**Sending Campaign Invites**

1. Log into Hudl
2. Click Fundraising at the top of the screen
3. Select Edit Message to customize the message that is sent to your contacts. Or you can skip and use the program message we have provided. Click in the message on the left to edit and select save & continue when you are done.
4. Enter the contact information for the given fields:
	* First Name
	* Last name
	* Preferred Name
	* Email Address
	* Relationship to You
5. Click Send Invite. When the campaign is launched, your contacts will receive a message asking if they would like to donate to the team.

**Track Campaign Invites**

* If the envelop is highlighted your contact has opened the mail.
* If the eye is highlighted, your contact has viewed the campaign page.
* If the dollar sigh is highlighted, your contact has donated to the team.

**Share Your Campaign**

* Keep an eye on your rank in the top right hand corner. It tells where you donations rank compared to your teammates. Keep sending invites and sharing the campaign until you hit your goal.
* Share your campaign using Facebook and Twitter by clicking the buttons below the rank. This will help raise awareness and earn even more money for your team.