SETUP:

- Where will guests be entering the event?
- Set up numbers of tables needed.
- Set number of volunteers for each check-in table.
- Set one table for at-the-door ticket purchases. Equipment: # of iPads needed; 1 mobile phone device for selling tickets
- TO DO: Print the Ticket QR code and put it on a sign or (at least) on the table.

Ticketing QR Code

CAPTURE GIFTS DURING THE EVENT:

- Volunteers can be easy to find in statements hats/apparel
- Equipment needed: Mobile Phone
- Supplies needed: Post It Note, gem clip, pen, QR code
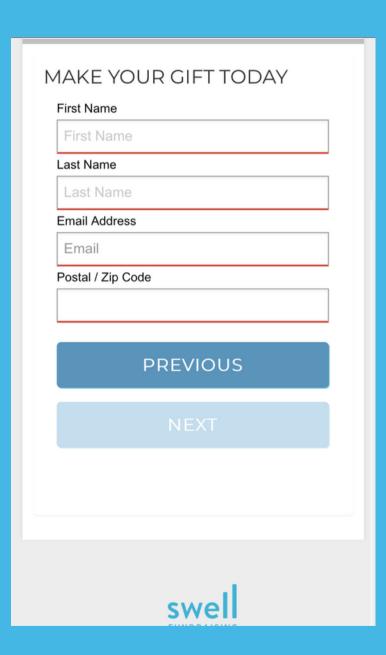- Scan the QR code to access online giving.
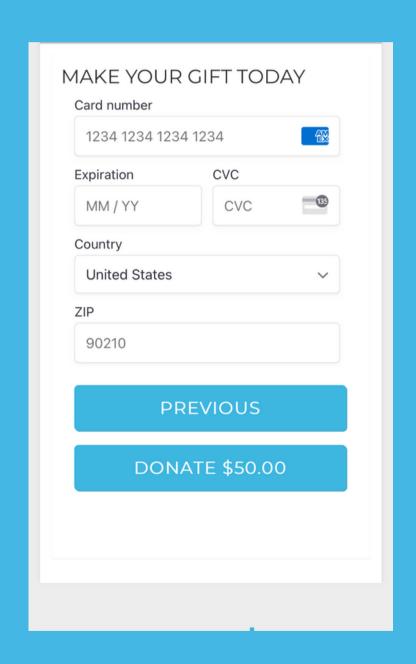
Donation QR Code

STEPS FOR AN ONLINE DONATION

MAKE YOUR GIFT TODAY

Please select an amount

YOUR IMPACT

$50	$75	$100
$250	$500	$1,000

$ 0.00

Other Amount

COVER TRANSACTION FEE

I'd like to help cover the transaction fee for my gift. My total donation will be **$0.00**.

No

CREDIT SOMEONE FOR MY GIFT

i'd like my gift to be credited towards a particular individual

Yes

MAKE YOUR GIFT TODAY

First Name

First Name

Last Name

Last Name

Email Address

Email

Postal / Zip Code

PREVIOUS

NEXT

swell

MAKE YOUR GIFT TODAY

Card number

1234 1234 1234 1234   AMEX

Expiration   CVC

MM / YY   CVC

Country

United States

ZIP

90210

PREVIOUS

DONATE $50.00

Enter the gift amount and credit the gift

Enter contact information for a receipt

Scan or enter card here

ACCEPTING CASH OR CHECKS

- For checks, ask the donor to write the name of the team in the memo line of the check
- For cash, use the post-it note to write the name of the donor and the team on the note, attach it to the cash with a gem clip
- Take cash/checks to the cash/check station where a volunteer will manually input these gifts.

SETUP FOR THE CASH/CHECKS ENTRY STATION:

- Set a Location
- Two people at the cash/check entry station – one receives gifts from volunteers, organizes the gifts and can call out the entries to the 2nd person who enters gifts.

HOW TO TRACK / ANNOUNCE FUNDRAISING UPDATES:

- Go to this bookmarked link on an ipad (or phone)
- Link to automatic updates: https://leaderboards.swell.gives/eventname#!/

NOTE: BE SURE TO REFRESH THE BROWSER TO ENSURE THAT YOU'RE CONNECTED TO THE INTERNET AND HAVE THE LATEST UPDATES. WHEN CONNECTED, THIS PAGE UPDATES AUTOMATICALLY BUT IT'S EASY TO GET BUMPED FROM WIFI DURING AN EVENT WITH MANY DEVICES RUNNING.