

# WALK TO END LUPUS NOW™

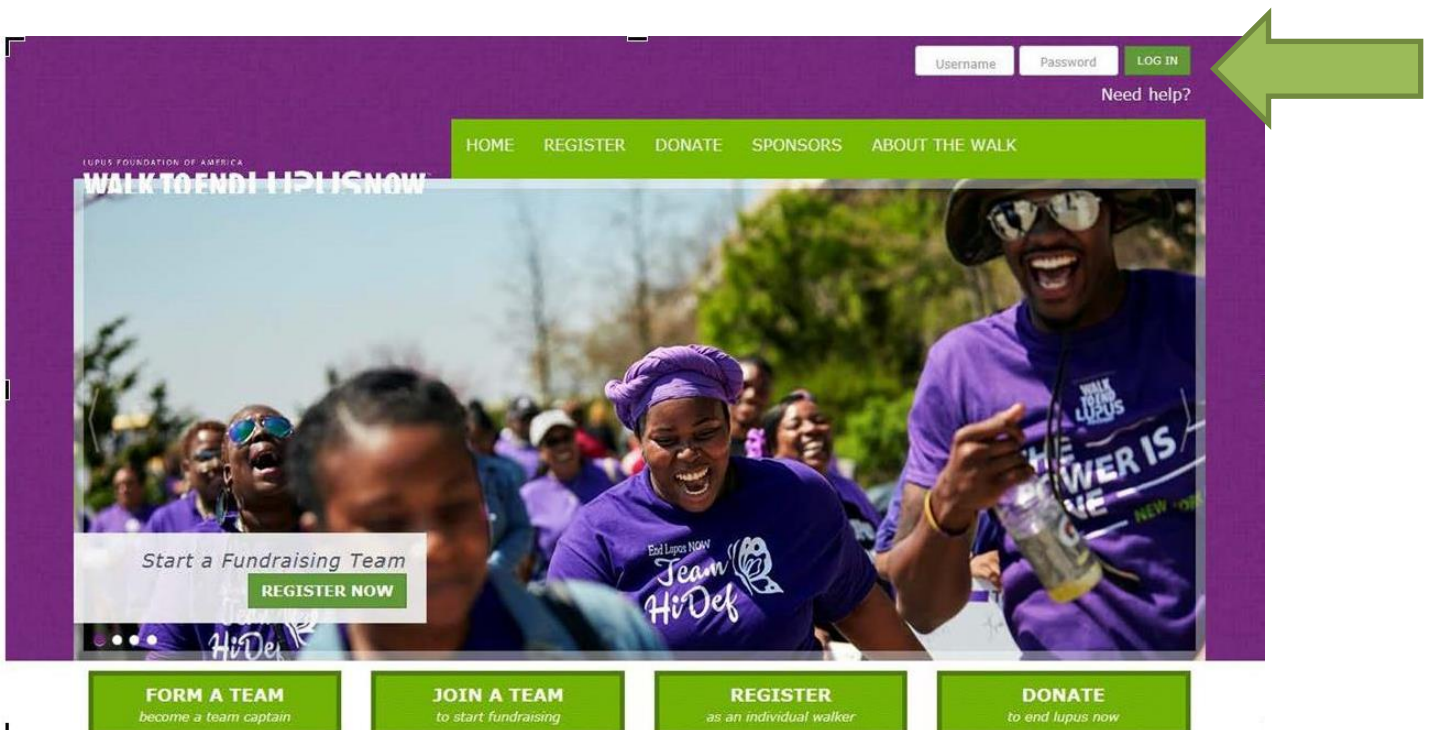
## Make Your Online Fundraising Center Do the Work for You!

Once you register, you will automatically be provided with your own personal Online Fundraising Center. Log in and encourage your friends, family and other contacts to visit your site, see what you are doing and make a donation on your behalf.

To log in to your Online Fundraising Center, you need the user name and password you set up when you registered for the Walk.

### Step 1

- Enter in to your Online Fundraising Center by logging in using the top far right green button



### Step 2

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- Once you've entered into your Online Fundraising Center, edit and update your personal page by clicking on the Personal page tab

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WELCOME Kathryn | LOG OUT | PARTICIPATE

EVENT HOME REGISTER DONATE ABOUT EVENT

Home Email Progress Personal Page Tools & Tools

Overview

Your Fundraising Progress

\$0.00 I Have Raised

\$250.00 My Goal (change)

0% Percent

207 Days Left

Send email

Enter new gift

Add Contacts

View Your Progress

Edit Personal Page

Email Team

View Team Roster

Message from Your Team

### Step 3

- Customize your personal page URL to make it easier for Team Members and donors to find your page.
- Next, customize the content of your personal page. We've provided a template, however feel free to make this page personal to your story and why you are walking. You can change font sizes, colors and format.
- Add personal photos or video to your page

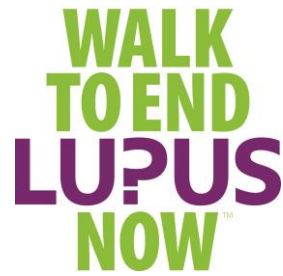
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The screenshot shows the 'Edit Your Personal Fundraising Page' interface. At the top, there is a navigation bar with links for Home, Email, Progress, Personal Page, Team Page, and Fundraising Tips & Tools. The main heading is 'Edit Your Personal Fundraising Page' with a '(View Personal Page)' link. Below this, there are three main sections: 'Personal Page URL', 'Title', and 'Body'. The 'Personal Page URL' section shows a URL and a 'Public' status. The 'Title' section has a text input field containing 'Welcome to My Personal Page'. The 'Body' section features a rich text editor with a toolbar and a preview of the page content. Three green callout boxes with arrows point to specific elements: 'Personal URL' points to the URL field, 'Personalize your story' points to the rich text editor, and 'Add Photos/Video' points to the 'Photos/Video' section on the right side of the page.

## Step 4

- Add photos or video by browsing your photo library, choose a photo or video and click save upload

The screenshot shows the 'Photos/Video' upload interface. At the top, there is a navigation bar with links for Home, Email, Progress, Personal Page, and Fundraising Tips & Tools. The main heading is 'Photos/Video'. Below this, there is a message: 'You may add either photos or a video to your page.' There are two radio buttons: 'Photos' (selected) and 'Video'. Below the radio buttons, there is a 'Browse...' button. A green callout box with an arrow points to the 'Browse...' button, labeled 'Browse and Select'. Below the 'Browse...' button, there is a 'Caption' input field. On the right side of the page, there is a 'Content' section with a 'Photos/Video' sub-section.



## Step 5

- Now it's time to build your team and donor base. Send emails to friends, family and co-workers inviting them to join your team or to donate. We've provided sample templates that you can use. Feel free to personalize these messages. You can also compose your own emails.

A screenshot of a web-based email composition interface. At the top, there is a navigation bar with tabs for "Home", "Email", "Progress", "Personal Page", and "Fundraising Tips & Tools". The "Email" tab is active. Below the navigation bar, the page title is "Compose Message". A progress indicator shows four steps: 1. Configure (active), 2. Compose, 3. Set Recipients, and 4. Preview & Send. Underneath, there is a section titled "Select Email Template" with three main categories: "Thank You", "Solicitation", and "Other". The "Other" category is expanded, showing two options: "Support Me" and "Team Message". On the right side, there is a vertical sidebar with buttons for "Compose", "Drafts", "Sent", and "Contacts". At the bottom of the interface, there are buttons for "Save as draft", "Save as template", "Preview", and "Next".

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## Step 6

- Upload your contacts to send emails to recruit to join your team or to donate. You can enter a single contact or import your list of contacts into our secure system.

Contacts

Compose Message Add to Group Delete Email All

Search Contacts

Individuals Groups

	Name	Groups	Email		Page Visits	Donations
			Sent	Opened		Current
<input type="checkbox"/>	Kathy Douglas <a href="mailto:ksearsdouglas@gmail.com">ksearsdouglas@gmail.com</a>		1 Sep 28	0	0	\$0.00

(Select all or none) Contacts/Page: 25 < 1-1 of 1 >

Compose  
Drafts  
Sent

Import contacts  
Add single contact

## Step 7

- Importing contacts from other personal email accounts into your Fundraising Center Address Book makes it easy to solicit donations, monitor who responded, and follow up with personal thank you notes. When importing your contacts, you can use Gmail, Yahoo, or you can upload a .csv file exported from another email client.

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## Import Contacts



### Select an Import Source [\(Tell me more\)](#)

Importing contacts from other email services into your Fundraising Center Address Book makes it easy to track donations, monitor who responded, and follow up with personal thank you notes.

Let's begin by identifying where you keep your address book.

You can import contacts directly from an email service below:

**Gmail**

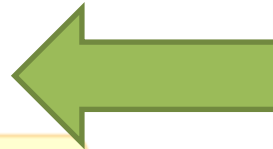
**YAHOO!**

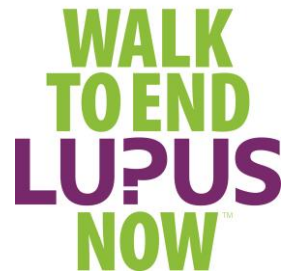
OR you can upload a .csv file exported from another email client:

File-based import for...

(Hotmail, Apple, Outlook, AOL)





Your Online Fundraising Center is the place to keep track of emails sent, donations received and your fundraising progress

Home | Email | Progress | **Personal Page** | Fundraising Tips & Tools

### View Personal Report

Your Fundraising Progress

<b>\$0.00</b> I Have Raised	<b>\$250.00</b> My Goal ( <a href="#">change</a> )	<b>0%</b> Percent	<b>201</b> Days Left
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● Gift Amount

**Donation History**  
Gift Notifications: On ([turn off](#))

Personal

Enter new gift

Top 10 Donors