



**Instructions to Join**  
**BOSS Trip 2020**  
Campaign starts 01/29/2020  
Campaign ends 02/19/2020



### 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 # **0000443** & campaign ID # **5875**

### 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, each labeled 'Donor First Name', 'Donor Last Name', 'Donor Email', and a phone field with a format '\_\_\_\_-\_\_\_\_-\_\_\_\_'. 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.

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

The screenshot shows the 'Manage Campaign' page. At the top, there is a search bar. Below it 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 Campaign # 0000064, Campaign ID 4996, Campaign Name 'Santiago Swim Team', Start Date 12/18/2016, End Date 01/13/2017, # Of Days Left 7, # Of Donors 24, and a Campaign Link 'Link'. Arrows point from the text 'Select your campaign name.' to the 'Santiago Swim Team' link and from 'selecting "Campaign Link."' to the 'Link' in the Campaign Link column.

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 BOSS Trip 2020**

***"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.