Volunteer Fundraiser Playbook

Learn how to sign up and manage your fundraising page for Giving Day.

1. Sign Up to be a Volunteer Fundraiser
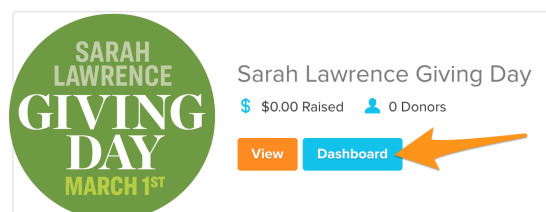
Head to **givingday.sarahlawrence.edu/organizations/slc** and click the "Fundraise" button to create your profile on GiveGab

- **New?** Provide a valid email address to be used for your account on GiveGab (the tech partner for the Giving Day) and your desired password. Be sure to save them!
- **Returning?** Enter the email address and password for the account on GiveGab last year. *Forgot your password?* Just click the "forgot my password" link before proceeding, or use the blue chat bubble to talk to GiveGab's tech support for help.

After successfully registering, you'll be shown a link to your page and an option to manage your fundraiser. Click "**Manage**" to begin.

*Keep in mind, you can always leave and come back later! Head to GiveGab.com, log in with your existing credentials, and click to access your dashboard on the very first Fundraising Page you see under the, "**Your Personal Fundraisers**" section. This leads to your most recent fundraiser page!*

Your Personal Fundraisers

Sarah Lawrence Giving Day
$ $0.00 Raised   👤 0 Donors

View   Dashboard

2. Customize Your Profile

- **Upload photos and/or a video**
- **Set a Goal**
- **Tell Your Story**

Make sure to save your work before leaving your dashboard!

3. Upload Contacts

See the "**Reach Out**" tab on your dashboard to send messages directly to your contacts without having to leave GiveGab.
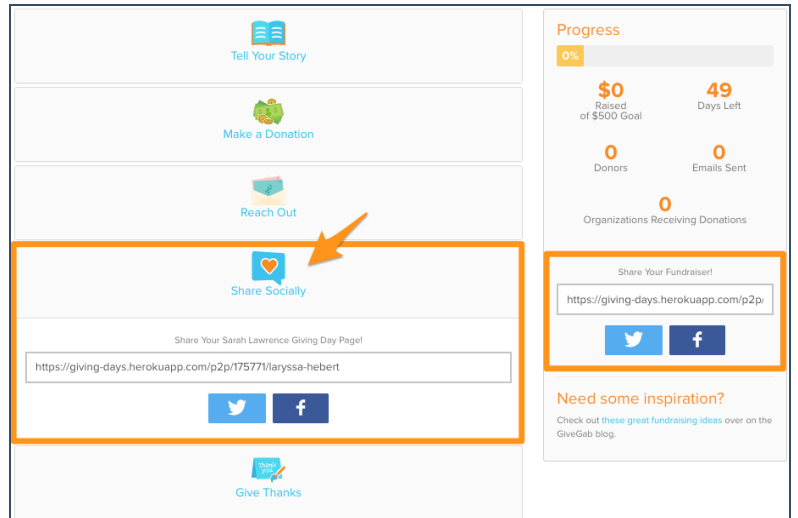*Note: These emails are in plaintext!*

Alternatively you can paste your personal fundraising link into the email provider of your choice and send emails that way.

4. Share Your Page!

Copy your unique profile link from the right hand side of the dashboard under, "**Share Your Fundraiser**: and paste it into all of your outgoing communications.

You can also use the Facebook and Twitter share buttons to generate a post on your account without leaving your dashboard.