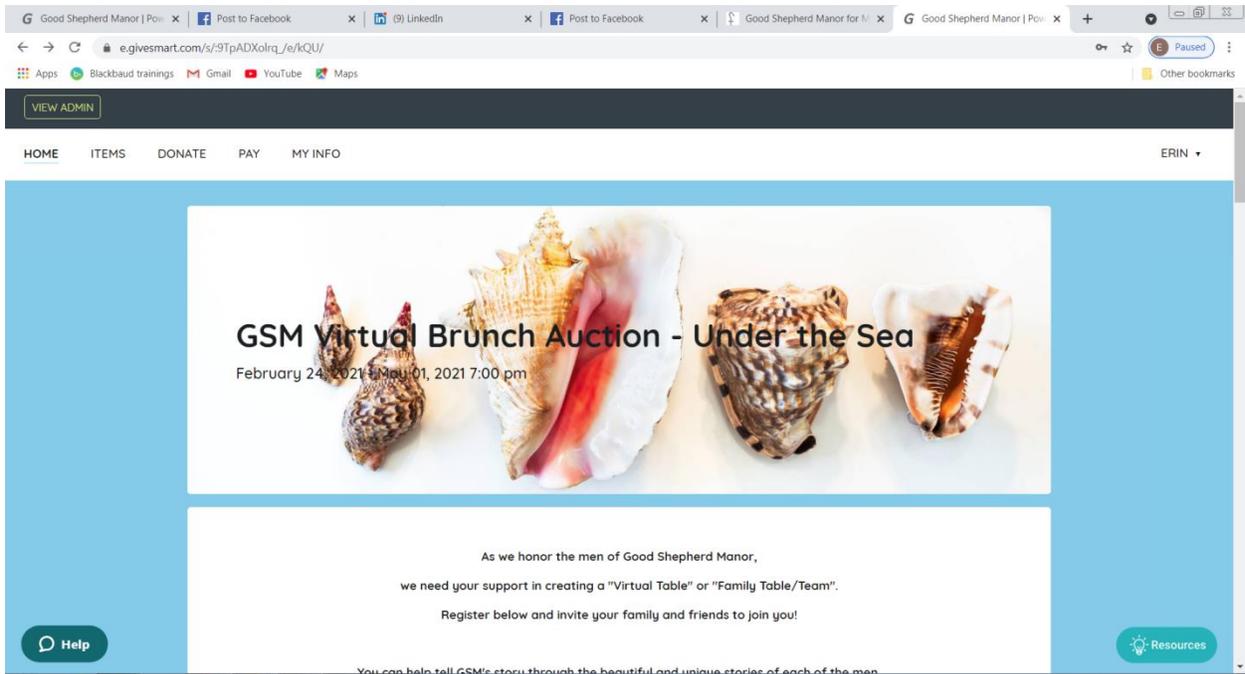
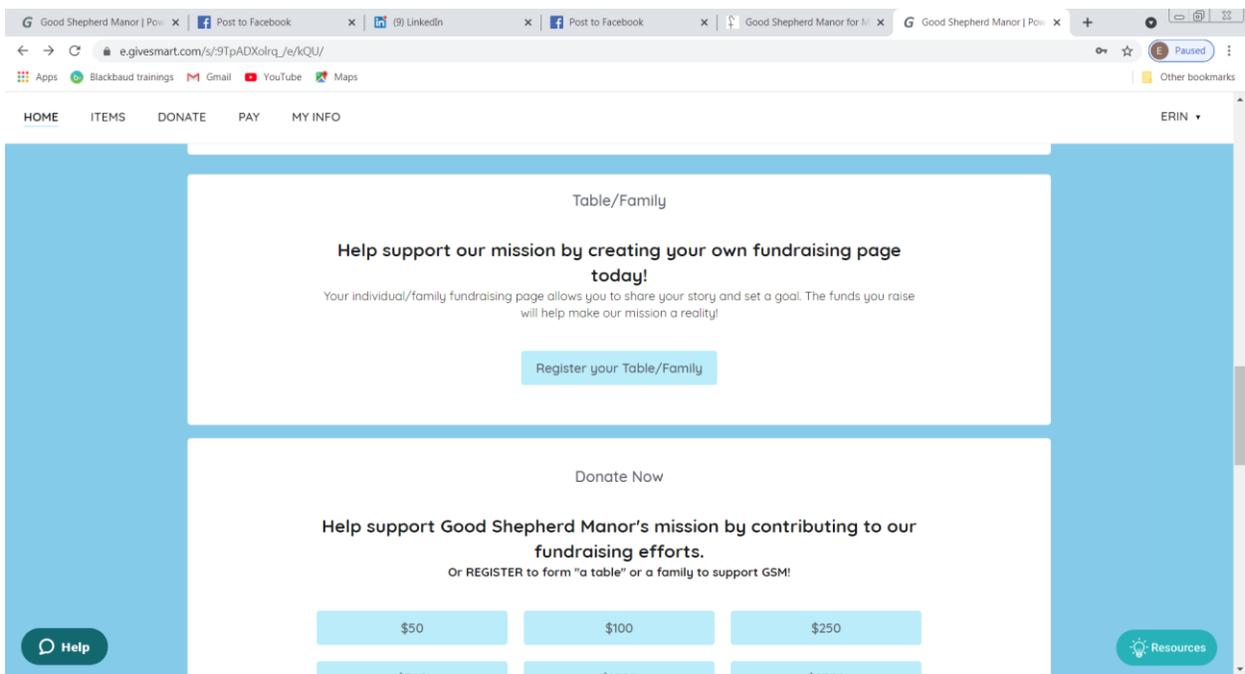


# Instructions to Register your 2021 Virtual Brunch Auction Table/Family

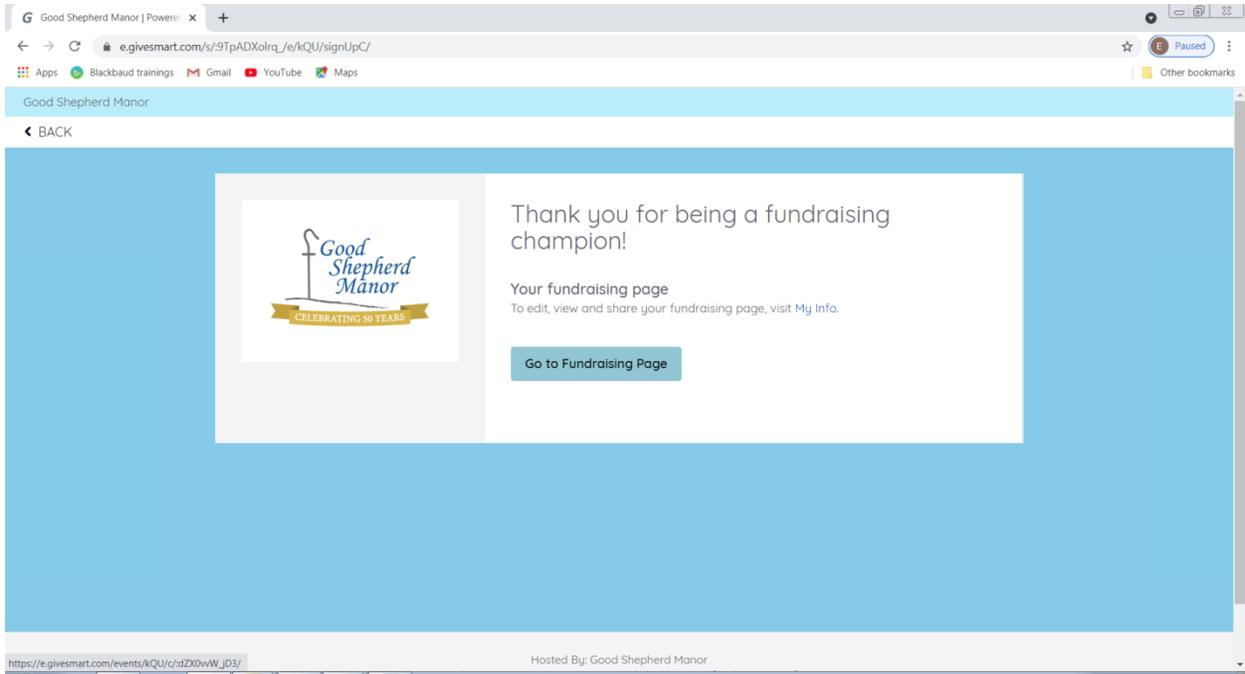
Go to <https://gsm.givesmart.com>. This is what the front end of the website looks like.



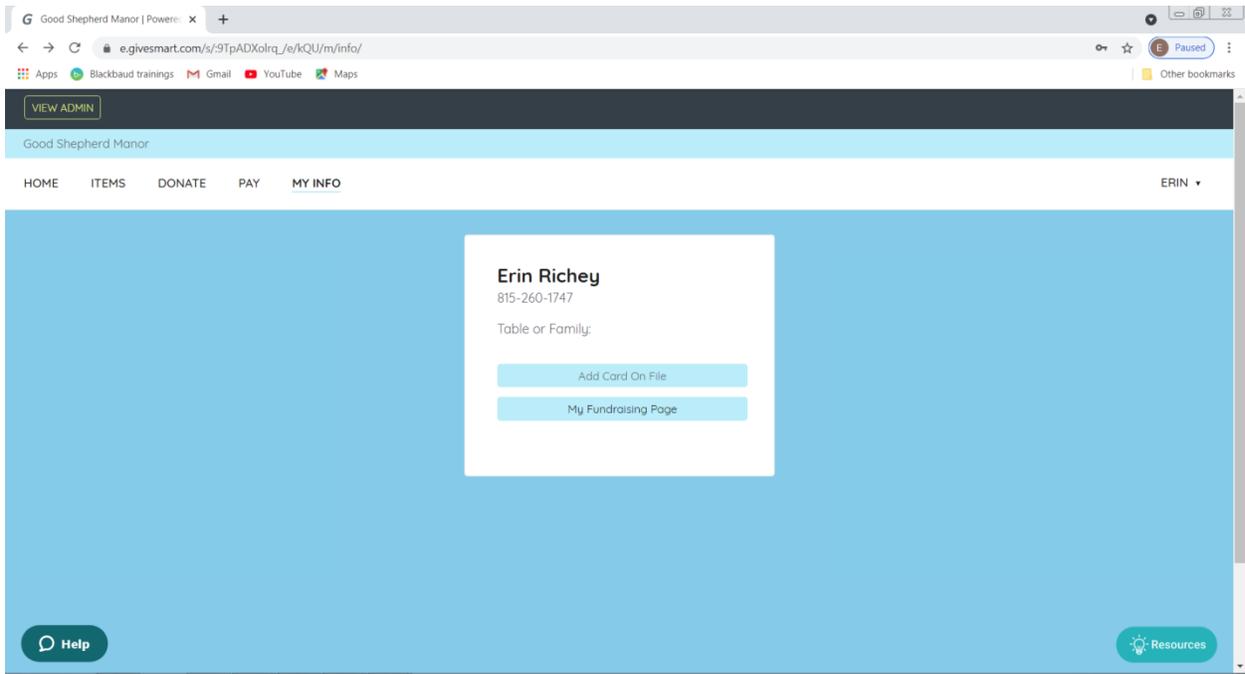
**Scroll down and click on Register your Table/Family.**



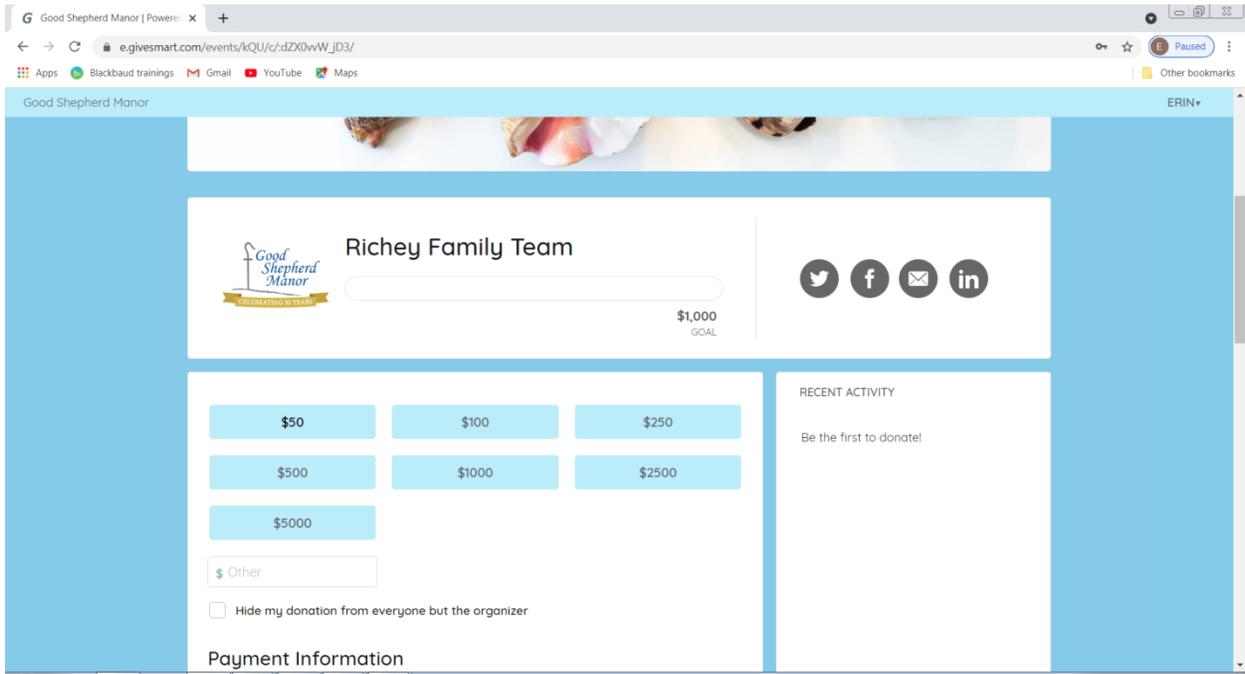
**When registering a Virtual Table/Family Team you are called a Champion.** (It is hardcoded that way. Sorry for any confusion, but it is the same thing.) After you register yourself, you will be brought to the page below – **Click on Go To Fundraising page:**



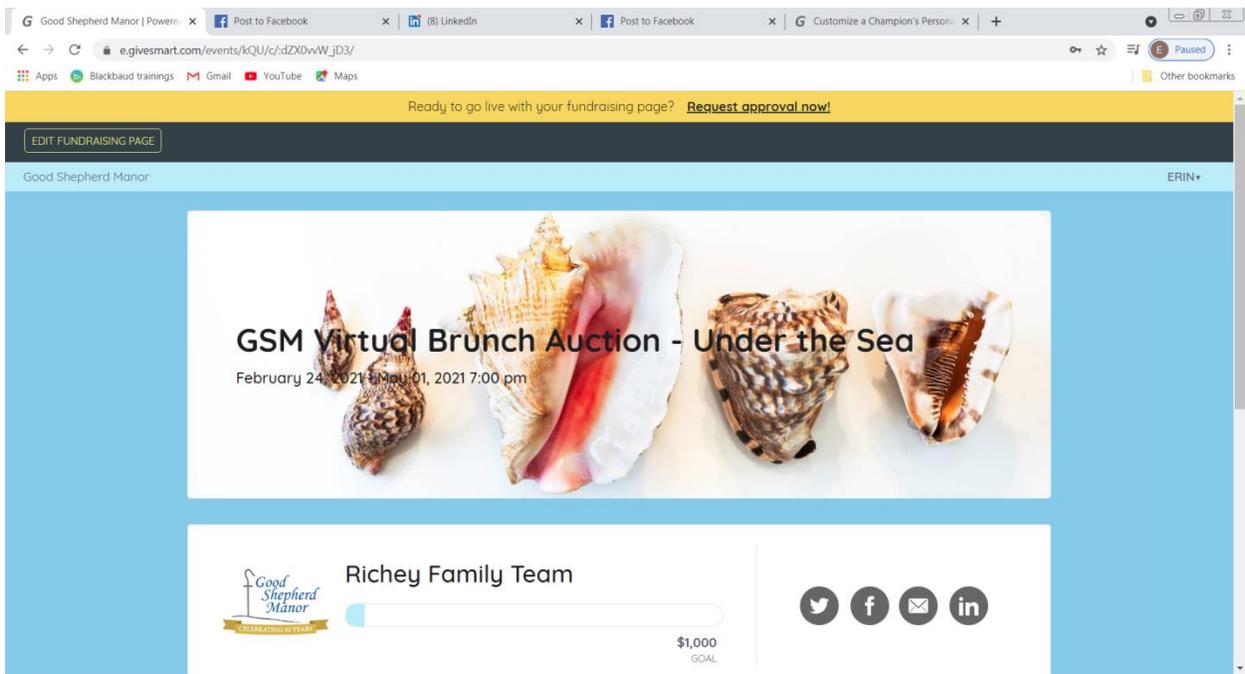
**Next click on My Fundraising Page:**



If you want to make a donation at this point you can. If not you just move on to **Edit Your Fundraising** page in the upper left corner:



**Edit Fundraising page – upper left corner:**



**On the left side, there will be an opportunity to edit your page.** If you click share under the shareable link, you will be able to copy and share the link in your emails, social media or texts. However, I would

not share your link until you are done with editing your page. You can change the name of your page title here and your goal. **Under Champion Image** you can upload a photo of your family, your special GSM resident, or any image that you want.

The screenshot shows a web browser window with multiple tabs. The active tab is the event editor for 'GSM Virtual Brunch Auction - Under the Sea'. A yellow banner at the top states: 'Your request to Go Live has been submitted. Your page will remain hidden until approved.' Below this is a 'VIEW FUNDRAISING PAGE' button. The main editing area is split into a left sidebar and a main preview area. The sidebar contains sections for 'SHAREABLE LINK', 'CHAMPION DETAILS', 'User Account', 'Page Title', and 'Goal'. The main preview area shows a banner with seashells and the event title, followed by a progress bar for the goal of \$1,000 and social media icons.

Good Shepherd Manor | Post to Facebook | (8) LinkedIn | Post to Facebook | Customize a Champion's Page | Good Shepherd Manor for M | +

← → ↻ e.givesmart.com/events/kQU/c/dZX0vWw\_jD3/edit/#

Apps Blackbaud trainings Gmail YouTube Maps Other bookmarks

Your request to Go Live has been submitted. Your page will remain hidden until approved.

VIEW FUNDRAISING PAGE

Champion Page

**SHAREABLE LINK**  
Use the link below to share your fundraising site with others.

[https://e.givesmart.com/events/kQU/c/dZX0vWw\\_jD3/edit/#](https://e.givesmart.com/events/kQU/c/dZX0vWw_jD3/edit/#)

Share

**CHAMPION DETAILS**  
Name the fundraising page and include a goal to share. Adding an image reassures supporters they're visiting the correct Champion page.

**User Account**  
Erin Richey

**Page Title** required  
Richey Family & Friends

**Goal** required  
1000

**Champion Image**  
Recommended image size is 600x600 pixels with a maximum file size of 1MB.

**GSM Virtual Brunch Auction - Under the Sea**  
February 24, 2021 - May 01, 2021 7:00 pm

**Richey Family & Friends**

\$1,000 GOAL

Twitter Facebook Email LinkedIn

11:38 AM 3/25/2021

After the Champion Image, there is an opportunity to **Edit Content**. There will be a box that pops up and you can type in whatever information you would like everyone to see on your page. You can always edit later.

The screenshot shows a web browser window with multiple tabs. The active tab is 'e.givesmart.com/events/kQU/c/dZX0vWvW\_JD3/edit/#'. The browser's address bar and navigation icons are visible. Below the browser window, there is a sidebar on the left and a main content area on the right.

**Sidebar (Left):**

- Buttons: Cancel, Save
- Text: the correct Champion page.
- User Account**  
Erin Richey
- Page Title** required  
Richey Family Team
- Goal** required  
1000
- Champion Image**  
Recommended image size is 600x600 pixels with a maximum file size of 1MB.  
+ Add an image
- CONTENT**  
Share your story and reasons for your fundraising efforts with your supporters.  
Edit Content

**Main Content Area (Right):**

- Logo: Good Shepherd Manor (CELEBRATING 50 YEARS)
- Title: Richey Family Team
- Progress bar: A horizontal bar with a blue fill and a white outline, currently empty.
- Goal: \$1,000 GOAL
- Social media icons: Twitter, Facebook, Email, LinkedIn
- Bidding buttons: \$50, \$100, \$250, \$500, \$1000, \$2500, \$5000, \$ Other
- RECENT ACTIVITY**  
Erin Richey \$50
- Footer: Hosted By: Good Shepherd Manor  
Powered By: GiveSmart, the premier mobile bidding and fundraising platform.

When you are done editing, you can **view your Fundraising page by clicking the box in the left upper corner. When you are satisfied with how your page looks, you click on Request Approval Now** in the yellow line at the top of the page. When it is approved (which should happen very quickly) you can start sharing your page. You can go back and share that link that is on the left side of your page when you click on Edit Your Page OR from the front of your page you **can share through Twitter, FaceBook, Email or LinkedIn by clicking on the icons – pictured below on the lower right side.** You can customize your messages for email and FB easily to fit your audience.

The screenshot shows a web browser window displaying the e.givesmart.com fundraising page editor. The browser tabs include "Good Shepherd Manor | Post to Facebook", "Post to Facebook", "LinkedIn", "Post to Facebook", "Customize a Champion's Page", and "Good Shepherd Manor for M...". The address bar shows the URL "e.givesmart.com/events/kQU/c/dZX0vWw\_jD3/edit/#".

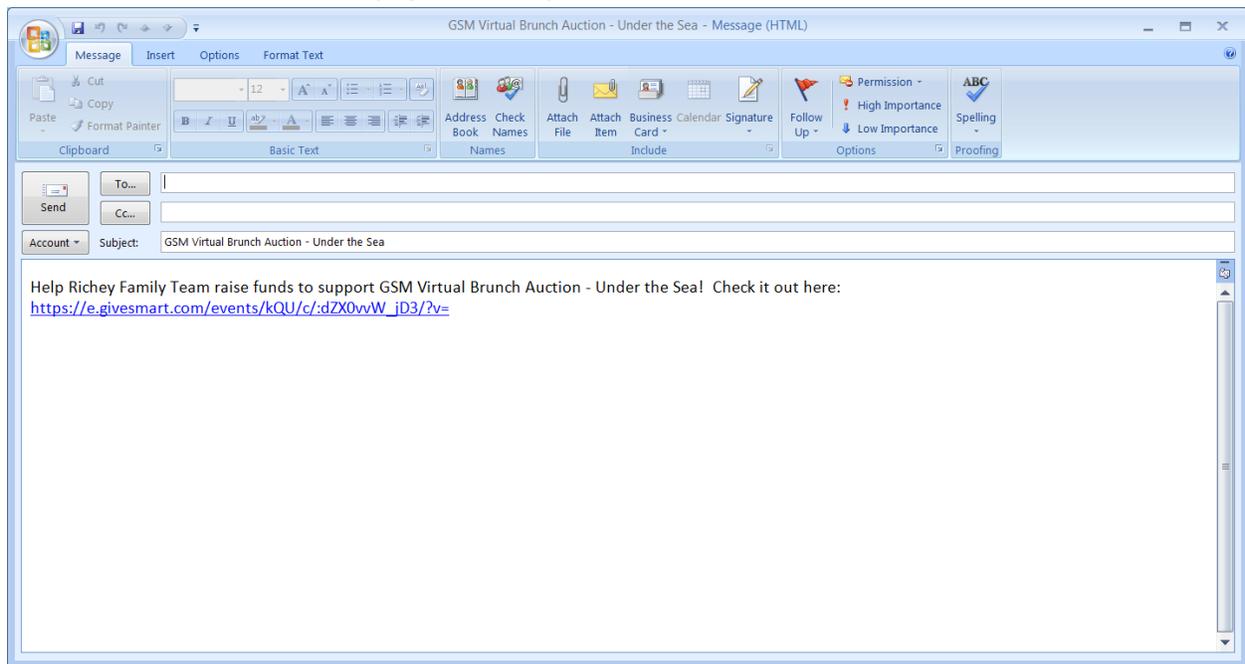
The editor interface has a yellow header with the text "Ready to go live with your fundraising page? Request approval now!". Below this is a dark grey bar with a "VIEW FUNDRAISING PAGE" button.

The left sidebar contains the following sections:

- SHAREABLE LINK**: "Use the link below to share your fundraising site with others." The link is "https://e.givesmart.com/events/kQU/c/dZX0vWw\_jD3/edit/#". There is a "Share" button.
- CHAMPION DETAILS**: "Name the fundraising page and include a goal to share. Adding an image reassures supporters they're visiting the correct Champion page." There is a "User Account" field with "Erin Richey" entered.
- Page Title**: "required" with the text "Richey Family & Friends" entered.
- Goal**: "required" with the number "1000" entered.
- Champion Image**: "Recommended image size is 600x600 pixels with a maximum file size of 1MB." There is a small thumbnail image of a book cover titled "Under The Sea".

The main content area shows a preview of the fundraising page. It features a yellow header with the same "Request approval now!" text. Below is a large image of four seashells. The text "GSM Virtual Brunch Auction - Under the Sea" is overlaid on the image, with the date and time "February 24, 2021 9:00 am - 01, 2021 7:00 pm" below it. At the bottom of the preview, there is a "Richey Family & Friends" name, a progress bar, and social media icons for Twitter, Facebook, Email, and LinkedIn.

Here is a sample of what the email looks like for you to customize when you click on the email icon.  
**Please note: As a table leader/champion you are only asking friends and family for donations. If they would like to create their own page then they start their own table.**



***You can also send someone to the front end of the website and they can find your table/family and click to donate to your page.***

Please let me know if you have any questions, concerns or need help troubleshooting!  
[erichey@goodshepherdmanor.org](mailto:erichey@goodshepherdmanor.org) or 815-472-3090. I can't wait to see all of the wonderful Virtual Tables!