Setting Up Your Peer (P2P) Fundraiser Page

We have created step-by-step instructions on setting up your peer fundraising profile. Contact your organization if you have any questions or for helpful resources in meeting your fundraising goal. Check this bottom of the guide for some quick, helpful video walk-through’s of creating, editing, and logging into your peer fundraising profile.

Find A Nonprofit

1. Find a nonprofit to support by visiting our website at www.longbeachgives.org
2. You can browse through this year’s 150+ participating nonprofits to discover a cause you are passionate about.
   
   **Note:** You can also add filters to help you search by specific council districts, nonprofit categories (ie. homelessness or the arts), or budget size.

3. Or if you already know your favorite nonprofit, then you can search by their name, keyword, or zip code in the search bar at the top of the page.
   
   **Note:** Make sure you have the red ‘Nonprofits’ button selected and not the ‘Fundraisers’ button.

4. Once you have found the nonprofit you are looking for, click the link “Learn More”.

![Image of nonprofit search page](image-url)
Create An Account

5. Once you are on the nonprofit’s profile, scroll down for the big blue and white plus sign labeled “Create a fundraiser for this nonprofit” and click the icon.

6. Setup your peer fundraising account by clicking the red button labeled “Create Account”. Your peer fundraising account will allow you to create your profile, make changes, and check your donor dashboard.

**Note:** You must have an account in order to create a fundraising profile.
7. Complete the “New Account” form and press the red “Create Account” button.  
**Note:** *All fields with a red asterisk are required in order to create an account.*

![Create Account Form]

Create Your Peer Fundraising Profile

8. Your profile comes with recommended text. You can leave it or edit to make your own with details such as: campaign title, summary, personal appeal, and a profile picture.  
**Note:** *All fields with a red asterisk are required in order to create an account. Please click the blue dots with a question mark for helpful information.*

9. *For our tech savvy fundraisers!* We created a search-optimized link for your fundraising page, which includes your organizations’ name and your name. You have the option to edit it and you will have to change it if you have more than one peer fundraiser profile.

![Peer Fundraising Profile]

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**Note:** Images and graphics are not fully transcribed. The descriptions provided are based on the visible content and context.
10. Add your personal fundraising goal

11. Check the box if you’ve Challenge Funds (aka matching funds). If so, you can enter the name of the donor or company. You can also add details such as their company mission, your affiliation, or why they are contributing to your peer fundraising campaign.

   **Note:** Long Beach Gives does not collect your challenge funds, nor do they incur processing fees. Because we do not collect the funds, it is your responsibility to deliver these challenge funds directly to the nonprofit. Long Beach Gives will send funds raised online through your profile to them no later than November 1st.

12. You have the option to either save your work or publish your P2P fundraising page. Users must click the “Publish My P2P Campaign” button in order to activate the P2P Fundraising page.

   **Note:** Saving your work will NOT publish your profile. P2P fundraising pages MUST be published in order to receive funds.
Your Peer Fundraiser Profile is Live!

13. Congratulations! You are ready to share your peer (P2P) fundraising page and start raising money for your favorite nonprofit on September 24th!

   **Note:** Do you know about Early Giving? The donate button on our page opens up on September 17th if you want to get a head start on meeting your fundraising goal.

14. You will receive an email, with the link to your fundraising page, confirming you successfully published your campaign. Your nonprofit will also receive an email that you have successfully published a page on their behalf.

   **Note:** Please note while most pages are live on the website immediately, it can take up to two hours, so be sure to create your page early!
Video Walk-Throughs

We’ve created several videos to help you sign-up and manage your Peer Fundraiser profile.

Creating your Peer (P2P) Fundraiser profile in less than 5-minutes: https://youtu.be/VUPbjRaXnwl

A tour of the nonprofit search/filter functions and how to create your Peer (P2P) Fundraiser profile: https://youtu.be/V6B3gTaFfHs

Editing your Peer (P2P) Fundraiser profile: https://youtu.be/K-oNhgUmZuo

Login to your Peer (P2P) Fundraiser profile: https://youtu.be/kS3VL83fpTE

Recommended for nonprofit staff and lead peer fundraisers - A 90-minute webinar training to learn more about the Long Beach Gives fundraising website and how to create and manage your Peer (P2P) Fundraiser profile: https://youtu.be/FMNXEZ_wdLg