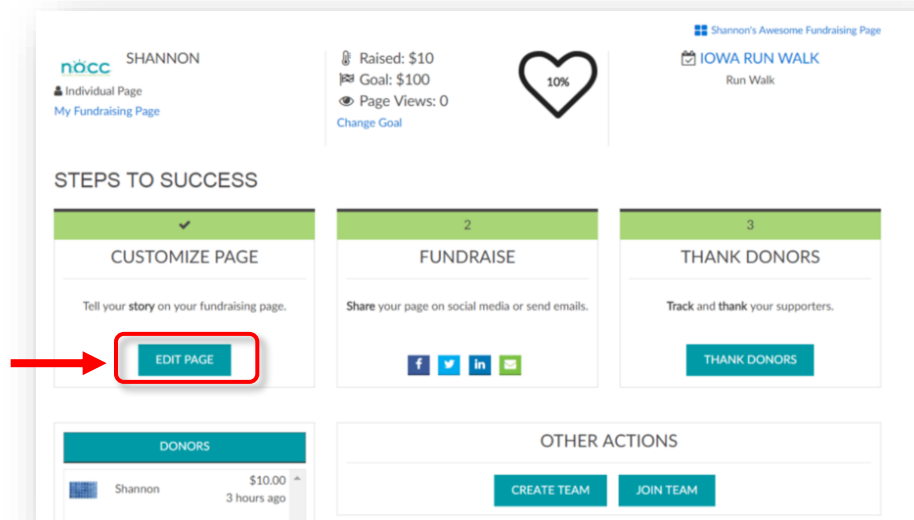


LEARN HOW TO CUSTOMIZE YOUR FUNDRAISING PAGE AND SHARE WITH FRIENDS AND FAMILY!

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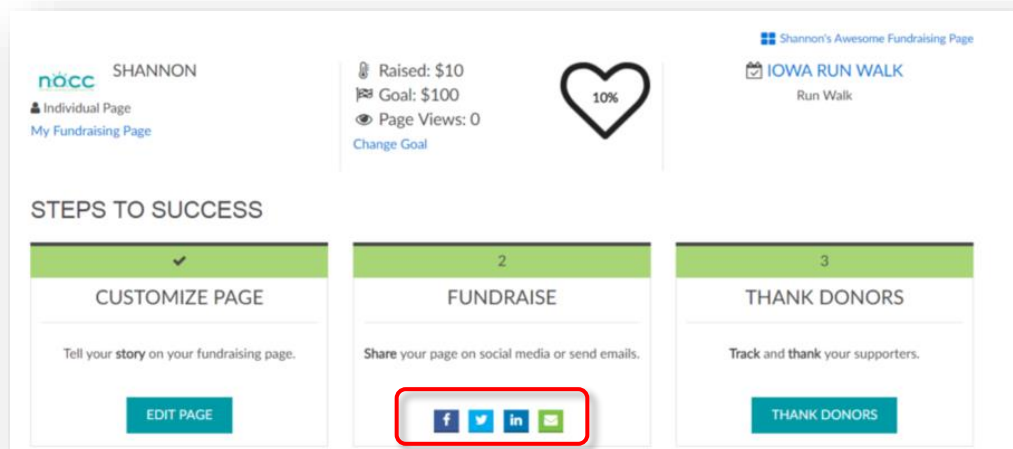
HOW TO MODIFY YOUR FUNDRAISING PAGE

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^^>.

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[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 name 'SHANNON' and the event 'IOWA RUN WALK'. Key statistics include 'Raised: \$10', 'Goal: \$100', and 'Page Views: 0'. A heart icon indicates that 10% of the goal has been reached. The dashboard is divided into three main sections: 'STEPS TO SUCCESS', 'OTHER ACTIONS', and a 'DONORS' list.

STEPS TO SUCCESS

- 1. CUSTOMIZE PAGE**: Tell your story on your fundraising page. [EDIT PAGE](#)
- 2. FUNDRAISE**: Share your page on social media or send emails. [f](#) [t](#) [in](#) [e](#)
- 3. THANK DONORS**: Track and thank your supporters. [THANK DONORS](#)

OTHER ACTIONS

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

DONORS

Donor Name	Amount	Time
Shannon	\$10.00	3 hours ago

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

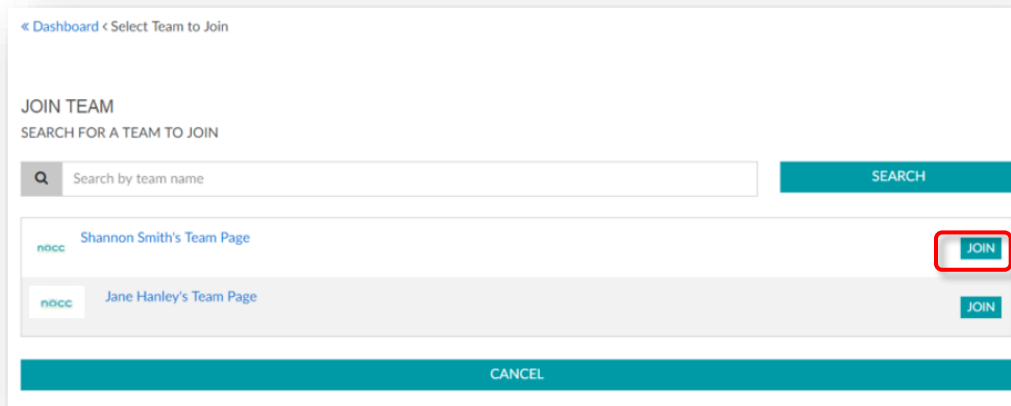
The screenshot shows a web interface titled "Your Donations" with a search bar and an "EXPORT" button. Below is a table with columns: DONOR NAME, AMOUNT, DATE, PAGE, and THANKED. Two rows are visible, each with a "THANK DONOR" button highlighted by a red box.

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

The screenshot shows a "Send Thank You Email" form. It includes fields for "Fundraising Page" (Shannon's Awesome Fundraising Page) and "Donor" (shannon.neschke@charityengine.net). The "Subject" and "Body" fields are highlighted with red arrows. A red box highlights the "SEND" button at the bottom right.

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](#)



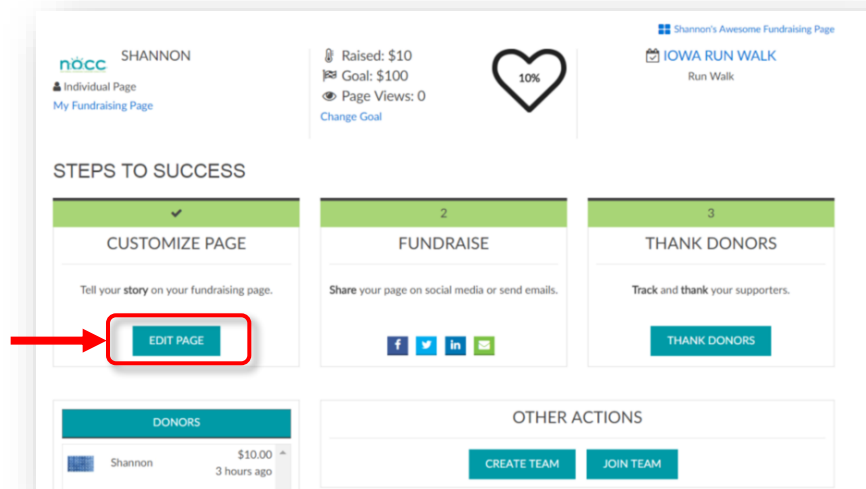
The screenshot shows a web interface for joining a team. At the top, there is a breadcrumb trail: « Dashboard < Select Team to Join. Below this, the heading 'JOIN TEAM' is followed by the instruction 'SEARCH FOR A TEAM TO JOIN'. A search bar with a magnifying glass icon and the placeholder text 'Search by team name' is on the left, and a teal 'SEARCH' button is on the right. Below the search bar, there is a list of two teams. The first team is 'Shannon Smith's Team Page' with a small 'noCC' logo to its left and a teal 'JOIN' button to its right, which is highlighted with a red rectangular box. The second team is 'Jane Hanley's Team Page' with a small 'noCC' logo to its left and a teal 'JOIN' button to its right. 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

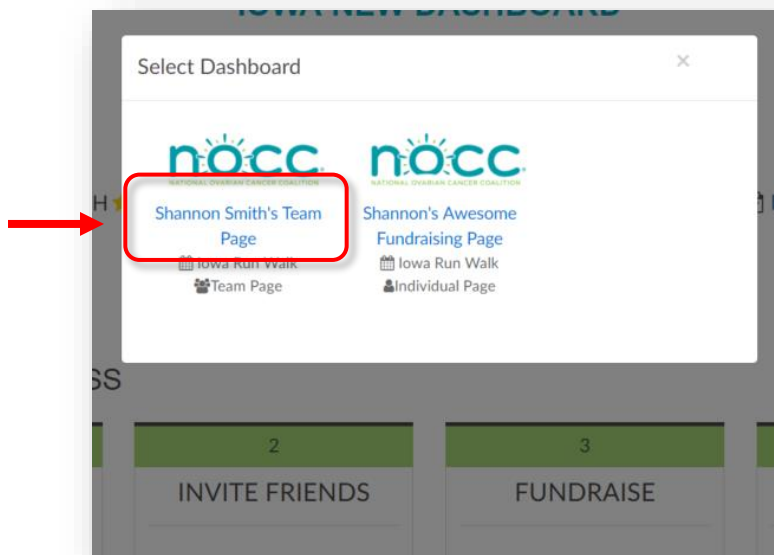
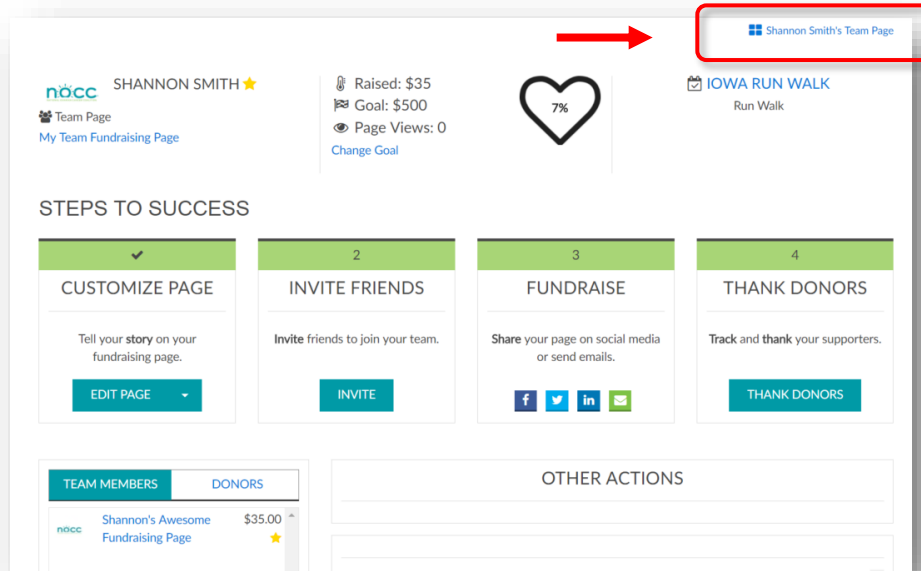
HOW TO MODIFY A TEAM FUNDRAISING PAGE

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



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 donation of \$35.00. At the bottom right, there is an "OTHER ACTIONS" section.