

Step-by-Step Instructions for Peer-to-Peer Fundraising  
GiveGab-All In Day of Giving

1. Go to [www.allin.lockhaven.edu](http://www.allin.lockhaven.edu)
2. On the homepage, mid-way down, you will find 4 different giving areas; Academics, Area of Greatest Need, Emergency Student Fund, and LHU Athletics. Click on the area in which you would like to fundraise for.
3. Below the website header you will see two options; Donate and Fundraise. Click on the 'Fundraise' button.
  - a. Note: If you would like to fundraise for a specific major or sport within the Academic or LHU Athletics category, you will find those specific areas on the right-hand side of the webpage under 'Fundraising Campaigns'. Click 'See More' to be taken to a full page of options. Choose which area/sport you would like to fundraise for and continue with step 3 by clicking the 'Fundraise' button on that specific page.
4. Once you have selected the 'Fundraise' button you will be prompted to enter your first and last name, email, and password. Enter in that information and select 'Submit'.
5. The site will take you to a new page that will have a link at the top of the page that you can copy and share with your friends, family and potential donors.
  - a. On this page you will also see a 'Manage Profile' button. This button will take you to your own personal profile. On the home screen it will show you all of the campaigns you are fundraising for and show you statistics of each one. You can view statistics in more detail by clicking the 'View' button beside that particular campaign. You can also further customize your campaigns by clicking on the 'Dashboard' button.

Upon logging in for the first time, please edit your peer-to-peer page to include the following copy:

Thank you for viewing my peer-to-peer fundraising page in support of Lock Haven University's **(Manually enter program or scholarship name here (Ex: Rebecca Gross Scholarship))**. To make a donation to the **(Manually Enter program or scholarship name here (Ex: Student Teacher Fund, etc.))** you must follow these steps:

1. Select one of the pre-determined dollar amounts listed below or click on the "CHOOSE YOUR OWN AMOUNT" button to make a donation not specified. This will bring you to the giving page.
2. Once you are on the giving page and have specified your gift amount, please be sure to type in **(Manually Enter program or scholarship name here (Ex: TKE Scholarship))** in the box that says "Enter your gift designation."

3. Enter payment and billing information, and submit.

Thank you for supporting Lock Haven University, and the Rebecca Gross Scholarship.

Please note that you must make it clear to people donating to your campaign that they must enter the area or scholarship they want their donation to go to in the designation box on the giving page (Ex: TKE Scholarship, ZTA Scholarship, Marching Band.)

**\*\*When signing up to be a peer-to-peer fundraiser you will receive an email with your personal fundraising link (The same one located at the top of the page in step 5). In the email you will also find a link to go to your fundraising dashboard described in step 5a above. This email will also have a link to read about peer-to-peer fundraising with GiveGab.**

**\*\*If you are having issues when signing up or during fundraising there is a blue chat bubble in the right-hand corner of the All In Day of Giving website. Please use that to speak directly to a GiveGab representative.**