

# Blackbaud Peer-to-Peer Fundraising™

*powered by JustGiving™*

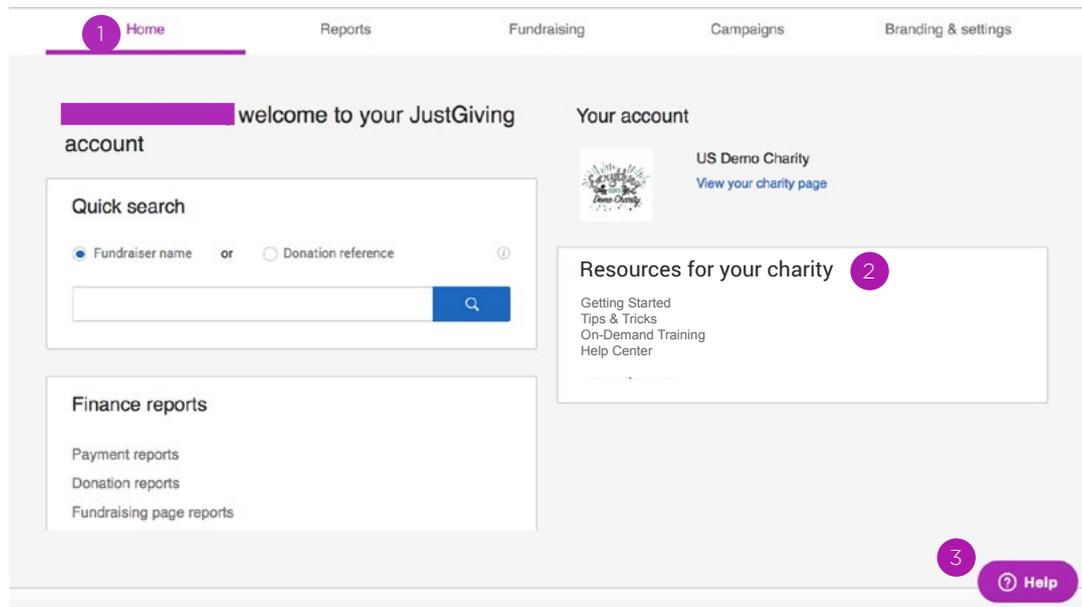
## Getting Started



# Getting started and logging in

To log into your account, go to [www.justgiving.com/login](http://www.justgiving.com/login) (you might want to bookmark this, you'll be using it a lot!).

If you've forgotten your login details, you'll see the 'Forgot your password?' option. Once you're in, you'll be greeted with your charity's homepage.



- 1 From the homepage you can navigate to different areas of your charity account, use the fundraiser or donor quick search (more on this later), use our handy help widget and access additional resources, tips and tricks and guides for using your tool.

The toolbar at the top will be your navigation tool. Here's an overview of what you'll find where:

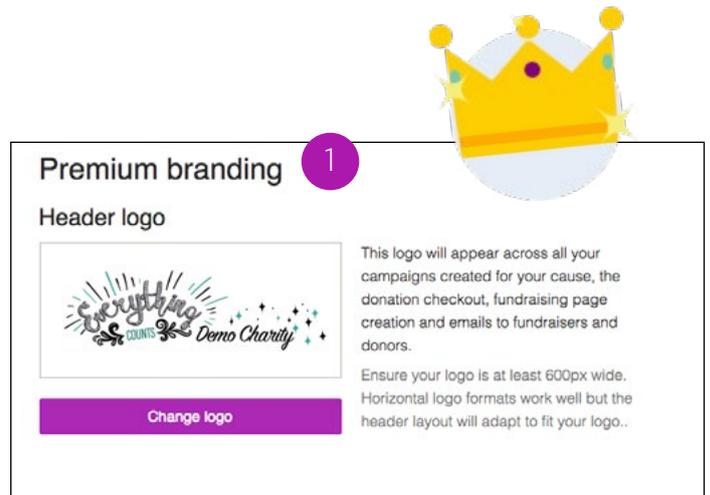
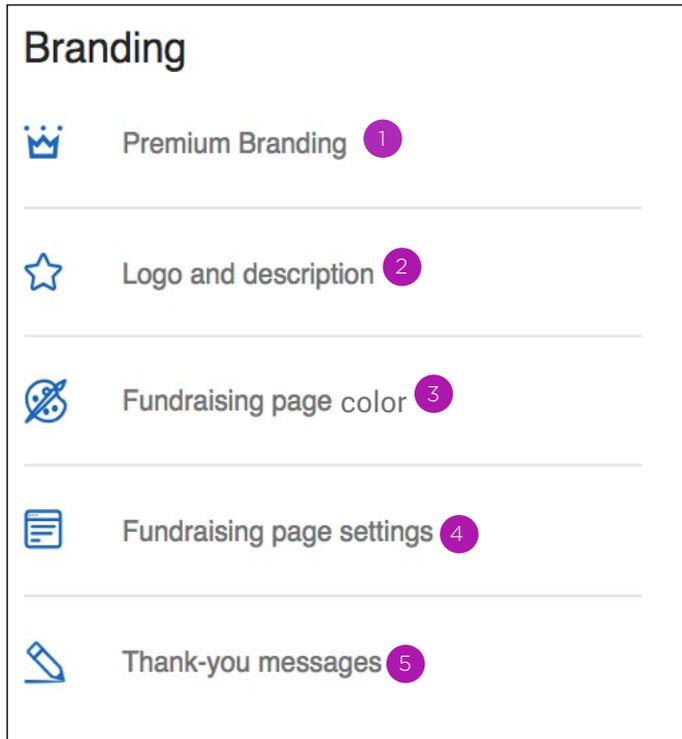
1. Reports – payment, Fundraising Page and donation reports
2. Events + Widgets – promotional tools like widgets, buttons and JustGiving events
3. Campaigns – create and publish Campaigns and view or manage existing ones
4. Branding – set branding preferences, add a logo, description, thank you messages
5. Settings – add new users, and change your password and personal email settings

- 2 We want to make sure you know just how to make the most of your Blackbaud Peer-to-Peer Fundraising powered by JustGiving tool. These handy links give you instant access to on-demand training, resources for getting started, tips & tricks, and more.

- 3 Your account has a help button built right in! Just type your question into the help window, and access answers to our most frequently asked questions. If you're unable to find the answer to your question, visit our [Help Center](#) and contact us.

# Branding

In the Branding tab, you can update your organization's branding that users and supporters can get to know you better. Tell supporters why your organization exists so they know the impact of their donation. Upload your logo and add your colors so people recognize your organization.



Premium Branding allows you to add a default logo that will carry across the entire fundraiser and donor experience through out the platform including campaigns, page creation, donation flows, emails and more. You can also update this at the campaign level.

Horizontal logo's work best and the image must be at least 600px wide.

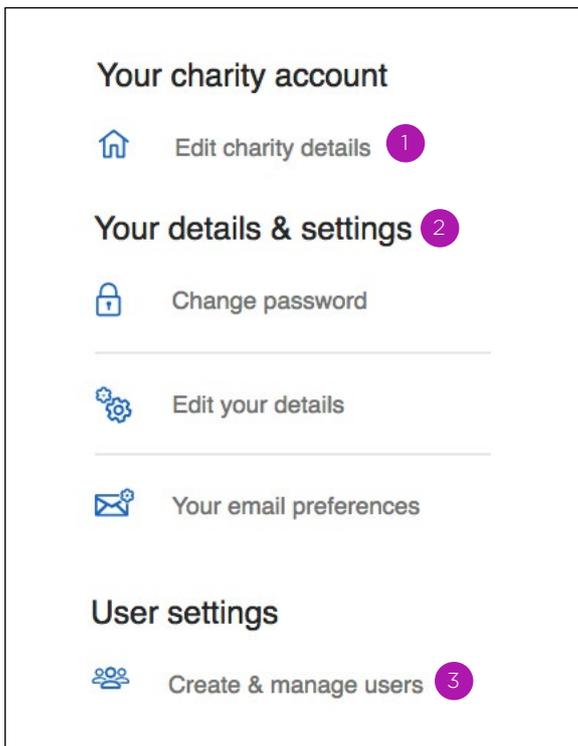
- 2 Update your charity's logo as a jpeg, jpg, gif, bmp or png file, it'll appear on your charity's JustGiving profile page, any Campaign Pages you create and your supporter's Fundraising Pages. In this instance, square logos work best, although when you upload the logo, we'll resize it to fit in the areas where it's displayed. The bigger the file you upload, the better the logo display quality will be.

Keep your copy short and sweet! You'll have 80 characters to fill out your charity's impact statement and 300 characters for your charity's description which will be displayed on your charity's profile.

- 3 Pre-set features on Fundraising Pages like the totalizer and donate button to your charity's custom colors.
- 4 Create default settings for anyone who creates a page for your charity with a cover photo and a page story.
- 5 Use 500 characters to send a personalized thank you to everyone who donates to your charity.

# Settings

The settings tab is divided into three main areas. “Your Charity Account”, ‘User Settings” and “Your details and settings” Only administrators have access to the ‘User settings’ section of the account.



1 Here you can edit the public facing contact info including an email address and web address that live on your charity profile page. You can also update the postal address and phone number details for the account - which are not public facing, and only used for administrative purposes.

2 Update your password, your name or email address, and your email preferences. Set up email alerts to let you know when Fundraising Pages have been created or have expired for your charity.

3 Under Create & manage users you can manage who has access to your charity account by inviting new users, removing users, reviewing any pending invitations to join the account and updating who has access to what within the account.

4 When inviting a user you can decide what type of permissions you'd like to user to have.

## Administrators

- Have full access to every area of the account.
- Can add and delete new users.
- Can change account roles from basic to administrator (and vice versa).
- Can grant access to basic users to different areas of the account.

## Basic

- Can only access areas of the account that have been selected for them by an administrator.
- Can see who else is listed as a user but cannot add or delete users.
- Cannot delete their own account - this can only be deleted by an administrator.

