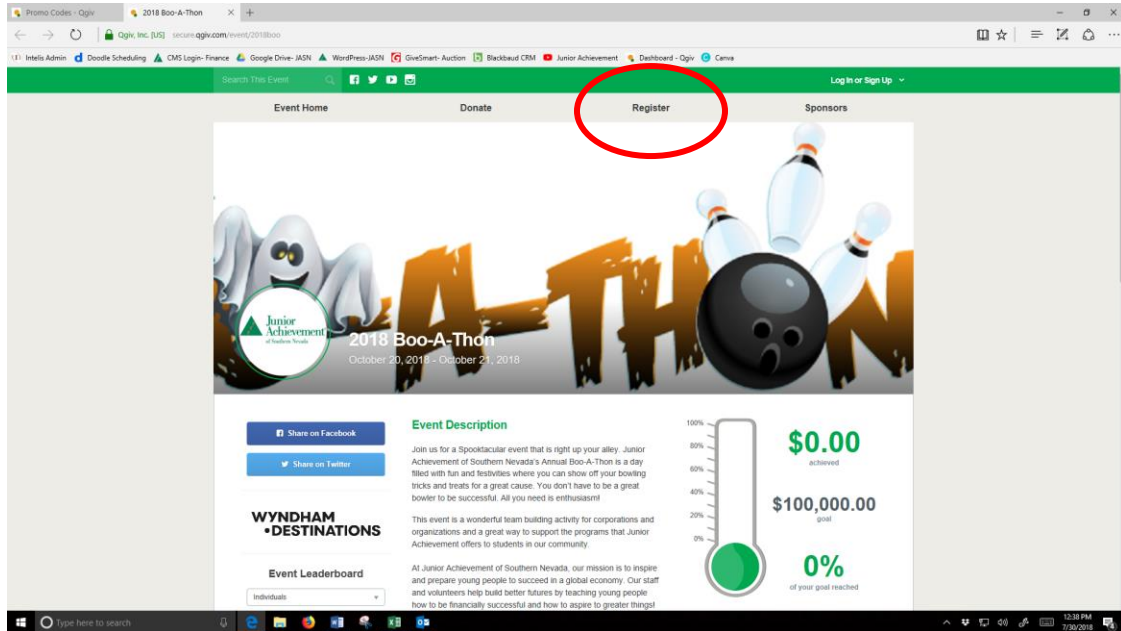


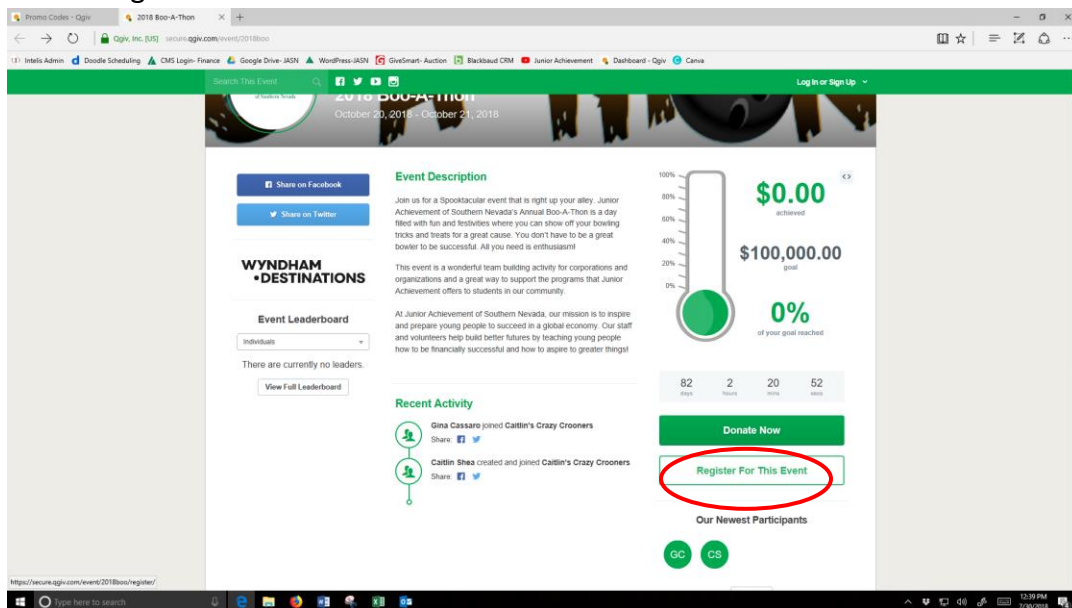
Instructions for Qgiv Fundraising Website



1. Visit the following website: <https://secure.ggiv.com/event/2018boo/>



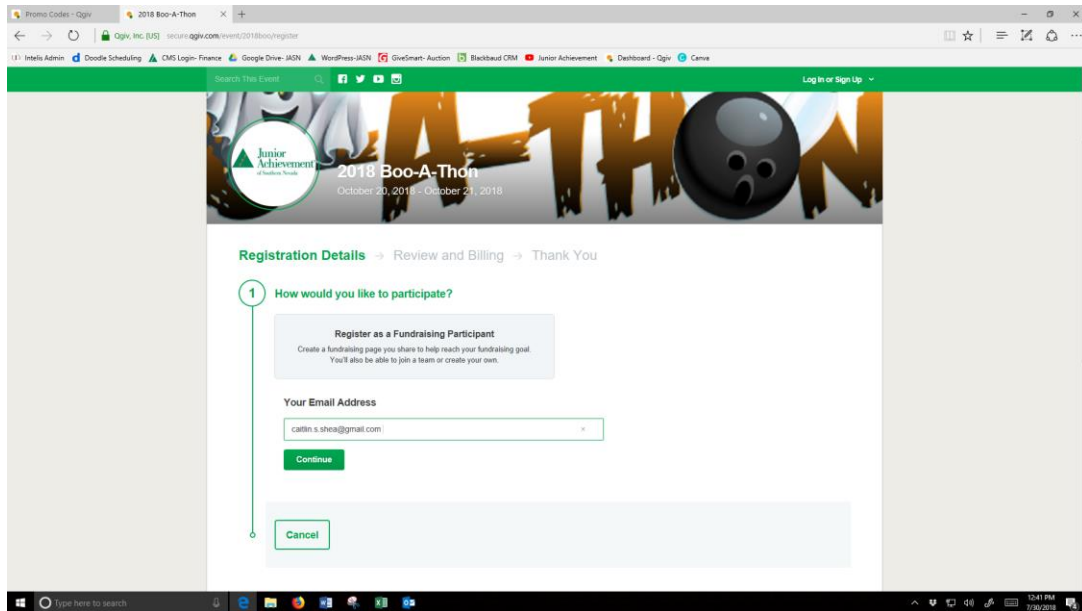
2. Click on 'Register' on the top of the site or REGISTER FOR THIS EVENT button on the bottom right to **Create a Team** or **Join a Current Team**



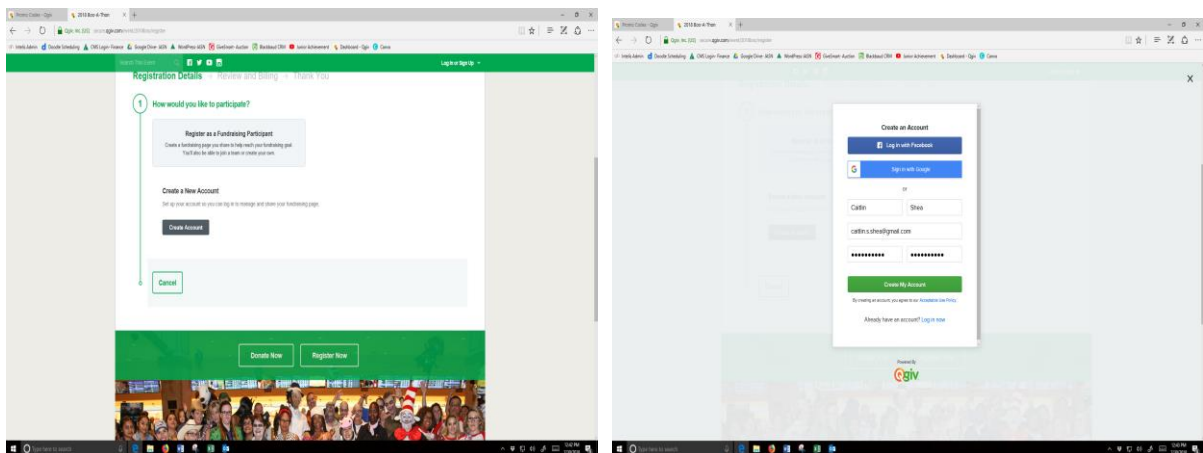
Instructions for Qgiv Fundraising Website



3. Enter your e-mail address and click 'Continue'



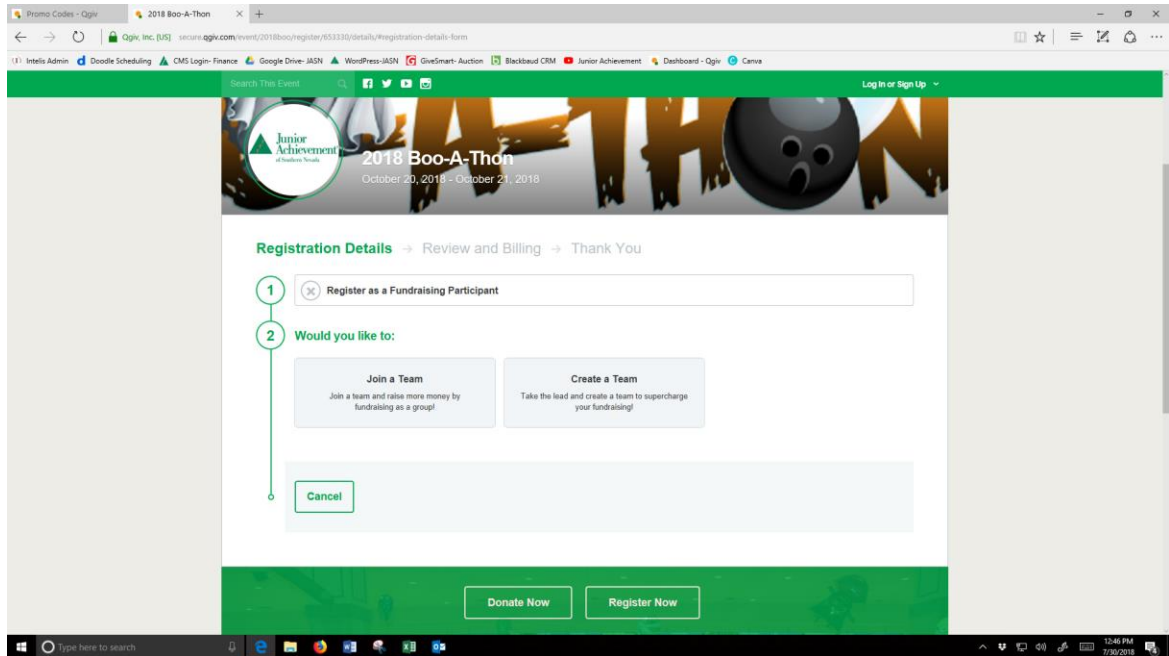
4. You will then be prompted to create a user account which you can do by using your email OR connecting your social media:



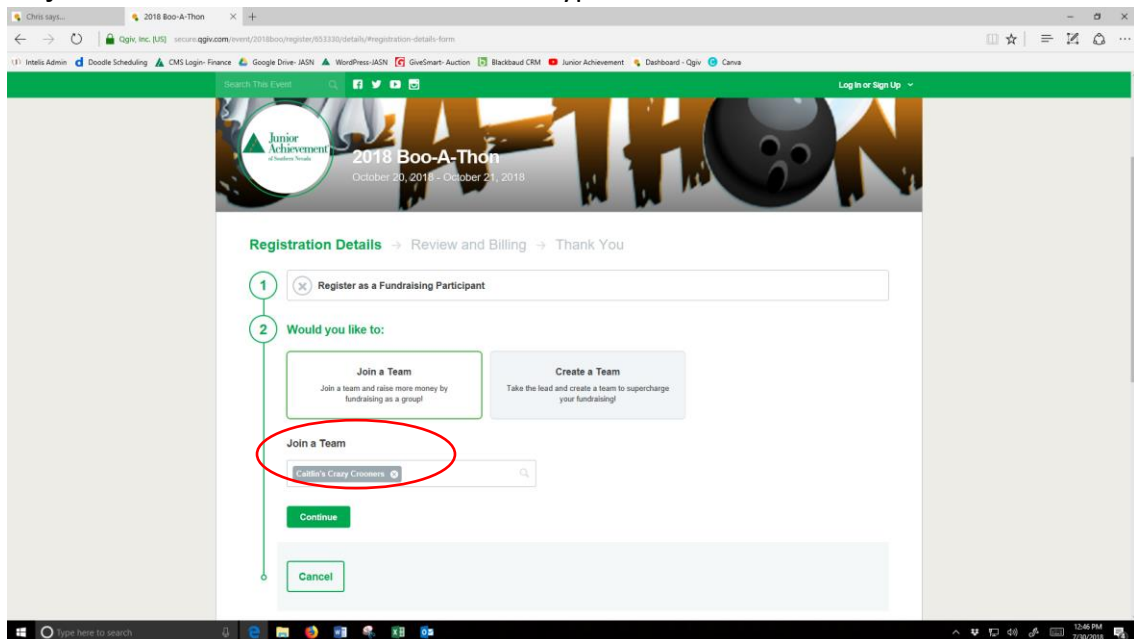
Instructions for Qgiv Fundraising Website



5. Once you have created your account, you will have the option to **create a team** or **join a current team!**



6. To **join a current team** – Select a team or type the team's name in the search box



Instructions for Qgiv Fundraising Website



7. To create a new team – Enter your team name and Team Fundraising Goal

A screenshot of the Qgiv fundraising website registration form. The form is titled "Registration Details" and includes a progress indicator with four steps: 1. Register as a Fundraising Participant, 2. Would you like to:, 3. Team Information, and 4. Personal Information. In step 2, there are two options: "Join a Team" and "Create a Team". The "Create a Team" option is selected. In step 3, the "Team Name" field contains "Caitlin's Cash Cows" and the "Team Fundraising Goal (min. \$500.00)" field contains "\$ 500.00". Both fields are circled in red. The "Continue" button is visible below the form. The browser address bar shows "secure.qgiv.com/event/2018boo/register/653330/details/#registration-details-form".

8. Whether you Join a team OR Create a Team, you will be asked to fill out your bowler information:

A screenshot of the Qgiv fundraising website registration form, showing the "Bowler" section. The form is titled "Registration Details" and includes a progress indicator with four steps: 1. Register as a Fundraising Participant, 2. Join a Team: Caitlin's Crazy Crooners, 3. Bowler, and 4. Personal Information. In step 3, the "Bowler" field contains "\$10.00", which is circled in red. The "Personal Information" section includes fields for First Name, Last Name, Address, City, State, Zip Code, Country, and Phone Number. The "Emergency Contact Information" section includes fields for Emergency Contact #1, First Name, Last Name, Phone Number, and Cell Phone Number. The browser address bar shows "secure.qgiv.com/event/2018boo/register/653330/details/#registration-details-form".

Instructions for Qgiv Fundraising Website



9. If your company MATCHES gifts, please be sure to note this by checking the box. A JA staff person will follow up with you to assist with matching gift process:

A screenshot of the Qgiv fundraising website registration form. The form includes sections for "Fundraising Goal", "Optional Donation", and "Matching Donations". The "Matching Donations" section has a checkbox labeled "This donation can be matched" which is checked. Below it are fields for "Matching Donor Name" and "Matching Donation Amount". A red circle highlights the "Matching Donations" section. At the bottom of the form are "Continue" and "Cancel" buttons.

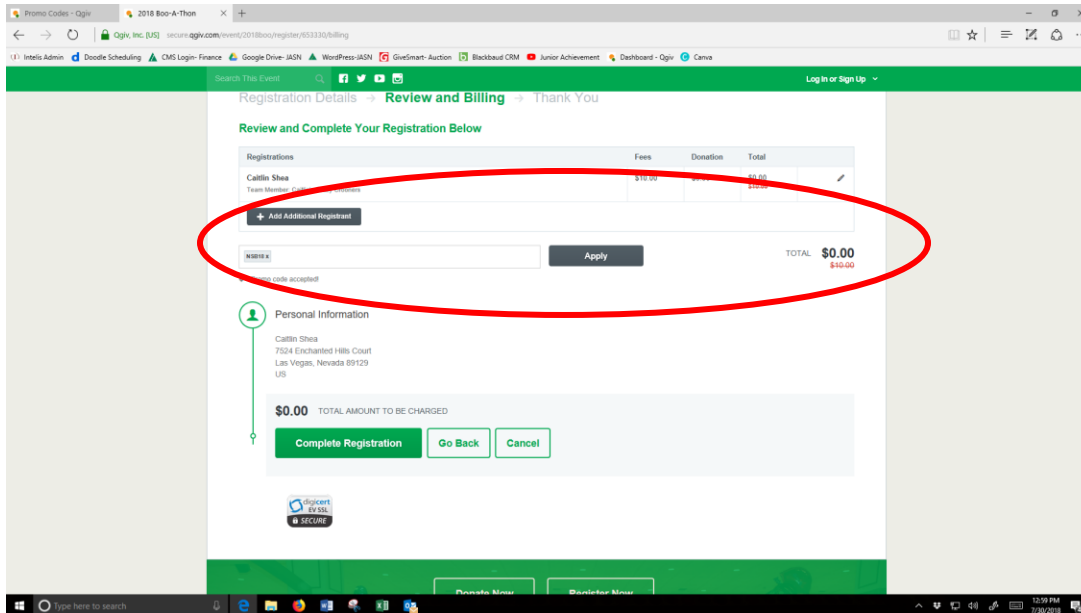
10. Once you have completed your information, it will take you to the checkout page:

A screenshot of the Qgiv fundraising website checkout page, titled "Review and Billing". The page shows a summary of the registration details, including the registrant's name (Caitlin Shea), team name (Caitlin's Crazy Coosers), fees (\$10.00), and total amount (\$10.00). Below the summary are sections for "Personal Information" and "Payment Information". The "Payment Information" section includes a "Billing Information" section with a checkbox for "Same As Personal Information" and a "Card Number" field. The "Expiration Date" and "CVV" fields are also visible. At the bottom of the page is a "Save payment for future use" checkbox.

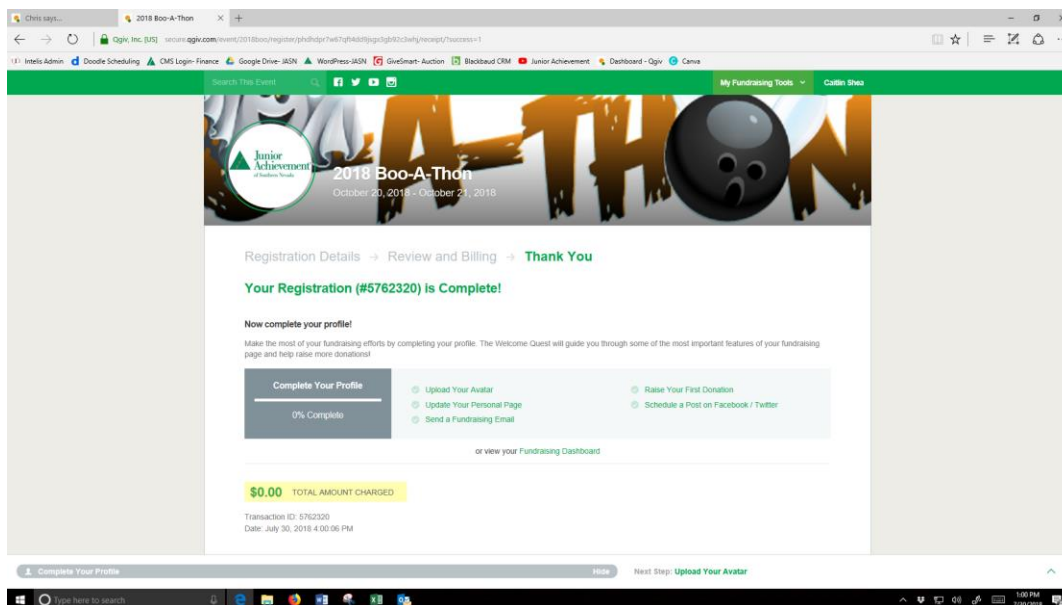
Instructions for Qgiv Fundraising Website



11. You will see that the BOWLER COST is \$10 at check out. This covers your lane fees for bowling for 2 hours and shoes. ***NOTE:(Please connect with Gina Cassaro, gina.cassaro@ja.org) if your company or organization would like to pay for the \$10 lane fee for the bowlers. Junior Achievement can issue a PROMO CODE so that the bowler is not charged the \$10 lane fee when registering online.)***



12. Click Complete Registration & you will be sent to the confirmation page where you can customize your personal fundraising page:



Instructions for Qgiv Fundraising Website

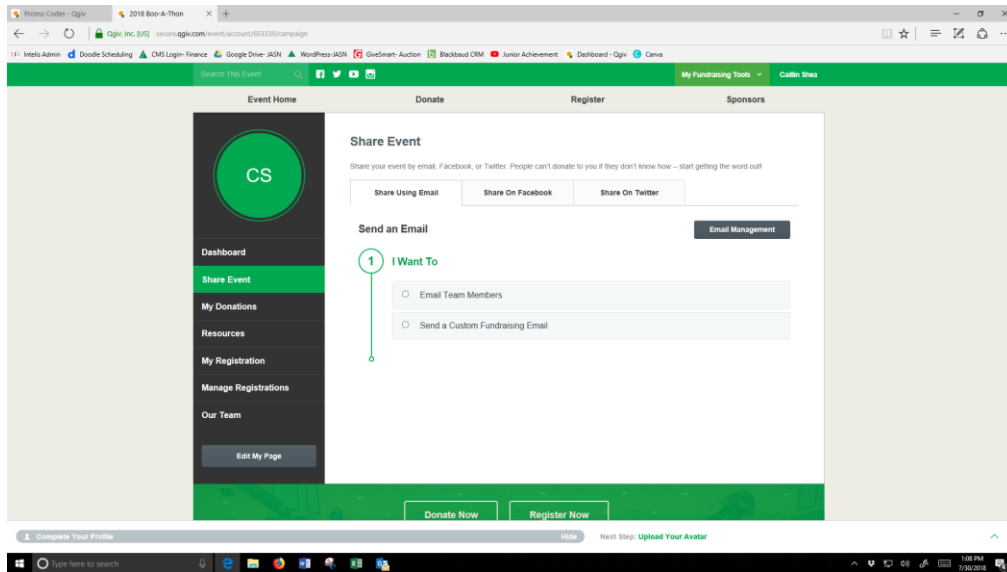


13. You can now go in and customize everything from your fundraising goals, adding additional team members, send emails to donors, add offline donations and more!

A screenshot of a web browser showing the 'My Registration' page on the Qgiv fundraising website. The page has a green header with navigation tabs: 'Event Home', 'Donate', 'Register', and 'Sponsors'. The 'Register' tab is active. On the left is a dark sidebar with a green circle containing 'CS' and a menu with options: 'Dashboard', 'Share Event', 'My Donations', 'Resources', 'My Registration' (highlighted), 'Manage Registrations', and 'Our Team'. The main content area is titled 'My Registration' and shows 'Caitlin's Crazy Crooners'. It has three sub-tabs: 'Registration Info', 'Permissions', and 'Badges'. The 'Registration Info' tab is active, showing a form for 'Personal Information' with fields for First Name (Caitlin), Last Name (Shea), Address (7524 Enchanted Hills Court), City (Las Vegas), State (Nevada), Zip Code (89129), Country (United States), and Phone Number ((702) 561-0367). There are 'Save Settings' and 'Cancel' buttons at the bottom. A progress bar at the bottom indicates 'Complete Your Profile' and 'Next Step: Upload Your Avatar'.

A screenshot of the 'My Donations' page on the Qgiv website. The layout is similar to the previous screenshot, but the 'My Donations' tab is active. The main content area shows a summary of fundraising progress. It features a large green '\$0.00' for 'TOTAL RAISED' and a progress bar on the right showing '\$0.00 achieved' out of a '\$100.00 goal', which is '0% of your goal reached'. Below this are four boxes for donation types: 'TOTAL ONLINE' (\$0.00), 'TOTAL OFFLINE' (\$0.00), 'OFFLINE VERIFIED' (\$0.00), and 'OFFLINE UNVERIFIED' (\$0.00). There is an 'Update My Goal' button. At the bottom, it says 'Donations Received' with a '+ Add Cash or Check' button and a message: 'No donations received. Add a donation'. At the very bottom, there are 'Donate Now' and 'Register Now' buttons. The progress bar at the bottom of the browser shows 'Next Step: Upload Your Avatar'.

Instructions for Qgiv Fundraising Website



14. Any Questions on Registration, Page Set Up, please contact
Gina Cassaro, Development Coordinator
Gina.cassaro@ja.org
702-888-0511