

# Instructions to Join Spring Trips 2022-2023 Campaign starts 08/26/2022 Campaign ends 09/18/2022



#### 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 # 0000514 & campaign ID # 7116

## 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:**

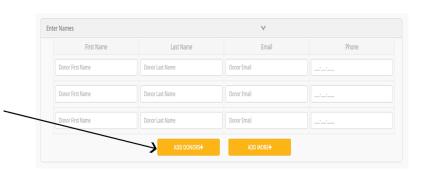
Upload your profile picture (this will be used to personalize your campaign)

#### 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.



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.



### Thank you for joining Spring Trips 2022-2023

"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.