



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

# #iGIVECATHOLIC **Agenda**

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



#iGIVECATHOLIC

## 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**<sup>®</sup>  
Nonprofit Giving Platform

#iGIVECATHOLIC  
#GIVINGTUESDAY™

# #iGIVECATHOLIC **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](https://iGiveCatholic.org)
  - Helps you manage all aspects of the giving day

# #iGIVECATHOLIC 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!

The screenshot displays the GiveGab user interface. At the top left is the GiveGab logo with the tagline "Nonprofit Giving Platform". On the top right, there are navigation links for "Home" (with a house icon) and "Support" (with a speech bubble icon), and a user profile icon. An orange arrow points to the "Home" link. Below the navigation bar, a grey circular profile picture is followed by the text "Welcome, Merlin!". The main content area is divided into two sections. On the left, under the heading "Your Organizations", there is a list of organizations. The first organization, "Demo Seminary 4", is highlighted with an orange border and includes a "View" button and a "Manage" button. The second organization, "The Wildlands Conservancy", includes a "View" button. On the right, under the heading "Your Donations", there is a text description: "View your GiveGab donation history, resend receipts to yourself, and manage recurring gifts." Below this text is a blue button labeled "View Your Donations".

# #iGIVECATHOLIC Navigating Your Account (Continued)

Using the **Main** Dropdown:

## 1. Your Profile & Settings

- Changing important account details, like your password!

The screenshot shows the GiveGab user interface. At the top left is the GiveGab logo with the tagline "Nonprofit Giving Platform". To the right are navigation links for "Home", "Support", and a user profile icon. The profile icon is highlighted with an orange box, and a dropdown menu is open, showing "Search", "Personal Settings", and "Log Out". An orange arrow points from the profile icon to the dropdown menu. Below the navigation bar, a large smiley face icon is followed by the text "Welcome, Callie!". The main content area is divided into three columns. The left column is titled "Your Giving Days" and contains two entries for "#iGiveCatholic" with dates "December 3, 2019" and "November 27, 2018". The middle column is titled "Your Organizations" and lists "Tulane Catholic: Building Fund" and "St. Catherine of Siena – St. Vincent de Paul", each with "View" and "Manage" options. The right column contains two summary cards: "Your Donations" with a "View Your Donations" button, and "Your Volunteerism" showing "0.0 hours" with a "Log Hours" button. The text "View All" is located at the bottom right of the "Your Organizations" section.

**GiveGab**  
Nonprofit Giving Platform

Home Support 

 Welcome, Callie!

### Your Giving Days

 #iGiveCatholic - December 3, 2019  
November 27, 2018

 #iGiveCatholic  
November 27, 2018

### Your Organizations

 Tulane Catholic: Building Fund  
[View](#) [Manage](#)

 St. Catherine of Siena – St. Vincent de Paul  
[View](#) [Manage](#)

[View All](#)

### Your Donations

View your GiveGab donation history, resend receipts to yourself, and manage recurring gifts.

[View Your Donations](#)

### Your Volunteerism

**0.0 hours**

Logging your volunteer hours is a great way to keep track of your service efforts

[Log Hours](#)

# 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.



# Understanding Your Admin Dashboard (Continued)



Demo Seminary 4

Status: **Unverified**



Please verify your organization's information [here](#) to ensure you are able to collect donations on GiveGab. Verification can take up to 2-3 business days after your information has been entered. Questions? [Chat with us!](#)

## Admin Dashboard

Current Plan  
Basic

### Giving Days

 #iGiveCatholic  
December 3, 2019

[View All Giving Days](#)

- Home
- Fundraising Campaigns
- Events
- Giving Days
- Reports
- Manage Organization ▾



# Understanding Your Admin Dashboard

## Collecting Donations for #iGiveCatholic

The screenshot displays the GiveGab Admin Dashboard for 'Demo Seminary 4'. At the top left is the GiveGab logo with the tagline 'Nonprofit Giving Platform'. On the right, there are links for 'Home' and 'Support' along with a user profile icon. A prominent orange-bordered warning box states: 'Status: **Unverified**. Please verify your organization's information [here](#) to ensure you are able to collect donations on GiveGab. Verification can take up to 2-3 business days after your information has been entered. Questions? [Chat with us!](#)'. Below this, the 'Admin Dashboard' title is shown in blue, with 'Giving Days' listed underneath. A card for '#iGiveCatholic' is visible, dated 'December 3, 2019'. On the right side, the 'Current Plan' is identified as 'Basic'. A left-hand navigation menu includes 'Home', 'Fundraising Campaigns', and 'Events'. At the bottom of the dashboard, there is a link to 'View All Giving Days'.

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

# Understanding Your Admin Dashboard: Add an Administrator

GiveGab<sup>®</sup>  
Nonprofit Giving Platform

Home Support

  
Demo Seminary 4

Home  
Fundraising Campaigns  
Events  
Giving Days  
Reports  
Manage Organization ▾  
    > Edit Information  
    > Add Administrator  
    > Verification  
    > Supporters

Status: **Unverified**  
Please verify your organization's information [here](#) to ensure you are able to collect donations on GiveGab. Verification can take up to 2-3 business days after your information has been entered. Questions? [Chat with us!](#)

**Admin Dashboard** Current Plan: Basic

Giving Days

 #iGiveCatholic  
December 3, 2019

[View All Giving Days](#)

Viewing Dashboard for Demo Seminary 4 - ★

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

# Understanding Your Admin Dashboard: Access Donation Data

The screenshot shows the GiveGab Admin Dashboard for an organization named "Demo Seminary 4". The top navigation bar includes the GiveGab logo, "Home", "Support", and a user profile icon. The left sidebar contains a navigation menu with the following items: Home, Fundraising Campaigns, Events, Giving Days, Reports (highlighted with an orange box and an arrow), and Manage Organization. The main content area features a "Status: Unverified" warning with a yellow triangle icon, a "Giving Days" section for "#iGiveCatholic" on "December 3, 2019", and a "View All Giving Days" link. The current plan is listed as "Basic".

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

# Understanding Your Admin Dashboard: #iGiveCatholic Profile Page Dashboard



Demo Seminary 4

Status: **Unverified**



Please verify your organization's information [here](#) to ensure you are able to collect donations on GiveGab. Verification can take up to 2-3 business days after your information has been entered. Questions? [Chat with us!](#)

## Admin Dashboard

Current Plan  
Basic

### Giving Days



#iGiveCatholic  
December 3, 2019



[View All Giving Days](#)

- Home
- Fundraising Campaigns
- Events
- Giving Days
- Reports
- Manage Organization ▾

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



#iGiveCatholic

December 3, 2019

Time to launch

141

days

## Get Set Up

Complete the steps below to be sure that you are set up and ready to participate in #iGiveCatholic.

-  **Add Your Organization's Info**  
*Let people know who you are.*
-  **Add Your Story**  
*Tell potential donors why they should contribute.*
-  **Get Verified to Collect Donations**  
*Set up your banking information to receive secure online donations.*
-  **Add Donation Levels**  
*Show your donors the impact their donation makes.*
-  **Add a 'Thank You' Message**  
*Personalize your auto-response for donors ahead of time.*
-  **Add Fundraisers**  
*Recruit peer-to-peer fundraisers to expand your network of donors.*

-  **Add An Administrator**
  -  **Add Offline Donation**
  -  **Manage Sponsor Matching**
  -  **Manage Donations**
  -  **Embed a Donate Button**
  -  **Engagement Opportunities**
  -  **Add External Fund**
  -  **View Registration Info**
- Share Your Page
- <https://gg-igc-partners2019-dog.herokuapp.com?dc>
-  
- [View Your Page](#)

**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

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

-  Add Your Organization's Info >
-  Add Your Story >  
*Tell potential donors why they should contribute.*
-  Get Verified to Collect Donations >  
*Set up your banking information to receive secure online donations.*

-  [Add An Administrator](#)
-  [Add Offline Donation](#)
-  [Manage Sponsor Matching](#)
-  [Manage Donations](#)

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

# 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!

## Add Fundraisers

Recruit peer-to-peer fundraisers to expand your network of donors.

[Download CSV](#) [Add Fundraisers](#) [Message All](#)

Fundraiser	Donors	Amount Raised	Goal	Emails Sent	Facebook Intents	Twitter Intents
No fundraisers found.						

Allow New Fundraisers to Sign Up

**Set Fundraisers' Story**

I support this organization's mission and I want it to have a greater impact on the community.

**Set Fundraisers' Goal**

\$	500	.00
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Each fundraiser may customize his or her story and goal by logging into GiveGab.

[Save](#)

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

The screenshot displays the #iGiveCatholic Admin Dashboard. At the top left, the logo and name "#iGiveCatholic" are shown with the date "December 3, 2019". On the top right, a "Time to launch" counter shows "144 days". The main section is titled "Get Set Up" and includes the instruction: "Complete the steps below to be sure that you are set up and ready to participate in #iGiveCatholic." Below this are several task cards, each with an icon and a right-pointing arrow:

- Add Your Organization's Info** (Green checkmark icon)
- Add Your Story** (Book icon) with subtext: "Tell potential donors why they should contribute."
- Get Verified to Collect Donations** (Calculator icon) with subtext: "Set up your banking information to receive secure online donations."
- Add Donation Levels** (Briefcase icon) with subtext: "Show your donors the impact their donation makes."
- Add a 'Thank You' Message** (Heart icon) with subtext: "Personalize your auto-response for donors ahead of time."
- Add Fundraisers** (Group of people icon) with subtext: "Recruit peer-to-peer fundraisers to expand your network of donors."

To the right of these cards is a vertical list of management options:

- Add An Administrator
- Add Offline Donation
- Manage Sponsor Matching
- Manage Donations
- Embed a Donate Button
- Engagement Opportunities
- Add External Fund
- View Registration Info

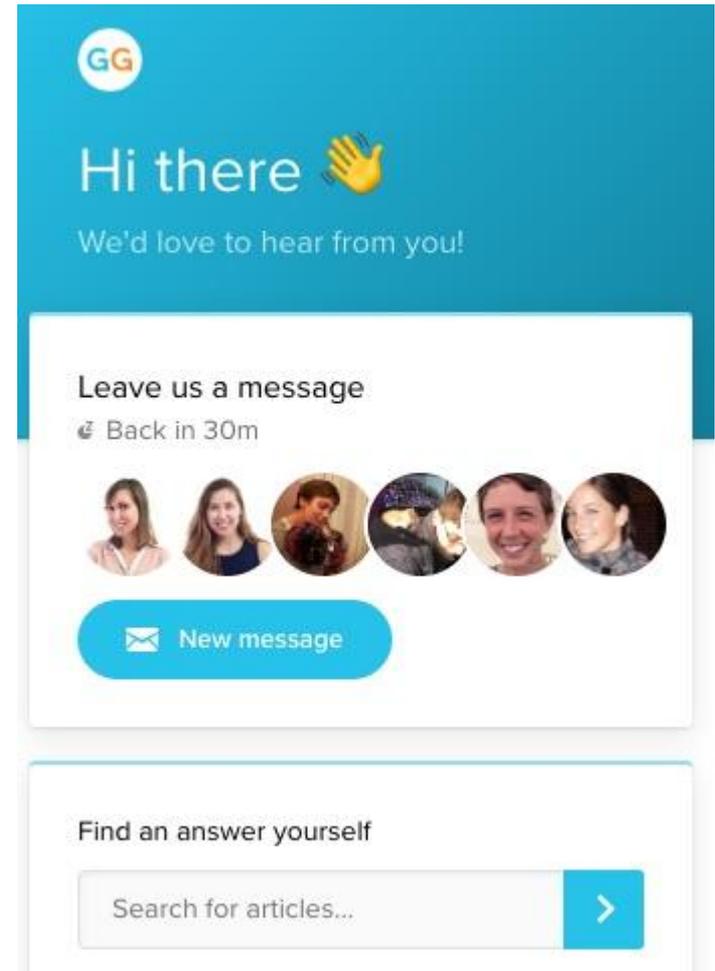
At the bottom right, a section titled "Share Your Page" is highlighted with an orange box. It contains a text input field with the URL "https://gg-igc-partners2019-dog.herokuapp.com?do", two social media buttons (Twitter and Facebook), and a "View Your Page" link. An orange arrow points from the bottom of the page towards the "View Your Page" link.

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

## #iGIVECATHOLIC **Next Steps**

- View the “**Creating an Impactful #iGiveCatholic Profile Page**” training, along with additional live and pre-recorded offerings on [iGiveCatholic.org](https://iGiveCatholic.org)
- Begin working on your #iGiveCatholic profile
- Invite additional administrators that are helping with your #iGiveCatholic efforts

- Technical, site and platform-specific, etc: [questions@igivecatholic.org](mailto:questions@igivecatholic.org)
- #iGiveCatholic questions: [julie@igivecatholic.org](mailto:julie@igivecatholic.org)





Thank you for joining!