# Giving+ Quick-Start Guide

Bloomerang + Qgiv provides a complete fundraising and CRM solution. The Giving+ Package includes the tools you need to supercharge your fundraising.

This guide lays out the most important Qgiv resources to help you get started with the fundraising platform.

We've organized this guide into sections about Donation Forms, Standard Events, and Reporting. Click the links in each section for more information, including short instructional videos.

But first, here's how to configure your Bloomerang integration:

**Bloomerang** – Get your Bloomerang integration up and running on the Qgiv side with this guide! If you'd like to explore other integrations, check out this article.

## Donation Forms

*With Qgiv's donation forms, you can make giving quick and easy for your constituents. Your Qgiv plan includes unlimited donation forms.*

**Creating New Forms** – If you need a new form, just clone an existing one. You can clone some, all, or none of the original form's settings.

**General Form Settings** – Once you've created a form, start by configuring your form's general settings, including whether your form will be one step or divided into multiple steps.

> **Pro tip:** Multistep forms have been shown to increase conversion rates.

**Donation Settings** – Configure the donation amounts to display on the form. You can even have different amounts for one-time vs. recurring donations—simply adjust the display settings for each amount.

**Form Builder** – Form Builder is how you make your donation forms look exactly how you want them. Use your organization's logos, colors, and branding to create a form that fits seamlessly with your other fundraising efforts.

**Text-to-Donate** – Make it easy for your supporters to give on the go! Simply create your keyword, customize your campaign, and start collecting donations via text.

Receipts – Donation form receipts can be configured globally at the organization level or individually at the form level.

**Global Receipts** – Access global donation form receipts from the org-level control panel. Customizations you make here can be applied to any donation form.

**Form-Level Receipts** – Access form-level receipts within each form. Customizations you make here will only impact the specific form.

For more quick-start help with donation forms, check out this article.

## Standard Events

*Along with unlimited donation forms, every Qgiv plan comes with unlimited standard event registrations. The phrase "standard events" refers to events that aren't auctions or peer-to-peer events but that you still want constituents to be able to register for.*

**Event Details and Settings** – Start by filling in your event's information and configuring the registration receipts.

**Packages** – Before anyone can register for your event, you must configure at least one registration package. One package can represent a single ticket, or you can offer multiple tickets per package.

**Table Management** – You can create tables and assign event attendees to seats using the Table Management tool.

**Scannable QR Tickets for Standard Events** – Streamline check-in at your events with scannable QR code tickets.

**Ticket Management** – Enable Ticket Management to allow registrants to send tickets to guests and to add and edit ticket details after registration.

**Event Builder** – You can customize the look and feel of each event on the form using Event Builder.

**Attendees** – Review a list of your registered attendees and send email communication to them from this area.

**Events Banner and Settings** – Set up an events banner and choose the default view for your form.

For more quick-start help with standard events, check out this article.

# Reporting and More!

*Use Qgiv's suite of data and reporting tools to make sure you have all the information you need.*

**Types of Reports** – This article lays out the types of reports that are available across the Qgiv platform. Some of these reports are only available with Giving Essentials.

**Qgiv Reports** – These reports cover the data in donation forms and simple event registrations.

**Custom Reports** – With Custom Reports, you can save the search parameters and complex sets of filters you've used for a particular report for future use.

**Donor Summaries** – Looking for a way to send your donors a summary of their giving with your organization? Donor summaries contain a list of all gifts a donor has made to your organization for a specific timeframe.

**Offline Donations** – If you receive a cash or check donation, you can log it in Qgiv using the Virtual Terminal.

**Offline Donation Import Tool** – If you have a large batch of offline donations to enter that you've recorded elsewhere, you can use our Offline Donation Import Tool

**Advanced Statistics** – Once you have a full year of Qgiv data, you can utilize Advanced Statistics to track donor retention and identify at-risk and lapsed donors.

**Smart Amounts** – Smart Amounts will automatically generate dynamic donation amounts presented to visitors on your form. Smart Amounts are established using a unique algorithm that incorporates visitor data and historical giving trends across the Qgiv platform!

**Express Donate** – Express Donate is a feature that provides more opportunity to simplify the giving process and makes it possible for donors to use a "digital wallet" (Apple Pay, PayPal, or Venmo) as the first step of the donation process. As a result, donors can bypass the additional form fields and can give in just a few clicks!