



# Office Hours: Session #5

*November 10th, 2pm CT*

# #iGiveCatholic Prayer

*O Lord, giver of life, we know that all we are,  
and all we have are gifts from You.*

*We live in a world that celebrates consumption.  
But You call us to be good stewards  
of all You have entrusted to us.*

*May this #GivingTuesday prompt us  
to gratitude and generosity,  
that brings nourishment to the hungry  
and hope to the hopeless.*

*We pray that #iGiveCatholic  
may be a miracle of loaves and fishes,  
where every gift shared lovingly  
from a grateful heart  
becomes bread for the multitudes,  
and the ordinary becomes extraordinary.*

*In this giving and receiving, may our hearts rejoice  
in You alone, who are Lord for ever and ever.*

*Amen*

# Introductions



**#iGiveCatholic**

Julie Kenny

*National Program Director*

# GiveGab Team

**Laryssa Hebert**

*Senior Project Manager*



**Merlin Komenda**

*Project Coordinator*



**Molly Petrie**

*Customer Success Champion*





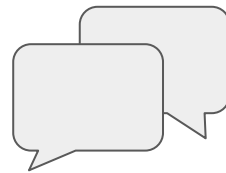
# Submit Your Questions!



## Chat Box

To: ☒ All panelists

Type: All panelists and attendees



## Q&A

Please input your question

☐ Send Anonymously

Send

If you have questions or comments throughout our training, please write in using your Zoom webinar attendee panel.



# Agenda

- Updates & Reminders
- What to expect with Advance Giving
  - #iGiveCatholic Reporting
- Preview of Upcoming “Site Phases”
- Prize Review
  - Adding a Prize
  - “Picking” a prize
- Q&A Session
- What’s Next?



# #iGiveCatholic Updates and Reminders

- Registration Update: **2,379!**
  - PLEASE double check your organization type...lots of schools and parishes with “nonprofit ministry” as their organization type.
- ‘Fiscally Sponsoring’ some of your organizations?
  - If someone was verified that you do NOT want to sponsor, you can select **“No”** and allow them to collect their own funds. DO SO PRIOR TO NOVEMBER 16TH WHEN DONATIONS OPEN.
  - If an org is not donatable, and you do not sponsor them, their profile will not be visible on the site because we have no place to route the donations!
- Have a video for your home page? *Email Laryssa or Merlin and cc Julie!*



# #iGiveCatholic Updates and Reminders

- If you have not already, put your contact information in your landing page footer!!
- Resources in Diocesan Portal - PDFs of Weekly E-blasts  
<https://www.igivecatholic.org/info/diocese-resources-internal>
- Cory gave presentation for Parish Excellence Summit about #iGiveCatholic and how parishes can use to rejuvenate development
  - [Schedule of talks](#)
  - [Website](#) - Registration required, but it is free for parishes
  - [Video](#) about the summit





# What to expect from Nov 16 - Dec 2



# What to expect on November 16th

- At midnight Eastern Time, donations will open for ALL participating organizations, regardless of time zone
  - Your site will look the same as it does now, but “Donate” buttons will now lead a donor to the donation form.
- Participant profiles can continue to be edited, though they should already be complete.
- If you need to update site copy on your home page, let us know!
- The open donation portal will roll right into the start of the Giving Day on December 1st.



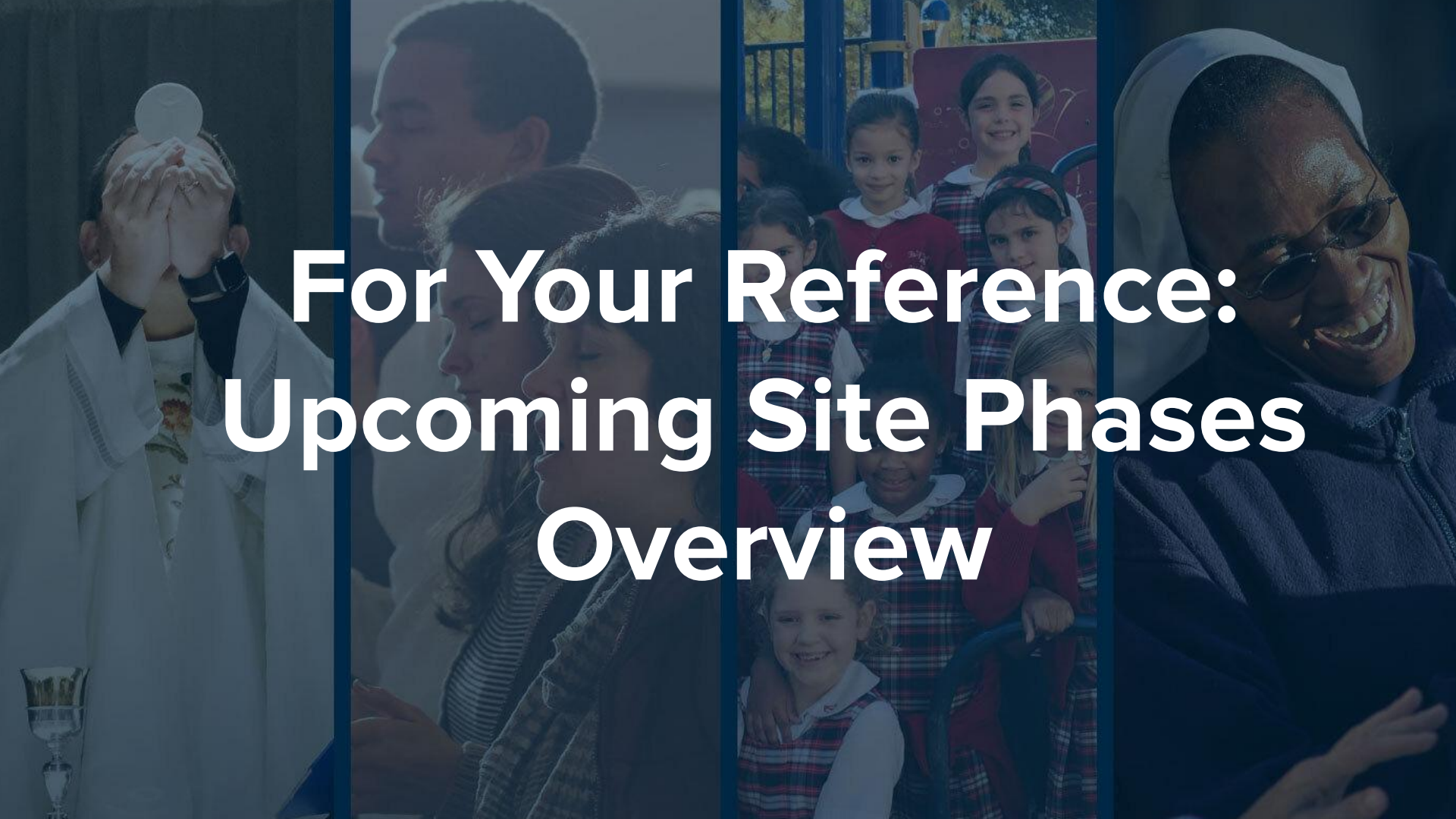
# What to expect on December 1st

- At midnight in your respective time zone, your leaderboards will appear!
  - In addition to your leaderboards, all other “stats” will also show. Home page scrolling ticker with donors, dollars and organizations, recent donor wall, and goals will go ‘live’ on profiles!
- Participant profiles can continue to be edited through the day
- If you need to update site copy on your home page, let us know!
- Online donations can continue to be processed on your site until 12AM Alaska Time



# What to expect on December 2nd

- Your leaderboards will continue to appear
- **Offline cash/check gifts can continue to be added until midnight your local time.**
  - This means your leaderboard and home page totals will continue to update until those close!
- Participant profiles can be edited again to reflect updates
- If you need to update site copy on your home page, let us know!
- Online donations can continue to be processed on your site until 12AM Alaska Time



# For Your Reference: Upcoming Site Phases Overview



# Site Phase - Giving Phase

- [Giving Phase Preview](#) - Dec. 1 @ 12am
- Stats/Leaderboards ON Dec. 1 @ 12am
- 3 places to “Search” (Cause, Location, Name)
- Giving Site Copy
- Recent Gifts Wall
- Prizes Wall (if you have prizes)
- Prizes Page (can be reveal sooner via your partner dashboard)
- Matches Page (available in Menu drop-down on Dec. 1 if orgs created Matches or Challenges)



# Upcoming Site Phases - Success Phase

- [Success Phase Preview](#) - Dec. 2 @ 4am ET (or 12AM Alaska time)
- Stats/Leaderboards remain
- Success Site Copy
- Online Gifts stop counting towards the total
- Option to add offline donations will remain open through Dec. 2
- Maintain (1) Search Bar at top of site
- Recent Gifts Wall
- Prizes Wall (if applicable)





# Diving Into Your Donor Reports!






# Where can I find the reports I need?

1. Go to your [Partner Dashboard](#)
2. Click the “**Donations**” tab
  - a. Here, you will find ALL online and offline gifts logged by your participants, or your team (for instance, prize funds). Each gift has its own record
3. Search for a specific donation by email or name, OR filter by donation types
4. Export the CSV based on the filters you’ve selected (or a full report with no filters!) - a link to download the report will be emailed to you.



# Where can I find the reports I need?



Giving Day Dashboard for  
**#iGiveCatholic**  
[View Site](#)

[Organizations](#) [Donations](#) [Landing Pages](#) [Site Copy](#) [Prizes](#) [Sponsors](#) [Custom Pages](#) [Settings](#) [Registration](#) [More](#)

[Actions](#)

Note: Dates and times on this page are displayed in your computer's time zone.

Actions	Status	Batch ID	Donation ID	Date	Donor	Display Name	Organi
	released		1786181	12/5/2019 1:53:16pm			Catholi
	released		1786177	12/5/2019 1:52:17pm			Catholi
	released		1786166	12/5/2019 1:49:09pm			Catholi
	released		1782685	12/4/2019 11:28:04am			Catholi
	released		1782600	12/4/2019 11:10:37am			Catholi

[Add Offline Donation](#)  
[Upload Offline Donations](#)  
[Export CSV](#)



# Where can I find the reports I need?

Donations for #iGiveCatholic as of 11/9/2020 2:01pm UTC 🔍 Inbox x

**GiveGab**  
to laryssa.hebert ▾

from: **GiveGab** <notifications@givegab.com>  
reply-to: notifications@givegab.com  
to: laryssa.hebert@givegab.com  
date: Nov 9, 2020, 9:18 AM  
subject: Donations for #iGiveCatholic as of 11/9/2020 2:01pm UTC  
mailed-by: mandrillapp.com  
signed-by: givegab.com  
security: Standard encryption (TLS) [Learn more](#)

**GiveGab**  
Nonprofit Giving Platform

Hi Laryssa Hebert!

You can access the requested list of donations for #iGiveCatholic by clicking the button below.

Please note: For security reasons, this file will only be accessible for 24 hours.

[Download Your CSV report](#)

**Any Questions?**  
Feel free to [contact our support team](#) if you need help.



# Understanding Your Reports

- The donation report contains every record of every gift processed through your own Giving Day site, online & offline
- If distributing funds via check to your organization, how do you understand how much each organization should receive?
  - a. Download report
  - b. Sort by Organization Name
  - c. Find sum of “Payout Column” amounts for each organization
- Sum of “Payout” column for all gifts should match the amount your organization has receive in total in your bank account



# Understanding Your Reports - Key

- Actions - resend receipt
- *Status - Released*
- *Batch ID*
- Donation ID - GiveGab's unique ID assigned to that gift
- Date - donation date (UTC in downloaded report)
- Donor - donor record first/last name
- Donor Address - address tied to that gift
- Display Name - if donor chose custom display name
- Organization - recipient org
- *Campaign*
- Fundraiser - P2P fundraiser, if applicable
- Fees - Platform (4%), CC (2.2% + \$0.30 OR \$3.00 flat ACH)
- Covered fees? yes/no
- Amount Charged - how much donor paid
- Payout Amount - how much that org receives from gift



# Understanding Your Reports - Key (cont'd)

- Payout Date - Date that donation was deposited (use to match against lump deposits)
- New donor? - If the donor reported Yes/No for that gift
- Anonymous? - **\*\*Level of anonymity selected by donor\*\***
- *Recurring*
- Donor's Message - Public comment left with gift
- *DAF Info*
- In Memory of/In Honor of - was this gift dedicated to someone?
- Honoree Name - if dedicated, name used
- Honoree Email - if dedicated, email sent to
- Honoree Message - if dedicated, message written
- Donation Type - online/offline/offline - prize/offline - match
- Responses to giving through a Will:
  - I'd like to be contacted - yes/no
  - Please list organizations - open text field



# Helping Your Participants with Reporting

- Organization reports contain the same information that you see, except if donor opts to be fully anonymous to group AND public.
- Sum of “Payout” column for all gifts should match the amount their organization has received in total
- Best Practices
  - **Do not send gift reports via email** - not a secure method of transfer. Use [secure documents](#) section on dashboard!
  - #iGiveCatholic donors are your organizations’ donors, not your arch/diocese/foundations’!



# Coming soon...

#iGIVECATHOLIC



#iGiveCatholic

Financials

Balances

Payouts

Registration Fees

## Payouts

Date	Amount	ID ⓘ (select for summary of donations)	Status	Message
November 5, 2020		po_1Hk8u4DZzwStSA	Paid	
November 2, 2020		po_1Hj3CLDZzwStSA	Paid	
November 1, 2020		po_1HhzE2DZzwStSA	Paid	
November 1, 2020		po_1HhzCVDZzwStSA	Paid	
October 21, 2020		po_1HehFtDZzwStSA	Paid	
October 12, 2020		po_1HbRRSDZzwStSA	Paid	
October 12, 2020		po_1HbRQvDZzwStSA	Paid	
October 4, 2020		po_1HYWvMDZzwStSA	Paid	
October 4, 2020		po_1HYWuvDZzwStSA	Paid	
September 27, 2020		po_1HVLnfDZzwStSA	Paid	
September 21, 2020		po_1HTqC4DZzwStSA	Paid	



## New “Financials”

### Reconciliation dash post-#GT

- This was built from the perspective of your accounting team, and will focus on the deposits.
- You will be able to select a deposit on the dashboard and see the gifts that comprise it





# GiveGab Giving Day Prize Tool



# Adding Your Prizes

## Prizes<sup>1</sup>

The order in which prizes appear in this list will match the order they appear on the site.

Prize Name

Sponsor

Winners

Highlight

Actions

Add New Prize

View Page

## Prize Winners<sup>2</sup>

☐ Reveal Prizes Page

**Prize page copy**

You can add rules, explanations, or disclaimers about prizes here. Appears at the bottom of the page.

Save



# Adding Your Prizes

Prize Name	Sponsor	Winners	Highlight	Actions
<h3>Prize Information</h3> <div><div>Title</div><div><input type="text"/></div></div> <div><div>Type</div><div>Cash</div></div> <div><div>Image</div><div><div>Select Image</div><div>Remove</div></div></div> <div><div>Prize (optional)</div><div>ex: \$50.00, or '1 hour of radio time'</div></div> <div><div>Winner Selection Strategy</div><div>Manual</div></div> <div><div>Description</div><div>You can put any information here that isn't represented by other fields. For example, very specific legal requirements that the other prizes don't have.</div><div><div></div></div></div> <div><div>Sponsor Information</div><div><div>Sponsor Name</div><div><input type="text"/></div></div><div><div>Sponsor Link</div><div><input type="text"/></div></div></div> <div><div>Save</div><div>Cancel</div></div>				

<h3>Winner Selection Strategy</h3> <div><div>✓ Manual</div><div>Most Raised</div><div>Most Donors</div><div>Random (amongst donated-to orgs)</div></div> <div><div>You can put any information here that isn't represented by other fields. For example, very specific legal requirements that the other prizes don't have.</div><div><div></div></div></div>
---

**Pro Tip:** Double check that you've selected the correct criteria (see above!)

If you plan to have prizes this year, feel free to reach out Laryssa and Merlin. We're happy to review your work!



# Prizes Best Practices

- Rules
  - Give yourself a grace period for auditing/review prizes
  - Indicate eligibility of gifts using the prize description
  - Add Prize rules
    - Ex: Organizations can win a maximum of 2 prizes etc.



# Awarding with GiveGab's Prize Picker Tool

- Most Donors, Most Dollars, Random
  - a. Set up prize picker to provide list of ranking eligible organizations
  - b. Select winner
  - c. Award offline donation to that group (appear in their totals)
- Manual (external from platform's built-in prizes)
  - a. Select winner
  - b. Award offline donation to that group (appear in their totals)



# Awarding with GiveGab's Prize Picker Tool

## Prize Winners

### Most Unique Giving Day Donors: First 12 Hours

Search for Winning Organization

Individual Prize Description (optional)

When a prize has multiple winners, this text helps describe why this particular award was won (e.g. First Prize, Silver Medal, #3).

You may add a link to your message. Be sure to use the full url starting with https or http. Example: `<a href="https://www.givegab.com" target="_blank">GiveGab</a>`

Save

Cancel

[Get Suggestions](#)





# Awarding with GiveGab's Prize Picker Tool

## Most Unique Giving Day Donors: First 12 Hours

### Search for Winning Organization

### Individual Prize Description (optional)

When a prize has multiple winners, this text helps describe why this particular award was won (e.g. First Prize, Silver Medal, #3).

You may add a link to your message. Be sure to use the full url starting with https or http. Example: `<a href="https://www.givegab.com" target="_blank">GiveGab</a>`

### Suggestions will be based on most donors

Start and end times automatically take the Giving Day's configured timezone into account. For a 6am-7am prize, always enter 6am-7am.

### Filter by Registration Question (optional)

### Limit suggestions to profile type

☒ Include offline donations

Note: Leaderboards for this giving day include offline donations.



# Awarding with GiveGab's Prize Picker Tool

## Filter by Registration Question (optional)

What category best describes your organization? ▼

## Limit suggestions to profile type

All profile types ▼

Suggest Winners

✓ Select Choice

Parish

School

Nonprofit Ministry

Note: Leaderboards for this giving day include offline donations.





# Awarding with GiveGab's Prize Picker Tool

## Search for Winning Organization

## Individual Prize Description (optional)

When a prize has multiple winners, this text helps describe why this particular award was won (e.g. First Prize, Silver Medal, #3).

You may add a link to your message. Be sure to use the full url starting with https or http. Example: `<a href="https://www.givegab.com" target="_blank">GiveGab</a>`

Save

Cancel

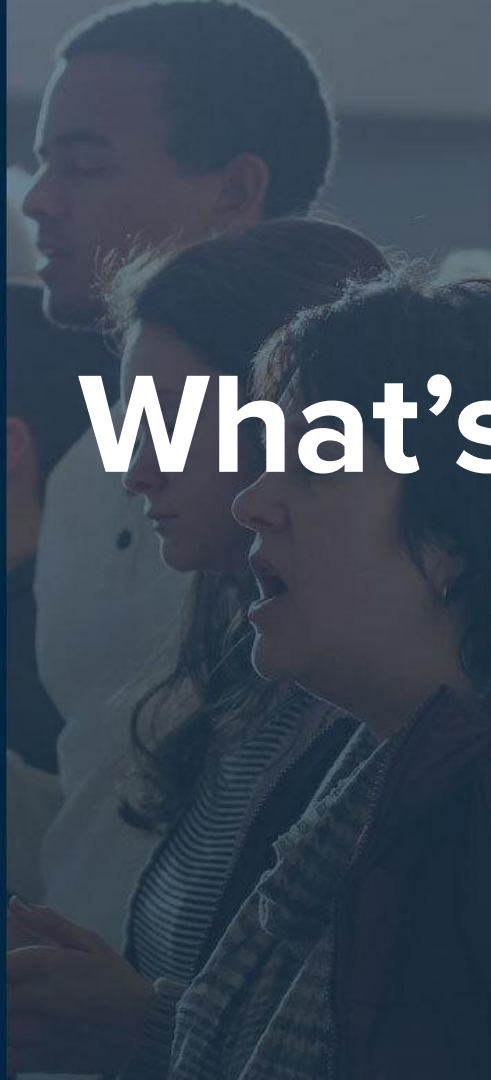
Prize marked as "Manual" winner selection. No winner suggestions available.



# Awarding with GiveGab's Prize Picker Tool

<p>The Atonement Academy</p> <hr/> <p><a href="#">Add Winner</a></p>	<div data-bbox="1420 267 1555 322">Edit ▾</div> <div data-bbox="1420 327 1758 453"><div data-bbox="1255 294 1439 382"></div><div data-bbox="1458 349 1719 376">Add Offline Donation</div><div data-bbox="1458 398 1642 425">Delete Winner</div></div>
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# What's Next?





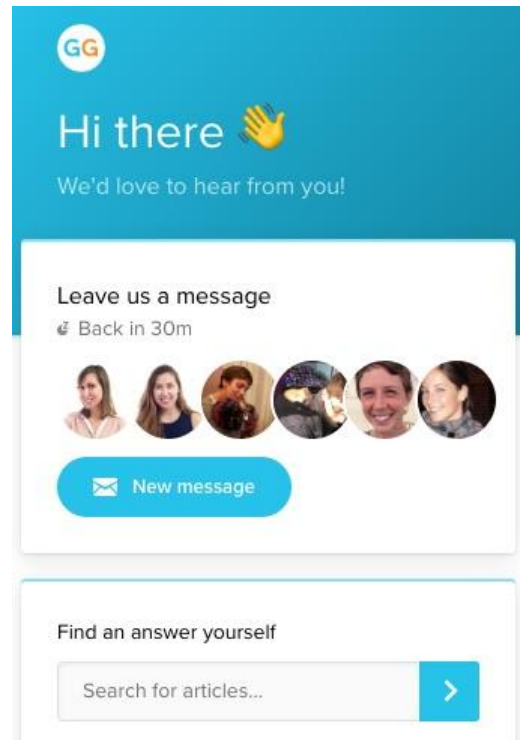
# What's Next?

- Incoming communications - #iGiveCatholic team / GiveGab Project Management Team
- Share the recording of last week's Final Steps webinar with your participants!
- Review the timeline and resources available on the [Diocesan Resource Portal](#)
- Find archived Kickoff and Office Hour webinars on the [Diocesan Resource Portal](#)
- If you are not collecting donations for all your organizations, **triple check your dashboard** for organizations you need to fiscally sponsor and **mark “yes”** in that column!



# Need assistance?

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





Questions?