



# GUIDE TO SETTING UP A FACEBOOK FUNDRAISER

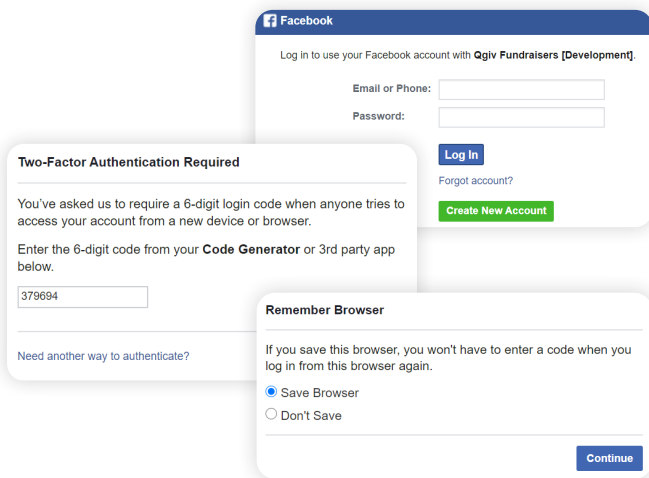
To set up a Facebook Fundraiser that's connected to the event you're participating in, log in to your Qgiv account from the event webpage. Then, navigate to **My Fundraising Tools**.

Select **Fundraising Dashboard** from the drop-down menu that appears.

When you visit your fundraising dashboard, you should see a message inviting you to set up a Facebook fundraiser.

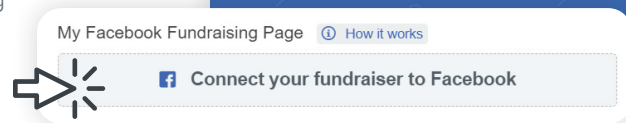
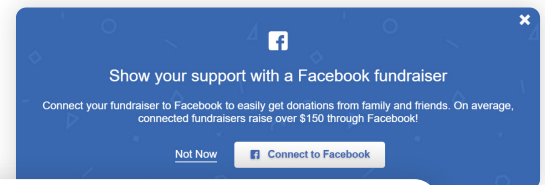
If you'd previously selected **Not Now**, don't worry. You can still use this fundraising tool! Scroll down to the bottom of your fundraising dashboard and look for this section:

Click the **Connect your fundraiser to Facebook** button.



Then you'll have the option to add a custom title to your fundraiser and write a compelling story to convince your Facebook friends to support your fundraiser. The title defaults to the event name you're a fundraising participant for. There will also be a brief fundraiser description in the text box. Feel free to remove that starter text and write your own story in its place!

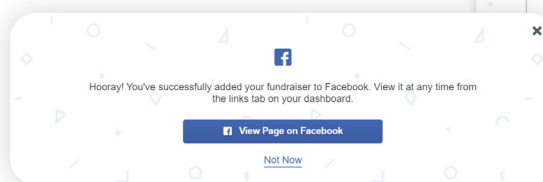
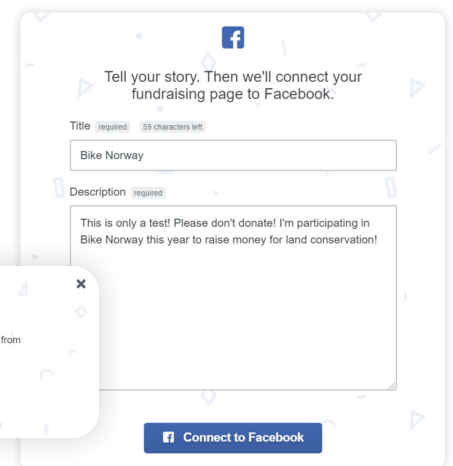
Once you've added your story and customized your title, click **Connect to Facebook**. A message will appear confirming the successful creation of your Facebook fundraiser.



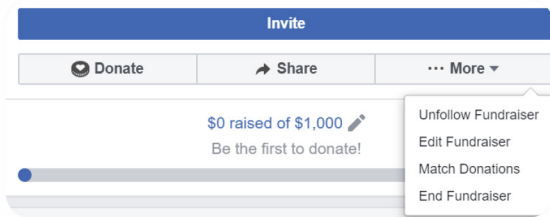
A pop-up message will appear prompting you to enter your Facebook account credentials to connect your Facebook account to the Qgiv app for Facebook Fundraisers.

Enter your account's username and password, then click **Continue**. If you use two-factor authentication with your Facebook account, you'll be prompted to enter a code from your authenticator app of choice. If you need another way to confirm your identity with two-factor authentication, click the **Having Trouble?** link for additional options.

Next, choose whether to remember the browser and click **Continue**.

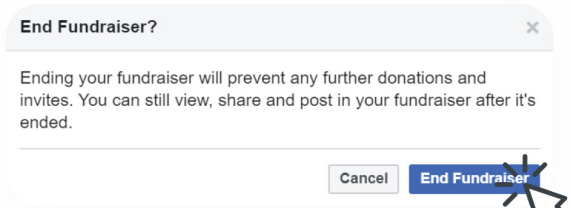


Click **View Page** on Facebook to see your Facebook fundraiser. From here, you can track your fundraising progress, post updates, and share your Facebook fundraiser with your Facebook network.



Your Facebook fundraiser will include donations received both on Facebook and from gifts made from your participant fundraising page. Donations made through Facebook will update your progress toward your fundraising goal both in Facebook and on Qgiv!

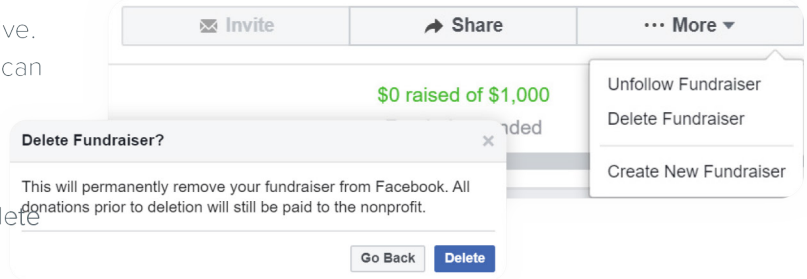
You must delete your Facebook fundraiser on Facebook if you want to restart your Facebook fundraiser while the event is ongoing.



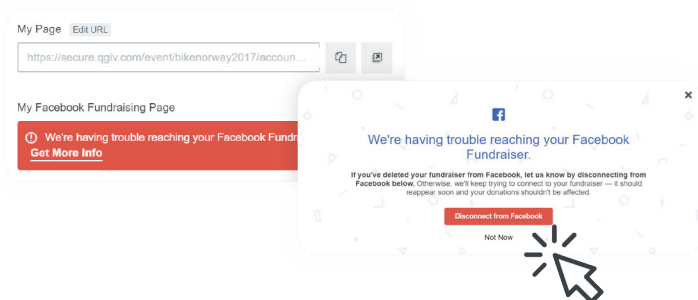
Log in to your Facebook page, access your Facebook fundraiser, then click **More**. A drop-down menu will appear. Select **End Fundraiser** on the More menu.

A pop-up will appear prompting you to end the fundraiser. Click **End Fundraiser**.

You'll notice the fundraiser is still there but is now inactive. That's because the fundraiser must be ended before it can be deleted. Go back to the More menu and select **Delete Fundraiser** from the drop-down list.

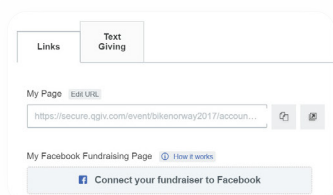


A new pop-up window will appear prompting you to delete the Facebook Fundraiser. Select **Delete**.



Next, return to your Qgiv Fundraising Dashboard and scroll down to the Facebook Fundraising link is. A warning message will appear explaining the system is having trouble connecting to Facebook. Click **Get More Info**.

A pop-up will appear prompting you to disconnect from Facebook. Click the **Disconnect from Facebook** button.



Your Facebook Fundraiser will now be removed, and you'll see the option to create a new Facebook Fundraiser on your Fundraising Dashboard where the link to your Facebook Fundraiser used to be.