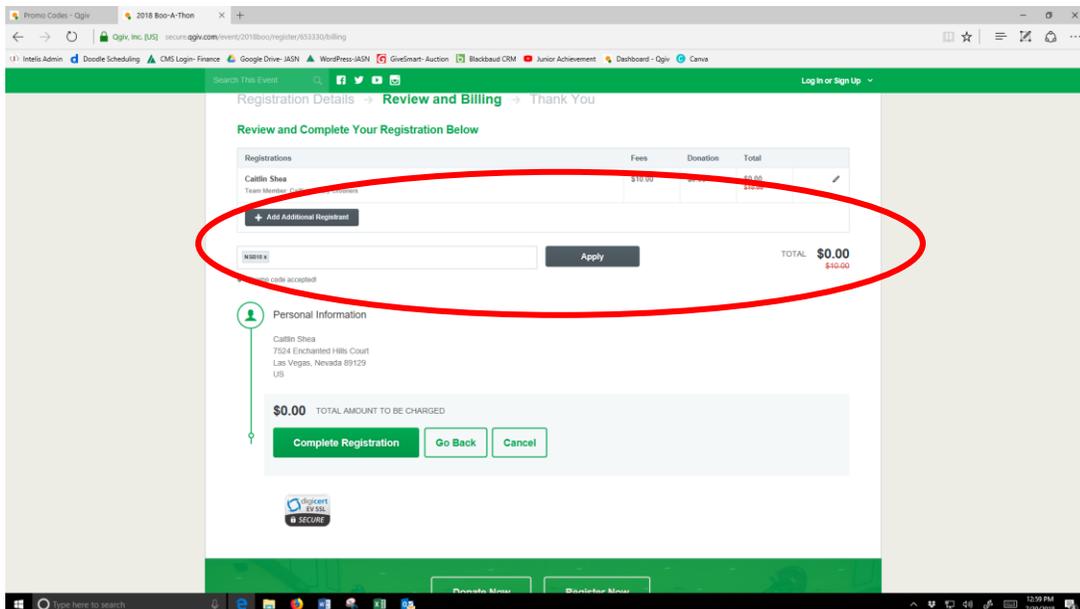
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11. Once you have completed your information, it will take you to the checkout page:



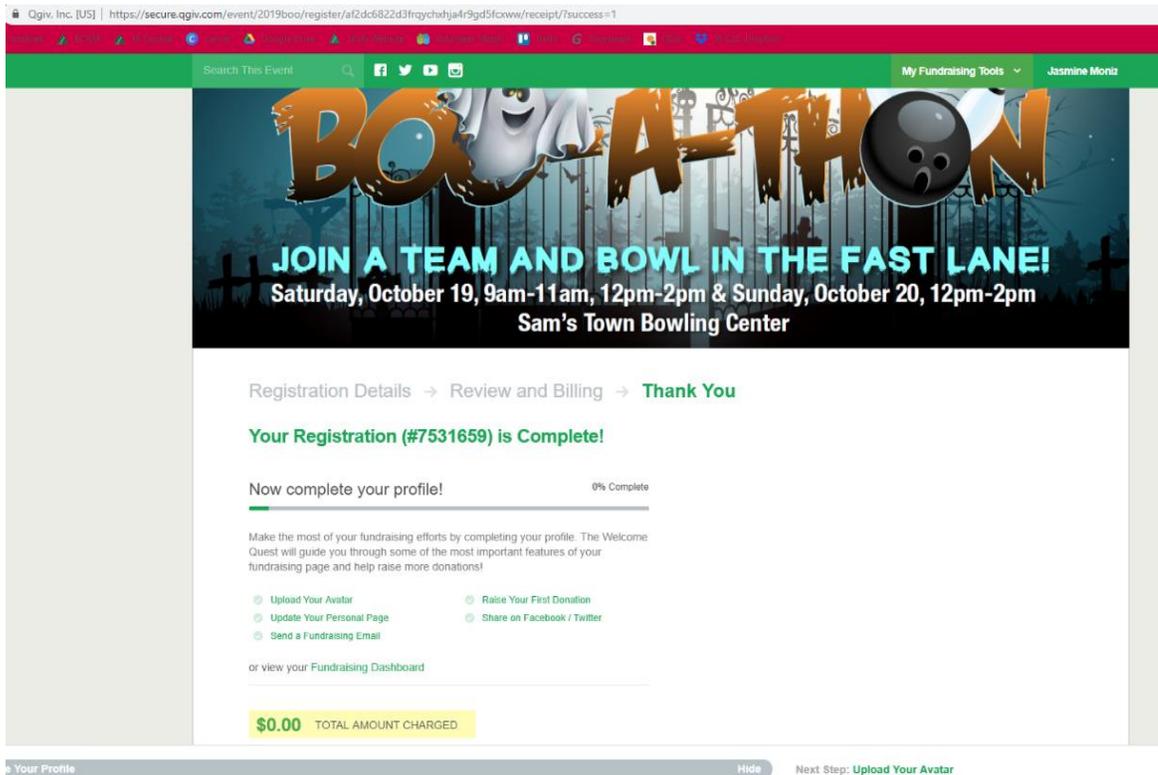
12. You will see that the BOWLER COST is \$10 at check out. This covers your lane fees for bowling for 2 hours and shoes. \*\*\*NOTE:(Please connect with Chris Palladino, [Chris.Palladino@ja.org](mailto:Chris.Palladino@ja.org)) if your company or organization would like to pay for the \$10 lane fee for the bowlers. Junior Achievement can issue a PROMO CODE so that the bowler is not charged the \$10 lane fee when registering online.)\*\*\*



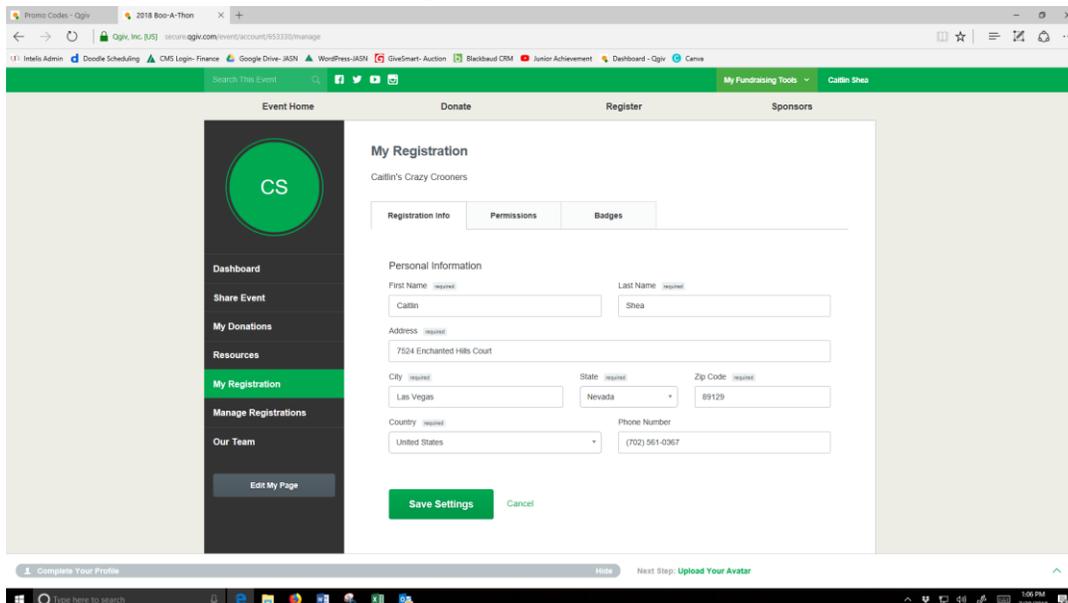
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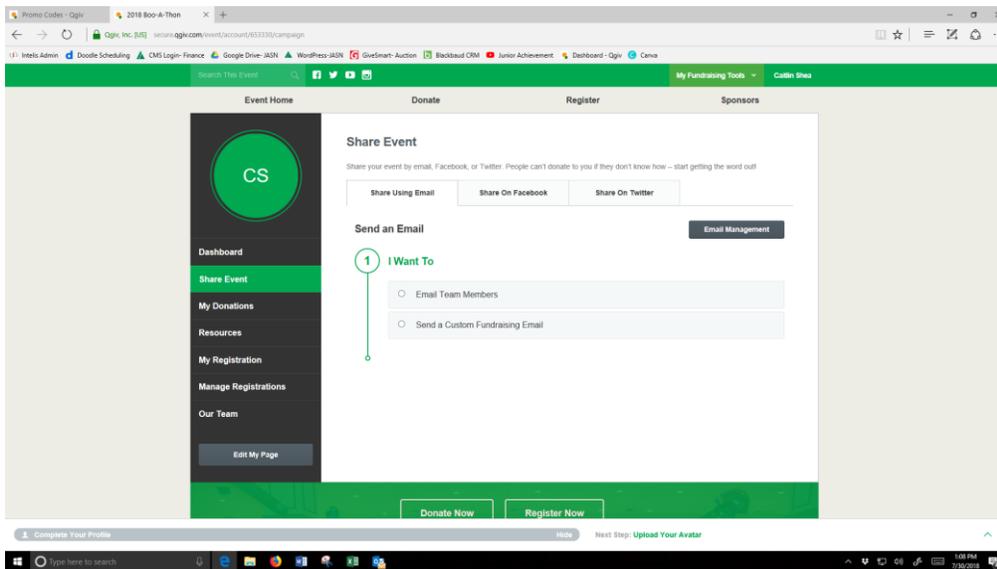
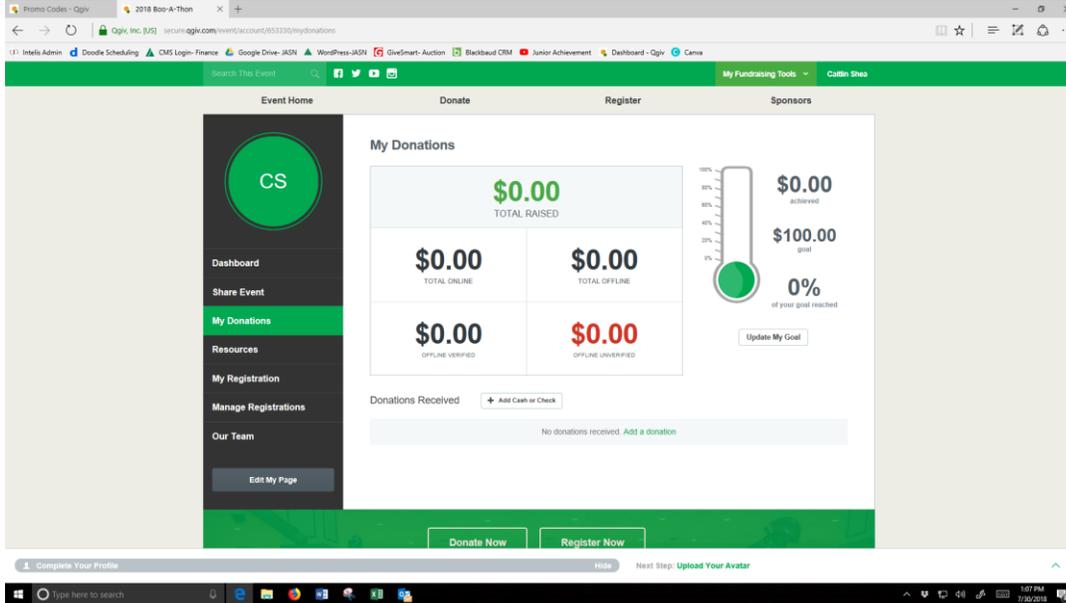
13. Click Complete Registration & you will be sent to the confirmation page where you can customize your personal fundraising page:



14. You can now go in and customize everything from your fundraising goals, adding additional team members, send emails to donors, add offline donations and more!



# Instructions for Qgiv Fundraising Website



15. Any Questions on Registration, Page Set Up, please contact  
**Chris Palladino**  
[Chris.Palladino@ja.org](mailto:Chris.Palladino@ja.org)  
**702-888-0519**