

Step 1 **step instructions to become a participant**

First Time Participants:
 Log onto ufund4us.com
 Select Join Campaign

Instructions to Join
Centennial Chess Club

Campaign starts 01/19/2020
 Campaign ends 02/18/2020

Existing Participants:
 Log onto ufund4us.com
 Select Sign In
 Enter your Email address and password
 Select Join Campaign

Enter campaign # **0000442** & campaign ID # **7972**

Create an account (follow the on screen instructions):

After creating your account, you will be prompted to enter your email and password again. This will take you to edit your profile.

If you already have an account login as shown on the page.

Enter your profile:

Upload your profile picture (this will be used to personalize your campaign)

Save and continue

Enter your donors:

We are asking you to enter 25 email addresses.

Enter first name, last name and email address. Phone number is optional. Enter 3 email addresses and then select "Add Donors." This will allow you to continue to add new email addresses.

Enter Names v

First Name	Last Name	Email	Phone
<input type="text" value="Donor First Name"/>	<input type="text" value="Donor Last Name"/>	<input type="text" value="Donor Email"/>	<input type="text" value="_____-_____-_____-"/>
<input type="text" value="Donor First Name"/>	<input type="text" value="Donor Last Name"/>	<input type="text" value="Donor Email"/>	<input type="text" value="_____-_____-_____-"/>
<input type="text" value="Donor First Name"/>	<input type="text" value="Donor Last Name"/>	<input type="text" value="Donor Email"/>	<input type="text" value="_____-_____-_____-"/>

ADD DONORS+
ADD MORE+

When you login into your account for a second time follow the steps below:

Log onto ufund4us.com

Select Manage Campaign, then Select your campaign name. This will take you to your donor email page.

You can review your donation page by selecting "Campaign Link."

Manage Campaign

Show 10 entries

Search:

Status	Campaign #	Campaign ID	Campaign Name	Start Date	End Date	# Of Days Left	# Of Donors	Campaign Link
	0000064	4996	Santiago Swim Team	12/18/2016	01/13/2017	7	24	Link

fail."

by Benjamin Franklin

Sums up why 99% of all fundraising efforts fail to reach their



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goals Centennial Chess Club
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