Logging into Eventgroove Fundraising for the first time:

- 1. Go to https://give.uplandfundraising.org/account/profile/signin
- 2. Log in using your chapter account. (i.e. <u>CH####@pfofficers.org</u> OR <u>CH####@qfofficers.org</u> and your business portal password)
- 3. If this page shows up, **DO NOT attempt to register your organization**.

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≡ 🚵 🚵	REGISTER YOUR ORGANIZATION
	We recently made changes to our setup process to improve safety and prevent fraud.
	To continue, please take a moment to register your organization. It only takes a minute!
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	Register your organization
What cou	ntry is your organization in?
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Find your	organization by name or EIN O
Enter th	organization's name or EIN
Loui	dn't find the organization - I want to add it
	START FUNDRAISING

- 4. Ignore the prompts to "Register your Organization," your organization (aka the state that your chapter is in) has already been registered previously to your account being set up.
- 5. Click the X to close that pop up, and then select the 3 bars in the upper left corner.

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	Get started in 60 seconds No credit card needed (ever)			
	Register your organization			
	What country is your organization in?			
	United States 🗸			
	Find your organization by name or EIN ②			
	Enter the organization's name or EIN			
	I couldn't find the organization - I want to add it			
	START FUNDRAISING			

- 6. This will open your menu.
- 7. Select "My Campaigns"

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CAMPAIGNS My Campaigns	Get started in 60 seconds No credit card needed (ever)				
	Register your organization				
	What country is your organization in?				
	United States				
	Find your organization by name or EIN ①				
	Enter the organization's name or EIN				
	I couldn't find the organization - I want to add it				
	START FUNDRAISING				

8. This will take you to your "home" page, where you can edit and manage the campaign that your regional rep has started for your chapter.

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CAMPAIGNS					CAMPAIGNS	S	
my Campaigns	SEA	ARCH BY TITLE	Q	VIEW: 🗮 🛛 👪	FILTER: \Xi	SORT BY: Date Created 🗸	
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9. Once you select your campaign and select "edit auction/sweepstakes" you can confirm what organization you are a part of by looking at the top bar of your campaign. It will specify where your campaign is registered to:



- 10. Please reach out to your Regional Rep with any questions about this process.
- 11. The prompt to register the organization should only show up the first time you log in. If it continues to show up, please continue to ignore it, and let your Regional Rep know.