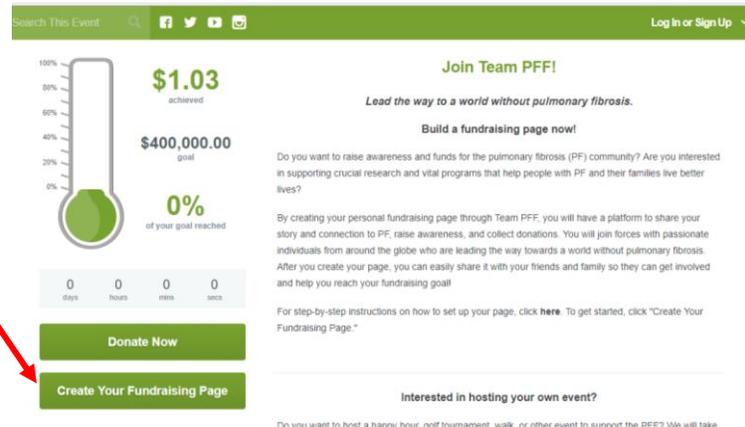
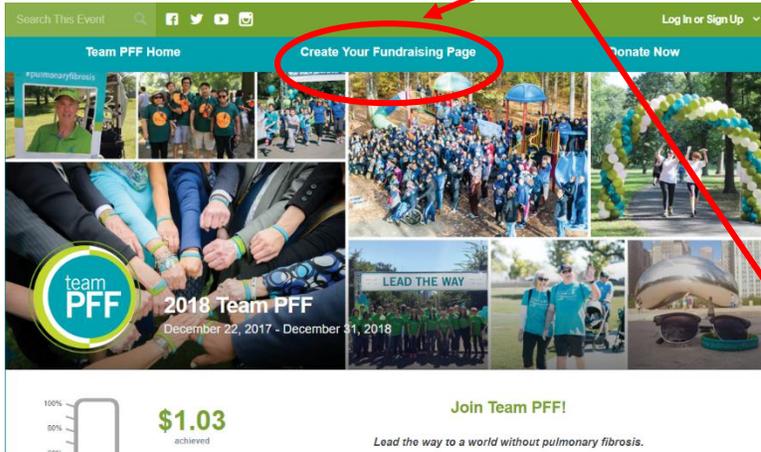


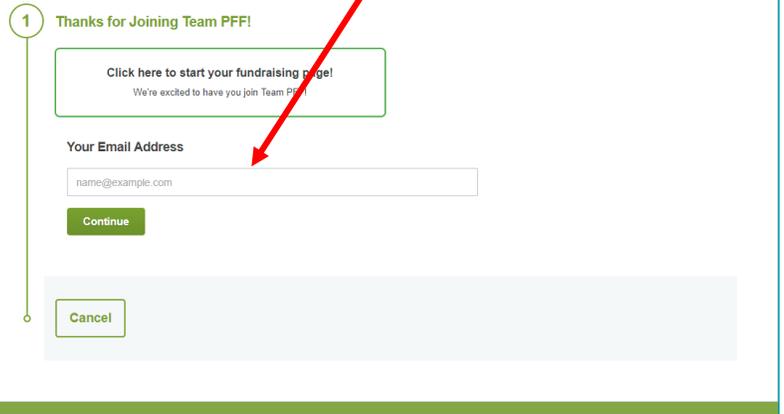
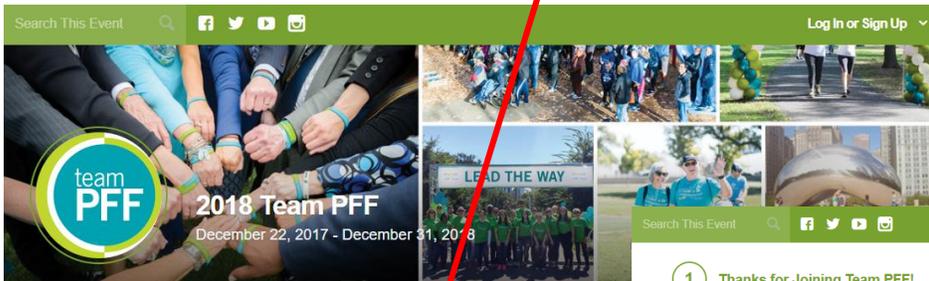
How to Set Up a Personal Fundraising Page on QGiv:

Thank you for leading the way to a world without PF!

1. Click on one of the two “Create Your Fundraising Page” buttons on the [Team PFF page](#).



2. On the next page, click the box to start your own personal fundraising page, then enter your email address.



Pulmonary Fibrosis

FOUNDATION

3. If it is your first time on the site, you will need to create an account. You can register a new account using your email address, Facebook, or Google; just enter your credentials on this screen and click “create my account.”

Create an Account

 Log in with Facebook

 Sign in with Google

or

Your First Name

Your Last Name

Create My Account

By creating an account, you agree to our [Acceptable Use Policy](#).

Already have an account? [Log in now](#)

4. Enter your personal information.

Search This Event     [Log In or Sign Up](#) 

1

2 Fundraiser \$0.00

3 **Personal Information**

First Name required Last Name required

Address required

City required State required Zip Code required

Country required Phone Number required

5. Complete additional information to help us get to know you and support your efforts better! Set your personal fundraising goal, be the first to donate to your page, and provide your employer name and connection to PF.

Search This Event  Log In or Sign Up 

Fundraising Goal

Your Personal Fundraising Goal

Optional Donation

Optional Donation Amount Optional Donation Amount

Additional Questions

Employer required

PF Connection

Please Choose an Option 

6. Review your registration details, provide donation payment details if needed, and complete your account registration!

Search This Event  Log In or Sign Up 

Review and Complete Your Registration Below

[Complete Registration](#) [Go Back](#) [Cancel](#)

Registrations	Fees	Donation	Total	
Jackie Williams Individual	\$0.00	\$0.00	\$0.00	

TOTAL **\$0.00**

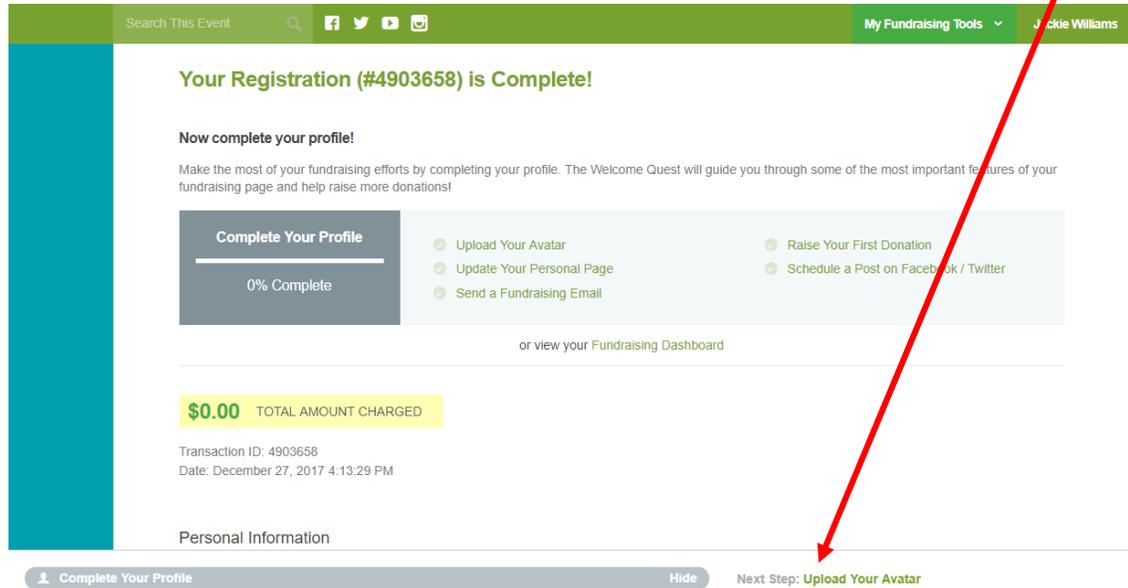
Personal Information

Jackie Williams
230 E. Ohio St., Ste 500
Chicago, Illinois 60611
US

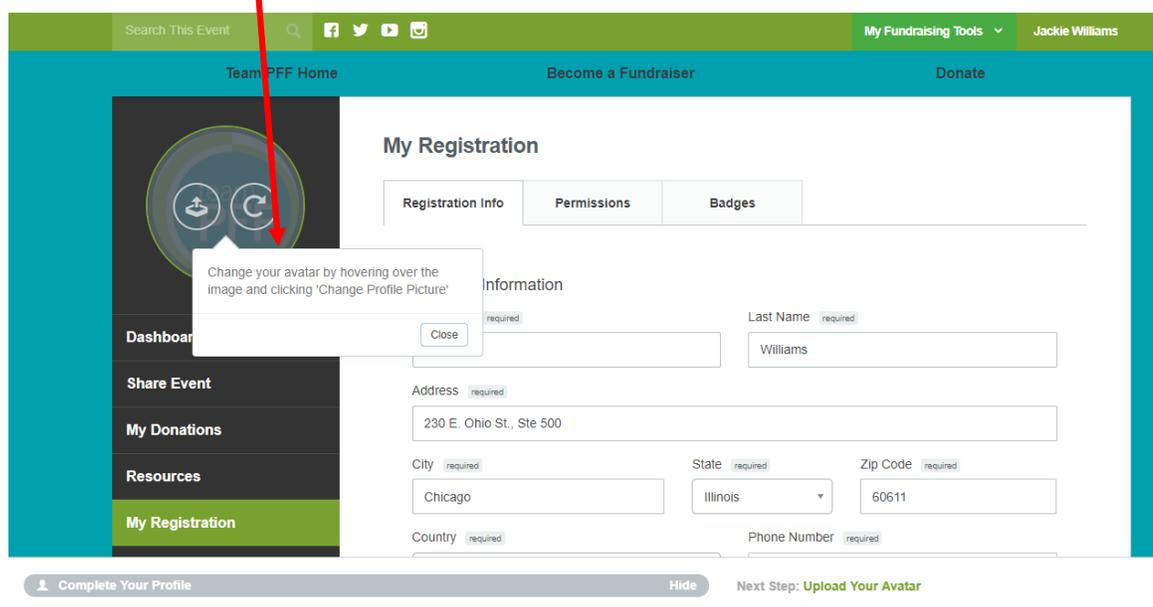
[Complete Registration](#) [Go Back](#) [Cancel](#)

Pulmonary Fibrosis FOUNDATION

7. The **Welcome Quest** will appear at the bottom of your screen. Follow these prompts to get your page fully set up and start raising funds for the PF community. The Quest will walk you through the following steps:

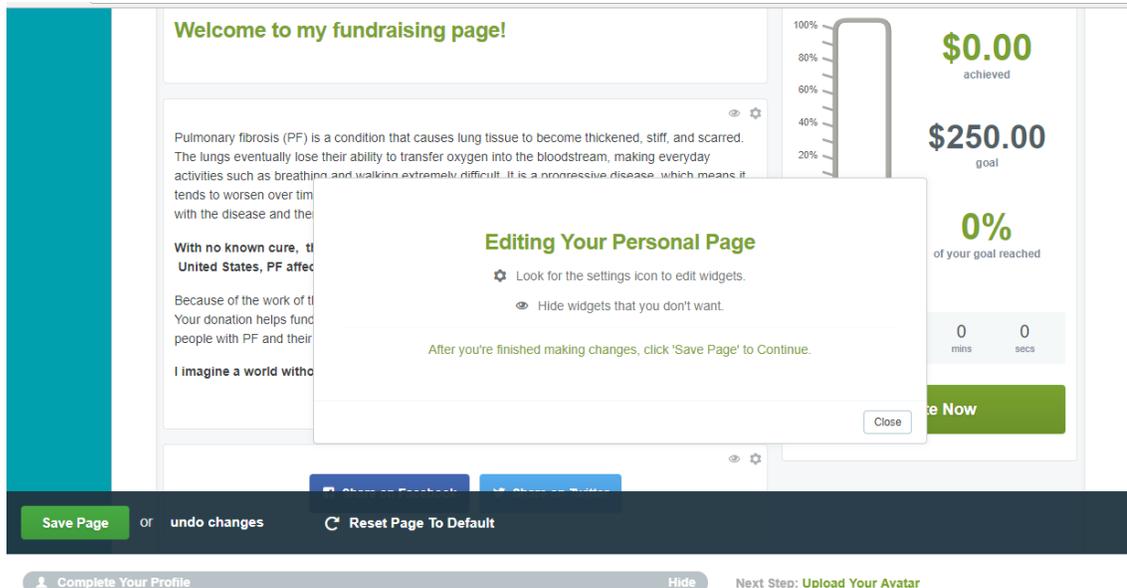


1. **Change your Avatar** (the icon on your fundraising page). You can upload a photo of yourself, a loved one, or keep the Team PFF logo!

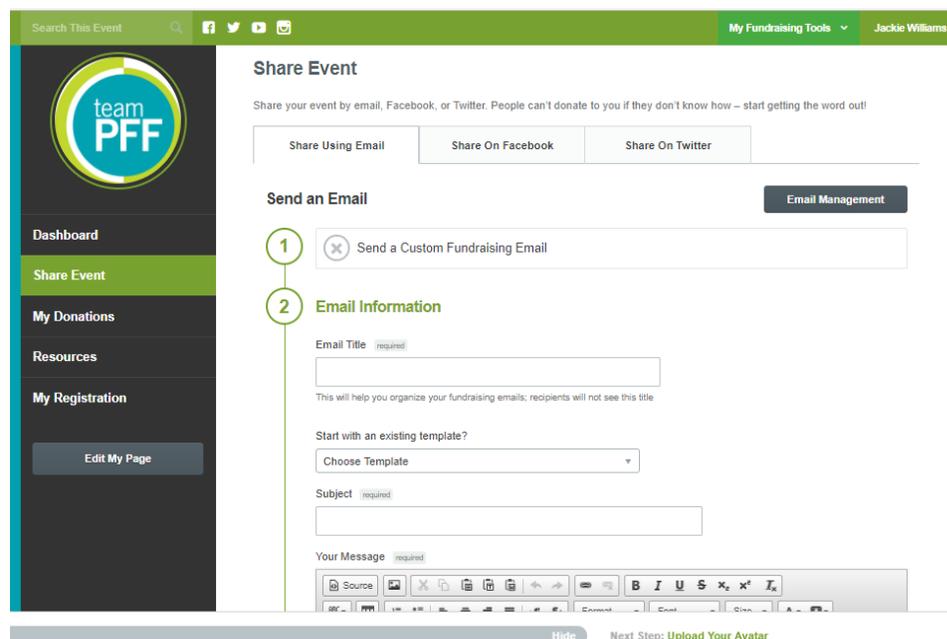


Pulmonary Fibrosis FOUNDATION

2. **Edit your personal page!** You can change how it looks and, most importantly, share your story and why you're personally involved with the PFF, which will help you get support from your friends and family!

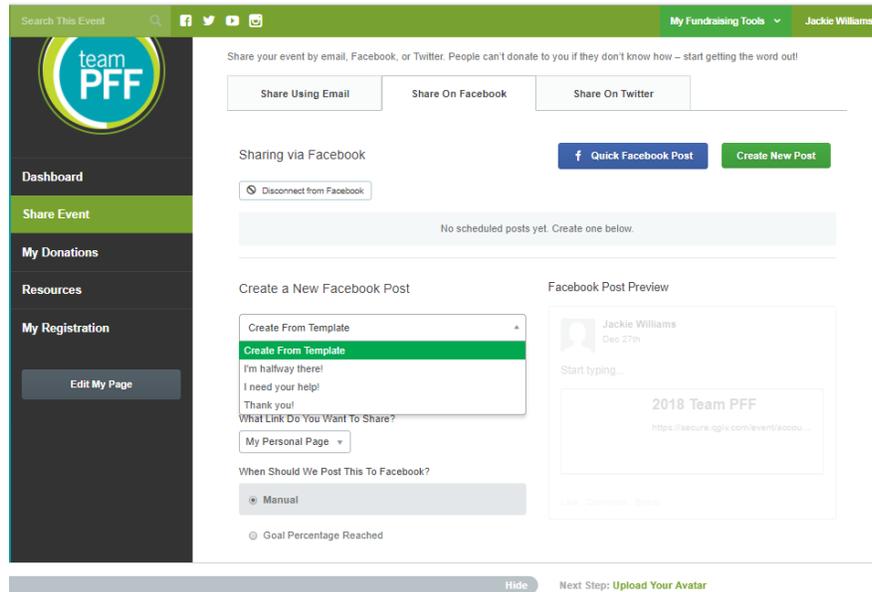


3. **Send a fundraising email.** Use our template or feel free to create your own, but be sure to email your friends and family to let them know you have started a fundraising page, why you are supporting the PFF, and how they can get involved. You have options to send the email immediately or schedule it for another time. Whatever you do, don't miss this important step of getting the word out about your campaign!

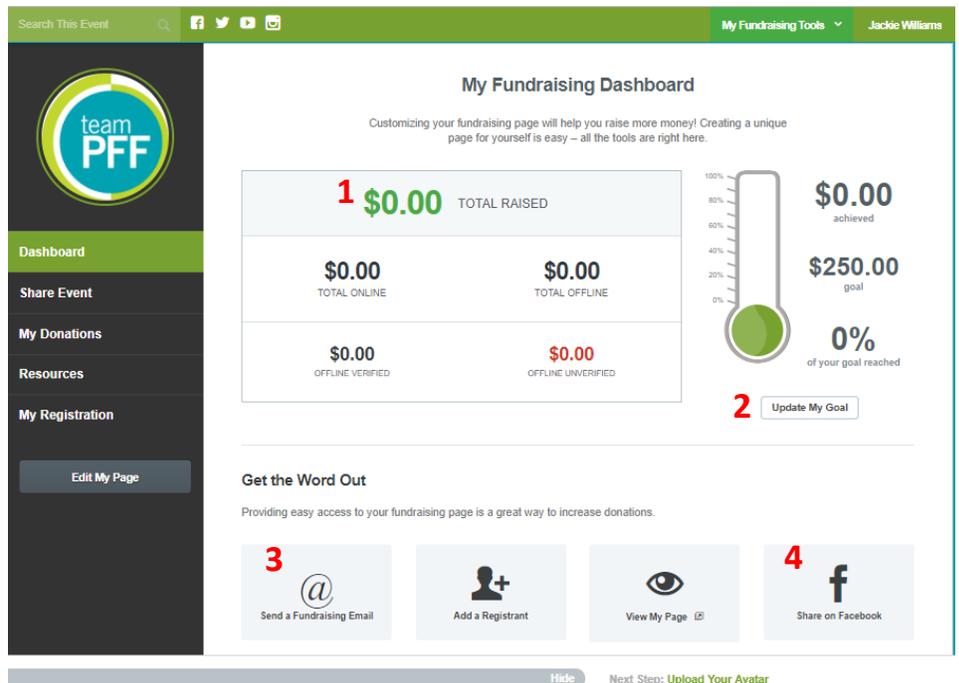


Pulmonary Fibrosis FOUNDATION

4. **Raise your first online donation!** After setting your page up and sending it out, you should start to see donations coming in!
5. **Schedule a post on Facebook/Twitter.** Another great way to spread the word about your fundraising efforts is through social media. Connect your Facebook and/or Twitter and post letting everyone know that you're supporting the PFF! Choose from our templates or create your own content.

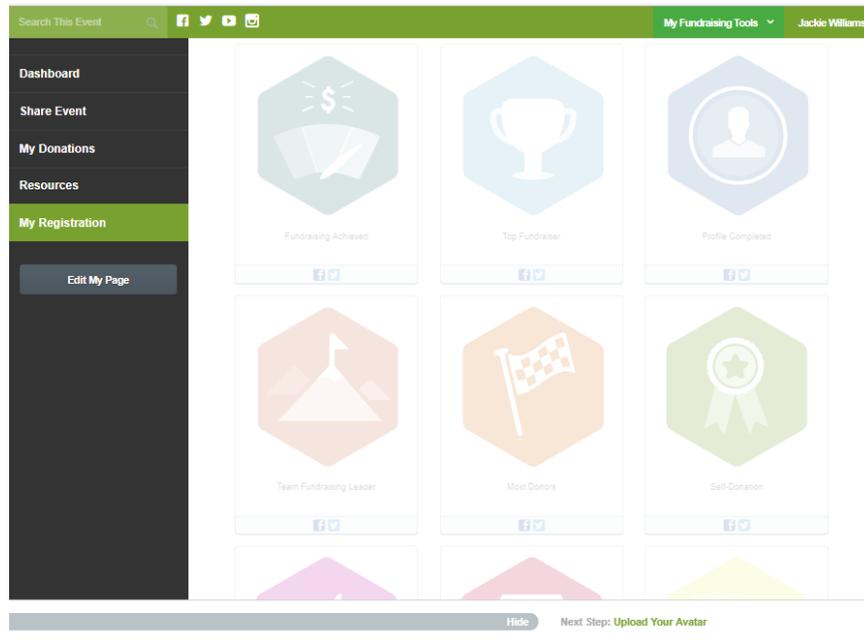


8. Now your page is complete and you're well on your way to reaching your fundraising goal and supporting the PF community! Check out your Dashboard to:
 1. See your progress
 2. Update your goal
 3. Share your page via email
 4. Share your page via social media



Pulmonary Fibrosis FOUNDATION

9. **Don't forget to say thank you!** Visit the "My Donations" tab to see who's donating to your page and send them a thank you email from the "Share Event" tab. We will send an automatic thank you from the PFF, but we encourage you to send a more personalized thank you email to all of your donors telling them why their support matters to you.
10. Revel in your accomplishments by checking out your badges under the "My Registration" tab. You can see which badges you may potentially qualify for and those that you've already achieved!



If you need any help setting up your page, or if you have any questions, please don't hesitate to contact:

Jackie Williams at jwilliams@pulmonaryfibrosis.org or 312-224-4667.