

**GIVE
MORE
24!**

**COMMUNITY FOUNDATION
FOR SOUTHWEST WASHINGTON**

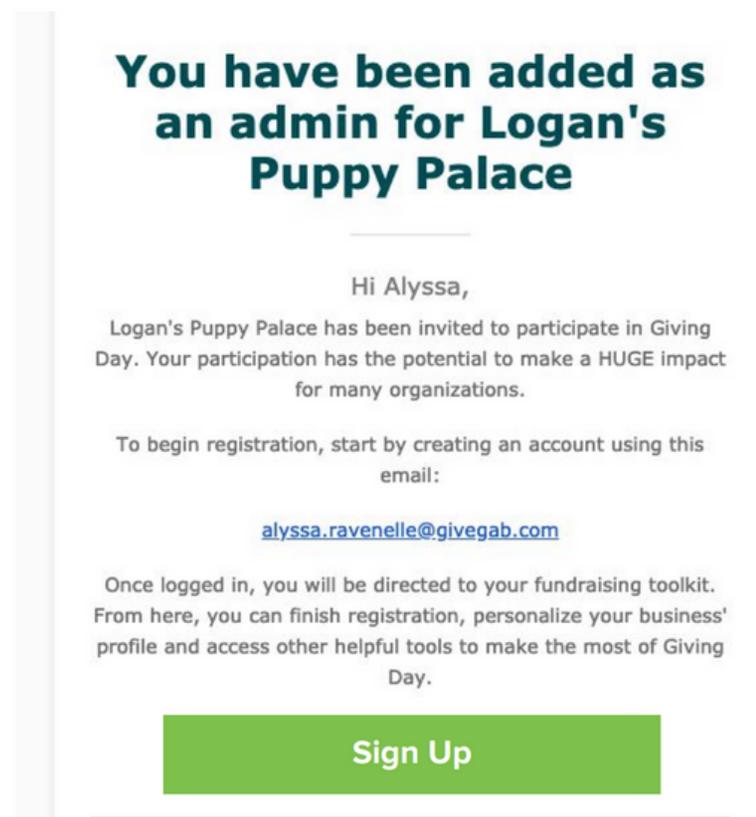
Getting Started
Guide

Step 1: Accept Your Invite!

You'll receive an email from GiveGab, inviting you to manage your business fundraising page for Give More 24!

Click the **"Sign In"** button to accept the invite and access your business fundraising page.

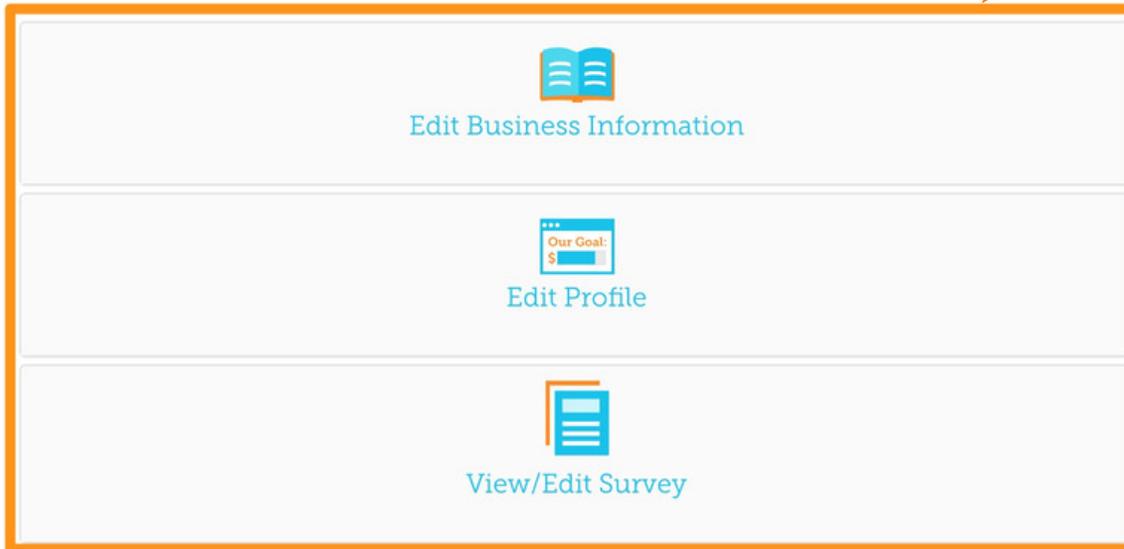
Make sure you use the same email that is listed in the email to register.



Step 2: Edit Your Information

Within the Fundraiser Setup, each tab expands for you to edit this information.

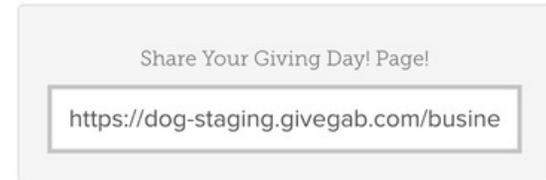
Fundraiser Setup



The screenshot shows the 'Fundraiser Setup' interface with three tabs: 'Edit Business Information', 'Edit Profile', and 'View/Edit Survey'. The entire interface is enclosed in a thick orange border, and a large orange arrow points from the top right towards the 'Edit Business Information' tab.

- 
Edit Business Information
- 
Edit Profile
- 
View/Edit Survey

Actions



The screenshot shows the 'Actions' section with a button labeled 'Share Your Giving Day! Page!' and a text box containing the URL: <https://dog-staging.givegab.com/busine>

Step 2a: Edit Business Information

Fundraiser Setup


[Edit Business Information](#)

1. General Info

Name

Number of Employees

2. Logo

Image should be 5MB max and a JPG, JPEG or PNG file type.
Recommended dimensions: 100x100.

3. Address

Street Address Line 1

Street Address Line 2

City State

ZIP/Postal Code Country

4. Contact

First and Last Name

Email

 **Always click Save!**

1. Change your **Name**, and list your **Number of Employees**, if you'd like to track employee giving

3. Add your Business Address

2. Upload your Logo (100x100 Pixels, 5 mb Max file size)

4. Add additional contact information (for internal purposes only)

Step 2b: Tell Your Story

Set a Donor or Dollar goal (optional)



Tell Your Story - Why is your business supporting and fundraising for Give More 24!



What nonprofit causes does your business support? How long have you been supporting Give More 24!

You have formatting options here as well - font, text color, text size, images, numbered or bulleted, and even an HTML editor.

Our Goal: \$

Edit Profile

Fundraiser Goal

Goal Type: Dollar Goal

Goal Amount: [input field]

Tip: Say it loud, say it proud! Introduce your team and tell visitors why you're coming together to make a difference.

Tell Your Story

Proxima Nova | 14 | A | B | I | U | [bulleted list] | [numbered list] | [image] | [link] | [table] | [minus]

[HTML editor icons]

Save

Step 2c: The Finished Product

LEADERBOARDS MENU



BROWSE NONPROFITS

Another Company

Dollar Goal: 119%

\$950 Raised **\$800** Dollar Goal

1 Employee Donors **1%** Employee Participation

We are just another company, dedicated to strengthening our community! Our success is thanks so much to the community where we started and we want to give back.

BROWSE NONPROFITS

Link to Nonprofit Search

Stat's Tracking

Tell Your Story Section

Step 3: Share Your Link

Grab your business's personal link here and start sharing!



Fundraiser Setup


Edit Business Information


Edit Profile

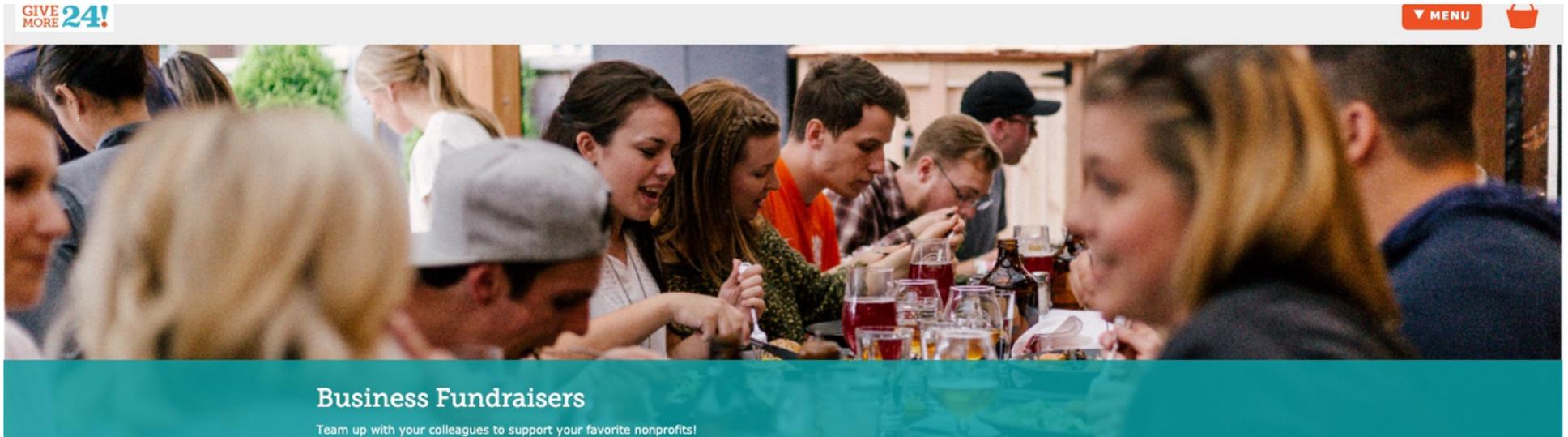

View/Edit Survey

Actions

Share Your Giving Day! Page!

<https://dog-staging.givegab.com/busine>

Business Fundraisers Landing Page



GiveGab



\$1,000 Raised
2% Employee Participation

[VIEW PROFILE](#)

Jesse's Joggers +1



\$993,888 Raised

[VIEW PROFILE](#)

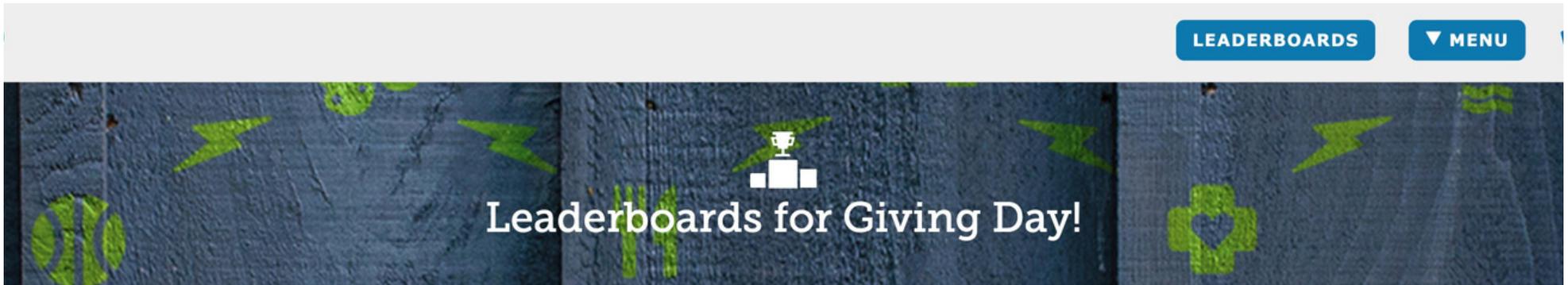
Logan's Puppy Palace



\$0 Raised

[VIEW PROFILE](#)

Business Fundraisers Leaderboard (Mockup)



Business Fundraisers

Most Raised

1. Clapping Club	\$23,471.34
2. Submarine Horticulture Is so cool, I love submarines so muuuuuuuuch!	\$10,949.00

Most Donors

1. Clapping Club	48
2. Submarine Horticulture Is so cool, I love submarines so muuuuuuuuch!	10

[See Top 100 Results](#)

Choosing the Business at Checkout

Thank You for Making in Difference in Our Community!

Step 1 of 3



Catastrophic Oranges

This is where donors or employees can choose your business to track towards your stats!

Choose an amount to give:

Name to Display (Optional):

- I am a new donor to this organization.
- Please do not display a name publicly.
- Please do not display the donation amount publicly.
- Hide my name from this organization and the public.
- Make this donation in honor of or in memory of someone.

[Add a Public Message to this Donation](#)

[Remove this donation](#)

+ ADD ANOTHER ORGANIZATION

Are you an employee of one of these businesses?

Employer: (Optional)

Donor Data

Each business fundraiser will receive this data about their employees:

- BFR ID (Unique Identifier for each Business)
- Employer Name/ Business Name
- Donation Date/Time
- Organization Name
- EIN of Organization
- NPO Address 1
- NPO Address 2
- NPO City
- NPO Postal Code
- NPO State
- NPO Country
- Intended Donation Amount
- First Name
- Last Name
- Email Address
- Phone Number
- Donor Address 1
- Donor Address 2
- Donor City
- Donor Postal Code
- Donor State
- Donor Country
- Anonymous to Public (Yes/No)
- Anonymous to NPO (Yes/No)
- New Donor (Yes/No)

We're Here for You!

- Visit Our Help Center
<http://support.givegab.com/>
- Send us an email at
CustomerSuccess@givegab.com
- Chat with GiveGab's Customer Success Team whenever you have questions or need a hand
- [Look for the little blue chat bubble!](#)

