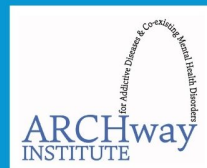


IGNITE HOPE

AT ARCHWAY INSTITUTE'S VIRTUAL
FUNDRAISING GALA & AUCTION

April 30, 2021 • 6:30 PM CST to 8:00 PM CST
Watch from the comfort of your own home!



ADMIT ONE

ALL
ACCESS
PASS

ADMIT ONE

How to Register for ARCHway's Virtual Auction on QGIV



Qgiv is a fundraising platform used widely in the non-profit world. Among other things, Qgiv has the capabilities to serve as an auction platform.

Even if you registered for the Virtual Fundraising Gala on ARCHway's website, you still must register through Qgiv to access, bid and purchase items from ARCHway's auction.

Link to Preview & Register for the Auction:

<https://secure.qgiv.com/event/archwaysvirtualgala/>

Directions for Registering:

1. Click the link directly above to "Preview & Register for the Auction"
2. Go to the top right corner of the page & click "Register"
3. Under the title "Do you have a ticket code?" click on "register for this event" (use either the text link or button)
4. Select "1" in the drop-down to the right of "Virtual Bidder"
5. Notice payment will say \$0.00. It does not cost to participate, but you can add an optional donation in the donation box to participate in the auction.
6. Press "Continue"
7. Enter personal contact information, and press "Continue"
8. Review your registration and click "Complete Registration"
9. You will receive a confirmation with a ticket code. *This ticket code will also be sent to your email.*
10. It will prompt you to download the **Givi** app to your phone, which is optional. ****If you don't wish to download the app, go to the auction link again, (<https://secure.qgiv.com/event/archwaysvirtualgala/>) and click "Log In" in the upper right corner of your screen. You will be prompted to enter your ticket code.**

We recommend downloading the Givi app (powered by Qgiv) on your cell phone as well!

Although it is not absolutely necessary, it may be more convenient to use this app over the online portal, especially during the Virtual Gala on April 30th! The app will allow you to watch the Virtual Gala from your computer while bidding and watching your items on your cell phone.

Directions for Downloading and Using the Givi App:

11. Go to the app store on your cell phone or scan the QR to the right to take you directly to the Givi app.
 - a. You can scan the QR code by opening the camera on your cell phone and holding it up to the QR code.
12. Once downloaded, you can enter your ticket code at the bottom of the home screen. This ticket or event code can be found in your registration confirmation email. When you click “Go,” you’ll be logged directly into the auction. Confirm and edit your ticket details.
13. For there, you are in!



Download
givi[™]

powered by



Within the app, you can...

- 1.) Add items to your watch list by tapping the heart icon
- 2.) Swipe to bid on items
- 3.) Receive push notifications when you’re outbid
- 4.) Participate in fund-a-need donation appeals
- 5.) Buy items like raffle and drink tickets
- 6.) View purchases by tapping on the cart icon
- 7.) Quickly check out and pay when the auction ends

Important Event Reminders!

The auction is available for preview today! It will open for bidding on April 25th at 12pm CST / 1pm EST. Bidding will end at the close of the event on April 30th at 8:30pm CST / 7:30pm EST. This gives you 30 minutes after the presentation to place your final bids.

The above registers you for the **Virtual Auction**, so if you have not yet registered on ARCHway’s website for the **Virtual Gala on April 30th**, please do so and consider making a \$25 or \$50 suggested contribution for participation. This is the LIVE event where you will hear from a variety of speakers (PreventEd, Colton Baker, and more) on the work that ARCHway is doing in the community to help those impacted by substance use and co-occurring mental health disorders.

Additional Resources for Navigating Qgiv:

- Video - [Entering a Ticket Code on the Webb](#)
- Video - [Entering a Ticket Code in Givi](#)
- Video - [Givi Overview](#)

****After trying twice with no success, you may reach out to Emily Jung at emily.jung@thearchwayinstitute.org. She can help with registration for both the auction and the live event!**

