Setting Up Your Giving Tuesday Project Page

**Giving Tuesday Project Page Form:**

* Submit your request for a Giving Tuesday Project page through this [form](https://dayofgiving.ucr.edu/o/university-of-california-riverside/i/university-of-california-riverside-day-of-giving-idea) by **Tuesday, October 12, 2021.**
	+ The Office of Annual Giving will review all project page forms within 48 hours of submission and activate project pages accordingly.
* Once you are granted access to the Community Funded platform, you can begin to build your page(s)!

**A few notes as you fill out the submission form:**

* Please provide the contact information of the primary point of contact/project lead for your project page.
* The “Fundraising Goal” and “Duration” fields are required in order to submit the form, so you’ll need to enter a numerical placeholder amount for both fields since we do not have individual project page fundraising goals for Giving Tuesday.
* The “Fund ID” and “Fund Description” fields should be the foundation fund you would like to promote on your project page. As a reminder, the fund must exist in Raiser’s Edge. If you need to create a new fund or rename a fund, please work with Ruben Fierro in University Advancement.
* If you plan to have more than one project page on Giving Tuesday, you will need to submit a new form for each project.

**When designing your project page(s):**

* Refer to the in-depth project page guide attached in the GT kickoff email, which provides step-by-step instructions on how to set up your page.
* Please ensure that your content adheres to UCOMM’s [branding guidelines](https://brand.ucr.edu/platform/document/ucr-brand-book) and is free from all grammatical errors.
* It will be up to your unit/program/department to provide all content, images, and/or videos.