



How to Guide: #GiveCatholicAOC and GiveCentral

1. Editing your fund and giving page
2. Entering cash or check gifts to your gift total

Additional Resources:

- Video Tutorials
 - [Editing your giving page](#)
 - [Adding cash or check gifts to your total](#)
- GiveCentral Support: givecatholicaoc@givecentral.org
- Webinars (more may be added over time):
 - [#GiveCatholicAOC / GiveCentral Introduction](#) – Tuesdays at 10a EST until Oct 6
 - [#GiveCatholicAOC / GiveCentral Introduction](#) – Thursdays at 10a EST until Oct 1
 - [GiveCentral Basic Training](#) – Thursday October 8 at 1pm EST
 - [GiveCentral Advanced Training](#) – Thursday October 15 at 1pm EST
 - [GiveCentral Basic Training](#) – Thursday November 12 at 1pm EST

GiveCentral Contact:

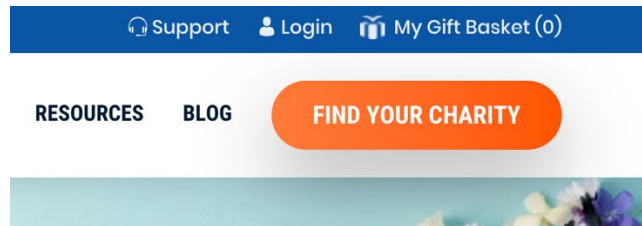
Bridget Daly – givecatholicaoc@givecentral.org


Archdiocese of Cincinnati Contact:

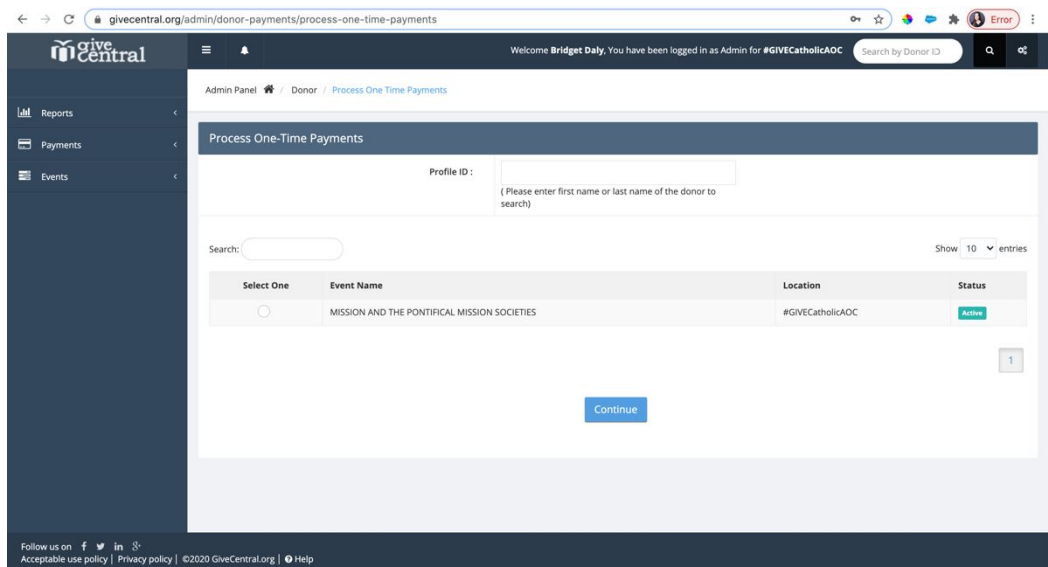
Teresa Meyer – tmeyer@catholicaoc.org

Making edits to your #GiveCatholicAOC page







1. On your computer, log in at www.givecentral.org
 - a. Login is located at the top right of the screen



- i. 
 - b. Use the administrative credentials included in the email sent to you
 - i. From: givecatholicaoc@givecentral.org
Subject Line: Thank you for registering for this year's #GIVECatholicAOC
2. Your administrative access is scoped, meaning you only have the ability to view and edit your organization's page. Consequently, other organizations will not have the ability to view or edit your organization's page either.



- a.
3. To make any edits to your page, use the menu to the left-hand side of the page. Follow:
 - a. Events
 - b. View All
 - c. You will see your organization's name at the name of the fund

View All Events Add New Event Reset to Default Sort Order						
Active Events						
Search: <input type="text"/>						Show 10 entries
Event Title	Event Type	Start Date	End Date	Total to date	Status	
MISSION AND THE PONTIFICAL MISSION SOCIETIES	Crowdfunding	2020-07-14	2030-07-31	\$0.00	Active	     

d.

e. Under the 'Status' headline, select the blue 'Edit' button to the left



i.

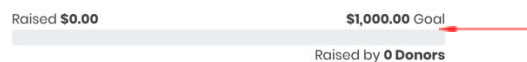
f. The 'Edit' Screen will look as follows, and the fields you may edit are described:

i. Events Tab

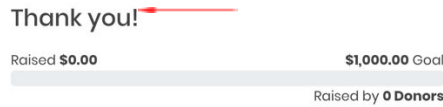
Events	Event Updates	Details and Dates	Venue	Subscriber List	Texting Keyword	Select Event Image
Event Name : *	<input type="text" value="Church of the Incarnation"/>		Event Type : *	<input type="text" value="Crowdfunding"/>		
Amount Label	<input type="text"/>		Organizer	<input type="text" value="Patty loas"/>		
Organizer Email :	<input type="text" value="patty.loas@incarnation-parish.com"/>		GL Code :	<input type="text"/>		
Database Ref. ID :	<input type="text"/>		Class :	<input type="text"/>		
Hide Progress Bar	<input type="checkbox"/>		Goal Amount : *	<input type="text" value="1000.00"/>		
Make page visible but inactive	<input checked="" type="checkbox"/>		Progress Tracker Label :	<input type="text"/>		
			Hide Goal Amount	<input type="checkbox"/>		

- *Event name:* This will be the name of your organization. You can edit this, but make sure it includes the name of your organization so donors can easily find you!
- *Organizer/Organizer Email:* This is visible to donors, and can be edited if necessary
- *Goal Amount:* This will be your goal for how much you want to raise! It's currently set at \$1,000, but can be edited to any number you want.
- *Hide progress bar (optional):* This will hide the progress bar (thermometer) on the donor-facing page

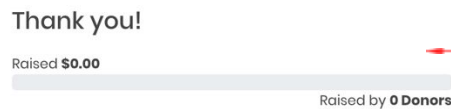
Thank you!



- *Progress Tracker Label (optional)*: If you hide the progress bar, then this will not appear, but you can put a short amount of text above the progress bar



- *Make page visible but inactive (optional)*: This will allow you to post your page but not have donors make gifts until you are ready – this can be unchecked whenever you are ready to start accepting gifts – otherwise it will be unchecked for you on December 1, 2020 (Giving Tuesday)
- *Hide Goal Amount (optional)*: If you want to show the progress tracker bar, but hide the goal amount, select this option.



Platform: Web Only Mobile Only All

Event Status: Active Suspended Invisible Hidden

Event Description:

Thank you for your support!

Event Form Label:

Categories: Choose: High School, Elementary/Grade School, Ministry/Catholic Non-Profit, Parishes

Crowdfunding Button Label:

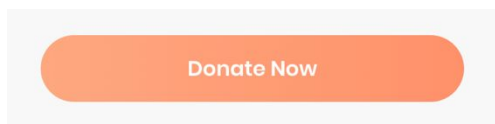
Make it a featured event

Send email to donors when their schedules are about to end

Send email to administrators every time a payment is made to this event.

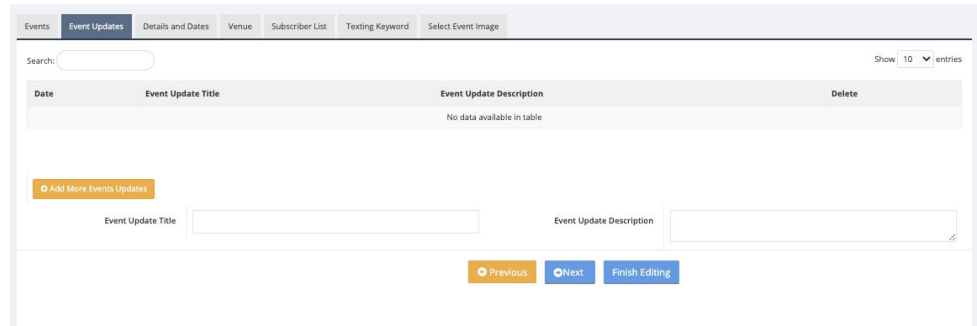
[Next](#) [Finish Editing](#)

- *Platform*: Keep this as 'All'
- *Event Status*: Keep this as 'Active'
- *Event Description*: You can edit this however you would like – changing text size, adding images, links, etc.
- *Categories*: Please leave this section as is
- *Crowdfunding Button Label*: This can be edited as you would like, from 'Donate Now'

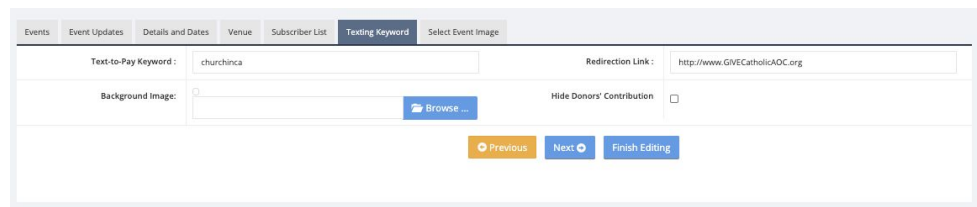


- *Send email to administrators every time a payment is made to this event:* If you want to receive copies of the receipts when a donor makes a gift, you can put your email address here. Multiple email addresses can be added with a comma separation.

ii. Event Updates

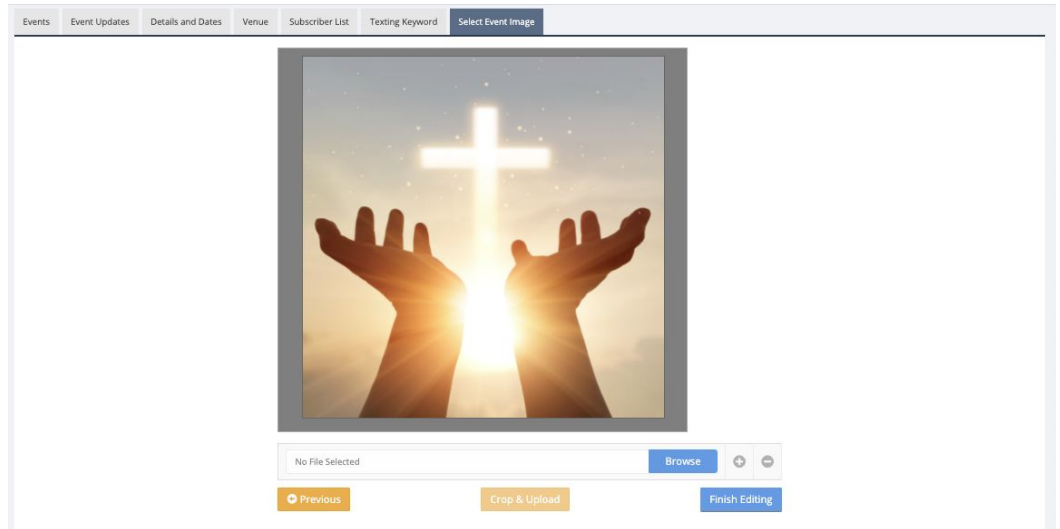


- Change your first description with updates so your donors and community members know what you're doing with the money, how much you've raised, fun stories about your community, and other ways to get your donors engaged!
- iii. **Details and Dates:** *Do not change this tab! This is how the donations deposit and is important to keep as is!*
- iv. **Venue:** Does not display on the crowdfunding page your donors will see
- v. **Subscriber List:** This will show any donors or community members who have subscribed to updates from your organization
- vi. **Texting Keyword:** Your Text-to-Pay Keyword can be updated, but will need to follow the below criteria:



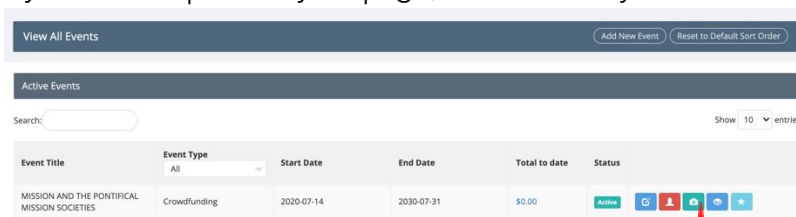
- 10 Characters or less (alpha-numeric only)
 - No spaces
 - Unique across all #GiveCatholicAOC organizations (i.e. there cannot be more than one Joseph)
1. Please leave the '*Redirection Link*' as is – donors will go to the #GiveCatholicAOC leaderboard after making a gift
 2. *Background Image* will show up on the donor's text page. We recommend not making any change here, but if you do, choose an image that is not too busy or has words on it, as it will be hard to see.


3. *Hide Donors Contribution:* You'll see the donor's contribution in reporting, but it will force them to be 'anonymous'. We recommend not checking this box for this project.
- vii. *Select Event Image:* We've set you up with an image, but you are welcome, and encouraged, to change it!



If you want to change the image:

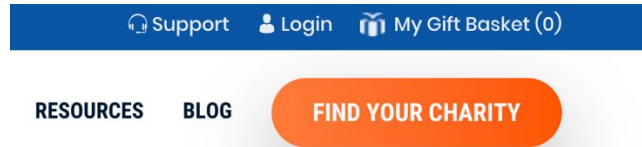
- Make sure you know where the image is saved on your computer
 - Formats: .jpg or .png
 - Size: 500px by 500px
1. Click **Browse**
 2. Find the image from where you saved it on your computer
 3. Use the + and – buttons to size your image. You can drag the image around in the square as well.
 4. Click **Crop and Upload** to set and save your image
 5. When you're done, click 'Finish Editing' to save your edits
- If you want to preview your page, click on the eyeball in the event menu




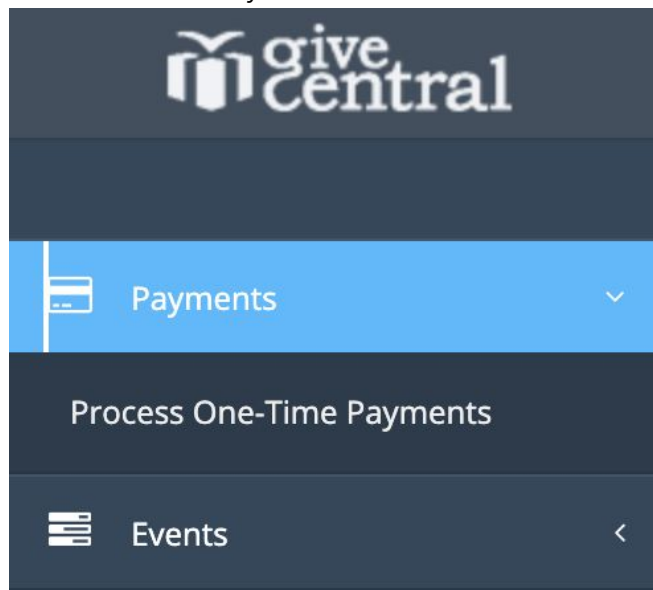
Event Title	Event Type	Start Date	End Date	Total to date	Status
MISSION AND THE PONTIFICAL MISSION SOCIETIES	Crowdfunding	2020-07-14	2030-07-31	\$0.00	Active 

Adding cash/check payments

1. On your computer, log in at www.givecentral.org
 - Login is located at the top right of the screen



- i. 
 - Use the administrative credentials included in the email sent to you
 - i. From: givecatholicaoc@givecentral.org
Subject Line: Thank you for registering for this year's #GIVECatholicAOC
2. On the left-hand menu, select:
 - 'Payments' then
 - Process one-time Payments



3. Find the donor by typing in their last name into the search bar

Admin Panel / Donor / Process One Time Payments

Process One-Time Payments

Profile ID:

(Please enter first name or last name of the donor to search)

Search: Show 10 entries

Select One	Event Name	Location	Status
<input type="radio"/>	MISSION AND THE PONTIFICAL MISSION SOCIETIES	#GIVECatholicAOC	Active

1

Continue

- Select your organization with the radio button (if you are an admin for more than one organization, select the correct organization)

Admin Panel / Donor / Process One Time Payments

Process One-Time Payments

Profile ID:

(Please enter first name or last name of the donor to search)

Search: Show 10 entries

Select One	Event Name	Location	Status
<input checked="" type="radio"/>	MISSION AND THE PONTIFICAL MISSION SOCIETIES	#GIVECatholicAOC	Active

1

Continue

- Type in the amount of the gift

Admin Panel / Donor / One Time Payment Details

Process Payment : bridgetkimdaly

User Name : bridgetkimdaly Event : Mater Filius Crowdfunding

Amount : \$ Payment Method : --Select--

Submit Cancel

- Select the type of payment method, then submit:



Process Payment : bridgetkimdaly

User Name :	bridgetkimdaly	Event :	Mater Filius Crowdfunding
Amount :	<input type="text" value=""/>	Payment Method :	<ul style="list-style-type: none">✓ --Select--Credit CardElectronic CheckCashManual Check