

Step-by-Step Instructions for Peer-to-Peer Fundraising  
Lock Haven 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](#), [Athletics](#), [Student Retention Fund](#), and [The Haven Fund](#). Click on the area in which you would like to fundraise for.
3. Below the website header you will see two options; **DONATE** and **ADVOCATE**. Click on the **ADVOCATE** button.
  - a. Note: If you would like to fundraise for a specific major or sport within the Academics 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.
  - b. Choose which area/sport you would like to fundraise for and continue with step 3 by clicking the **ADVOCATE** button on that specific page.
4. Once you click the **ADVOCATE** button you will be prompted to enter:
  - a. Your first and last name
  - b. Email
  - c. Password
  - d. An optional name for your campaign
5. Once all of the above information is entered, click '**Submit**'.
6. 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.

\*\*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 6). In the email you will also find a link to go to your fundraising dashboard described in step 6a. This email will also have a link to read about peer-to-peer fundraising with Bonterra (formerly GiveGab).

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