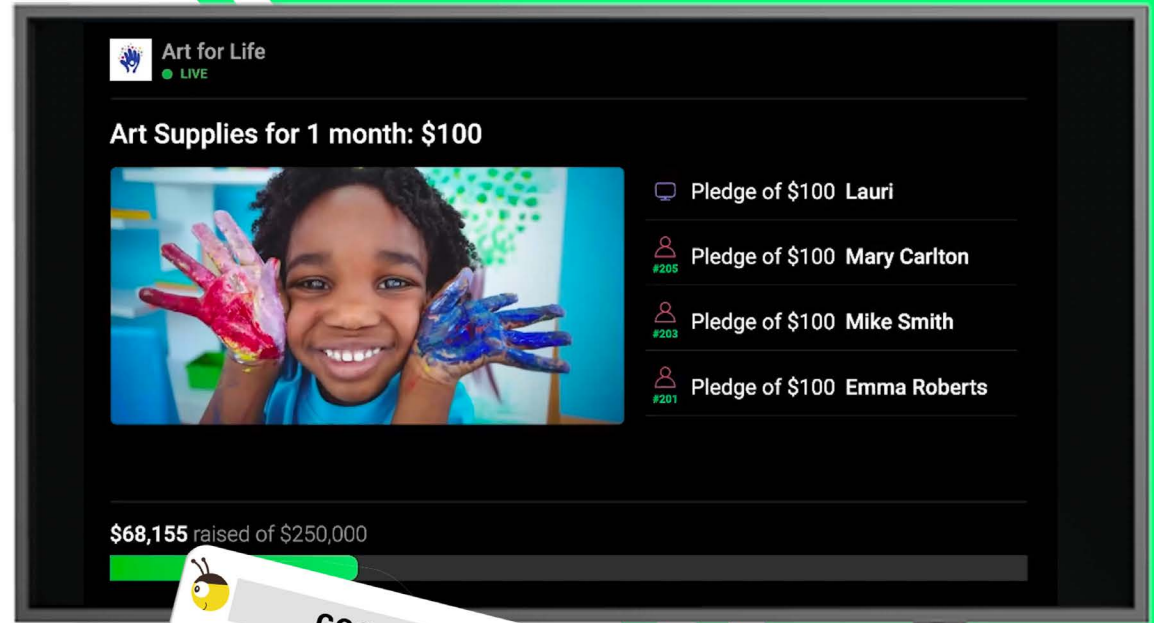




# PAYBEE NONPROFIT GUIDE

## IN-PERSON FUNDRAISING EVENTS



IN-PERSON EVENT GUIDE

# BEFORE THE EVENT



# **EVENT MARKETING**





# Art for Life Gala

VIRTUAL:  JUL 21, 2022 / 1:02 PM

IN-PERSON:  JUN 16, 2022 / 1:02 PM

Register

Share:



## Sponsors



JUST



## Silent Auction

[View All Items](#)



# EVENT PAGE

To drive interest and attendees to your event, Paybee automatically generates an event landing page for each of your events where you can sell tickets as well as provide links to your fundraising campaign pages. The page sections as well as the page themes are customizable.

SCAN TO SEE OUR  
EVENT PAGE  
EXAMPLE



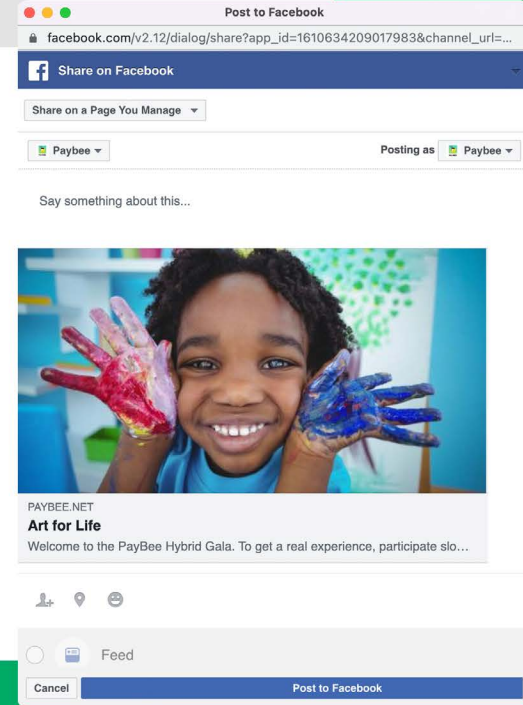
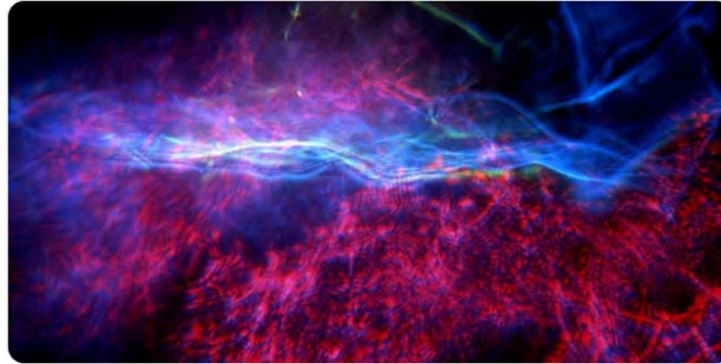
Powered by  
PayBee



# SOCIAL SHARING

With Paybee you can automatically share your event registration page on major social media outlets with built in social sharing links which allow you to share with your network in one click.

## Art for Life Gala



# TICKETING

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Scan. Donate. Done.



[www.paybee.net/@uumarin@130](http://www.paybee.net/@uumarin@130)



Tap/Click below to select an option



Guest

Free



Couple

\$200

 x2



Table

\$500

 x10

## Art for Life Gala



🕒 Saturday, August 14, 2021 at 6:30 pm PDT

📍 Pennsylvania Ave, Redwood City, CA, 94063

### About This Campaign

Come celebrate our kids and the wonderful work our organization does! We're meeting at the Institute for Arts. We will have vallet service. Dress warm as it might be chilly! Looking forward to meeting you all after 2yrs.



Powered by 

# TICKETING SYSTEM

## PURCHASE TICKETS ONLINE

To drive interest and attendees to your event, Paybee automatically generates an event landing page for each of your events where you can sell tickets as well as provide links to your fundraising campaign pages. The page sections as well as tthe page themes are customizable.

## SCAN TO PURCHASE DEMO TICKETS

Scan. Donate. Done.



### PURCHASED TICKETS EMAILED



Art for Life Foundation

Dear Kevin,

Thank you for your confirmation to attend **Art for Life Gala!**

This email includes event details and the check-in QR code to be shown at the venue. You can either print or show this code on your mobile device when you arrive.

Your guests can use the same code for check-in so please forward this email to other attendees for separate check-in.

Type: Couple  
Number of Guests: 2



# **GUEST MANAGEMENT**






# GUEST INFORMATION

Through the Paybee system, you can manage all guest information from the backend interface. This includes basic information, ticket status, table assignment, bid paddle number and more! Send invites to additional guests and check the status of your invites at any time.

SCAN TO SEE A  
TICKET  
CAPTAINS LINK  
EXAMPLE



 PayBee

[Collapse Menu](#)

[Dashboard](#)

[Account](#)

[Campaigns](#)

[Manage](#)

[Events](#)

[Ticket and Guests](#)

[Auctions](#)

[Peer To Peer](#)

[Live Streaming](#)

[Reports](#)

[Volunteers](#)

[Users](#)

[Add Donations](#)

[Help](#)

[Legal](#)

[Logout](#)

Ticket Details

Support New

[Back to Tickets](#)

The Fun Table

Table

4 of 10 Reserved

0 Invite(s) Pending

1 Accepted

0 Declined

Confirmed Guests

Invitations

Confirmed Guests

Confirmed Guests

Add Guests

Name	E-Mail	Table #	Paddle #	
The Fun Table	nidhi+table@paybee.io	Main - 2 (6/10)	104	<div><div></div><div></div></div>
Husband		Main - 2 (6/10)	104 - Add on	<div><div></div><div></div></div>
Neekal	nidhi+neekal@paybee.io	Main - 2 (6/10)	105	<div><div></div><div></div></div>
Nidhi (PayBee)	nidhi@paybee.io	Main - 3 (7/10)	103	<div><div></div><div></div></div>

IN-PERSON EVENT GUIDE

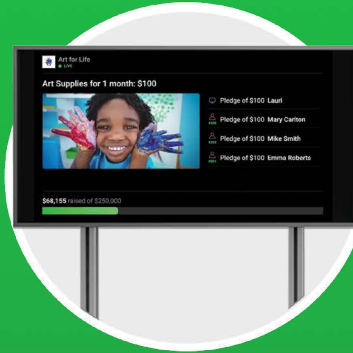
# AT THE EVENT



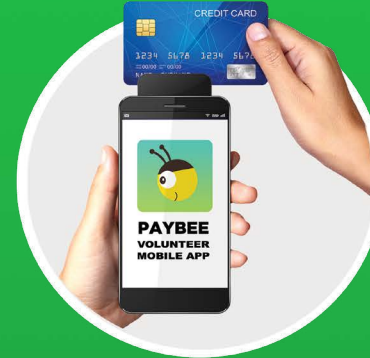
# AT THE EVENT FUNDRAISING TOOLS



**MAGIC PADDLES**



**EVENT ACTIVITY**



**MOBILE APP**



**AUTO BID SHEETS**



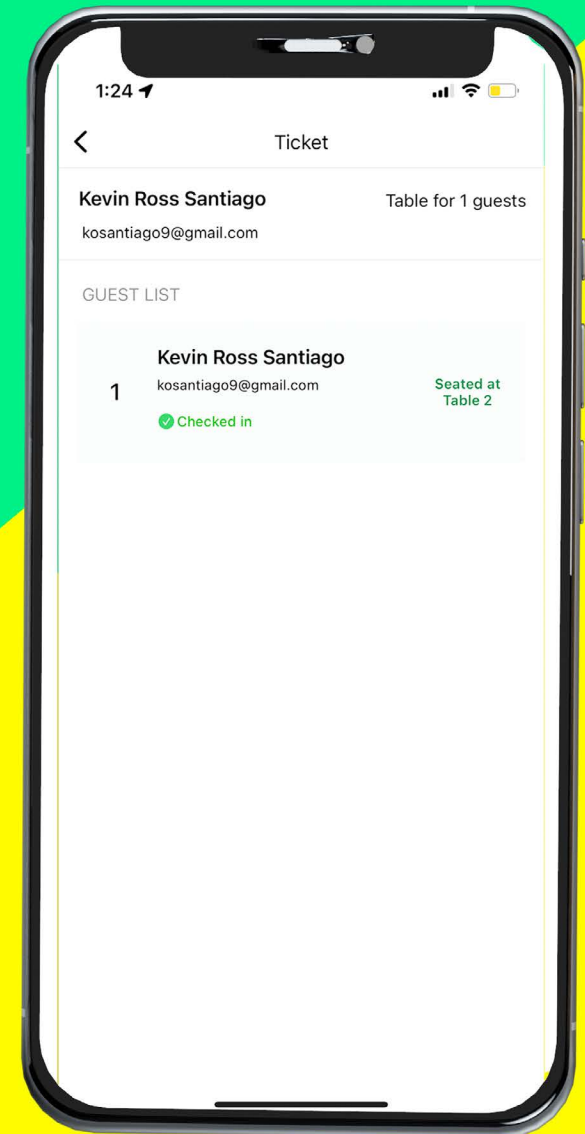
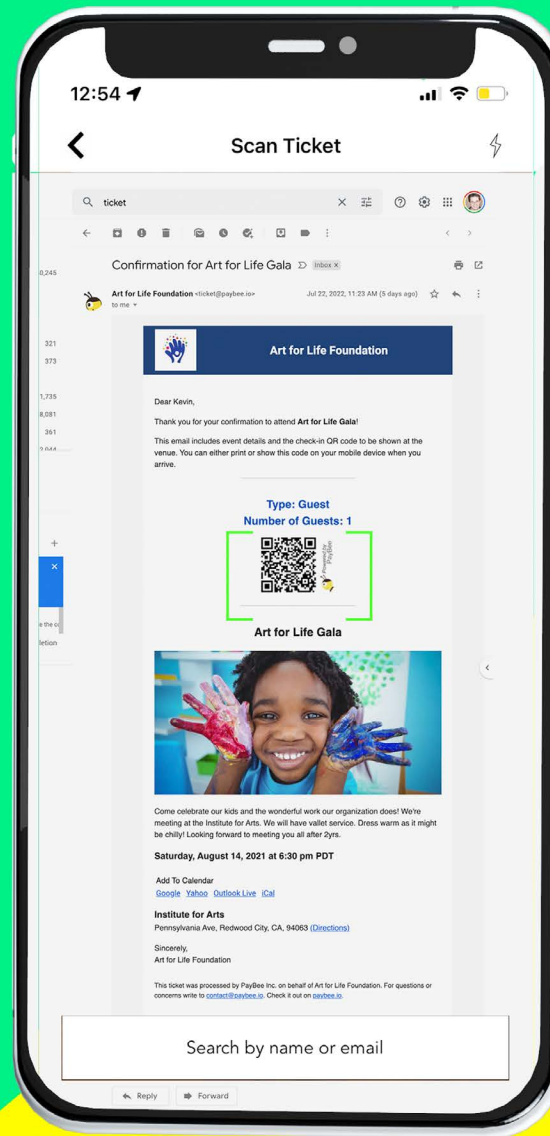
**QR CODE DONATIONS**

# CHECK-IN

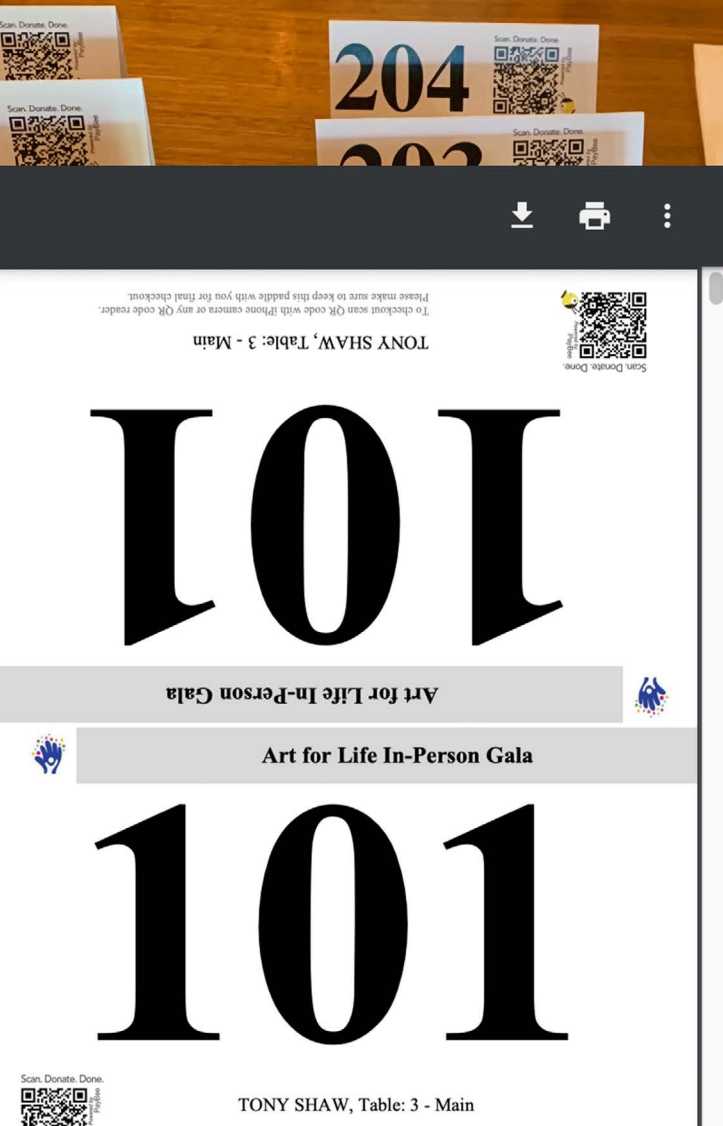


# QUICK SCAN CHECK-IN

Scan check-in makes for a quick, no lines and no hassle process for your guests. Simply open the Paybee mobile app and click on the check-in button. From there you'll be able to check-in guests immediately with one click. Any of your volunteers are able to use the Paybee app to check-in guests so at any time and from any place in the venue.







# CHECK-IN MATERIALS

The Paybee backend system automatically generates check-in pdf print ready files. These files include auto generated bid paddles with your event guests name, table assignment, Bidder number as well as unique QR code. Print and have these items ready for your guests at the check-in table.

# SILENT AUCTION

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Scan. Donate. Done.

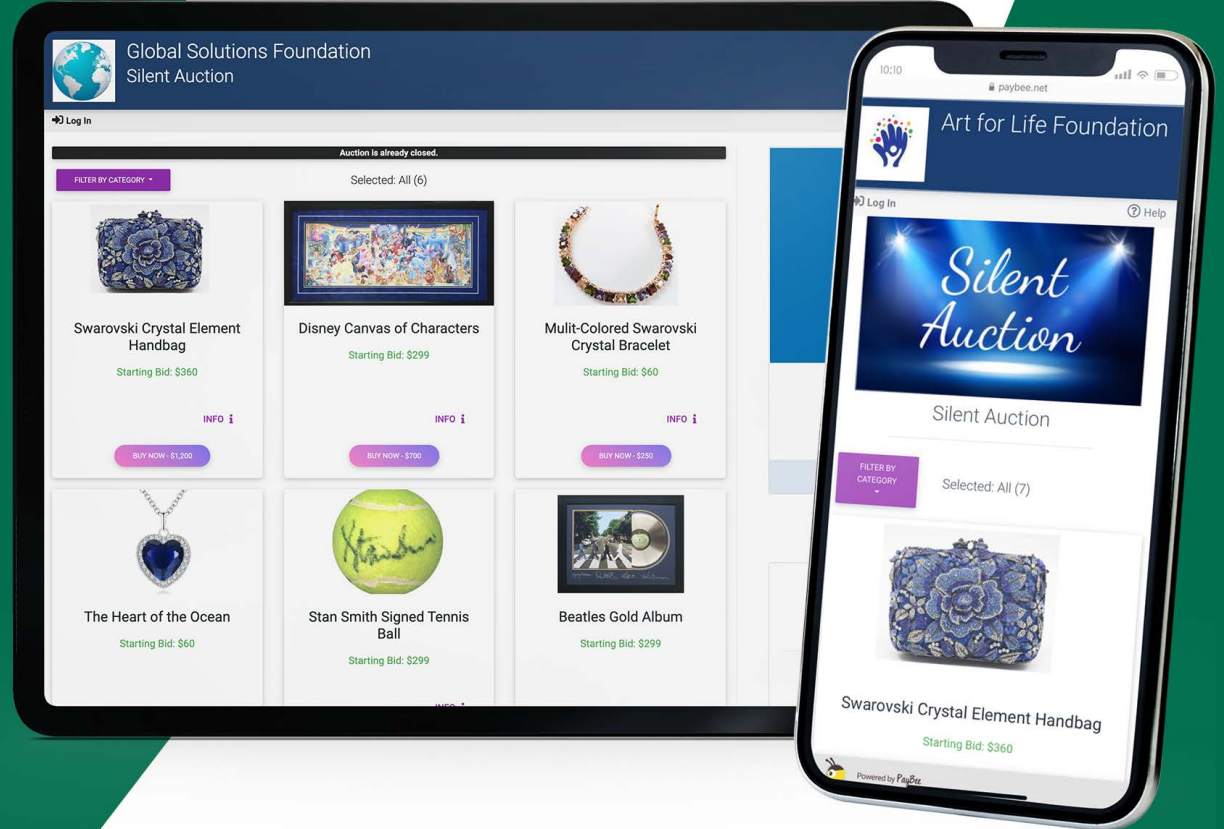


[www.paybee.net/@uumarin@134](http://www.paybee.net/@uumarin@134)



# ONLINE BIDDING

Bid from anywhere in the venue with the online silent auction interface. Online leaderboard functionality is also available to show the top bidder online at all times. Once your bid is in you'll receive live SMS updates on the auction and can also make subsequent bids from a link in the SMS update.



# AUTOMATIC BID SHEETS

The Paybee system will automatically generate bid sheets for your silent auction. Bid sheets are available in two different formats, one format prints to display a QR code which donors can scan and bid through an online silent auction page. The other collects bids the traditional way, by writing in bid on a bid sheet. Both formats display your organization logo as well as item image, name and starting bid.



Silent Auction



Golf four 2 at the Annual NFL Alumni Charity Golf Tournament at StoneBrae Golf Course in Hayward

Min Bid: \$500  
Bid Increment: \$50

Scan Bid Done  
  
Powered by PayBee



Silent Auction New



Bruce Bochy and Ron Wotus signed baseball from Bochy's final season managing the Giants

Bid Increment: \$10

	Name	Paddle #	Bid Amount
1.	Red Zone Affair Show Fund Acct.		
2.			\$50
3.			\$60
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

Powered by PayBee

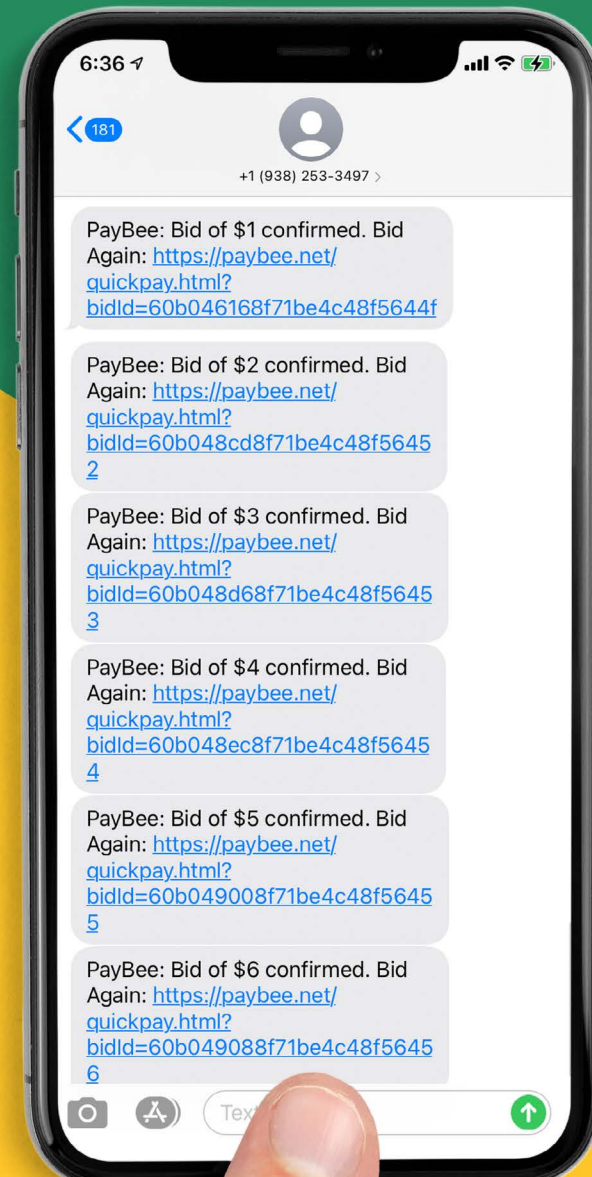
# TEXT NOTIFICATIONS

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Paybee has the ability to alert all bidders of any subsequent bidding activity on their previously bid on items via SMS.

Our SMS alerts also come with convenient links to counter bid on your item.

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# PLEDGE DRIVE

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Scan. Donate. Done.



[www.paybee.net/@uumarin@132](http://www.paybee.net/@uumarin@132)

# DONATION QR CODES

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All of your fundraising campaigns once created come with a QR code which you can display anywhere at your event. Once scanned with any smartphone camera, this QR code will take your donors directly to an online donation page where they can immediately make their donations.

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**\$1 Tickets**  
**ELECTRONIC  
RAFFLE**

**GRAND PRIZE**  
**FRANK GORE SF 49ER SIGNED JERSEY**





# PADDLE RAISE

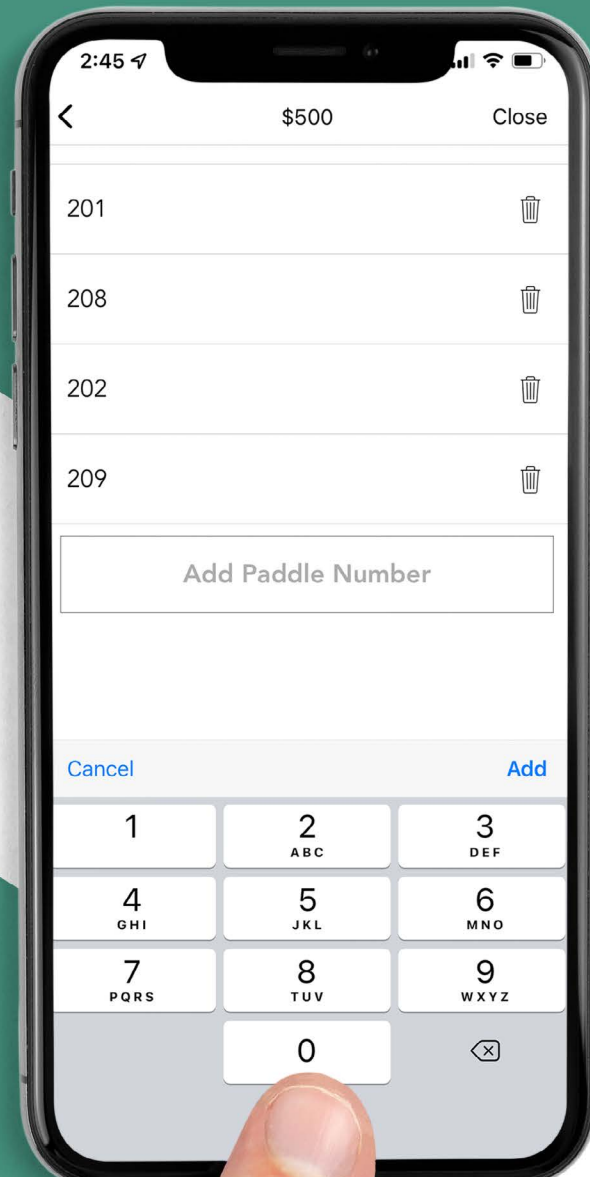
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Using Paybee's Magic Paddles, your donors can simply raise their paddle to make a donation during a pledge drive and that data can be quickly recorded by one of your volunteers using the Paybee App. Once the bid is recorded that pledge amount is added to the donor's cart for checkout.

---

# ADD MULTIPLE PLEDGES

During a live pledge drive, pledges can sometimes come in fast. In order to make sure you can quickly add each pledge to the correct donors' cart, the Paybee system features the "Add Multiple Pledges" option. With this option open you may enter bidder numbers quickly into the paybee system so each pledge is assigned correctly. This feature can also be used to quickly enter bids for any other fundraising campaign.





# LIVE AUCTION

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Scan. Donate. Done.



[www.paybee.net/@uumarin@131](http://www.paybee.net/@uumarin@131)

# BID BY PADDLE RAISE

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Using Paybee's Magic Paddles, your donors can simply raise their paddle to make a donation during a pledge drive and that data can be quickly recorded by one of your volunteers using the Paybee App. Once the bid is recorded that pledge amount is added to the donor's cart for checkout.

---



# EVENT ACTIVITY MONITOR

Follow the auction action as all donations and bids processed through the Paybee platform can be displayed through any monitor of your choosing. Your audience will see the fundraising campaign selected (controlled through the Paybee backend) This activity monitor is especially helpful for guests when following along the events of a live fundraising campaign.



Art for Life

LIVE

## Art Supplies for 1 month: \$100



Pledge of \$100 Lauri



#205

Pledge of \$100 Mary Carlton



#203

Pledge of \$100 Mike Smith



#201

Pledge of \$100 Emma Robert

\$68,155 raised of \$250,000



# CHECKOUT

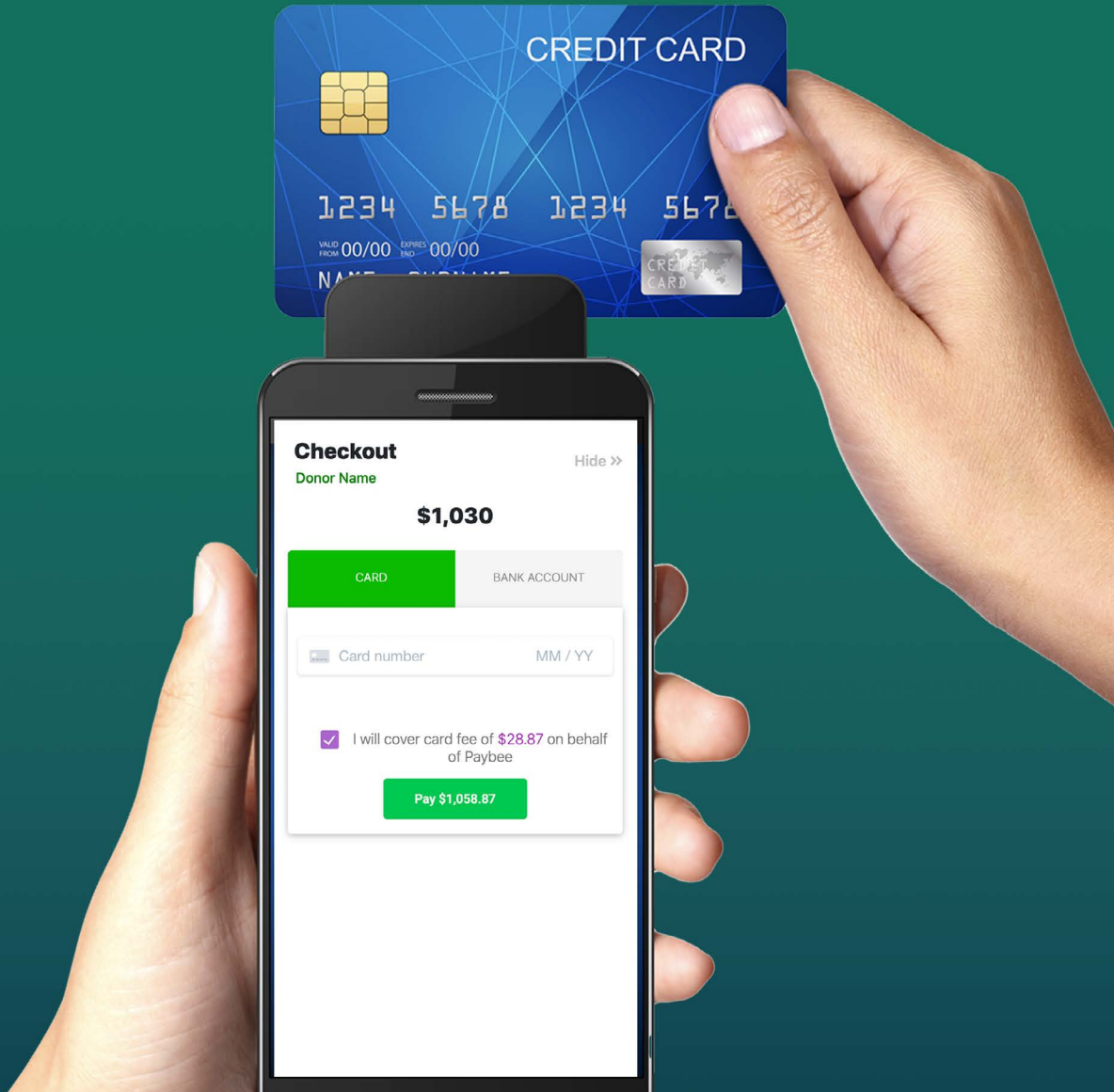


# SWIPE CHECKOUT

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Through the Paybee volunteer app, you may process payments at any item and for any item. Card readers are available which link seamlessly to the Paybee App to process any major credit card. Guests can also pay using cash, ACH and apple pay.

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# BID PADDLE CHECKOUT

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The Paybee app allows your in-person event staff to manage important event functions such as recording bids, accepting donations, checking in guests and more from their phones. Download the Paybee app, available on both Android and IOS devices, to manage your in-person event needs.

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IN-PERSON EVENT GUIDE

# AFTER THE EVENT





# **FOLLOW-UP**



Start Date

1 December, 2020

End Date

11 December, 2020



EXPORT

Search:

Name	Email	Campaign	Amount	Date	Status	Method	Memo	Actions
Anne	anne@girlsleadership.org	Pledge Drive	\$20	2020/12/10 3:42 pm	Donated	Card		--
Anne	anne@girlsleadership.org	Pledge Drive	\$5,000	2020/12/10 3:42 pm	Donated	Card		--
Andrew Johnston	andrew@jazzempowers.org	Last Virtual Hero	\$250	2020/12/10 3:41 pm	Donated	Card		--

# REPORTS

We'll keep track of your donors and your event financials. Enjoy our robust backend reporting system showing a breakdown of all donations and attendees.

This system is sortable by a comprehensive set of custom parameters, bringing you all that is needed to report on and track all your donation data.

# PLEDGE FOLLOW-UPS

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Our system automatically tracks any outstanding bids or pledges from your event and allows for one-click follow up with your guests who still have outstanding donation pledges left over from your event.

Simply login to your event report and with one click our automatic payment reminders are sent. These reminders come with direct pay links so your donors can easily checkout with their items.

---



# ACCOUNT

# SETUP



# SETUP YOUR PAYBEE ACCOUNT

Through Paybee, you can setup your account for fundraising in no time. Setup fundraising campaigns you can use at both online and in-person as part of any of your fundraising events. Finally, start spreading the word using Paybee's built-in marketing features.





# FUNDRAISING CAMPAIGNS

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Paybee supports all major campaign types and blends them seamlessly with your livestream content to create a comprehensive and yet simple to use virtual fundraising platform. Both Live and Silent Auctions, Donation Buttons, Pledge Drives, Fundraising Games and more are supported. Get setup in minutes and host a virtual fundraiser today!

---

**GO HYBRID**





# STREAMING SETUP

Virtual events have gained much traction over the past year and a half due to ongoing social distancing restrictions. These restrictions forced many nonprofits to replace their usual in-person fundraising events with livestreaming virtual events. Modern technology, along with the advent of cutting edge virtual fundraising platforms like Paybee has made this a seamless transition.



# RECORDING HARDWARE

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Whether your setup is advanced or beginner, you'll at least need a video recording device, audio recording device as well as a computer with an internet connection to run a virtual event.

In its simplest iteration, the entire event can be run from a smartphone. For those who opt for a more advanced setup, there's no need to worry about compatibility as Paybee is versatile enough to work well with any setup.

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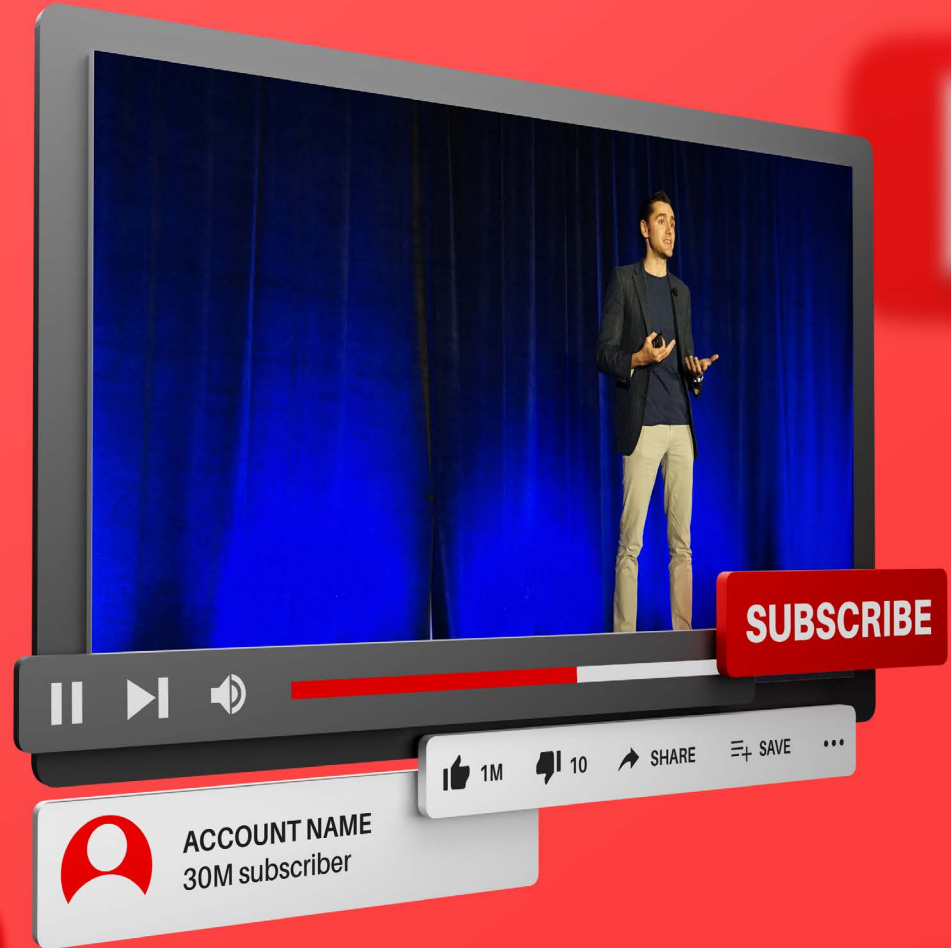


# VIDEO STREAM

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You'll need to setup a video stream to include video in your virtual event. Many of the popular video stream platforms allow uploading both pre-recorded video as well as live streaming options. Better known options include Facebook live (Facebook), YouTube live (YouTube) and Twitch (Amazon). There are many pros and cons to each but Paybee will work with any video stream provider that allows embedding.

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# **ADDITIONAL FEATURES**





# EXTRA SERVICES

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Investing in extra services such as an event producer, professional auctioneer, sound engineer and more can help your nonprofit raise more donations on event night as well as make your event planning go more smoothly.

Paybee offers a vast network of experts you can choose from to ensure your virtual event gets the attention it needs.

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# SUPPORT

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Paybee offers a complimentary onboarding call and production call. In addition, our staff can always be reached by both chat and email to assist you in setting up both your account and event setup properly.

You can always reach us at  
[contact@paybee.io](mailto:contact@paybee.io)

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Paybee is an all-in-one nonprofit fundraising platform. We Specialize in offering our clients state-of-the-art fundraising tools to enhance their fundraising efforts and events. At Paybee, our mission is to help as many nonprofits as we can, which is why our platform is priced affordably for nonprofits of any size, with no monthly fees and low per transaction fees. By using Paybee's fundraising tools, you'll enable your foundation as well as your good cause to reach new heights.

To learn more about Paybee, you can register for one of our demos at [paybee.io/demo](https://paybee.io/demo) or speak directly to one of our fundraising specialists about implementing the Paybee platform into your fundraising strategy. Please call (650) 271-9029, email [contact@paybee.io](mailto:contact@paybee.io) or visit [paybee.io](https://paybee.io) with any questions.

**JOIN A DEMO AT [PAYBEE.IO/DEMO](https://paybee.io/demo)**