



**Instructions to Join  
Spring Trips 2021**  
Campaign starts 10/20/2021  
Campaign ends 11/17/2021



**Step by step instructions to become a participant:**

**First Time Participants:**

Log onto [ufund4us.com](http://ufund4us.com)  
Select Join Campaign

**Existing Participants:**

Log onto [ufund4us.com](http://ufund4us.com)  
Select Sign In  
Enter your Email address and password  
Select Join Campaign

Enter campaign # **0000501** & campaign ID # **3445**

**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 10 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.

First Name	Last Name	Email	Phone
Donor First Name	Donor Last Name	Donor Email	_____-____-____
Donor First Name	Donor Last Name	Donor Email	_____-____-____
Donor First Name	Donor Last Name	Donor Email	_____-____-____

ADD DONORS+ ADD MORE+

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

Log onto [ufund4us.com](http://ufund4us.com)

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

Manage Campaign

Show 10 entries

Status	Campaign #	Campaign ID	Campaign Name	Start Date	End Date	# Of Days Left	# Of Donors	Campaign Link
👍	0000064	4996	<a href="#">Santiago Swim Team</a>	12/18/2016	01/13/2017	7	24	<a href="#">Link</a>

**Thank you for joining Spring Trips 2021**

***"If you fail to plan, you are planning to fail."***

*by Benjamin Franklin*

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