Getting Acquainted with Your Admin Dashboard for #iGiveCatholic

#iGIVECATHOLIC

Prayer

O Lord, giver of life,
We know that all we receive is from Your hand.

We live in a world of mass consumption, yet there is scarcity.
You offer us a way to grace by calling us to be stewards of Your abundance.

On this #GivingTuesday,
Grant us wisdom to know that every gift is much because You are the source;
Through You, the ordinary becomes extraordinary.

May #iGiveCatholic bring nourishment to the hungry, hope to the lost, and promote gratitude and generosity among all.

We pray that this day of giving be a time of loaves and fishes,
A place where every gift can be bread for the multitudes,
Where each of us has a piece of your merciful heart to share with others.

In this giving, may our hearts be filled by You alone, who are Lord for ever and ever.

Amen

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Agenda

- Your Account
- Understanding Your Admin Dashboard
  - Add an Administrator
  - Access Donation Data
  - Profile Page Dashboard
- Next Steps
- Available Support

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Your Account: Why am I directed to GiveGab.com?

GiveGab is the tech partner for the **#iGiveCatholic Giving Day**. With GiveGab's enhanced Giving Day features, #iGiveCatholic is able to offer an engaging experience for you and your supporters via a robust, user-friendly platform.

GiveGab will help you store and access your donor data, maintain supporter records, and manage your #iGiveCatholic profile.

GiveGab®
Nonprofit Giving Platform

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#GIVINGTUESDAY

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Your Account: What's available to me?

When registration opens:

The designated point person will receive an email from GiveGab with a link to activate your parish, school, or nonprofit ministry account.

Once you click the activation link, you're directed to your profile on GiveGab! What's available to you?

- **Personal account** (*tied to your email address*)
  - Access to multiple organizations without switching accounts
  - Relevant user information and records
  - Ensured privacy of the parish, school, or nonprofit ministry you represent
  - Test features and interact with your site as a donor
- **Organization account(s)**
  - Connects to your #iGiveCatholic profile on iGiveCatholic.org
  - Helps you manage all aspects of the giving day

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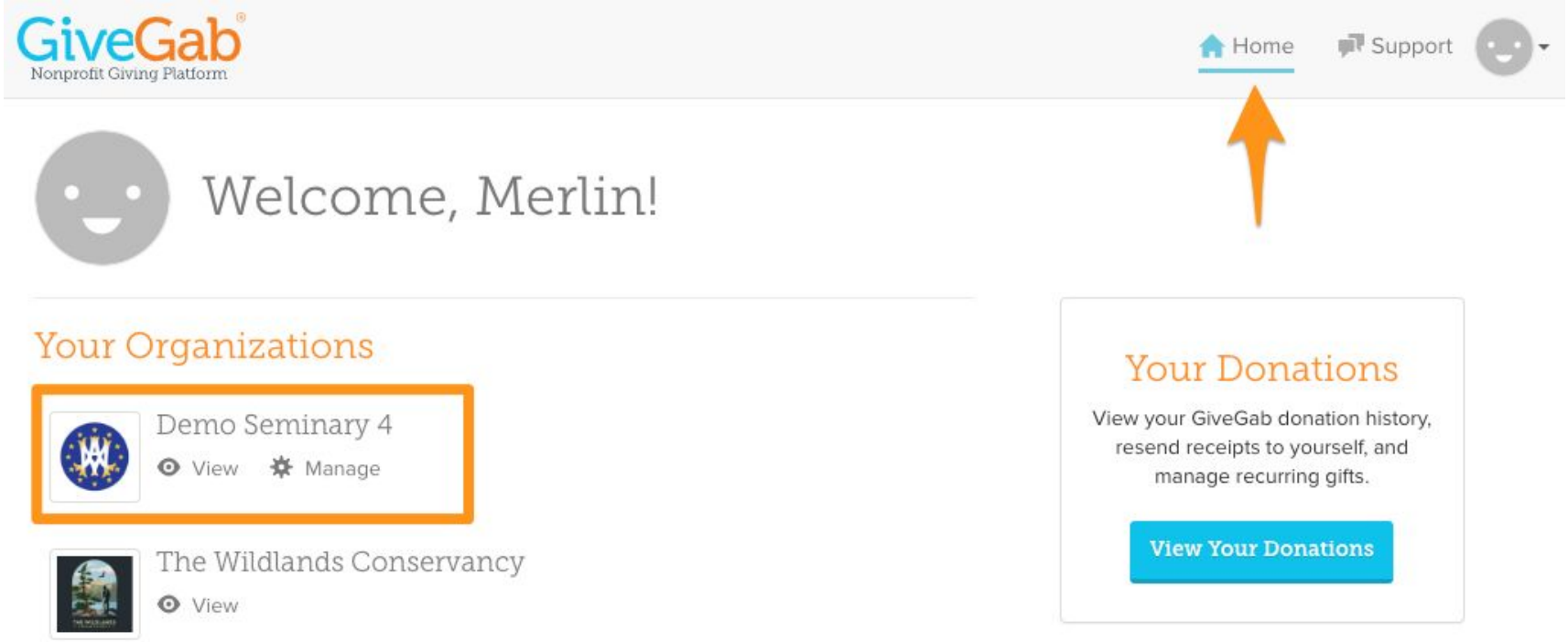
Navigating Your Account

Using the "**Home**" Button:

1. **Your Associated Organization(s)**
   - Easily navigate to your parish, school, or nonprofit ministry's dashboard for #iGiveCatholic!



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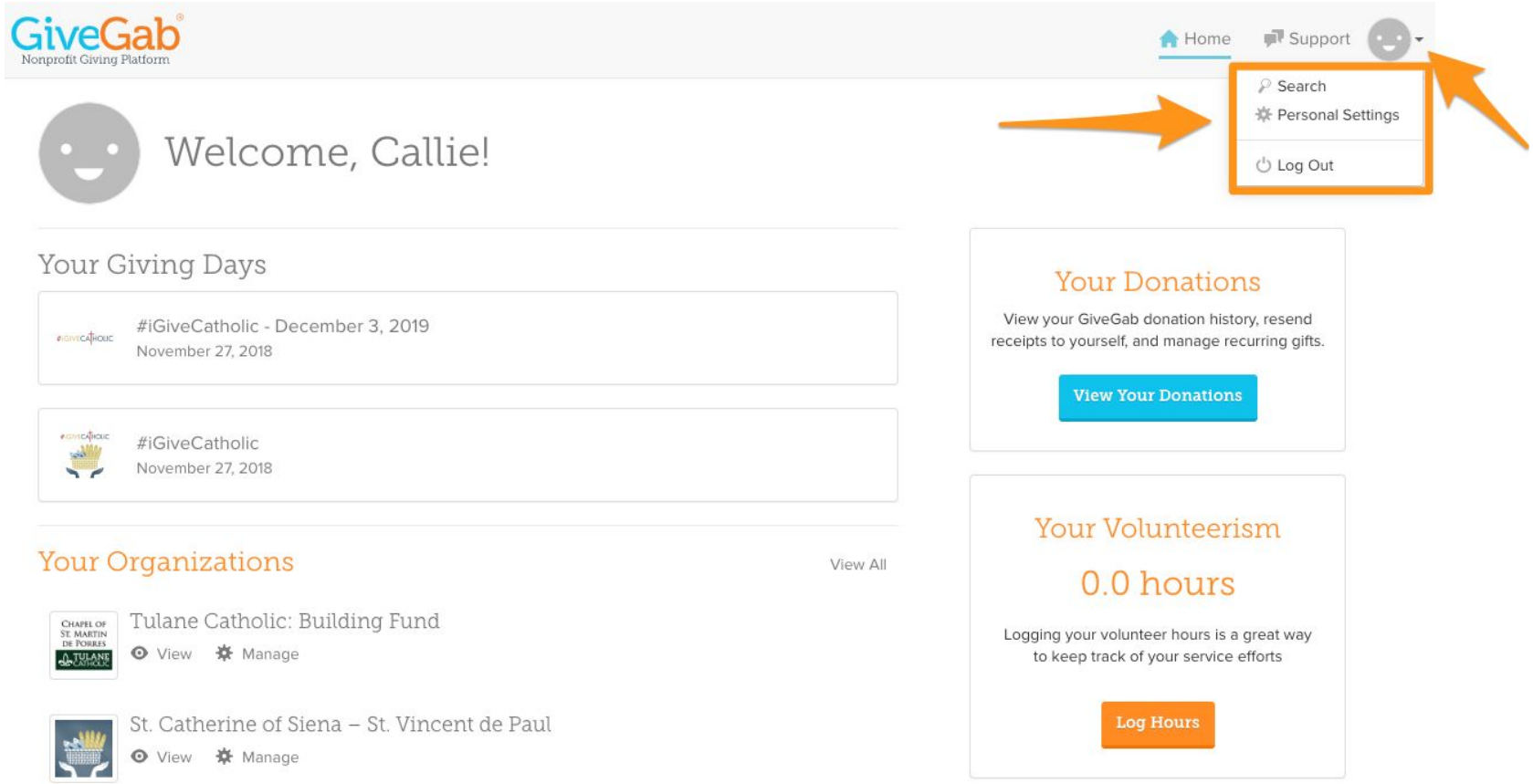
Navigating Your Account *(Continued)*

Using the **Main** Dropdown:

1. **Your Profile & Settings**
   - Changing important account details, like your password!



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Understanding Your Organization's Admin Dashboard

Your **Admin Dashboard** is your parish, school, or nonprofit ministry's "home" on GiveGab. It helps you manage administrative access to the account, houses donation history and supporter records for your organization to access year after year, and allows you to make changes to your profile page.

From here, you'll work on any back-end management for your parish, school, or nonprofit ministry's account.

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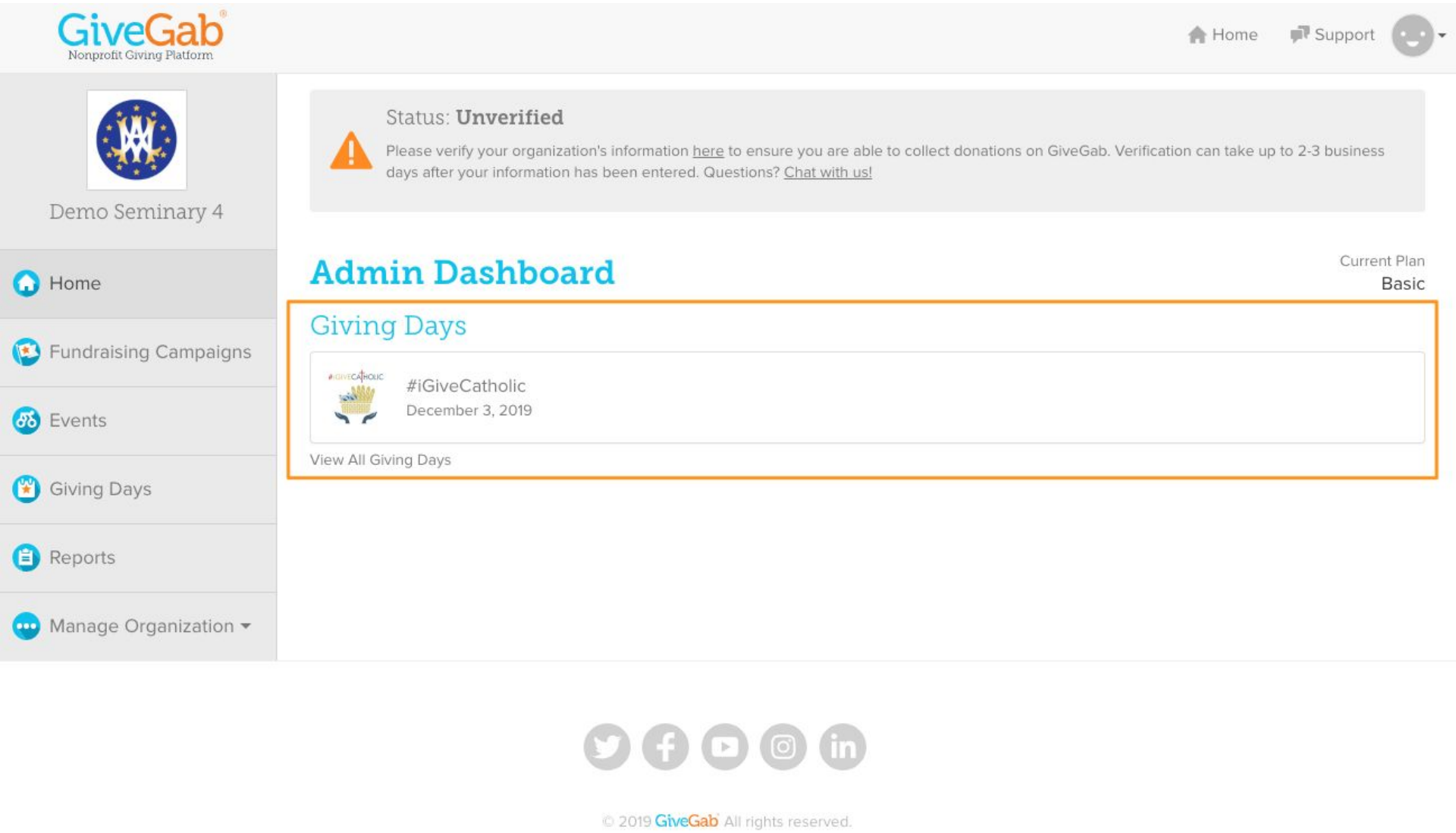
Understanding Your Admin Dashboard *(Continued)*



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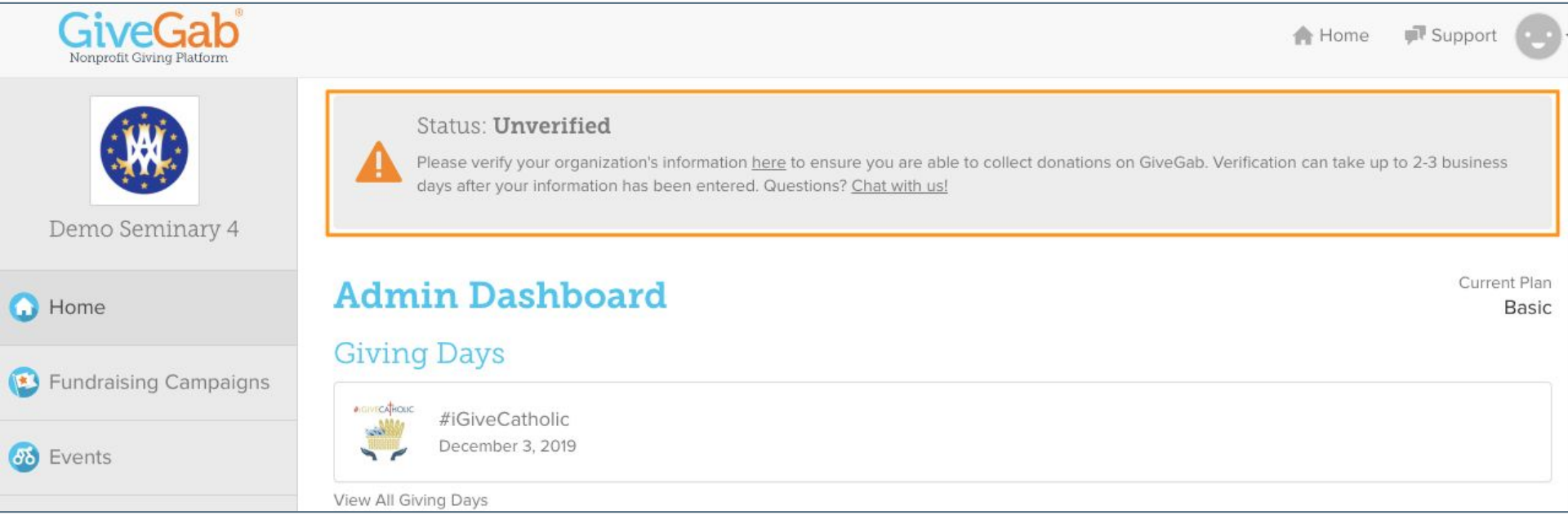
Understanding Your Admin Dashboard

Collecting Donations for #iGiveCatholic



Tip: If your archdiocese or diocese is collecting donations on behalf of its participating organizations, there is no verification process involved.

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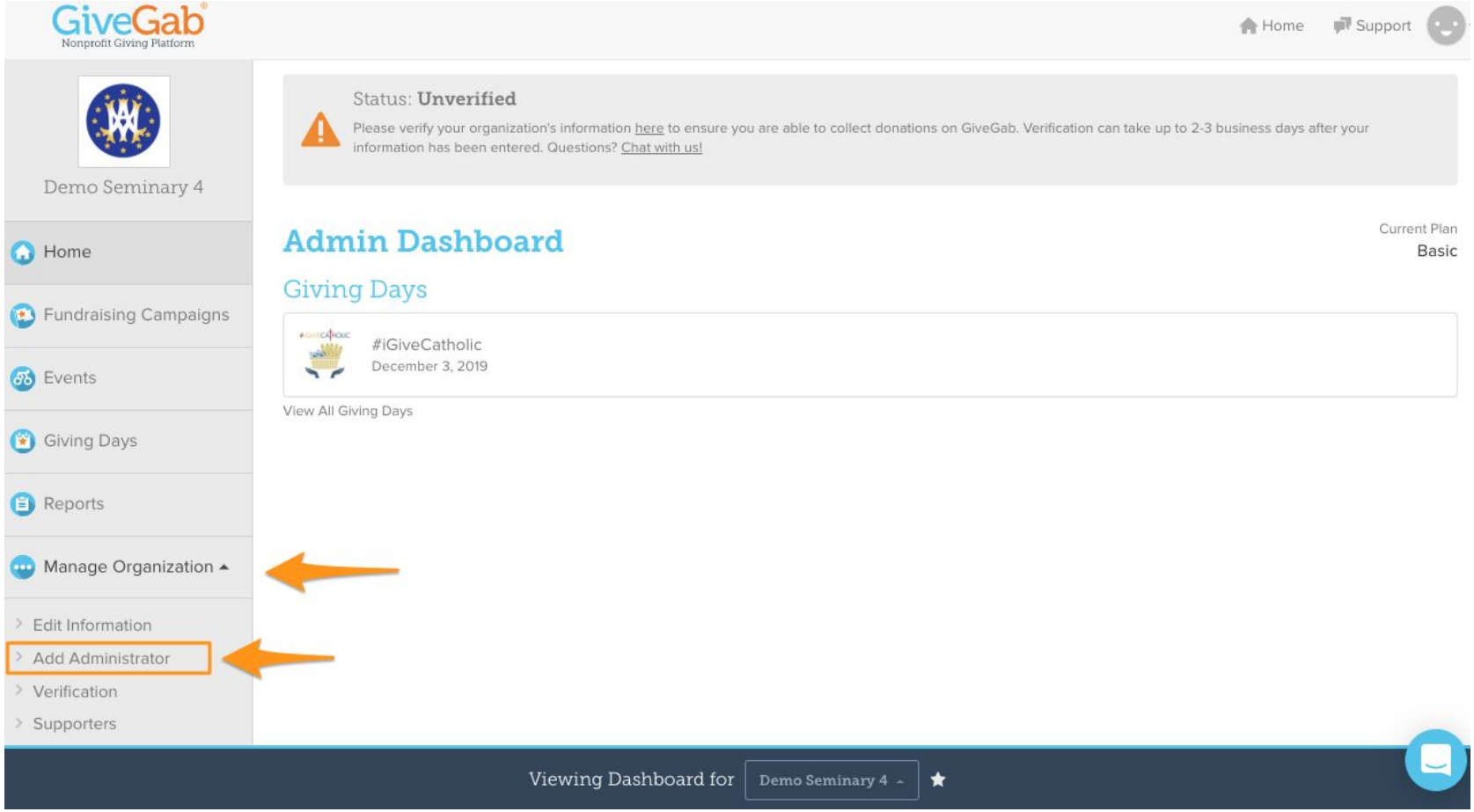
Understanding Your Admin Dashboard:
Add an Administrator



Tip: Need to add an another administrator to your parish, school, or nonprofit ministry account? Give them access by adding an administrator from your dashboard.

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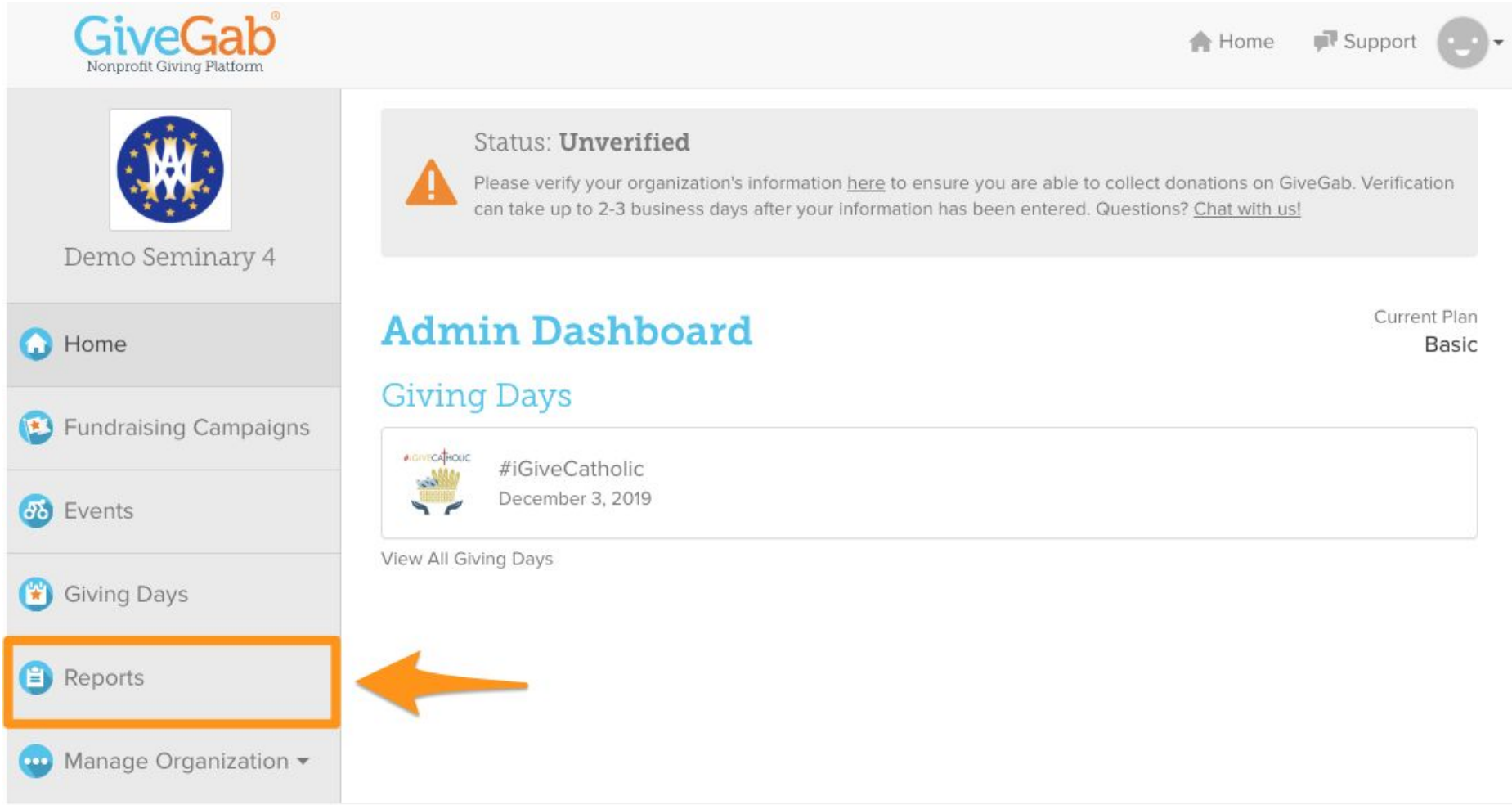
Understanding Your Admin Dashboard: Access Donation Data



Tip: Click "Report" on the left-hand side to see a full table of donors and download a full report.

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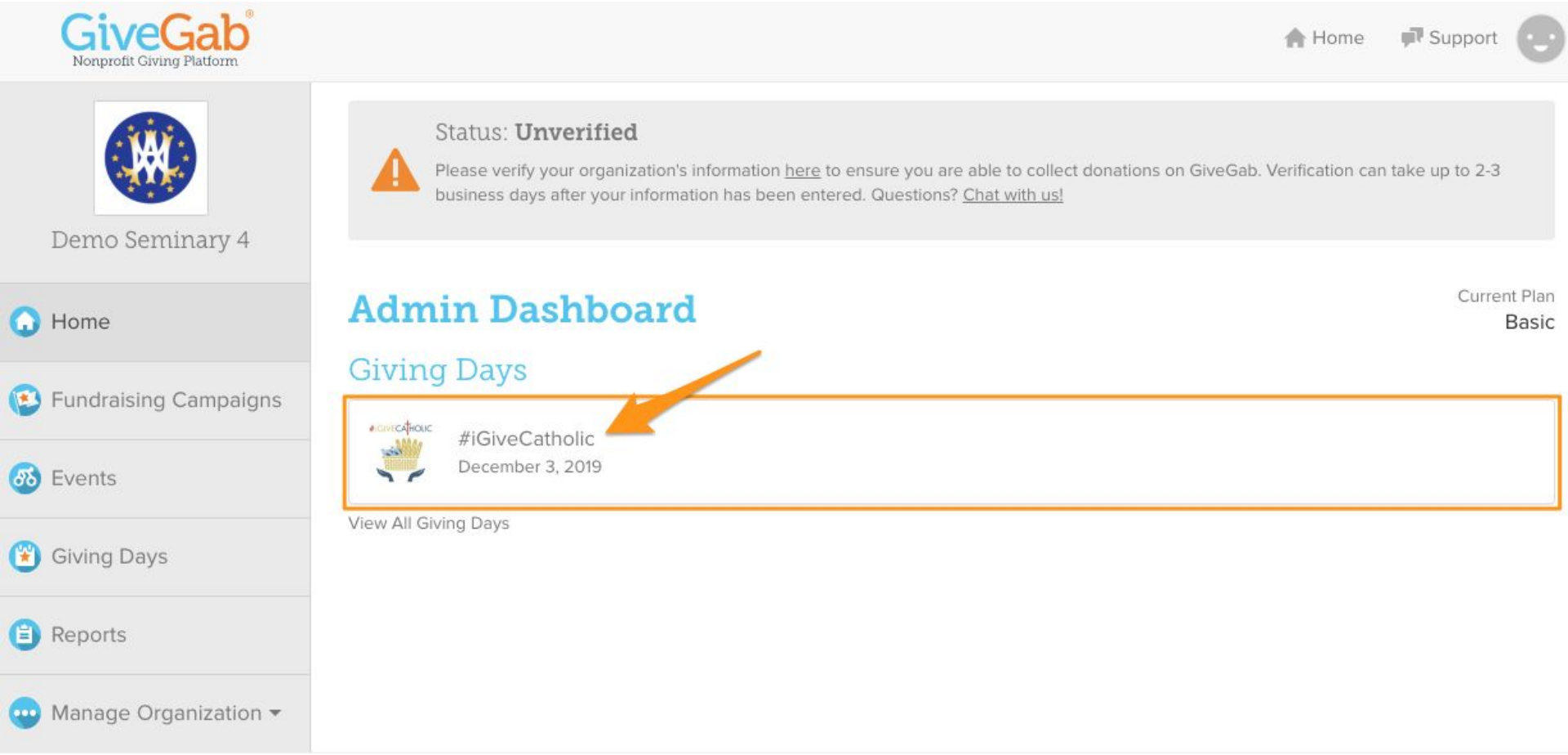
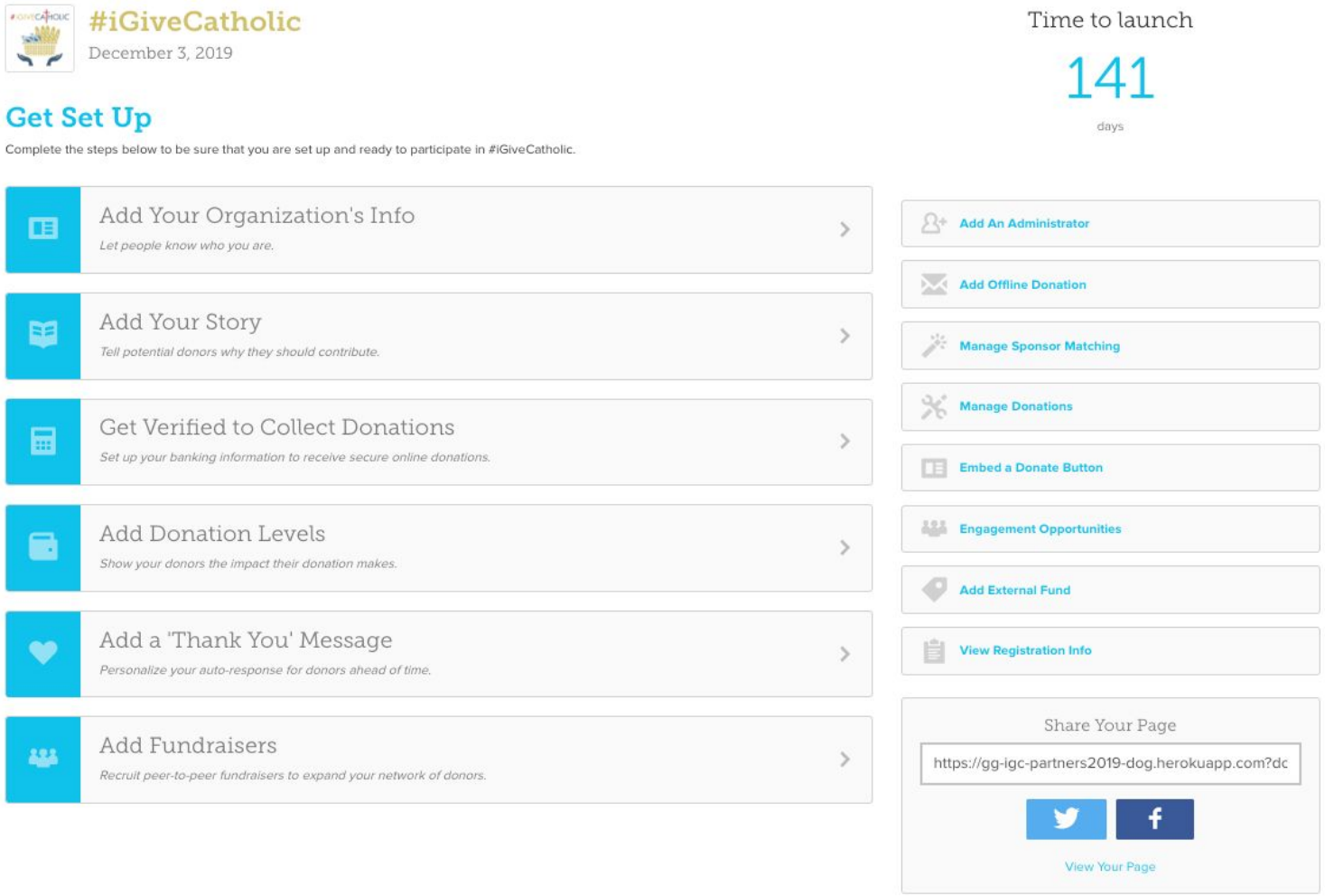
Understanding Your Admin Dashboard:

#iGiveCatholic Profile Page Dashboard



Understanding Your Admin Dashboard: Profile Page Dashboard *(Continued)*



Tip: Start at the top of this "checklist" to complete (step-by-step!) your #iGiveCatholic profile page. The information entered here will populate to your profile.

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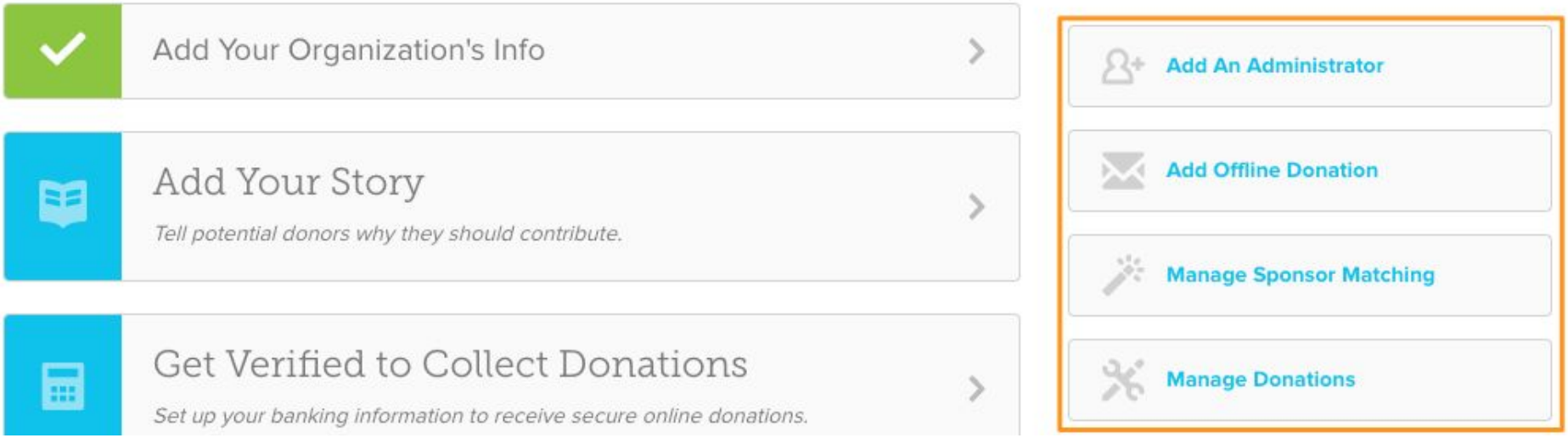
Understanding Your Admin Dashboard:
Profile Page Dashboard *(Continued)*



Tip: You can add an administrator, an offline donation, and manage matching gifts along the right-hand side of your profile page dashboard!

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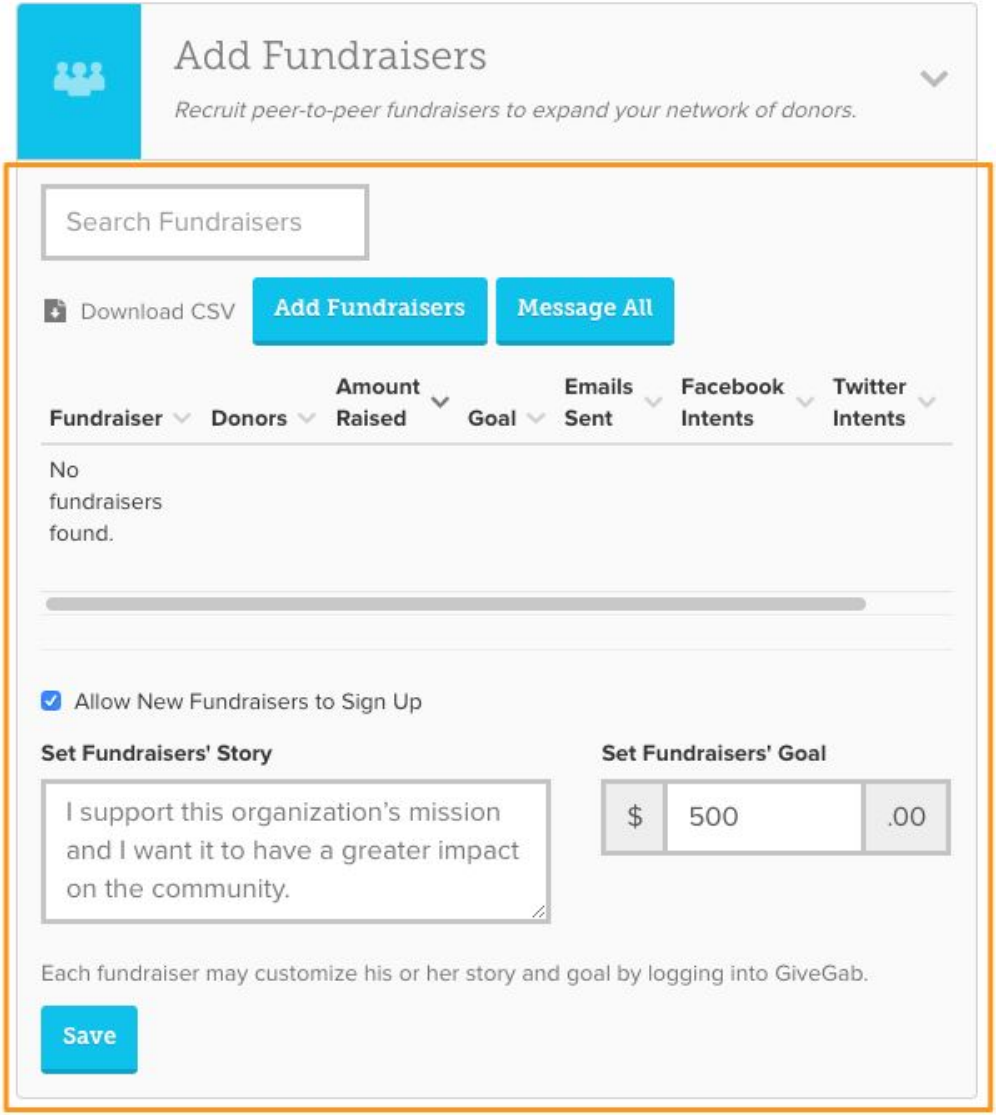
Understanding Your Admin Dashboard:
Profile Page Dashboard *(Continued)*

Tip: Think about adding "Peer-to-Peer" fundraisers to steward existing donors and leverage their personal networks. Additional training is available!



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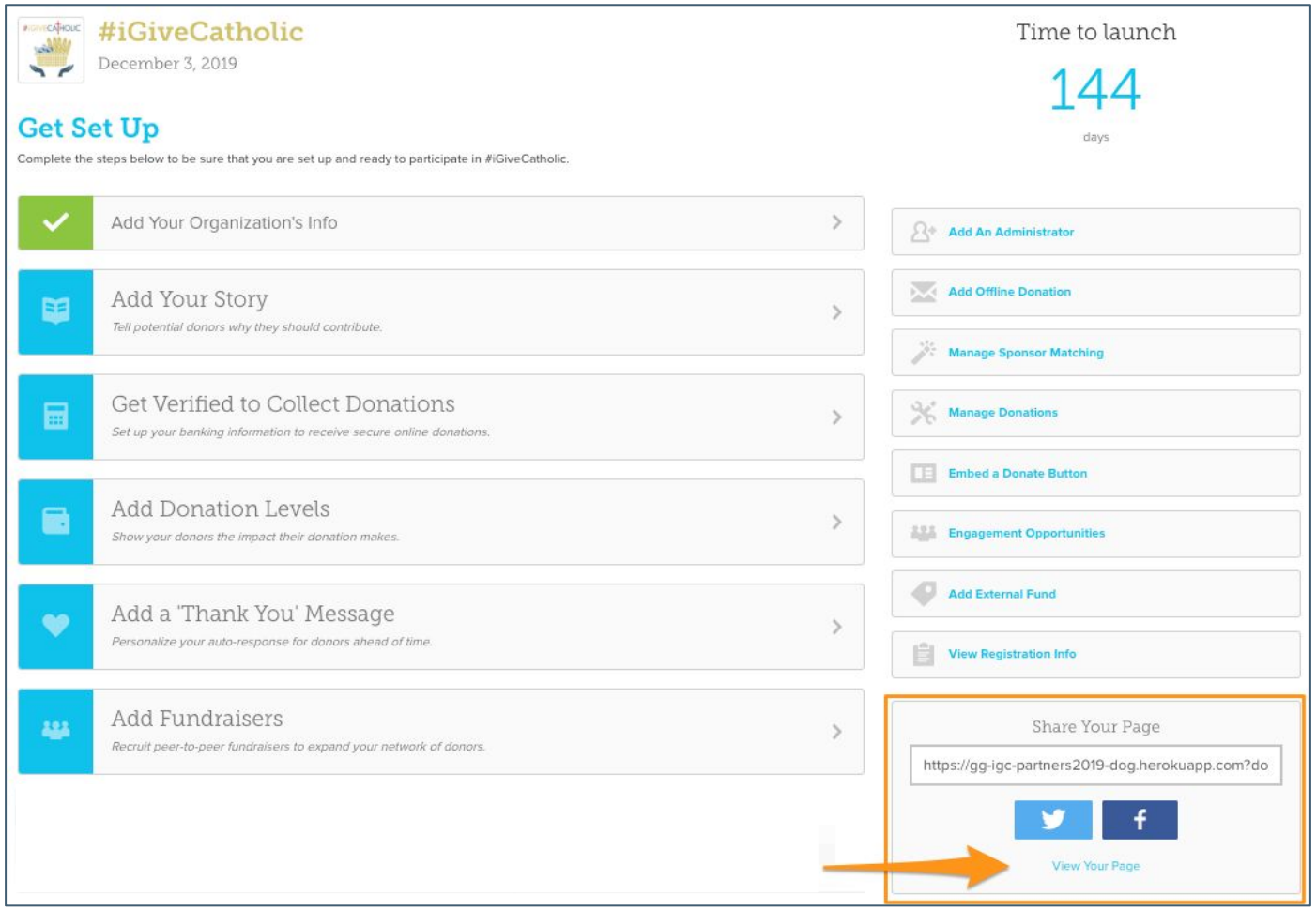
Understanding Your Admin Dashboard:
Profile Page Dashboard *(Continued)*



Tip: View your profile edits, access your organization's unique #iGiveCatholic link, and easily "Share Your Page" through social media buttons!

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Next Steps

- View the "**Creating an Impactful #iGiveCatholic Profile Page**" training, along with additional live and pre-recorded offerings on iGiveCatholic.org
- Begin working on your #iGiveCatholic profile
- Invite additional administrators that are helping with your #iGiveCatholic efforts

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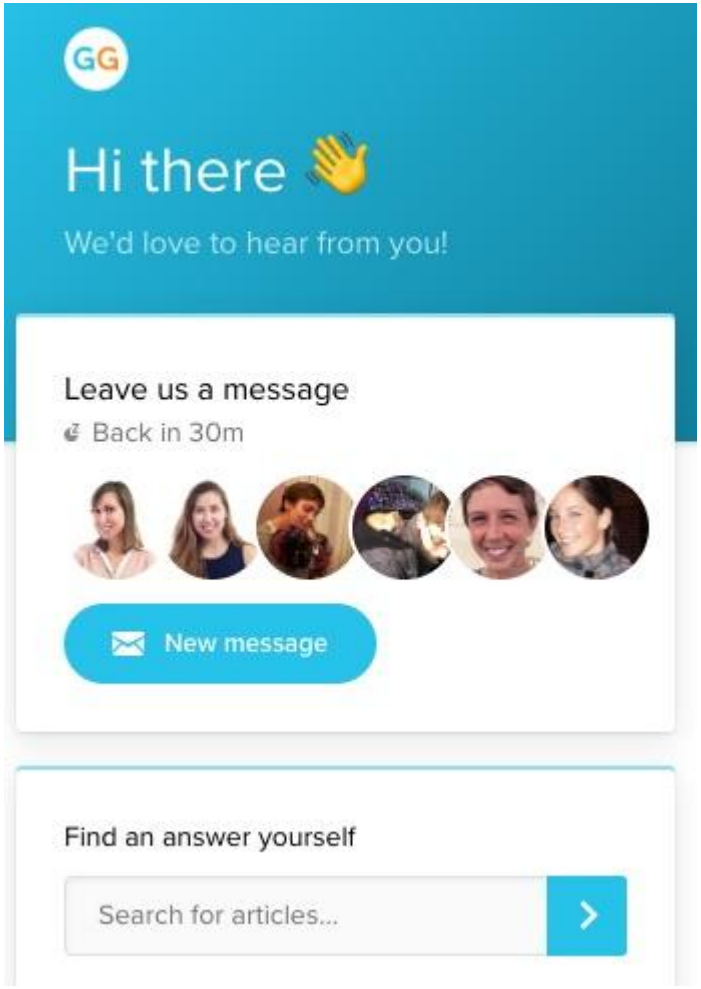
Questions?

- Technical, site and platform-specific, etc: questions@igivecatholic.org
- #iGiveCatholic questions: julie@igivecatholic.org



Thank you for joining!