



**Instructions to Join**  
**Test**  
Campaign starts 02/17/2021  
Campaign ends 03/09/2021



**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 # **0000484** & campaign ID # **4732**

**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.

Enter Names

| 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 Test**

***"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.