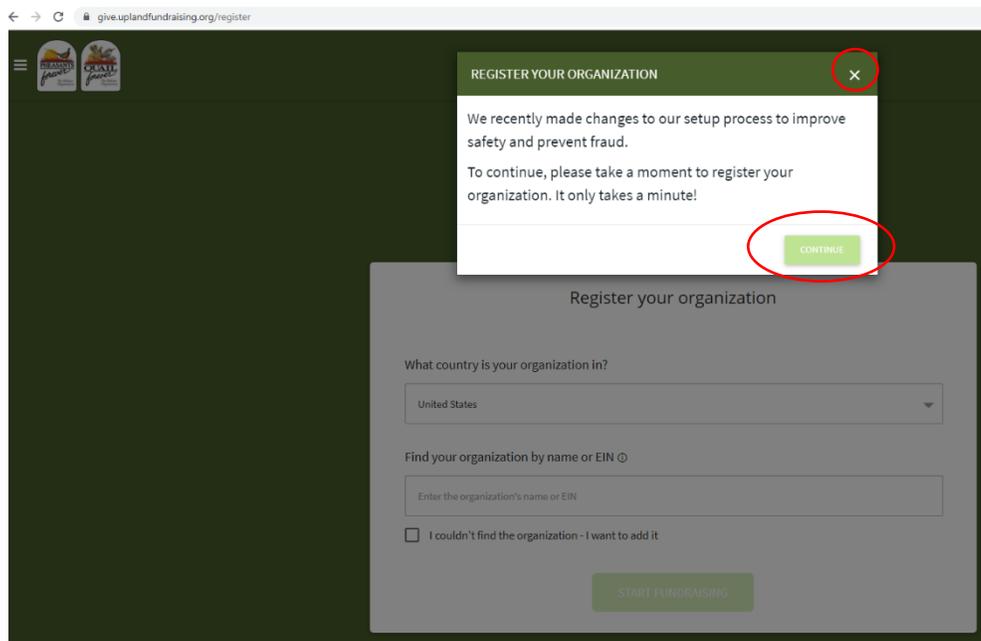
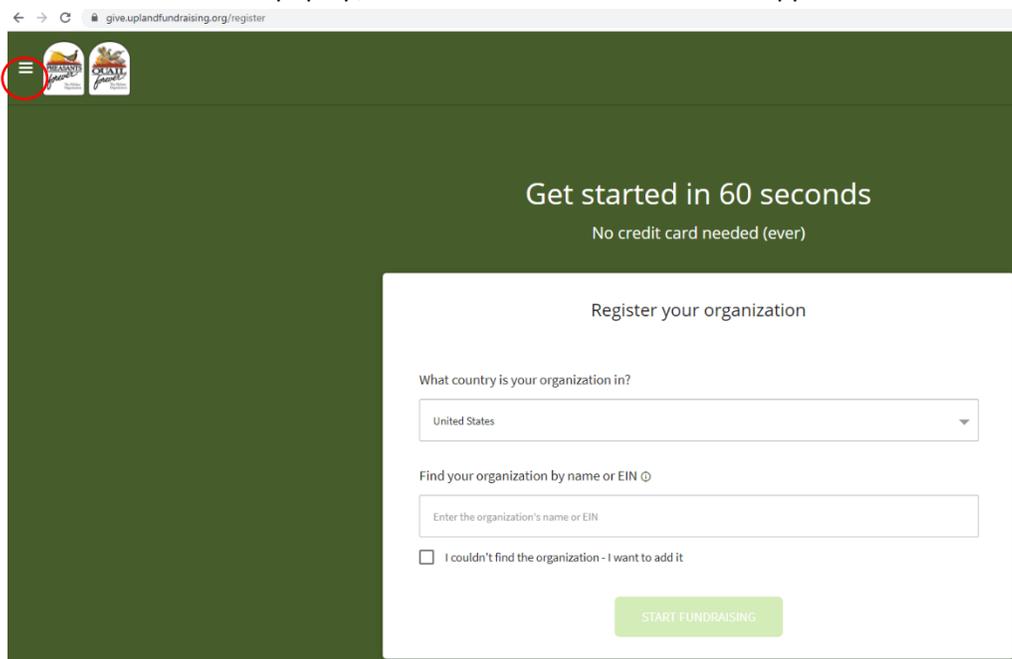


Logging into Eventgroove Fundraising for the first time:

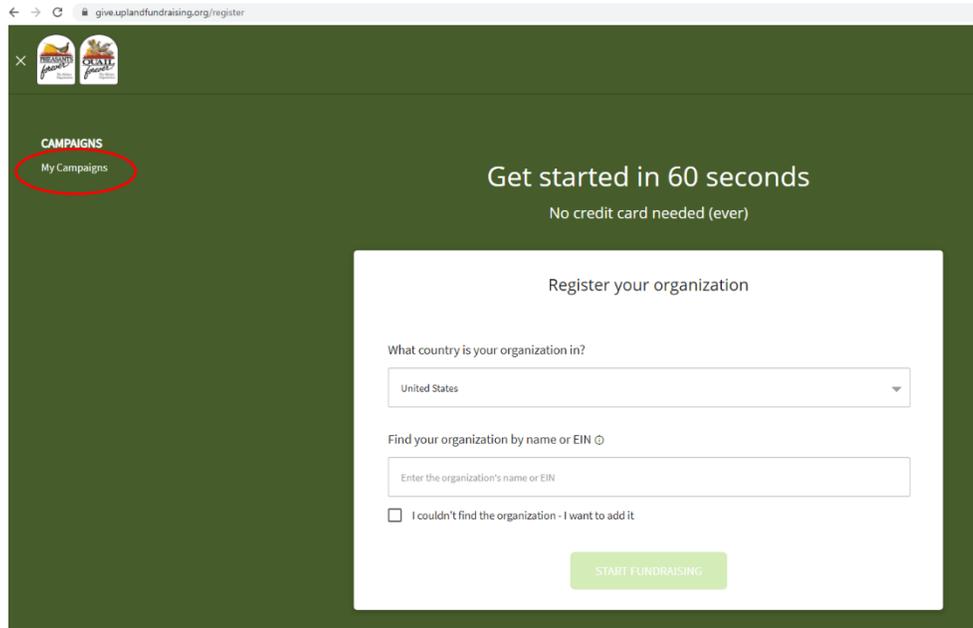
1. Go to <https://give.uplandfundraising.org/account/profile/signin>
2. Log in using your chapter account. (i.e. CH#####@pfOfficers.org OR CH#####@qfOfficers.org and your business portal password)
3. If this page shows up, **DO NOT attempt to register your organization.**



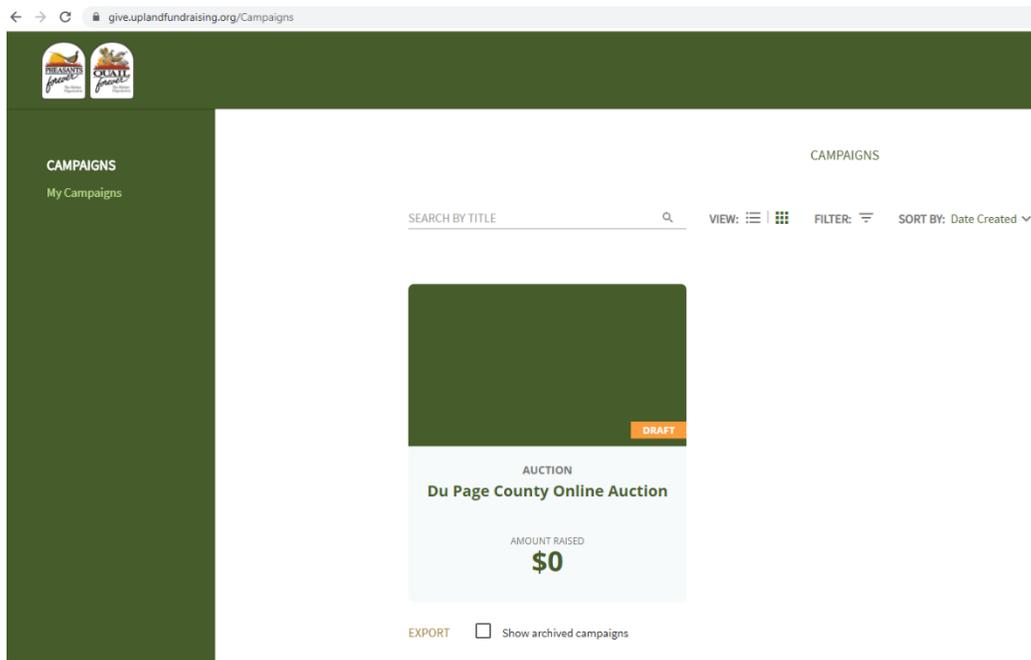
4. Ignore the prompts to "Register your Organization," your organization (aka the state that your chapter is in) has already been registered previously to your account being set up.
5. Click the X to close that pop up, and then select the 3 bars in the upper left corner.



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



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.



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.