

# Option 1 Instructions

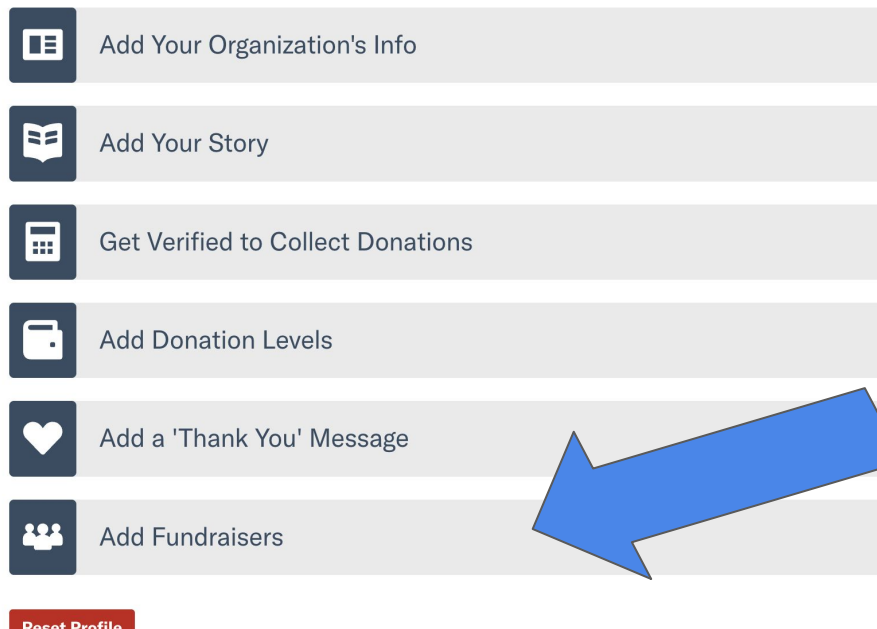
**Option 1: You can sign up supporters.** As an administrator, you can sign supporters up as Fundraisers from your Giving Day Dashboard. This capability is found under the tab “Add Fundraisers”. This automatically creates a Fundraiser page for them and triggers an email with login instructions.

**OR**

**Option 2: Supporters can sign themselves up.** There is a separate video for this.

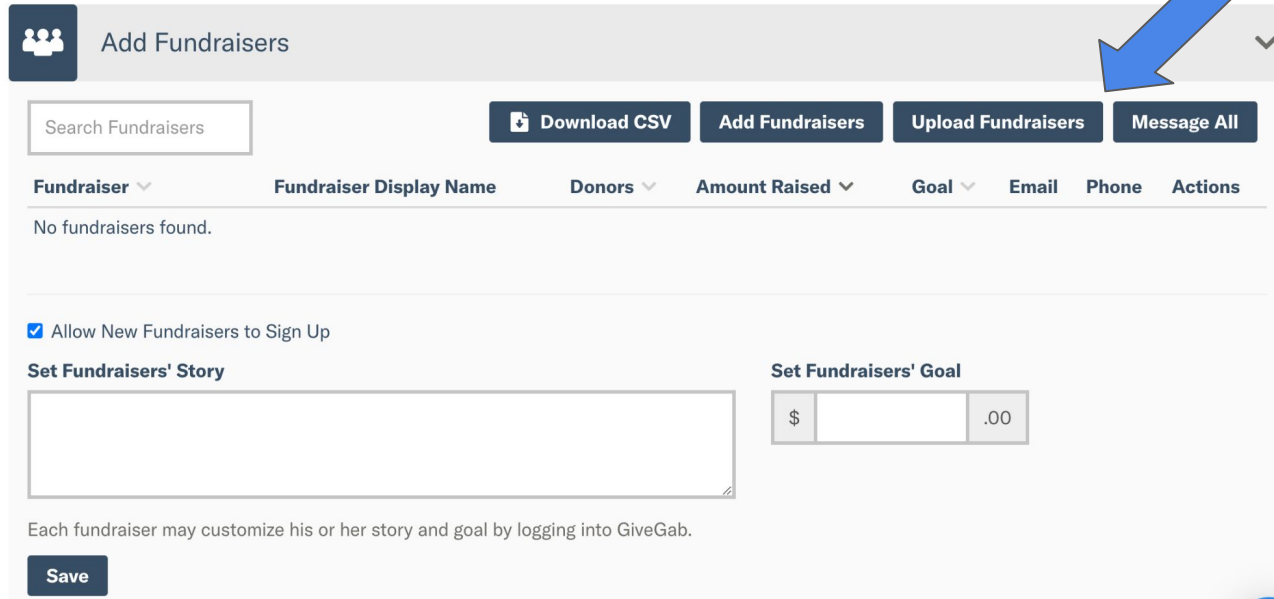
# Option 1: Steps for Admins to Sign Up Support

Step 1: First navigate to the “Add Fundraisers” tab.



# Option 1: Steps for Admins to Sign Up Su

Step 2: Under the “Add Fundraisers” tab, click “Add Fundraisers”.



The screenshot shows the 'Add Fundraisers' admin interface. At the top, there is a header with a group icon and the text 'Add Fundraisers'. Below this is a search bar labeled 'Search Fundraisers' and a row of action buttons: 'Download CSV', 'Add Fundraisers', 'Upload Fundraisers', and 'Message All'. A blue arrow points to the 'Add Fundraisers' button. Below the buttons is a table header with columns: 'Fundraiser', 'Fundraiser Display Name', 'Donors', 'Amount Raised', 'Goal', 'Email', 'Phone', and 'Actions'. The table content shows 'No fundraisers found.' Below the table, there is a checkbox labeled 'Allow New Fundraisers to Sign Up' which is checked. There are two sections for setting fundraiser details: 'Set Fundraisers' Story' with a text area, and 'Set Fundraisers' Goal' with a currency selector '\$', a text input field, and a decimal selector '.00'. At the bottom, there is a 'Save' button and a note: 'Each fundraiser may customize his or her story and goal by logging into GiveGab.'

# Option 1: Steps for Admins to Sign Up Su

Step 3: You'll need to enter the Fundraiser's

- first name,
- last name, and
- email address.

A pop-up will appear.

## Add Fundraisers

Fundraiser Display Name (optional)

First Name

Last Name

Email



+ New Fundraiser

Cancel

Next: Compose Your Message

Add Fundraisers

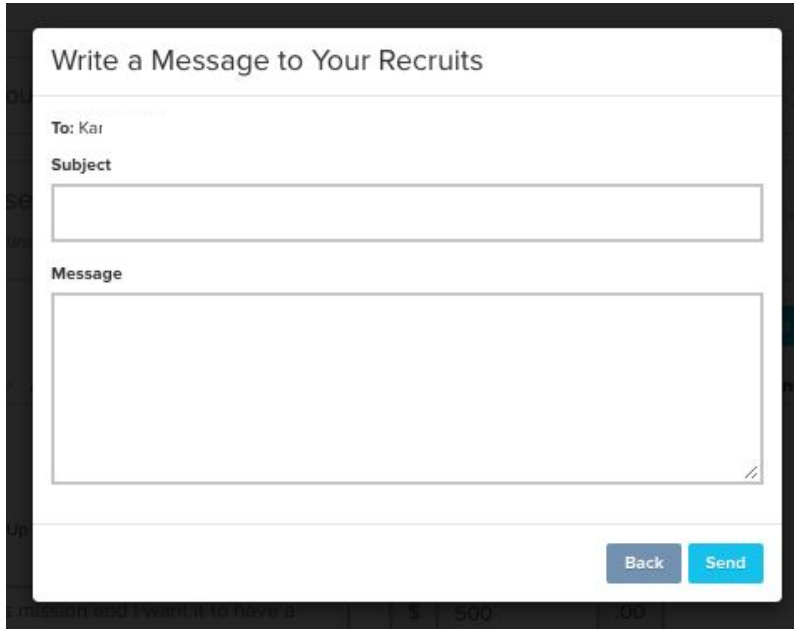
First Name Last Name Email

+ New Fundraiser

Cancel Next: Compose Your Message

You are able to click “+ New Fundraiser” for another line of fields to appear so you can add multiple fundraisers at one time!

# Option 1: Steps for Admins to Sign Up Su



The screenshot shows a web form with the following elements:

- Title:** Write a Message to Your Recruits
- To:** Kar
- Subject:** [Empty text box]
- Message:** [Large empty text area]
- Buttons:** Back (grey) and Send (blue)

Write a message to your Fundraisers. This message will be sent in the same email containing log in instructions.

# Example Message

## Write a Message to Your Recruits

**To:**

**Subject**

We want YOU!

**Message**

...to help us fundraise for our next Giving Day! This can only mean one thing YOU ROCK!

We are looking for passionate and energetic supporters to help us meet our goal for this upcoming Giving Day.

Here's how you can help:

Back

Send