

# NEW ADMIN CHECKLIST

## Welcome to WeShare Online Giving!

After training, these are a few steps you need to check off to ensure a smooth transition into WeShare.

- Step One:** Set up a password by clicking the link in the setup email. If it has been longer than 24 hours, a new email will need to be resent by your Engagement Manager.
- Step Two:** Before you log in, allow Flash to run using Google Chrome. *More in-depth instructions are attached.*
- Step Three:** Log in to your WeShare site with your email address and newly set up password.
- Step Four:** Set up additional collections and events in the Giving Management section of the Admin Panel. Just click on Giving Management and Manage Giving Opportunities. *Don't forget to add important information: Fund IDs, Org. IDs, etc. in the Collection Details.*
- Step Five:** Add our WeShare Widget to your parish's website by sending your WeShare URL and parish logo to your webmaster. This will make it easy for parishioners to support your parish by clicking a link and giving online.
- Step Six:** Don't Forget! The Engagement Library has a collection of additional promotional materials you can use to help encourage online giving throughout your parish, all free for you to use!

Please click this link to set your password.

### Login

Enter your login credentials below.

Email Address

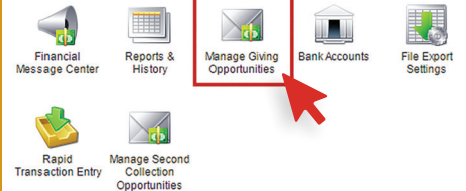
Password

[Forgot Password?](#)

Login

Cancel

### Giving Management



### Publishing

