

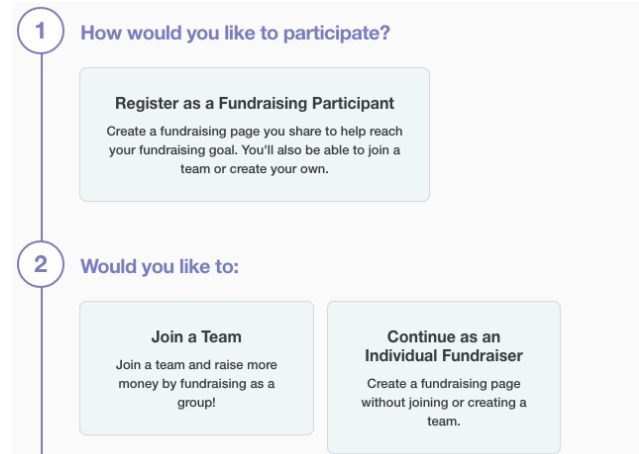
HOW TO USE QGIV

I. Qgiv Registration Instructions

To access the registration page for the MYS Play-a-thon Qgiv page, enter the following link
<https://secure.qgiv.com/event/932245/register/>.

Then click “register now”

1. Register as a fundraising participant.
 - a. Enter your email address
 - b. Create an account
 - You can login with Facebook or Google
 - Or enter personal information
2. Join a team.
 - a. Under “would you like to” click “join a team.”
 - b. A drop down menu will show each ensemble, and select your respective group.
3. Complete registration
 - a. Enter personal information.
 - b. Enter fundraiser goal.
 - MYS has a fundraising goal of \$150 for each student, which will show as a default. If you would like to set a higher goal for yourself, enter that.
 - c. Click “complete registration,” and a page should appear saying “Review and Complete Your Registration is Below.”
 - d. Click the Complete Registration button, and you set to start receiving donations on Qgiv for the MYS Play-a-thon!

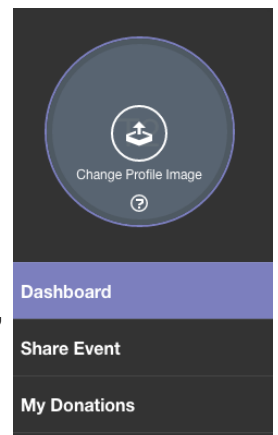


Want to view your Fundraising Page? Under the green My Fundraising Tools button at the top, click “view your Fundraising Dashboard,” and then scroll down and click View My Page.

II. Customizing Your Qgiv Personal Fundraising Page

Want to customize your page with photos and text? Under the green My Fundraising Tools button at the top, click “Edit My Page.”,

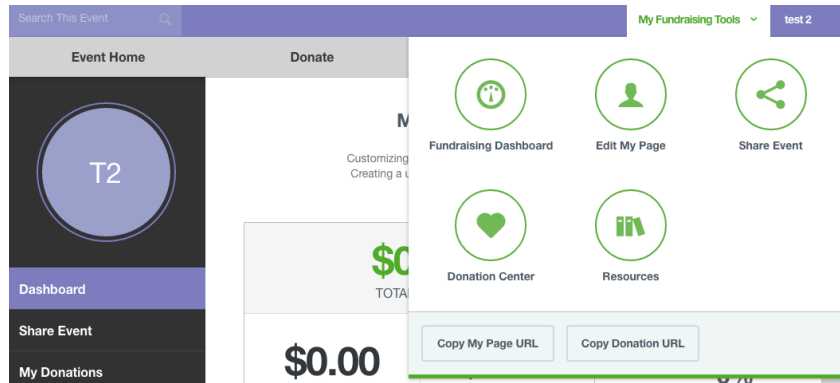
1. Upload Avatar/profile photo
 - a. Click the big circle next to your name with your initials
 - b. Upload image
 - c. Click “I’m Done Editing”
2. Edit the text on the page
 - a. Scroll down and click the gear icon in the text boxes and edit the text as you wish. In the My Story box, fill in words where the blanks are and then click the Update button.
 - b. When you’re done with your updates, click the green “Save page” button at bottom left.
(Any changes made to your “edit your personal page” step will be marked as “complete” on your walkthrough bar at the bottom of the page.)



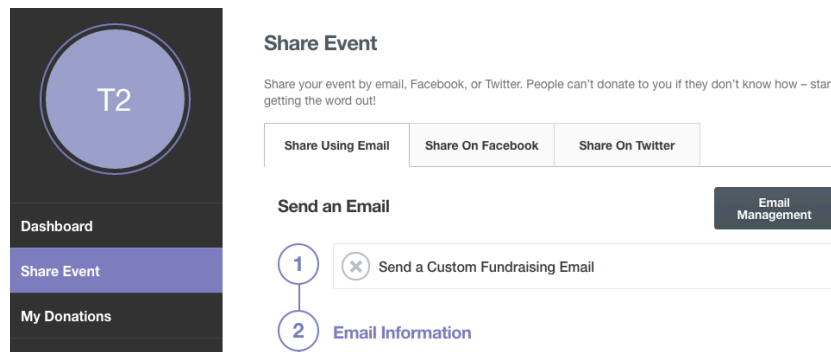
III. Share your Qgiv Personal Page Instructions

Learn how to share your page by email, Facebook, or Twitter, to begin to raise donations.

1. Click on the green “My Fundraising Tools” on the upper right-hand corner.
2. Click on “share event” to send an email or share a post to Facebook or Twitter.



- a. Design a Custom Fundraising Email using the template “from participant asking others to donate.” You can customize this email and add email addresses.
- b. Share your Fundraising Page on Facebook and Twitter by clicking the tabs and following the onscreen instructions



IV. Track your fundraising and your team’s fundraising

1. Use your fundraising dashboard to keep track of donations as they come in.
2. On the dashboard, click on “our team” on the left side menu to view your team’s fundraising progress.

