

## Instructions to Join CB Color Run

Step by step instructions to become a participant:

**First Time Participants:** Campaign starts 01/21/2020

Log onto ufund4us.com

Select Join Campaign

**Existing Participants:** Campaign ends 02/21/2020

Log onto ufund4us.com

Select Sign In

Enter your Email address and password

Select Join Campaign

Enter campaign # **0000438** & campaign ID # **2517**

### 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. The first row is labeled 'Donor First Name', 'Donor Last Name', 'Donor Email', and 'Phone'. Below the rows 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

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 Campaign Link 'Link'. Two arrows point from the text 'Select your campaign name' and 'Campaign Link' to the 'Santiago Swim Team' and 'Link' respectively.

**fail."**

*by Benjamin  
Franklin*

Sums up why 99% of all fundraising efforts fail to reach their

goals. **Instructions to Join**  
**CB Color Run**  
**Campaign starts 01/21/2020**  
**Campaign ends 02/21/2020**

