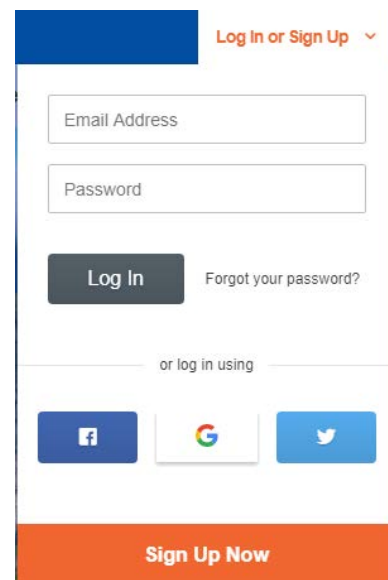## Getting Around

Once you complete registration, you'll automatically be logged in and able to access your Write-a-thon Dashboard (Fundraising Dashboard).

Once logged out for the first time, you'll want to access the **Event Home Page** in order to get logged back in. You can do so by hovering over the Log In or Sign Up area in the top right of the screen.

Here, you'll enter the credentials you created during registration. If you can't remember your password, click the Forgot your password? link to the right of the Log In button, where you'll be able to enter your email and generate a reset password email. If you forget your username, you can either reference your initial registration email or contact us at writeathon@clarionwest.org.
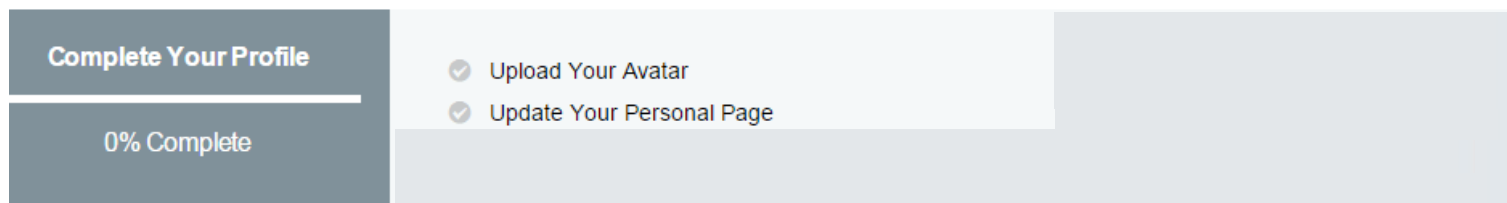
HINT: Usernames are always email addresses.

Log In or Sign Up ⌄

Email Address

Password

Log In   Forgot your password?

or log in using

Sign Up Now

⦿ **Send on specific date**
Post my update on

0% Complete

○ **Send on specific date**
Post my update on _____ at 01 ▼ :00 AM ▼ (EST)

Post my update on _____ at 01 ▼ :00 AM ▼ (EST)

Complete Your Profile

0% Complete

✓ Upload Your Avatar
✓ Update Your Personal Page
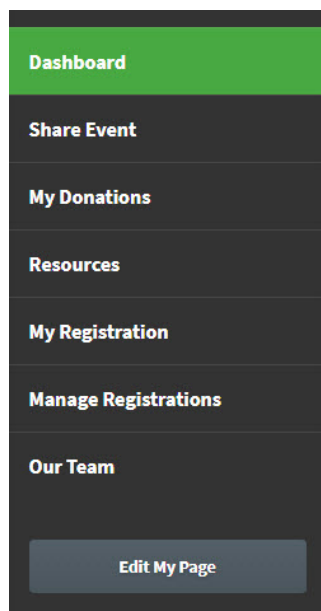
My Fundraising Tools
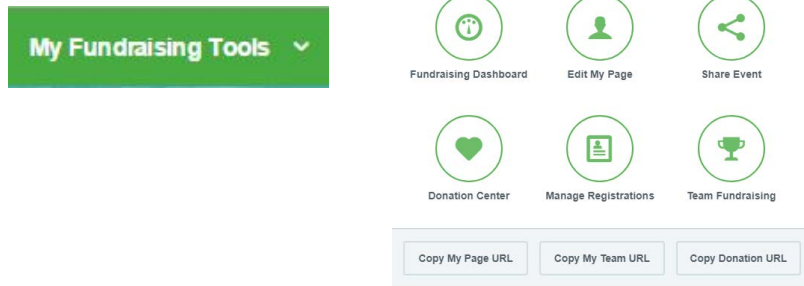
Once you leave the above screen and are logged in to your Write-a-thon Dashboard (Fundraising Dashboard), you'll always be able to access your Welcome Quest via the bar spanning the bottom of your screen. It will stay minimized, but you can expand it by clicking on it at any time.

You can navigate to all areas of your Fundraising Center and copy URLs for your personal page, as well as your personal donation page, from this dropdown.

Fundraising Dashboard

You may also navigate between the different areas of your fundraising center via your Fundraising Dashboard (we couldn't customize this - you don't have to fundraise, but you will need to use the Fundraising Dashboard to update your Write-a-thon profile!

You'll see a menu down the left side that contains the same navigation items as your My Fundraising Tools dropdown, along with a few additional options/pieces of information.

Your Write-a-thon (Fundraising Dashboard)

My Fundraising Dashboard

Please think of this as your **Write-a-thon Dashboard**! You do NOT have to fundraise to participate in the Write-a-thon, but if you enjoy your classes, sprints, or feel like it helped, please consider making a donation to support these and other programs year-round!

Communicate with your donors!

Get the Word Out

Providing easy access to your fundraising page is a great way to increase donations.

| ✉ Send a Fundraising Email | f Share on Facebook | 👤+ Add a Registrant | $ See All Donations |

Dashboard

Share Event

My Donations

Resources

My Registration

My Recurring Gifts

Edit My Page

Links

My Page Edit URL

https://secure.qgiv.com/event/writeathon/account/1116341

$0.00 achieved

$0.00 goal

0% of your goal reached

Update My Goal

Want to change your display name? Go here to change the name displayed on your participant page.

Go here to set-up your Write-a-thon participant page!

Editing your page

Remember, the most important thing is to ALWAYS click on "Save Page" at the very bottom, left-hand corner of the page.

One of the first things you will be prompted to do is update your profile image. Click on the icon and upload the profile pic of your choice.

Click on the gear icon to enter your personal website domain.

Click the gear in each area to add to it.

Clarion West Write-a-thon 2021
Charles Chesnutt
June 7, 2021 - July 31, 2021

My Write-a-thon Information!

My Writing Goals

Writing Sample

Writing Progress

What I Write

Image Gallery Widget
You haven't added any slides.
Edit the image gallery.

My Website

My Fundraising Goals

100%
80%
60%

$0.00
achieved

Save Page   or   undo changes   ↻ Reset Page To Default

👤 ...ete Your Profile   Hide   Next Step: **Upload Your Avatar**

ALWAYS SAVE AFTER YOU MAKE CHANGES!

Click on the eye icon to hide any section on your page. Your live page will immediately adjust to hide any section you don't want.

Click on the thermometer gear to adjust what it shows or click on the eye icon to hide it completely.

My Registration

This is an area where you can manage your registration information, manage permissions, and access the badges area by using the tabs along the top of the window.

My Registration

| Registration Info | Permissions | Badges |
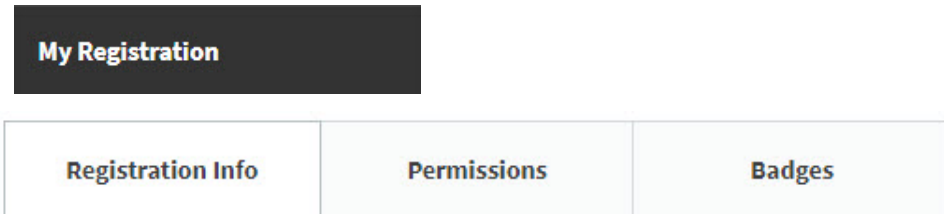
Registration Info

In the Registration Info tab, you'll see your Personal Information, which may be updated if needed. If you're part of a team or a classification, you'll see the names of those listed here, as well. Once you make any changes to these areas, you'll need to click the Save Settings button at the bottom of the page.

Permissions
The next tab is where you'll manage your Permissions. **General Permissions**
This is where you can manage permissions for the following:

- ✓ Being followed up with via email
- ✓ Appearing in the search feature throughout the event site
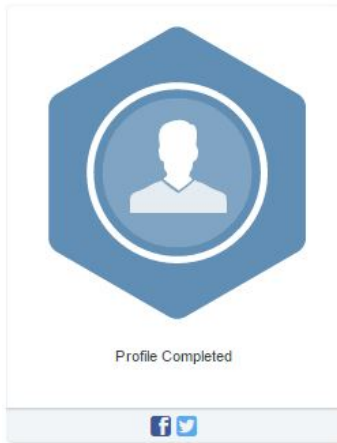- ✓ Appearing in the leaderboards as a top fundraiser if you qualify

Email Notifications
This is where you can manage email notifications for the following:
- ✓ Someone donating through your page
- ✓ Receiving a badge

Once you make any necessary changes to this area, click the Save Settings area to update your Permissions.

Badges

Profile Completed

Here, all badges you're capable of earning will be displayed, but grayed out. You can hover over any of them for a description of how you would earn the badge.

Any badges you've earned will be in full color and provide the ability for you to share your achievement on Facebook or Twitter. You can share by clicking on the Facebook or Twitter icons located within the box of the badge achievement you'd like to share.