



#WorldTriviaNight

The purpose of this guide is to help bring out the fundraiser in you! If you need help getting the word out about your World Trivia Night team and your fundraising goal, read this guide for instructions on how to send emails and social media posts through your fundraising dashboard.

FUNDRAISING DASHBOARD

Access different features from your online **Fundraising Dashboard**.

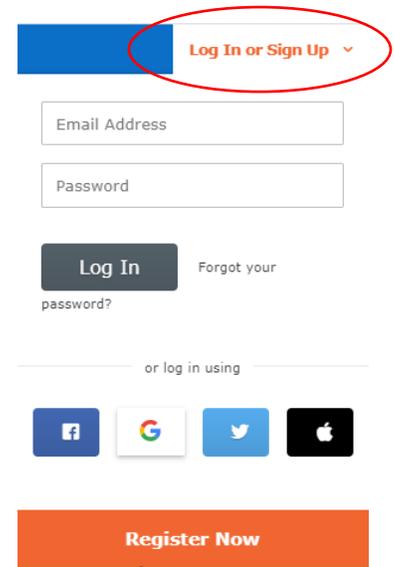
1. Go to the event website to log in. You can do so by clicking the link in your event *Registration Confirmation* email or by clicking [here](#).

2. Click **Log in or Sign Up** in the right-hand corner of the website.

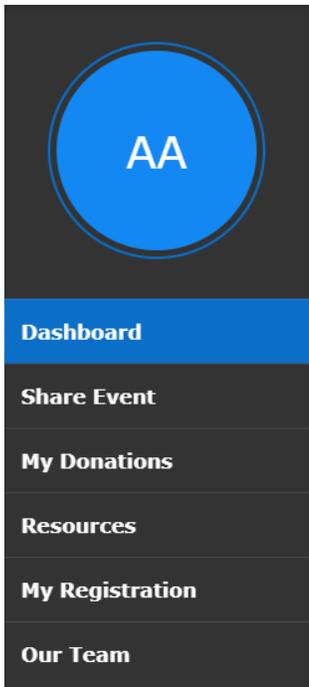
This is the same Email Address and Password you created when registering for World Trivia Night.

*Click **Forgot Password** if you need to reset it.*

3. Once you have logged in, you will see your **Fundraising Dashboard**. From the left-hand menu, you can access the following features:

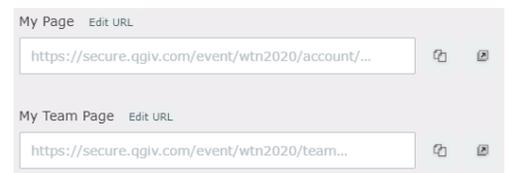


A



- A)** Update your profile picture
- B)** Copy your team fundraising page link
- C)** Share the event (by email or social media)
- D)** See donations you have made
- E)** Access this guide and the Event Tech Guide
- F)** Edit your personal information
- G)** See donations made to your **team** fundraising page

HELPFUL TIP: Copy this URL and paste into your own emails or social media posts to bring people directly to your team's fundraising page.





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To send emails or social media posts directly from the Fundraising Dashboard!

Share the Event on the Fundraising Dashboard

On your Fundraising Dashboard, click **Share Event** (option **C** listed above). Choose one of the following options:

Share using Email

- Choose **Send a Custom Fundraising Email**
- Choose **Ask Others to Donate** from the default email templates
- Enter your desired email subject
- Customize the email content as you wish
- Enter the email addresses you wish to send to (copy & paste into this box)
- Click **Save & Preview**
- Review your email
- Click **Send or Schedule**

Send an Email

1 I Want To

- Email Team Members
- Send a Custom Fundraising Email

Choose Template

Choose Template

Default Templates

- From Participant – Ask Others to Join Team
- From Participant – Ask Others to Donate
- From Team Captain – Custom Thank You to Team Donors

To:

Separate addresses by comma

Send to These Addresses (max 1000)

Share on Facebook

- Choose which link you want to post on Facebook

If you are already logged into Facebook on your computer, a window will pop up.

If you are not already logged into Facebook, you will be prompted to do so.

- Customize your post and tag your friends, then click **Post**

Share Your Fundraising Pages

Sharing your fundraising page is a great way to reach your friends and family and encourage them to donate.

Share My Personal Fundraising Page

Share My Team's Fundraising Page

Share on Twitter

- Connect your Twitter account to post directly to Twitter through the registration website

Share on Twitter

You can use Twitter as a fast way to spread the word about your event. We promise never to post anything without asking your permission. All of your information is safe and secure!

Connect Your Twitter Account



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SHARING THE EVENT REGISTRATION LINK

Share the **event registration link** to Facebook and Twitter **directly** from the event website.

1. Open your internet browser and type www.WorldTriviaNight.com

2. Click "Register Now" to go to the Event Registration website.

Registration now open.

REGISTER NOW

3. Scroll down the page about half-way until you see the Facebook & Twitter buttons.

Tell your friends about World Trivia Night!

Share on Facebook

Share on Twitter

4. Click **Share on Facebook** or **Share on Twitter** (make sure you're logged into your Facebook or Twitter!).

5. Add a message and tag your friends. Click **Post or Tweet**, and you're done!



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SOCIAL MEDIA CONTENT TEMPLATES

Having trouble writing your social media post? Here are some templates you can use to share your:

1. Team fundraising page URL
2. The event registration URL

Copy & Paste the text below into your social media post, and make any edits/additions you see fit!

Share Your Team Fundraising Page	Share the Event Registration URL
<p><u>(Enter team name)</u> is playing in #WorldTriviaNight this year!</p> <p>Help us reach our fundraising goal of <u>(\$ goal)</u> to raise money for kids at @CAFOttawa (and to help us win some cool prizes!)</p> <p>INSERT: Team fundraising page URL</p>	<p>#WorldTriviaNight is virtual again this year! I'm playing with <u>(enter team name)</u>. Do you think you can beat us?</p> <p>We've played at this event for <u>(#)</u> years - there's no stopping us!</p> <p>Register your team today!</p> <p>INSERT: Event registration URL</p>
<p>Our team is so close to our fundraising goal of <u>(\$ goal)</u> for #WorldTriviaNight! Please donate to our team to help hundreds of kids at @CAFOttawa</p> <p>INSERT: Team fundraising page URL</p>	<p>Help me get the word out! I'm playing at #WorldTriviaNight on Nov. 12th with <u>(enter team name)</u> in support of @CAFOttawa. Register your team today for a fun night of virtual trivia!</p> <p>INSERT: Event registration URL</p>