



**Instructions to Join**  
**CavsConnect**  
Campaign starts 08/07/2019  
Campaign ends 08/27/2019



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

**First Time Participants:**

Log onto UFund4US.com  
Select Join Campaign

**Existing Participants:**

Log onto UFund4US.com  
Select Sign In  
Enter your Email address and password  
Select Join Campaign

Enter campaign # **0000365** & campaign ID # **4026**

**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 form is titled 'Enter Names' and has a dropdown arrow. It contains four columns: First Name, Last Name, Email, and Phone. There are three rows of input fields. Below the rows are two orange buttons: 'ADD DONORS+' and 'ADD MORE+'. An arrow points from the text 'Add Donors.' in the previous block to the 'ADD DONORS+' button.

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**

The page shows a 'Manage Campaign' section with a table of campaigns. Above the table is a search bar and a 'Show 10 entries' dropdown. The table has columns: Status, Campaign #, Campaign ID, Campaign Name, Start Date, End Date, # Of Days Left, # Of Donors, and Campaign Link. One row is visible for the 'Santiago Swim Team'.

| 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 CavsConnect**

***"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.