



**Instructions to Join
Santiago Choir Trip
Fundraiser**
Campaign starts 09/09/2019
Campaign ends 10/04/2019



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 # **0000384** & campaign ID # **5355**

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. The first row is labeled 'Donor First Name', 'Donor Last Name', 'Donor Email', and 'Phone'. Below the input fields 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 screenshot shows the 'Manage Campaign' page. At the top, there is a search bar labeled 'Search:'. Below it is a table with 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 status of 'On', 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' and 'selecting "Campaign Link."' to the 'Santiago Swim Team' and 'Link' respectively.

Status	Campaign #	Campaign ID	Campaign Name	Start Date	End Date	# Of Days Left	# Of Donors	Campaign Link
On	0000064	4996	Santiago Swim Team	12/18/2016	01/13/2017	7	24	Link

Thank you for joining Santiago Choir Trip Fundraiser

"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.