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.



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				
f Log in with Facebook				
G Sign	in with Google			
	or			
Your First Name	Your Last Name			
jwilliams@pulmonaryfibrosis.org				
••••••	Confirm Password			
Create My Account				
By creating an account, you as	ree to our Acceptable Use Policy.			
Already have an a	account? Log in now			

4. Enter your personal information.

This Event Q 🗗 💆 🕨		Log In or Sign
1 Click here to start yo	our fundraising page!	
2 Fundraiser		\$0.00
3 Personal Information		
First Name required	Last Name required	
Jackie	Williams	
Address required		
City required	State required Zip Code required	
	Select a State	
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.

	Log In
Fundraising Goal	
Your Personal Fundraising Goal	
\$ 250.00	
Optional Donation	
Optional Donation Amount	Ontional Donation Amount
\$	
s Additional Questions	
\$ Additional Questions Employer required	
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6. Review your registration details, provide donation payment details if needed, and complete your account registration!

		F Y							Log In or Sign Up
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。 C	Comple	te Regist	ration	Go Back	Cancel				

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:

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Your Registration (#4903658) is Complete!	
Now complete your profile!		
Make the most of your fundraising efforts by com fundraising page and help raise more donations!	pleting your profile. The Welcome Quest will g	uide you through some of the most important features of you
Complete Your Profile	Upload Your Avatar Update Your Personal Page Send a Fundraising Email	 Raise Your First Donation Schedule a Post on Facebook / Twitter
	or view your Fundraising Dashboar	rd
\$0.00 TOTAL AMOUNT CHARGED		
Transaction ID: 4903658 Date: December 27, 2017 4:13:29 PM		

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!

Search This Event Q 📑 S	/ D 🖬	My Fundraising Tools 👻 Jackie William
Team PFF Home	Become a Fundraiser	Donate
(d) (C)	My Registration Registration Info Permissions Badges	
Change your avatar by how image and clicking 'Change Dashboar	Profile Picture' Information Last Nat Close Villiar Vi	me required
Share Event	Address required	
My Donations	230 E. Ohio St., Ste 500	
Resources	City required State required Ullinois	Zip Code required
My Registration	Country required Phone N	Number required
Complete Your Profile	Hide Next Step	: Upload Your Avatar

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!

Pulmonary fibrosis (PF) is a condition that causes lung tissue to become thickened, stiff, and scared. The lungs eventually lose their ability to transfer oxygen into the bloodstream, making everyday activities such as breathing, and walking extremely, difficult. It is a noncressive disease, which means it tends to worsen over tim with the disease and the With no known cure, ti United States, PF affec Because of the work of ti Your donation helps fun people with PF and their Limagine a world witho Ecliting Your Personal Page I Look for the settings icon to edit widgets. I Hide widgets that you don't want. 0 % 0 % 0 mms 0 % 0 mms Coree Imagine a world witho After you're finished making changes, click 'Save Page' to Continue. 0 mms 0		80%	\$0.00 achieved
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	l imagine a world witho	Close	e Now

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!

Search This Event		My Fundraising Tools V Jackie Williams
team	Share Event Share your event by email, Facebook, or Twitter. People can't donate to you if they don't know	how – start getting the word out!
	Share Using Email Share On Facebook Share On Twitter Send an Email	Email Management
Dashboard	1 Send a Custom Fundraising Email	
Share Event		
My Donations	2 Email Information	
Resources	Email Title (maint)	
My Registration	This will help you organize your fundraising emails; recipients will not see this title	
	Start with an existing template?	
Edit My Page	Choose Template *	
	Subject required	
	Your Message required	
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	Hide Next Step: Upload X	/our Avatar

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.

Share Event My Donations Resources My Registration Edit My Page Stare From Template In add your help! Thank you! Wind Table You Want To Share? Stare Spin Converting on the stare	Search This Event 🔍 🖪 🎔			My I	Fundraising Tools 🗸	Jackie Williams
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③ Goal Percentage Reached		Goal Percentage Reached				
Hide Next Step: Unload Your Avatar			Hide	Next Step: Upload Your Av	atar	

- 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 F У 🗈 🖬 My Fundraising Tools 👻 Jackie W 3. Share your page via email My Fundraising Dashboard 4. Share your page Customizing your fundraising page will help you raise more money! Creating a unique page for yourself is easy – all the tools are right here. team **PF** via social media \$0.00 1 \$0.00 TOTAL RAISED Dashboard 40% \$250.00 \$0.00 \$0.00 Share Event TOTAL OFFLINE TOTAL ONLINE 0% My Donations \$0.00 \$0.00 Reso 2 Update My Goal My Registration Edit My Page Get the Word Out Providing easy access to your fundraising page is a great way to increase donations 3 f 2+ 0 (a)Send a Fundr ing Email Add a Registran View My Page 🗵 Share on Facebool Next Step: Upload Your Avatar

- 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.