

# Volunteer Fundraiser Playbook

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

## 1. Sign Up to be a Volunteer Fundraiser

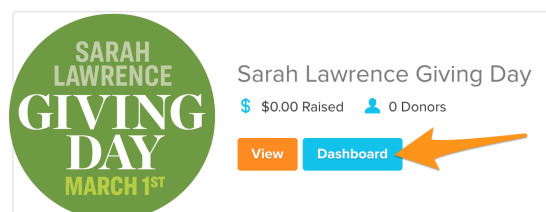
Head to [givingday.sarahlawrence.edu/organizations/slc](http://givingday.sarahlawrence.edu/organizations/slc) and click the “Fundraise” button to create your profile on GiveGab

- **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](http://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



## 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.

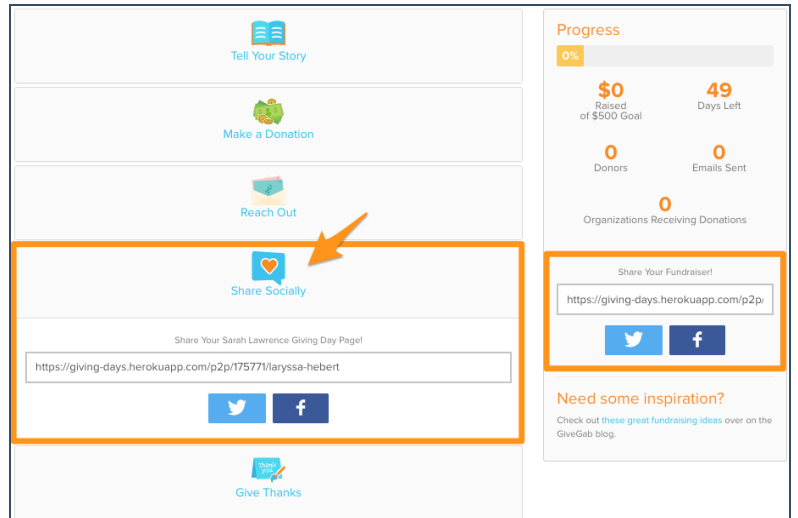
*Note: These emails are in plaintext!*

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.



The screenshot shows a fundraising dashboard with several sections. On the left, there are five main action buttons: 'Tell Your Story', 'Make a Donation', 'Reach Out', 'Share Socially', and 'Give Thanks'. The 'Share Socially' button is highlighted with an orange border and an orange arrow pointing to it. Below this button is a text input field containing the URL 'https://giving-days.herokuapp.com/p2p/175771/laryssa-hebert' and two social media share buttons for Twitter and Facebook. On the right side, there is a 'Progress' section with a 0% progress bar and statistics: '\$0 Raised of \$500 Goal', '49 Days Left', '0 Donors', and '0 Emails Sent'. Below the progress section is another 'Share Your Fundraiser!' section with a text input field containing the same URL and two social media share buttons for Twitter and Facebook. At the bottom right, there is a 'Need some inspiration?' section with a link to 'Check out these great fundraising ideas over on the GiveGab blog.'