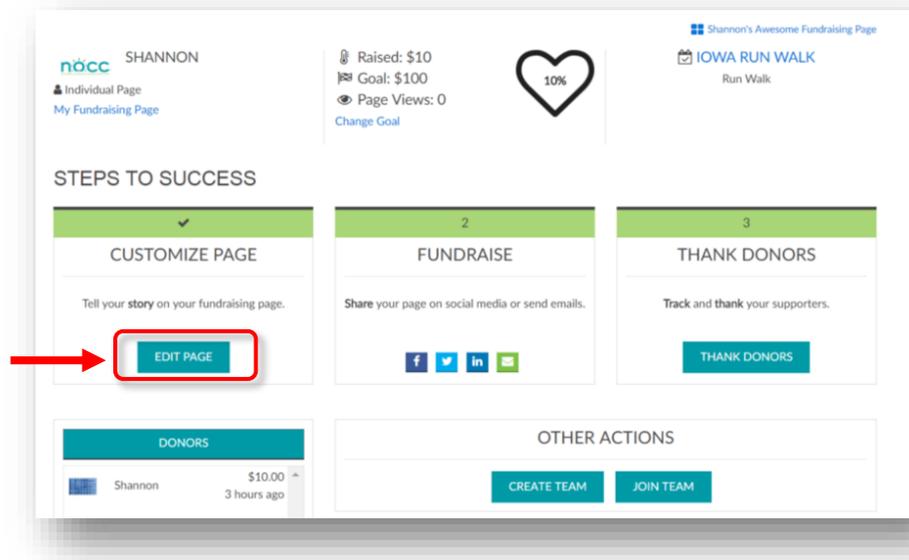


LEARN HOW TO CUSTOMIZE YOUR FUNDRAISING PAGE AND SHARE WITH FRIENDS AND FAMILY!

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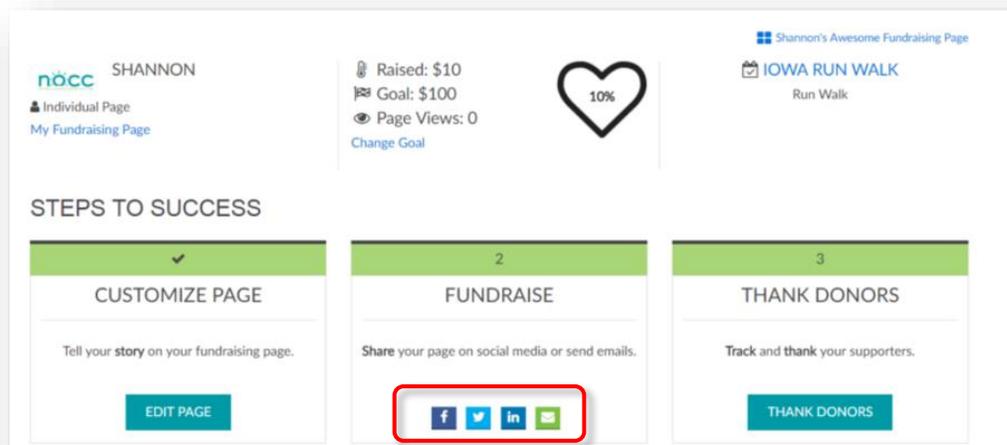
HOW TO MODIFY YOUR FUNDRAISING PAGE

1. Login to your fundraising dashboard and under **CUSTOMIZE PAGE**, select the **EDIT PAGE** button
2. Here, you will be able to customize your fundraising page content, change your fundraising goal, upload images, and add donation alerts
3. Select the **UPDATE & UPLOAD MEDIA** button to save changes



HOW TO SHARE YOUR FUNDRAISING PAGE VIA SOCIAL MEDIA

1. Login to your fundraising dashboard and under **FUNDRAISE**, select one of the social media icons to share



HOW TO SHARE YOUR FUNDRAISING PAGE VIA EMAIL

1. Login to your fundraising dashboard and under **FUNDRAISE**, select the green email icon.
2. Choose your **FUNDRAISING PAGE** from the dropdown menu. For team captains, you can send a fundraising email from your personal or team page
3. Enter an email address inside the **RECIPIENTS** field
4. Choose an **EMAIL TEMPLATE** from the dropdown – a preloaded email with text will appear
5. Modify the text if you would like to make any changes
6. Any information with the symbols (^^) is a dynamic code that will insert your team information in the email. **Please do not remove any information within the ^^ symbols.**

« Dashboard < Create

Create Email

Fundraising Page: [Dropdown menu]

Recipients: [Text input: Enter Email or Name of person] [ADDRESS BOOK]

Email Template: [Dropdown menu: Fundraising Email]

Note: Within the template preview below any dynamic auto-tags(i.e. ^^ First Name ^^ , ^^ Org_Fundraising_Page_Link ^^ , etc.) that appear will be automatically replaced with content.

Subject: [Text input: Break the Silence on Ovarian Cancer]

Body: [Rich text editor with toolbar]

Body text preview:
Dear _____,
On {INSERT DATE}, I am running/walking with my team, ^^Team Name^^ in the National Ovarian Cancer Coalition - Run/Walk to Break the Silence on Ovarian Cancer®. Proceeds from the Run/Walk are used to raise awareness & promote education about ovarian cancer. The National Ovarian Cancer Coalition is committed to improving the survival rate and quality of life for women with ovarian cancer.
Cancer is second only to heart disease as the leading cause of death in the United States. Over 22,000 new cases of ovarian cancer are diagnosed every year. This year alone, the American Cancer Society predicts there will be 14,180 deaths due to ovarian cancer. Clearly, more research is needed to increase early detection and improve survival rates.
I have committed to raise \$^^INV GOAL^^TEAM GOAL^^ and I cannot do it without the help of people like you. Please consider supporting my efforts on behalf of the National Ovarian Cancer Coalition. To donate online, please visit my fundraising page: <^^FUNDRAISING URL^^>.

div » table » tbody » tr » td » div » p

[CANCEL] [SEND]

HOW TO VIEW YOUR DONATIONS

1. Login to your fundraising dashboard and review the [DONORS](#) list. If you have more than 5 donors, select [SHOW ALL](#).
2. You can also review a list of donors by selecting the [THANK DONORS](#) button

The screenshot displays a fundraising dashboard for Shannon. At the top, it shows the user's profile (SHANNON), fundraising progress (Raised: \$10, Goal: \$100, 10% complete), and the event (IOWA RUN WALK). Below this is a 'STEPS TO SUCCESS' section with three steps: 1. CUSTOMIZE PAGE (completed), 2. FUNDRAISE, and 3. THANK DONORS. The 'THANK DONORS' button in step 3 is highlighted with a red box. Below the steps is a 'DONORS' section, also highlighted with a red box, showing a single donor: Shannon, who donated \$10.00 3 hours ago. To the right of the donors is an 'OTHER ACTIONS' section with 'CREATE TEAM' and 'JOIN TEAM' buttons.

no^{cc} SHANNON
Individual Page
My Fundraising Page

Raised: \$10
Goal: \$100
Page Views: 0
Change Goal

Shannon's Awesome Fundraising Page
IOWA RUN WALK
Run Walk

STEPS TO SUCCESS

1	2	3
CUSTOMIZE PAGE Tell your story on your fundraising page. EDIT PAGE	FUNDRAISE Share your page on social media or send emails. f t in e	THANK DONORS Track and thank your supporters. THANK DONORS

DONORS

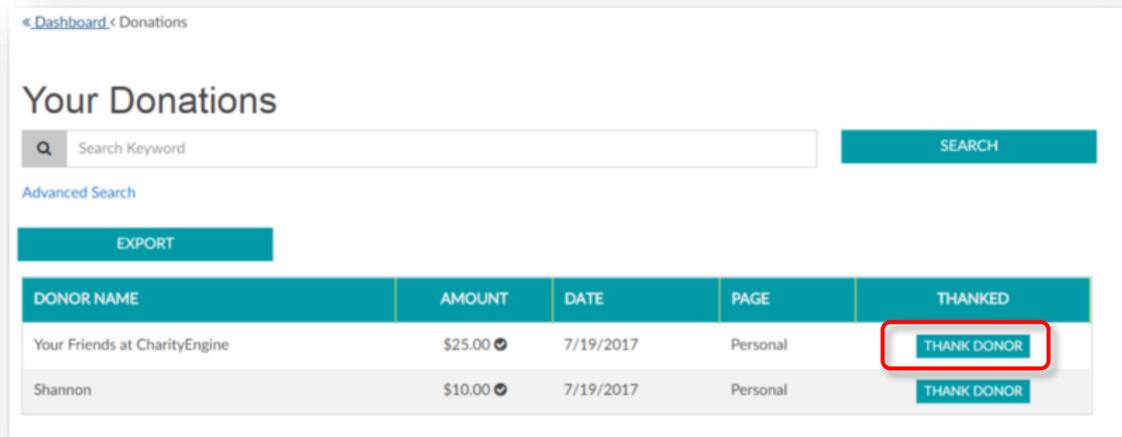
Profile	Name	Amount	Time
	Shannon	\$10.00	3 hours ago

OTHER ACTIONS

[CREATE TEAM](#) [JOIN TEAM](#)

HOW TO THANK DONORS

1. Login to your fundraising dashboard select the **THANK DONORS** button
2. Choose a donor from your list of **YOUR DONATIONS** and select the **THANK DONOR** button
3. On the next page, add your content and **SEND**
4. Once thanked, donors names will have a check box appear next to their donation



Dashboard < Donations

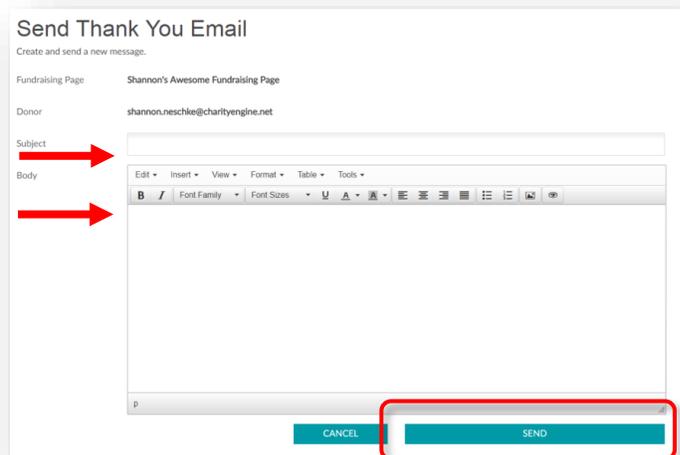
Your Donations

Search Keyword **SEARCH**

Advanced Search

EXPORT

DONOR NAME	AMOUNT	DATE	PAGE	THANKED
Your Friends at CharityEngine	\$25.00	7/19/2017	Personal	THANK DONOR
Shannon	\$10.00	7/19/2017	Personal	THANK DONOR



Send Thank You Email

Create and send a new message.

Fundraising Page: Shannon's Awesome Fundraising Page

Donor: shannon.neschke@charityengine.net

Subject:

Body:

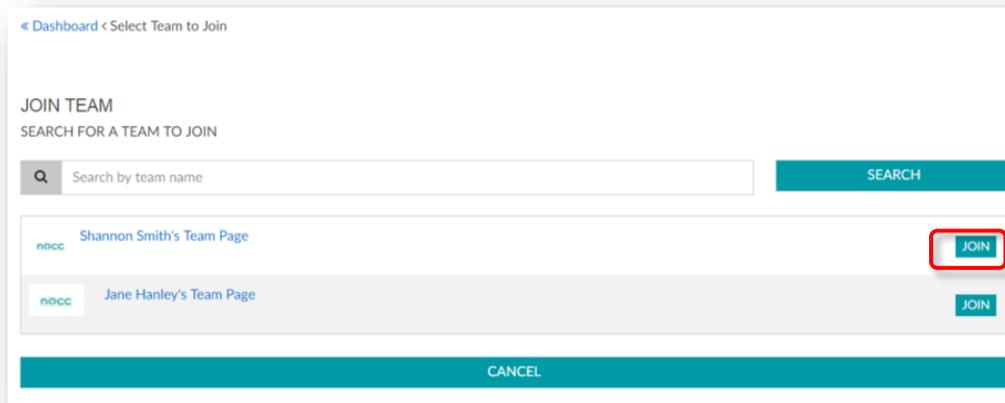
Rich text editor toolbar: Edit, Insert, View, Format, Table, Tools

Buttons: Bold, Italic, Font Family, Font Sizes, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Embed

CANCEL **SEND**

HOW TO JOIN A TEAM

1. Login to your fundraising dashboard select the [JOIN TEAM](#) button
2. Search by team name or identify a team on the list and select [JOIN](#)



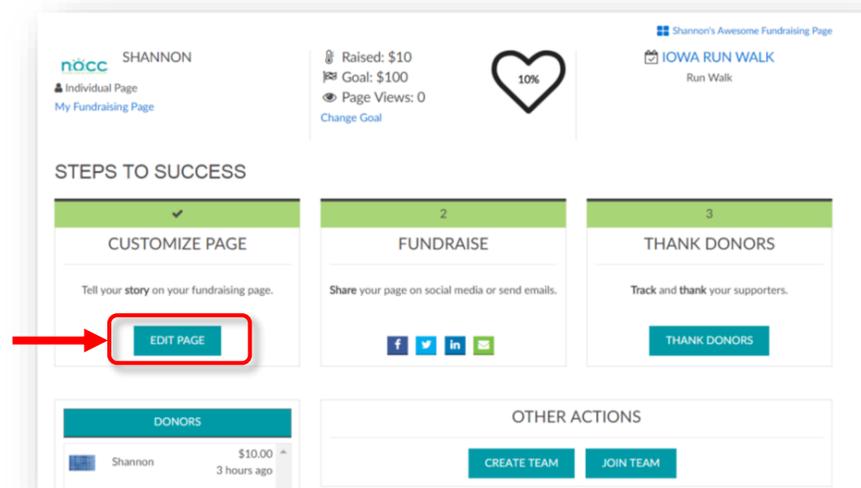
The screenshot shows a web interface for joining a team. At the top, there is a breadcrumb trail: « Dashboard < Select Team to Join. Below this, the heading 'JOIN TEAM' is followed by the instruction 'SEARCH FOR A TEAM TO JOIN'. A search bar with a magnifying glass icon and the placeholder text 'Search by team name' is positioned to the left of a teal 'SEARCH' button. Below the search bar, there is a list of two teams. The first team is 'Shannon Smith's Team Page', which includes a small 'nocc' logo and a teal 'JOIN' button highlighted with a red rectangle. The second team is 'Jane Hanley's Team Page', also with a 'nocc' logo and a teal 'JOIN' button. At the bottom of the interface, there is a wide teal bar with the word 'CANCEL' centered in white text.

HOW TO CREATE A TEAM

1. Login to your fundraising dashboard select the [CREATE TEAM](#) button
2. Modify your team name and fundraising page content and select the [UPDATE](#) button

HOW TO MODIFY A TEAM FUNDRAISING PAGE

1. Login to your fundraising dashboard and under [CUSTOMIZE PAGE](#), select the arrow next to the [EDIT PAGE](#) button
2. Select [EDIT TEAM PAGE](#)
3. Here, you will be able to customize your team fundraising page content, change your team fundraising goal, and upload images
4. Select the [UPDATE & UPLOAD MEDIA](#) button to save changes



HOW TO SWITCH BETWEEN PERSONAL AND TEAM PAGE DASHBOARD

1. Login to your fundraising dashboard and on the right-hand side of the page, select the your page name listed in blue
2. Once selected, all of your personal and team pages will appear in a list
3. Select the name of the page you would like to modify, share, or review to be taken to the correct Dashboard

SHANNON SMITH ★
Team Page
My Team Fundraising Page

Raised: \$35
Goal: \$500
Page Views: 0
Change Goal

7%

IOWA RUN WALK
Run Walk

STEPS TO SUCCESS

1	2	3	4
CUSTOMIZE PAGE Tell your story on your fundraising page. EDIT PAGE	INVITE FRIENDS Invite friends to join your team. INVITE	FUNDRAISE Share your page on social media or send emails. f t in e	THANK DONORS Track and thank your supporters. THANK DONORS

TEAM MEMBERS **DONORS**

no	no	no
Shannon's Awesome Fundraising Page	\$35.00	★

OTHER ACTIONS

Select Dashboard

Shannon Smith's Team Page Iowa Run Walk Team Page	Shannon's Awesome Fundraising Page Iowa Run Walk Individual Page
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2 INVITE FRIENDS

3 FUNDRAISE

HOW TO INVITE FRIENDS

1. Fundraisers who have created a team will have the ability to invite friends to join their team. Login to your fundraising and under **INVITE FRIENDS**, hover over the **INVITE** button
2. Invite friends via social media or select the green mail icon to share via email
3. If you choose to share via email, enter email addresses inside the **RECIPIENTS** field
4. Choose the **JOIN MY TEAM EMAIL** template from the dropdown – a preloaded email with text will appear
5. Modify the text if you would like to make any changes
6. Any information with the symbols (^^) is a dynamic code that will insert your team information in the email. **Please do not remove any information within the ^^ symbols.**

The screenshot displays a fundraising team page for Shannon Smith. At the top right, it says "Shannon Smith's Team Page". The page header includes the NOCC logo, the team name "SHANNON SMITH", and a star icon. Below the header, there are statistics: "Raised: \$0", "Goal: \$500", and "Page Views: 0". A heart icon shows "0%". To the right, it says "IOWA RUN WALK" and "Run Walk".

The main content area is titled "STEPS TO SUCCESS" and contains four steps:

1. CUSTOMIZE PAGE: Tell your story on your fundraising page. Includes an "EDIT PAGE" button.
2. INVITE FRIENDS: Invite friends to join your team. The "INVITE" button is highlighted with a red box.
3. FUNDRAISE: Share your page on social media or send emails. Includes social media icons for Facebook, Twitter, LinkedIn, and Email.
4. THANK DONORS: Track and thank your supporters. Includes a "THANK DONORS" button.

At the bottom left, there is a "TEAM MEMBERS" section with a "DONORS" tab. It shows one member: Shannon's Awesome Fundraising Page with a contribution of \$35.00 and a star icon.

At the bottom right, there is an "OTHER ACTIONS" section with a scrollable area.