Peer2Peer User Guide

We will use the Peer2Peer function on Scouting Gives to provide Champions a platform to articulate, share and monitor their campaigns.

Champions will use their my.scouting.org Id to create a Champion specific campaign. The benefits of this systems are:

They can use a pre-written campaign description or tailor it their town, interests, social network.

They can set their own goal and have a thermometer to track progress

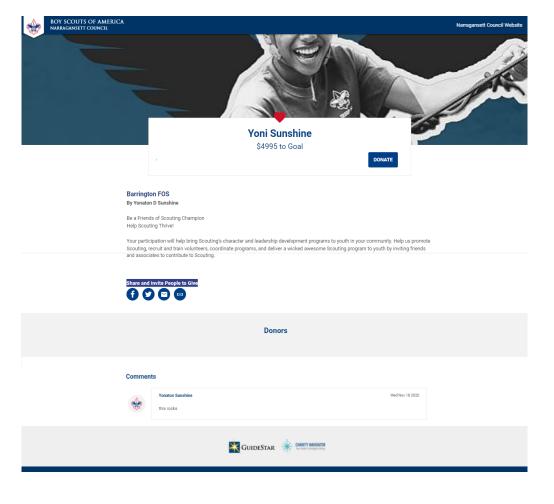
They can see who gave

They can post directly to their Facebook pages

They have a direct url link

They can upload their own campaign photo

The campaign can be accessed through https://donations.scouting.org/#/council-admin/15/fundraisers





SCOUTING FUNDRAISERS

1. Activating an appeal for fundraisers

Fundraisers allow your council volunteers to raise funds in support of your council efforts. In order for a volunteer to begin the process, the council admin must FIRST make appeals active. To do this, click the "Peer2Peer" tab. Tabs are found along the left-hand side of the screen. Here you will see a page similar to your APPEALS page. In the top-right corner of the main section, you will see a clog. This is your fundraiser settings.

Under the fundraiser settings is where you will create and activate appeals that volunteers can choose from. To begin, click on the "CREATE NEW APPEAL". A pop-up will appear that asks you to select the Blackbaud Appeal that these funds will be designated to. Then provide a friendly name for this appeal. This friendly name is what the volunteer will see, instead of the Blackbaud Appeal name. Finally, provide a brief description so the volunteer can understand the appeal's purpose. If you are wanting to create multiple appeals here, you can. Simply repeat the process.

Once complete, you can activate each appeal by clicking the upward-facing arrow icon in the top right corner of the appeal. This is the trigger to make it available to volunteers.

2. Editing an appeal

To edit any details of an active or deactivated appeal, click the "Peer2Peer" tab. Tabs are found along the left-hand side of the screen. Here you will see a page similar to your APPEALS page. In the top-right corner of the main section, you will see a clog. This is your fundraiser settings.

Click on the fundraiser settings. Then, identify the appeal you wish to edit, then click the pencil icon in the top-right corner. A popup will appear where you can edit the details. Once satisfied, click UPDATE. This will make the changes immediately effective.

3. Deactivating an appeal

To deactivate an active appeal, click the "Peer2Peer" tab. Tabs are found along the left-hand side of the screen. Here you will see a page similar to your APPEALS page. In the top-right corner of the main section, you will see a clog. This is your fundraiser settings.

Click on the fundraiser settings. Then, identify the appeal you wish to deactivate and click on the cancel icon in the top-right corner. This will deactivate the appeal immediately and any associated fundraiser established by a volunteer will be deactivated as well.

4. Review and approve pending fundraisers

You will be notified as volunteers begin creating fundraisers. When the volunteer completes the fundraiser, it will need to be reviewed and approved you before being published live. To review pending fundraisers, click the "Peer2Peer" tab. Tabs are found along the left-hand side of the screen. Here you will see a page similar to your APPEALS page. In the top bar of the page, you will see an alert for pending fundraisers. Click on this bar and it will take you to the PENDING Peer2Peer section. Click the chevron (downward facing arrow) on the appeal you wish to review, then click on REVIEW APPEAL. You will need to review for the following:

- Fundraiser Name
- · Fundraiser Description
- Fundraiser Goal
- Fundraiser Acknowledgement Email

Following your review, you have the opportunity to approve or reject the fundraiser. If approved, the fundraiser will be published immediately. If rejected, a pop-up will appear requesting a reason for denial that will be provided to the volunteer.

Once rejected, the volunteer will receive an email with the reasoning and can remedy their fundraiser and send it back for your approval. Then the review process will be repeated.

5. Track a fundraiser's progress

You can get a quick view of the fundraiser's goal progress through the goal meter found under each fundraiser. This can be located by clicking the "Peer2Peer" tab. Tabs are found along the left-hand side of the screen. Here you will see a page similar to your AP-PEALS page. Identify the fundraiser you wish to track under the Active tab. The goal progress is then immediately available.

Alternatively, you can see donors, view the fundraiser, invite someone to give and share on social media by clicking the chevron (downward-facing arrow) next to each fundraiser.

6. Deactivate an approved fundraiser

You can deactivate a fundraiser as needed by clicking the "Peer2Peer" tab. Tabs are found along the left-hand side of the screen. Here you will see a page similar to your APPEALS page. Identify the appeal you wish to deactivate, then click the chevron (downward -facing arrow). Near the bottom of the option list, you will see the Deactivate Fundraiser option. Click this and confirm your action. Once confirmed, the fundraiser will immediately be deactivated, and the volunteer will be notified.

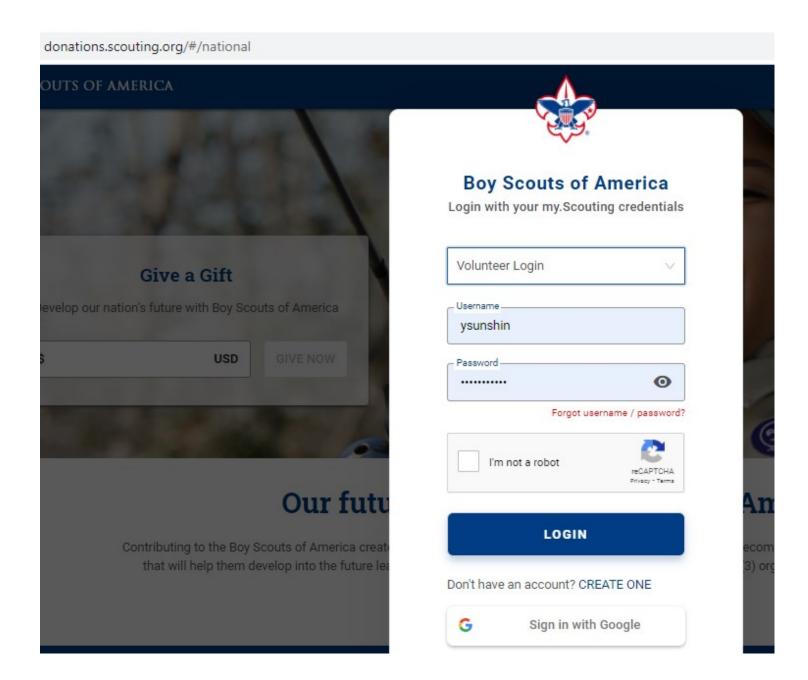
7. Manage volunteers

A feature to manage volunteers has been introduced. The "MANAGE" tab, tabs are found along the left-hand side of the screen, allows you to see all available fundraisers, volunteers, and manage them accordingly from this screen.

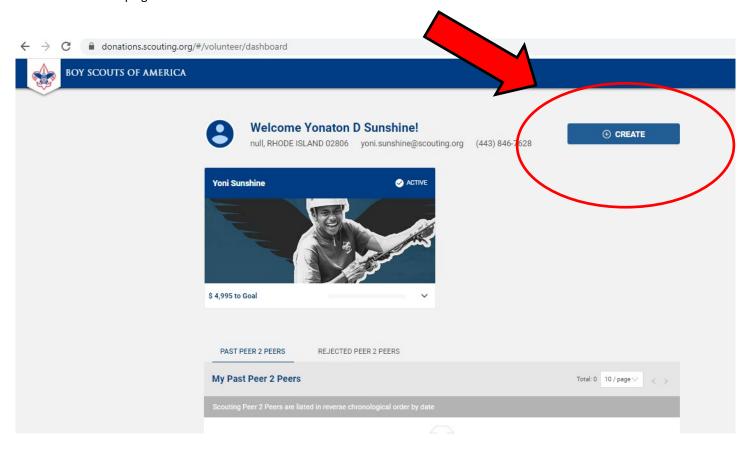
Additionally, the MANAGE tab allows you to prevent a volunteer from fundraising by blocking them. Once blocked, the volunteer is notified.

TO CREATE A PEER2PEER APPEAL

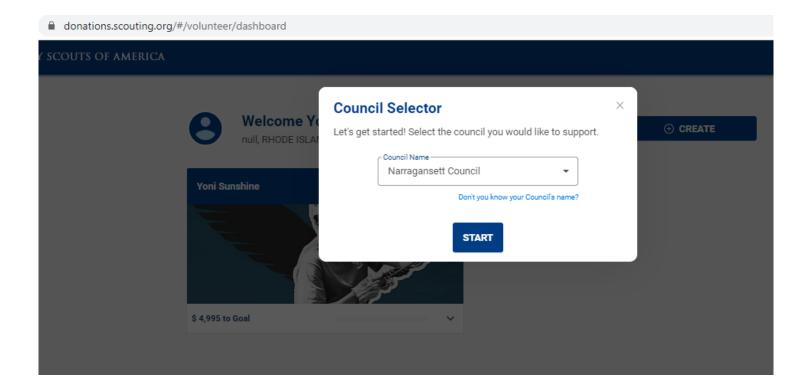
STEP 1: Login as a Volunteer



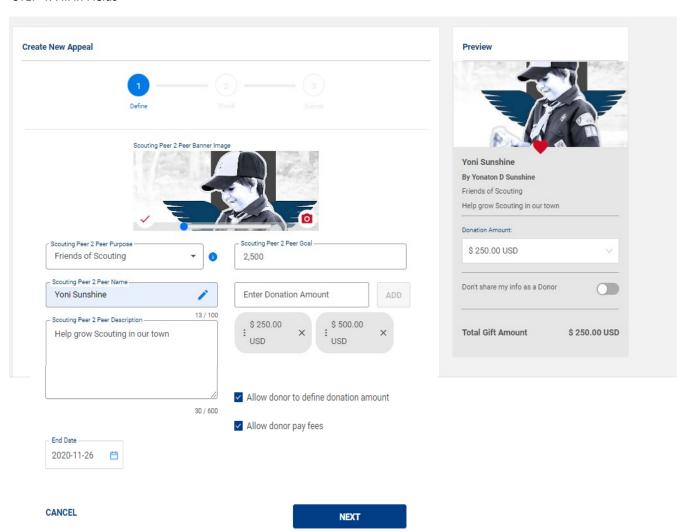
STEP 2: Create Campaign



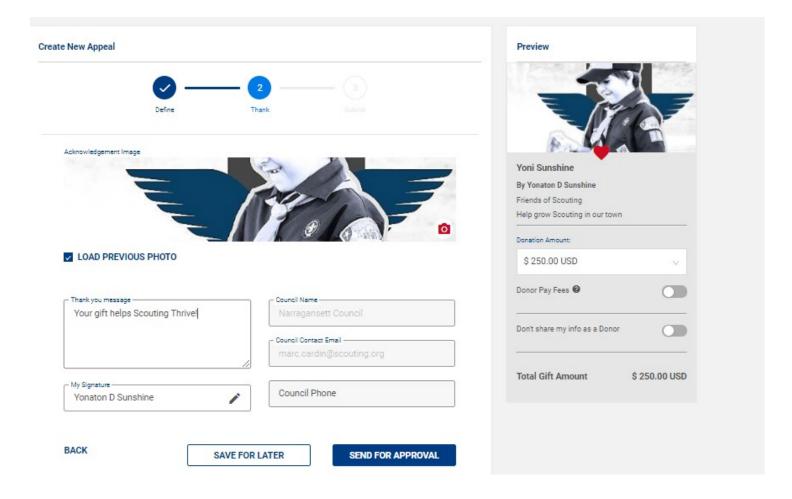
STEP 3: Link to Council



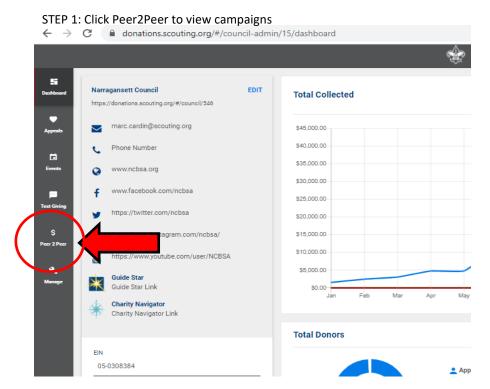
STEP 4: Fill in Fields



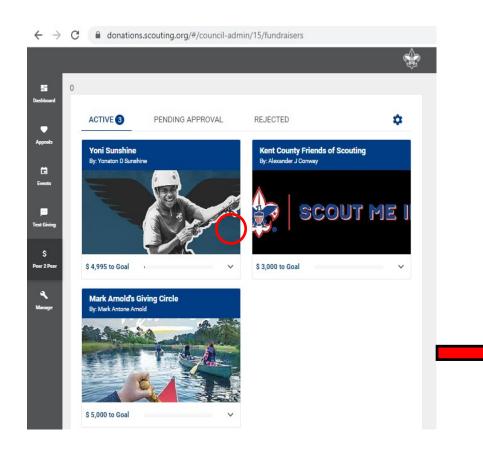
STEP 5: Submit for approval

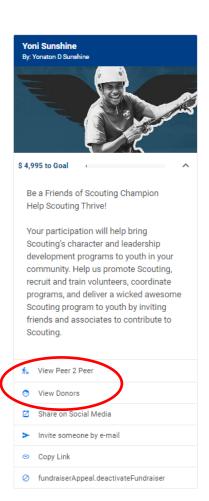


TO VIEW A PEER2PEER APPEAL



STEP 2: Choose appeal to view





Step 3: View Campaign

