



**Instructions to Join
Plainfield East Baseball**

2020

Campaign starts 03/13/2020

Campaign ends 04/03/2020



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 # **0000458** & campaign ID # **8128**

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 Plainfield East Baseball 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.