



**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
Select Join Campaign

Existing Participants:

Log onto 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

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	Santiago Swim Team	12/18/2016	01/13/2017	7	24	Link

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.