

# Business Fundraisers

Celebrating **10** Years!



**Spring2ACTion**

**Alexandria's Giving Day**

**Presented by ACT for Alexandria**

**Getting Ready Guide**



# Step 1: Accept Your Invite!

- You'll receive an email from GiveGab, inviting you to manage your business fundraising page for Spring2ACTION.
- Click the "Sign In" button to accept the invite and access your business fundraising page.
- Make sure you use the same email that is listed in the email to register.

## You have been added as an admin for Logan's Puppy Palace

Hi Alyssa,

Logan's Puppy Palace has been invited to participate in Giving Day. Your participation has the potential to make a HUGE impact for many organizations.

To begin registration, start by creating an account using this email:

[alysa.ravenelle@givegab.com](mailto:alysa.ravenelle@givegab.com)

Once logged in, you will be directed to your fundraising toolkit. From here, you can finish registration, personalize your business' profile and access other helpful tools to make the most of Giving Day.

[Sign Up](#)



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# Step 2: Edit Your Information

## Logan's Puppy Palace Business Fundraising Toolkit for Giving Day



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Hello business! Welcome message!

Within the Fundraiser Setup, each tab expands for you to edit this information.

### Fundraiser Setup



Edit Business Information



Edit Profile



View/Edit Survey

### Actions

Share Your Giving Day Page!

<https://dog-staging.givegab.com/busine>



# Step 2a: Edit Business Information

## Fundraiser Setup



Edit Business Information

### General Info

#### Name

Logan's Puppy Palace

#### Number of Employees

### Logo

Select Image

Remove

Image should be 5MB max and a JPG, JPEG or PNG file type.  
Recommended dimensions: 100x100.

### Address

#### Street Address Line 1

#### Street Address Line 2

#### City

#### State

#### ZIP/Postal Code

#### Country

### Contact

#### First and Last Name

#### Email

Save

Upload your logo  
(100x100 pixels,  
5MB max file size)

Change your name,  
and list your number  
of employees, if  
you'd like to keep  
track of employee  
giving.

Enter in your  
business address

Add additional  
contact  
information (for  
internal  
purposes)

Always click save!



# Step 2b: Tell Your Story

Set a donor or dollar goal (optional)



Our Goal: \$

[Edit Profile](#)

### Fundraiser Goal

**Goal Type**  **Goal Amount**

Tip: Say it loud, say it proud! Introduce your team and tell visitors why you're coming together to make a difference.

### Tell Your Story

Proxima Nova 14 A B I U [List] [Link] [Table] [More]

Always click Save!

Tell Your Story - Why is your business supporting and fundraising for Spring2Action? What nonprofit causes does your business support? How long have you been supporting Spring2Action?



You have formatting options here, too - font, text color, text size, images, numbered or bulleted lists, and even an HTML editor.



# Step 2c: The Finished Product

Logan's Puppy Palace

SUPPORT A NONPROFIT

\$0 Raised 0 Employee Donors

Logan's Puppy Palace Supports Giving Day!

Many of the participating animal rescues in Giving Day we partner with to find foster homes, adopters, and even house some of the pups here! We of course support the animal causes, but all of the organizations participating in Giving Day are important to our community.

Are you with us? Support our community by giving to your favorite nonprofit today!

SUPPORT A NONPROFIT

Tell Your Story Section

Stats Tracking

Link to Nonprofit Search



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# Step 3: Share Your Link

## Logan's Puppy Palace Business Fundraising Toolkit for Giving Day



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Hello business! Welcome message!

Grab your business's personal link here and start sharing!

Fundraiser Setup



Edit Business Information



Edit Profile



View/Edit Survey

Actions

Share Your Giving Day Page!

<https://dog-staging.givegab.com/busine>



# Business Fundraisers Index Page



## Business Fundraisers

Team up with your colleagues to support your favorite nonprofits!

SEARCH

JJ's Diner



\$100 Raised  
6% Employee Participation

VIEW PROFILE

Pawnee Goddesses



\$600 Raised

VIEW PROFILE

City of Pawnee



\$11,660 Raised  
1% Employee Participation

VIEW PROFILE



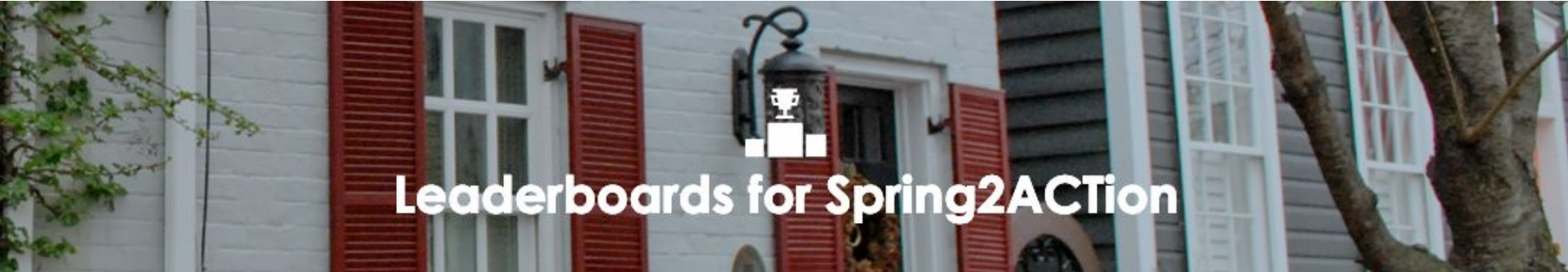


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# Business Fundraisers Leaderboard (Sample)



Business Fundraisers



	Company Name	% Rate	Total Raised
1.	<u>JJ's Diner</u>	6%	\$100
2.	<u>City of Pawnee</u>	1%	\$11,660
3.	<u>Pawnee Goddesses</u>	0%	\$600



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# Determining Business Affiliation



ACT for Alexandria

This is where donors or employees can choose your business to track towards your stats!

(Defaults to First and Last Name)

- I am a new donor to this organization.
- Please do not display a name publicly.
- Please do not display the donation amount publicly.
- Make this a recurring gift.
- Make this donation in honor of or in memory of someone.

[Add a Public Message to this Donation](#)

[Remove this donation](#)

[+ ADD ANOTHER ORGANIZATION](#)

## Business Fundraiser

Are you an employee at one of these businesses, or did one of these businesses ask you to give today?

Business:

BACK

NEXT

Securely processed with:



Learn more about how your information is used following a donation [here](#).





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# Donor Data

## Each business fundraiser will receive this data about their employees:

- BFR ID (Unique Identifier for each Business)
- Employer Name (Business Name)
- Donation Date / Time
- Organization Name
- EIN # of the Organization
- NPO Address 1
- NPO Address 2
- NPO City
- NPO Postal Code
- NPO State
- NPO Country
- Intended Donation Amount
- First Name
- Last Name
- Email Address
- Phone Number
- Donor Address 1
- Donor Address 2
- Donor City
- Donor Postal Code
- Donor State
- Donor Country
- Anonymous to Public?
- Anonymous to Nonprofit?
- New Donors?



# We're Here For You!

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- Visit Our Help Center <https://support.givegap.com>
- Send us an email at [CustomerSuccess@givegap.com](mailto:CustomerSuccess@givegap.com)
- Chat with GiveGab's Customer Success Team if you need a hand
  - Look for the little blue chat bubble!

