



**Instructions to Join**  
**Jeff's Test Campaign**  
Campaign starts 02/22/2019  
Campaign ends 03/14/2019



**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 # **0000333** & campaign ID # **5768**

**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 20 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.

The screenshot shows a form titled "Enter Names" with a dropdown arrow. It contains four columns: First Name, Last Name, Email, and Phone. There are three rows of input fields for donors. At the bottom right, there are two orange buttons: "ADD DONORS+" and "ADD MORE+". An arrow points from the text "select 'Add Donors.'" to the "ADD DONORS+" button.

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.

The screenshot shows the "Manage Campaign" page. At the top, there is a "Show" dropdown set to "10" and "entries". Below this is a table with the following columns: Status, Campaign #, Campaign ID, Campaign Name, Start Date, End Date, # Of Days Left, # Of Donors, and Campaign Link. The first row of data shows a campaign with ID 4996, named "Santiago Swim Team", starting on 12/18/2016 and ending on 01/13/2017, with 7 days left and 24 donors. The "Campaign Link" column shows a blue link labeled "Link". An arrow points from the text "Select your campaign name" to the "Santiago Swim Team" link in the table. Another arrow points from the text "This will take you to your donor email page." to the "Link" in the "Campaign Link" column.

**Thank you for joining Jeff's Test Campaign**

***"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.