

LONG BEACH Gives

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

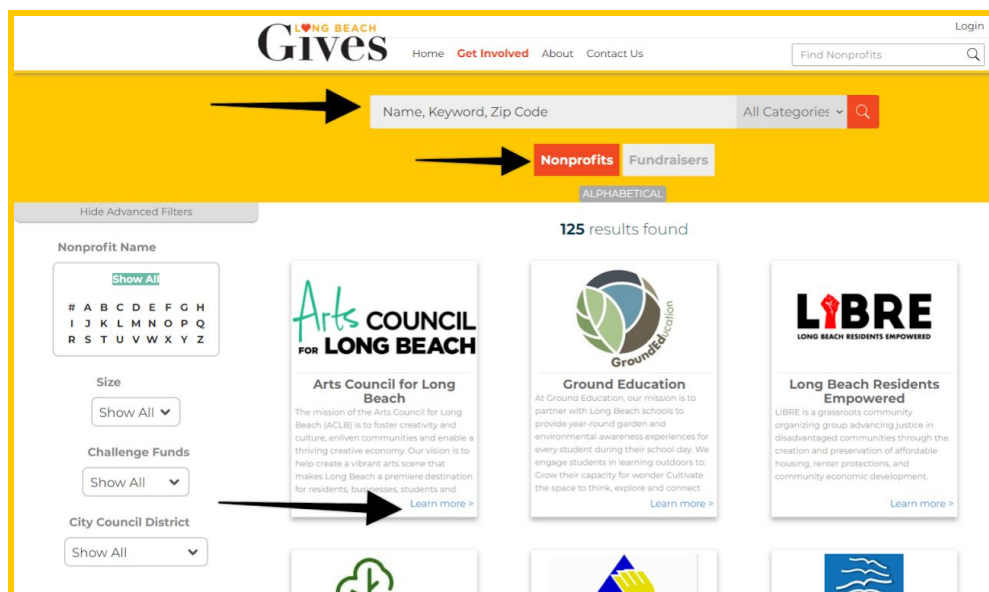
1. Find a nonprofit to support by visiting our website at www.longbeachgives.org
2. You can browse through this year's 150+ participating nonprofits to discover a cause you are passionate about.

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.

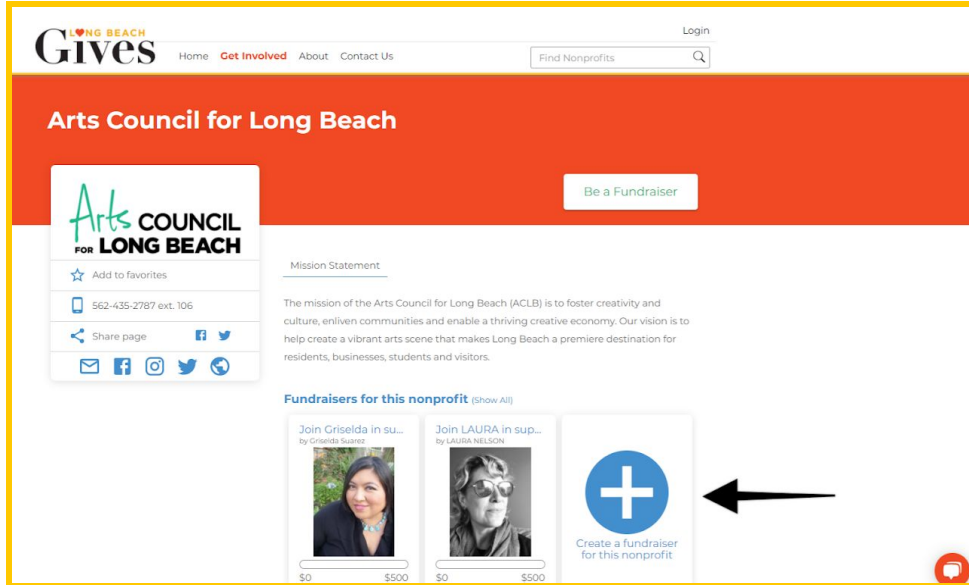
Note: Make sure you have the red 'Nonprofits' button selected and not the 'Fundraisers' button.

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



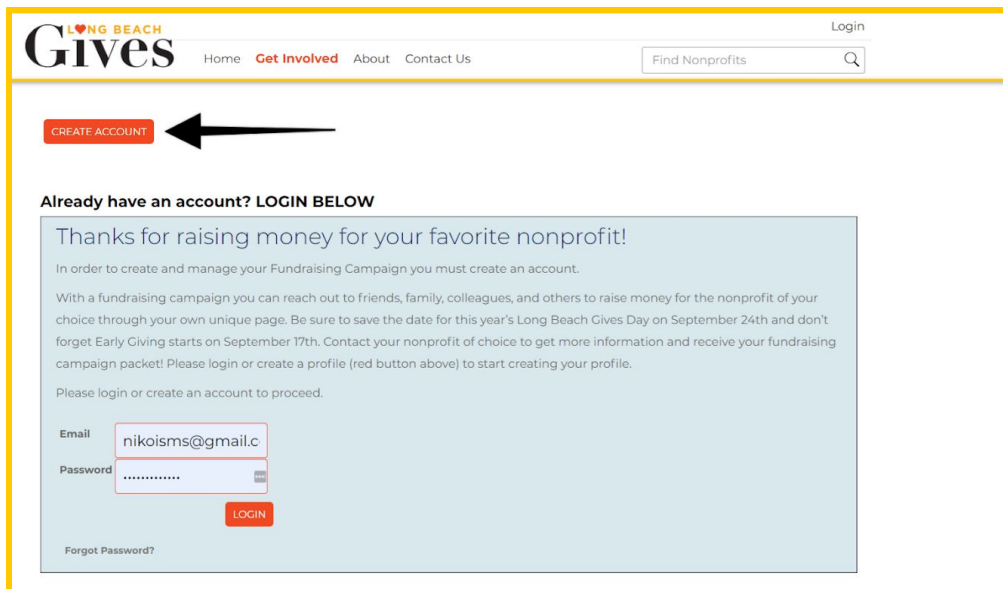
Create An Account

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.

The screenshot shows the 'New Account' form on the Long Beach Gives website. The form is titled 'Please create your account' and 'New Account'. It contains the following fields:

- * First Name: Nicolassa
- * Last Name: Galvez
- * Email: nikoisms@gmail.com
- * Password: [Redacted]
- * Confirm Password: [Redacted]

A red asterisk indicates that all fields are required. Below the form, there are two buttons: 'CREATE ACCOUNT' (highlighted with a red arrow) and 'CANCEL'. The footer of the page includes the Long Beach Gives logo, contact information, and social media links.

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.

The screenshot shows the 'P2P Campaign Details' form on the Long Beach Gives website. The form is titled 'P2P Campaign Details' and includes the following fields:

- * Organization: Long Beach Gives
- * Title: Join Nicolassa in supp... (Character Limit: 40)
- * URL Link: https://donate.longbeachgives.org/ LongBeachGives-Nicol (The URL you enter can take up to 2 hours after being approved by the nonprofit to display publicly)
- Summary: Join me in supporting Long Beach Gives, whose work builds a strong and vibrant community. Your donation will help this organization to fulfill its mission, and support a cause that is very close to my heart. (Character Limit: 450)
- P2P Campaign Page Photo: IMC_20200815_075019456.jpg is currently saved.
- Personal Appeal: Your gift can make a re...

The form also includes a 'Save' button and a 'Cancel' button. The footer of the page includes the Long Beach Gives logo, contact information, and social media links.

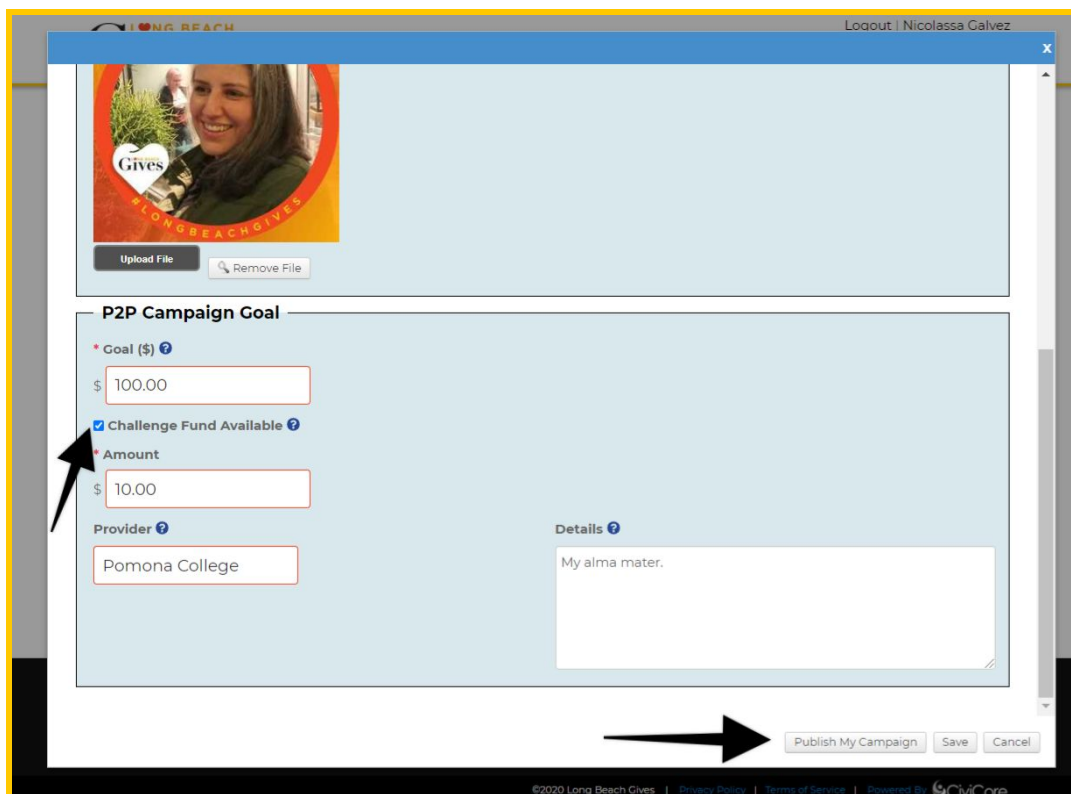
10. Add your personal fundraising goal

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.



The screenshot shows a web browser window with the URL "LONG BEACH GIVES" and a user profile picture of a woman. Below the profile picture are "Upload File" and "Remove File" buttons. The main section is titled "P2P Campaign Goal" and contains the following fields:

- Goal (\$)**: A text input field containing "\$ 100.00".
- Challenge Fund Available**: A checked checkbox with a blue icon.
- Amount**: A text input field containing "\$ 10.00".
- Provider**: A text input field containing "Pomona College".
- Details**: A text area containing "My alma mater."

At the bottom right of the form are three buttons: "Publish My Campaign", "Save", and "Cancel". A black arrow points to the "Publish My Campaign" button. Another black arrow points to the "Challenge Fund Available" checkbox. The footer of the page includes "©2020 Long Beach Gives | Privacy Policy | Terms of Service | Powered By Civicore".

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!

The screenshot shows a fundraising page for Nicolassa Galvez on the Long Beach Gives website. The page features a red header with the text "Join Nicolassa in supporting Long Beach Gives today!". Below this is a white box containing a campaign card for "A Campaign for LONG BEACH Gives Long Beach Gives". The card shows a progress bar for a \$100 goal, with "\$0 raised" and "\$10 incentive remaining". Below the card are social sharing icons and the text "Your gift can make a real impact!". To the right of the card is a circular profile picture of Nicolassa Galvez. Below the profile picture is a section titled "Incentive Fund" with the following details: "Amount: \$10.00", "Provider: Pomona College", and "Details: My alma mater.". The footer of the page includes the Long Beach Gives logo with the tagline "24 HOURS TO MAKE A DIFFERENCE", social media icons, contact information (333 W. Broadway, Suite 312, Long Beach, CA 90802, Call us at (562) 645-6476, Email us at info@longbeachgives.org), and a copyright notice for 2020 Long Beach Gives.

