



Instructions to Join
BOSS Trip 2020
Campaign starts 01/29/2020
Campaign ends 02/19/2020



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 # **0000443** & campaign ID # **5875**

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. Below the title are four columns: 'First Name', 'Last Name', 'Email', and 'Phone'. Each column has three input fields labeled 'Donor First Name', 'Donor Last Name', 'Donor Email', and a phone field with a format '____-____-____'. At the bottom right 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 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, 7 days left, 24 donors, and a 'Link' in the Campaign Link column. Arrows point from the text 'Select your campaign name' to the 'Santiago Swim Team' link and from 'selecting "Campaign Link."' to the 'Link' in the Campaign Link column.

| 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 BOSS Trip 2020

"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.