



Kiwanis

Steps to creating a Virtual Fundraiser

1. **Pick an virtual event & pick a date:** Wine tasting, paint night, cooking class, succulent plotting class, games night, walk-a-ton, magic show, virtual auction, etc
2. **Create a way for people to sign up for your event.**
My suggestion is to use Google Forms, but you can also use Eventbrite, Facebook Events. Below are the instructions on how to create a google form.
Whichever way you use make sure to collect their email address to be able to send them virtual link/ login.
3. **Create a flyer to publicize your event.**
 - a. Put on the flyer how the participants can pick up the materials they need to participate in the virtual event.
 - b. Put on the flyer how the participants can pay for the event. I suggest Venmo, but you can use Paypal, mailing checks, Cash App, credit card processing. Below are instructions on how to set up Venmo.
4. **Post your flyer** on Facebook, Instagram, Email to members, post on website, etc.
5. Once you have confirmed the participants have paid, email your participants a way to join the virtual event on the day of. I would suggest Zoom (below are instructions on how to setup zoom), but you can also use GoToMeeting, Microsoft Teams, etc.
6. Lastly, Have fun on the day of!!

How to use Google Forms

You can use Google Forms to create online surveys and quizzes and send them to other people.

[Computer](#) [Android](#) [iPhone & iPad](#)

Step 1: Set up a new form or quiz

1. Go to forms.google.com.
2. Click Blank **+** .
3. A new form will open.

[Create a form from Google Drive](#)

[Create a form in Google Sheets](#)



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Step 2: Edit and format a form or quiz

You can add, edit, or format text, images, or videos in a form.

[Edit your form](#)

[Create a quiz with Google Forms](#)

[Choose where to save form responses](#)

Step 3: Send your form for people to fill out

When you are ready, you can [send your form to others](#) and collect their responses.

How to Setup Venmo

Follow the instructions below to sign up for Venmo:

1. Download one of our mobile apps: [iOS](#) & [Android](#) (Venmo does not have a Windows app)
2. Open the Venmo app
3. Choose your sign up method and create a secure password (between 8 and 32 characters long).
4. Verify your [phone number and email address](#)
5. Add and [verify your bank account](#)

You can also sign up for Venmo from your computer [here](#).

Venmo is only available in the United States and only compatible with U.S. based bank accounts and phone numbers. You must also be able to send and receive SMS/text messages from short codes.

How to Setup Zoom

Creating your own account

To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.



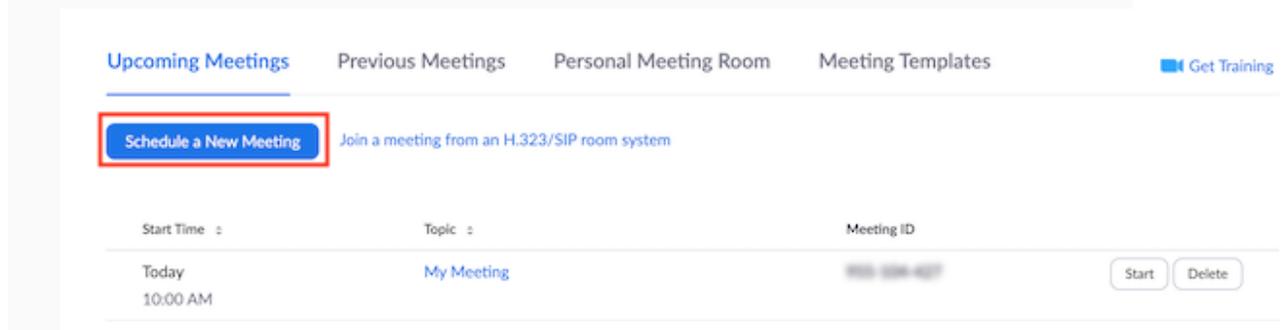
Signing in to your Zoom account on the web

You can login to your Zoom account on the web at any time, at zoom.us/signin. Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.

Scheduling your first meeting

There are many ways to [schedule a meeting](#), including the Zoom web portal, through the Zoom client, or with one of our [extensions or plugins](#). Here are some basic instructions for scheduling your first meeting.

1. Sign in to your Zoom web portal.
2. Click Meetings.
3. Click Schedule a Meeting.



4. Choose the date and time for your meeting.
5. (Optional) Select any [other settings](#) you would like to use.
6. Click Save.

Starting your first meeting as the host

As the meeting host, there are several ways you can [start your meeting](#). Your upcoming meetings will be listed in the Meetings tab of your Zoom desktop client or mobile app. You can click Start by the meeting name. You can also start your meetings from the Zoom web portal.

1. Login to [My Meetings](#).



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2. Under Upcoming Meetings, click Start next to the meeting you want to start.

The screenshot shows the Zoom web interface with the 'Upcoming Meetings' tab selected. At the top right, there is a 'Get Training' link. Below the tabs, there are three buttons: 'Schedule a New Meeting' (highlighted in blue), 'Schedule a personal audio conference', and 'Join a meeting from an H.323/SIP room system'. A dropdown menu for 'Show meetings by host:' is set to 'All'. Below this is a table with columns for 'Start Time', 'Topic', and 'Meeting ID'. The table contains one row for a recurring meeting: 'Recurring' (Start Time), 'Biweekly Check-in' (Topic), and '9/17 12:00-4:00' (Meeting ID). To the right of this row, the 'Start' button is highlighted with a red box, and a 'Delete' button is also visible.

3. The Zoom client should launch automatically to start the meeting.

Inviting others to join your meeting

Inviting others to join your meeting is as simple as sharing the invitation or join link. You can do this after scheduling your meeting by clicking Copy the Invitation.

The screenshot shows the Zoom web interface for managing a meeting titled 'All Hands'. At the top right, there is a 'Start this Meeting' button. The meeting details are as follows: Topic: All Hands; Time: Sep 29, 2017 9:45 AM Central Standard Time (US and Canada); Recurrence: Every 2 weeks on Fri, until Oct 27, 2017, 3 occurrence(s); Add to: Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar; Meeting ID: [blurred]; Invite Attendees: Join URL: https://kczoomtest.zoom.us/j/[blurred]; Video: Host Off. The 'Copy the invitation' button is highlighted with a red box.