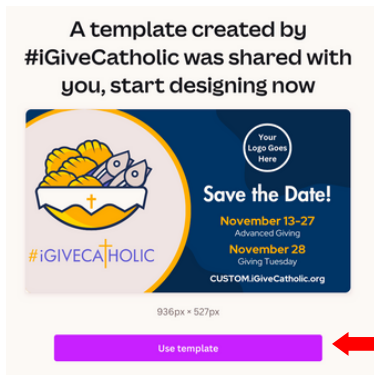




I. Using a Canva Template

Step 1

CLICK HERE to open your Canva template link. If it doesn't automatically open, you can copy and paste this link directly into your browser: <https://bit.ly/igctemplate>



Step 3

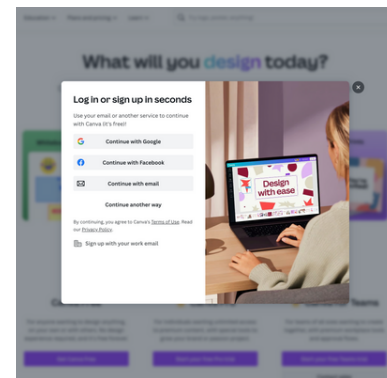
Sign into or Create your Canva account. Non-profits can apply for a FREE Canva Pro Teams premium account or upgrade at canva.com/canva-for-nonprofits.

TIP: if you aren't approved within a week, respond to the application email to follow up.



Step 2

Click **"Use template"**. A window will open saying, "A template created by #iGiveCatholic was shared with you; start designing now." Click on the button "Use Template" to begin customizing the template.



Step 4

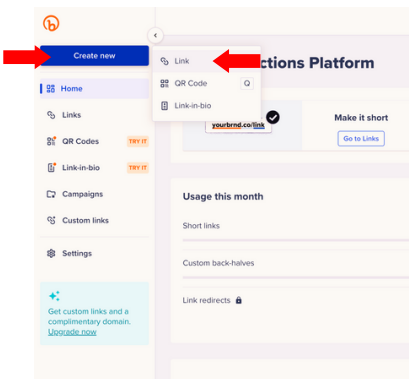
Customize Template. Add your organization's logo and #iGiveCatholic profile URL. Click "Share" in top right corner, then Download your final image as a JPG.

If you have a long URL, continue through this guide to learn how to shorten it with a Bitly Link.

II. Creating a Bitly Link (Optional)

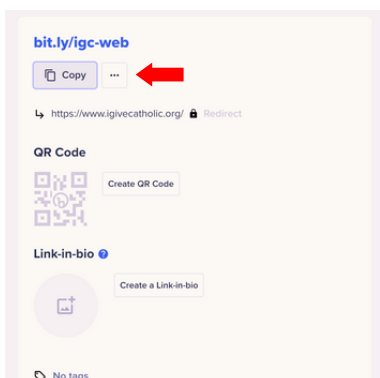
Step 1

Create bitly link. If your #iGiveCatholic profile link is too long for the template, you can open a free Bitly account to create a shorter link. Visit bitly.com to get started.



Step 3

Customize link. Under the section "destination", enter your link. You can customize your link by giving it a title or entering a custom back-half.



Sign up and start shortening

Already have an account? [Log in](#) • [Log in with SSO](#)

[Sign up with Google](#)

OR

Username

Email address

Password [Show](#)

- 6 or more characters
- One number
- One letter

[Sign up with Email](#)

Step 2

Create a link. Click on the link "Create New" and select the link option.

Create new

Destination Hit ENTER to quick create

<https://www.igivecatholic.org/>

You can create 10 more links this month.

Title (optional)

#iGiveCatholic

☐ Add UTM's to track web traffic in analytics tools

Ways to share

Short link

Domain bit.ly / Custom back-half (optional) igc-web

You can create 5 more custom back-halves this month.

QR Code (optional)

☐ Generate a QR Code to share anywhere people can scan it

Link-in-bio (optional)

☐ Add this link to your Link-in-bio page for people to easily find

Step 4

Create. After you are done customizing your link, click "Create" and copy your Bitly link into any and every communication piece you choose!

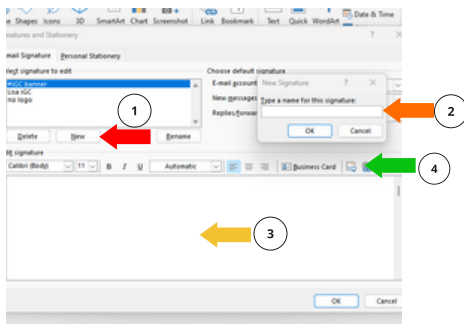
NOTE: you can also create a QR code for your profile for use on printed promo materials!

III. Insert Email Banner

With Outlook

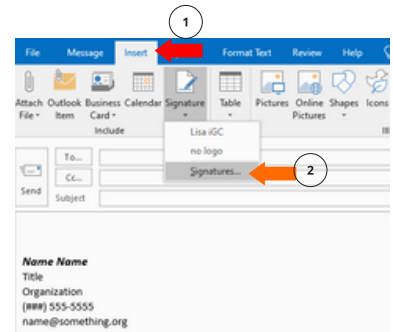
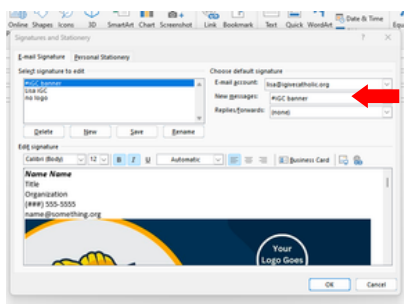
Step 1

Open a New Email in Outlook. Click the Insert tab on top, then the Signature icon, and scroll down to select "Signatures."



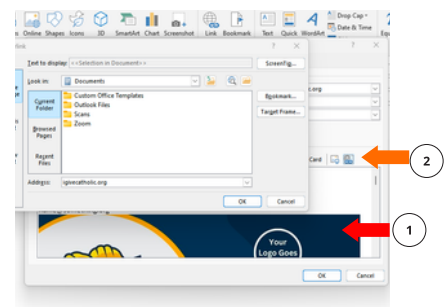
Step 3

Insert Link: We recommend that you link your #iGiveCatholic profile to your email banner by selecting the banner image, then clicking the "hyperlink icon" to the right of the image icon and entering your profile URL.



Step 2

Create New Signature. Click "New" and name your new signature (perhaps #iGC 2023). Type out your signature in the text box (or copy and paste it from another signature). Place the cursor where you would like the banner to be, select the image icon, then find and upload your new #iGiveCatholic banner image.



Step 4

Step 4: Update Default Signature. To ensure this new signature appears on your new emails, make sure to choose it in the signature defaults in the top right corner. After you are done, click "Ok."

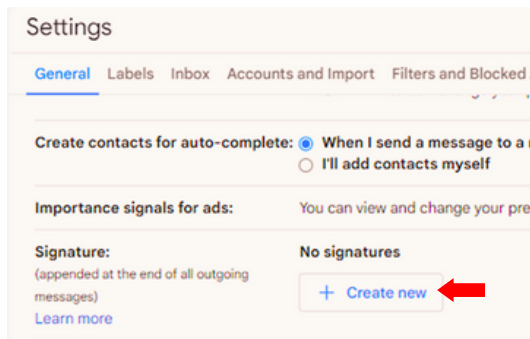


III. Insert Email Banner

With Gmail

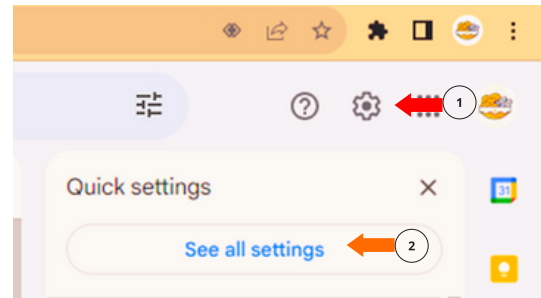
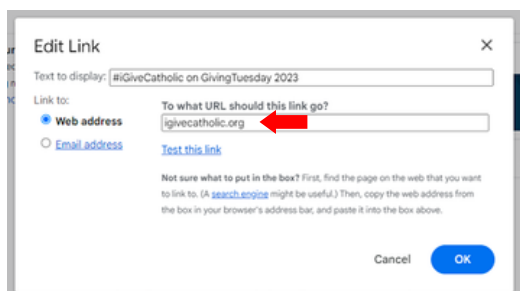
Step 1

Open your Gmail account. Open your email account and click on the settings (gear) icon on the top right of your screen, then click “See all Settings.”



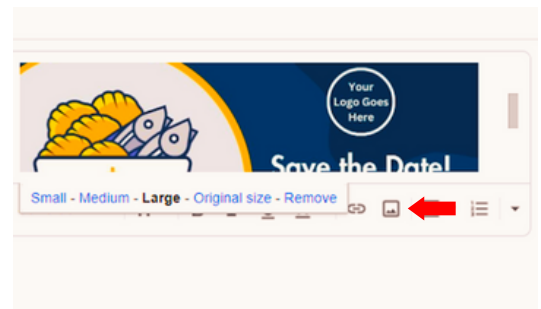
Step 3

Create Signature. Type out your signature in the text box then click the image icon to upload your new #iGiveCatholic email banner. You can adjust the size by clicking Small, Medium, Large or Original Size.



Step 2

Scroll down to Signature. Click “+ Create new” and name your new signature (perhaps #iGC 2023).



Step 4

Insert Link: We recommend that you also add your #iGiveCatholic profile link to your email signature by selecting the "hyperlink icon" in the toolbar. Enter whatever text you'd like to appear in your signature, then copy and paste your profile link. After you are done, scroll to the bottom of Settings and click “Save Changes”.