

Fundraiser Account Settings

Last Modified on 08/29/2022 10:18 pm PDT

As an Administrator of your GiveSmart Fundraise account, under **Settings**, the **Fundraisers** section allows you to view and control all your fundraisers from any and all your Crowdfunding activities.

The screenshot displays the GiveSmart Fundraise interface. On the left, there is a sidebar with two main sections: 'SETUP & SETTINGS' and 'CAMPAIGNS & ACTIVITIES'. Under 'SETUP & SETTINGS', there are 'Settings' (with a gear icon) and 'Utilities' (with a wrench icon). The 'Settings' option is highlighted with a hand cursor. The 'CAMPAIGNS & ACTIVITIES' section is currently empty. The main content area on the right shows the 'Settings' menu. At the top right of this area is the 'GiveSmart Fundraise' logo. Below it is a 'Main Menu' button with a back arrow. The 'Settings' menu items are: 'Users', 'Fundraisers' (highlighted with a hand cursor), 'Organization', 'Receipts and Notifications', 'Year-End Consolidated Receipts', 'Remittance', 'Billing', 'Integrations', 'Order History', 'Shared Settings', and 'QR Codes'.

From this Settings section, you can review your fundraisers' information across campaigns, such as their email addresses, mobile numbers, keywords, and teams.

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Settings

[+ New Fundraiser](#)

Name	Email	User Name	Mobile Number	Keyword	Personal Keyword	Team	Total Raised	Status	Actions
Travis Bailey	email1@nonprofit.org	travisbailey3		CFEXAMPLE	CFEXAMPLE14	Elm	245.0	Active 05/31/2022	  
Marissa Jones	email2@nonprofit.org	marissajones		BALLOONS	BALLOONS7		0.0	Pending 01/20/2022	  
Liam Smith	email3@nonprofit.org	liamsmith		CFEXAMPLE	CFEXAMPLE13		0.0	Active 07/28/2021	  
Emma Jones	email4@nonprofit.org	emmajones		CFEXAMPLE	CFEXAMPLE12	Larch	0.0	Active 04/27/2021	  

You can also create a new fundraiser, log in as a fundraiser, resend the fundraiser's Welcome Email, or delete the fundraiser.

Create a new fundraiser

Usually, you will have your fundraisers create their own accounts by [following the material here](#). But you can also set up individual fundraisers as an Administrator, too.

- Go to **Settings**
- Click on **Fundraisers** on the left
- Click on the **New Fundraiser** button in the upper left

This will take you to the page to allow you to enter the fundraiser's email address, name, goal, and which keyword (Crowdfunding activity) you are assigning to them.

New Fundraiser

Email	<input type="text"/>
First name	<input type="text"/>
Last name	<input type="text"/>
Fundraising goal	<input type="text" value="100"/>
Keyword	<input type="text" value="Select existing keyword"/>
<input checked="" type="checkbox"/> Notify Fundraiser	
<input type="button" value="Create Fundraiser"/> <input type="button" value="Cancel"/>	

- If you leave a check in **Notify Fundraiser**, they will be emailed their details to share and log into their account themselves.
- Make sure to click **Create Fundraiser** to save.

Log in as a fundraiser

There are times you may want to log in as the fundraiser to maybe check a setting that is not working from the Crowdfunding admin page.

For example, they are speaking to you about how they want to change something, but forgot how to do it. You can log into your GiveSmart Fundraise account, and log in as them to give them a quick video how to or check their settings, etc.

This will log out of your GiveSmart Fundraise admin account, and immediately log in as that specific fundraiser.

- Go to **Settings**
- Click on **Fundraisers** on the left
- Choose the door icon, **Login this fundraiser** to enter their view of their account.

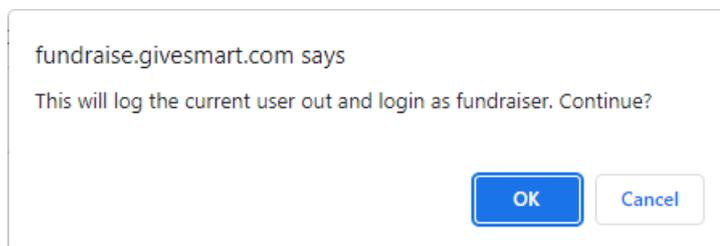
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Marissa Jones	email2@nonprofit.org	marissajones		BALLOONS	BALLOONS7		0.0	Pending 06/30/2022	   Login this fundraiser
Liam Smith	email3@nonprofit.org	liamsmith		CFEXAMPLE	CFEXAMPLE13		0.0	Active 07/28/2021	  
Emma Jones	email4@nonprofit.org	emmajones		CFEXAMPLE	CFEXAMPLE12	Larch	0.0	Active 04/27/2021	  

- You will get a warning screen to let you know this will log you out of your account to log into the volunteer fundraiser's account.



Resend the fundraiser's Welcome Email (Resend Fundraiser Confirmation)

The fundraiser may have lost their Welcome email, you can resend it to them. This email will have all their details to log in, their keyword, their social shares, etc. as shown at [the bottom of the page on this link](#).

- Go to **Settings**
- Click on **Fundraisers** on the left
- Under **Actions** to the right of the fundraiser, you can click on the envelope icon to **Resend fundraiser email**

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Liam Smith	email3@nonprofit.org	liamsmith		CFEXAMPLE	CFEXAMPLE13		0.0	Active 07/28/2021	  
Emma Jones	email4@nonprofit.org	emmajones		CFEXAMPLE	CFEXAMPLE12	Larch	0.0	Active 04/27/2021	  

- When you click the icon, it will give you an alert message to confirm that you want to **Resend fundraiser email**.

fundraise.givesmart.com says
This will cause the volunteer details email to be resent. Continue?

OK

Cancel

Delete the fundraiser

If you want to delete a fundraiser's account for any reason, you can do that in the Fundraiser settings, too.

- Go to **Settings**
- Click on **Fundraisers** on the left
- Under **Actions** to the right of the fundraiser, you can click on the trashcan icon to **Delete this fundraiser**.

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- You will get a confirmation warning pop up to make sure you actually want to delete them.

fundraise.givesmart.com says
This will delete the fundraiser. Continue?

OK

Cancel

Any funds that this fundraiser has raised will stay with your account under the general funds raised in the Crowdfunding activity. Donor information will also stay in your account.