RallyBound Personal Page Setup Instructions

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RallyBound Personal Page Set-up Instructions

Branch Pages
To get started go to www.supportymca.org and click on the branch campaign cards you would like to campaign for.

Note: if campaigning for multiple campaigns, you can make a page for each branch

Creating your page

1. **Register**
   Once you get to the branch page you will be campaigning for, click “REGISTER”
New Campaigners – Never made a page before
If you have never made a page before, the following screen will pop up.

- Sign up with Facebook OR
- Fill out the information on right of the screen (First Name, Last Name, Email, Password) and click

![Sign Up with Facebook](image)

Today you can inspire others to take ownership of this campaign by asking them to donate on your own grassroots fundraising page.

- Click on “That was quick!” to get started

Previous Campaigners
If you have campaigned using RallyBound in the past, fill in the information below. Once you fill in your email address, the system will recognize if this email was used in the past and the following message will appear.

- Click on the “click here” link below to join the current year’s campaign and retrieve all customizations from your previous page OR
- If you forgot your password, click on the link “If you would like to retrieve your password, please click here” link

![Returning User](image)
• Fill in your email address and password below to login or click on the link if you forgot your password.

• Then, when logged in, click on “Get Involved” button to join the current campaign

• Click on “Join”
Once you have completed your registration, you can share on Facebook, Twitter, or click Continue to get to your Head Quarters (HQ)

![Thank you for your registration!]

You will now be walked through all of the tasks available in your HQ.

**Note:** If you do not want to complete these steps at this time, they will always be available in your HQ. Click “Skip”
Step 1: Create Custom URL
Create a custom URL that will be a direct link to your fundraising page and click “Create my URL now” or “Skip”

Step 2: Update your personal image
Upload an image from your computer or use one from Facebook. If not, click “skip”

Step 3: Create or Join a Team
You can start your own team, join an existing team, or stay solo
Step 4: Update your goal

Getting Started Step 4 of 6

Update Your Goal

Enter a new goal amount

$100

Save

Skip

Step 5: Donate to your Goal

Getting Started Step 5 of 6

Donate to Your Goal

To kickstart your fundraising campaign, be the first to donate.

Donation Amount:

$ [Field]

First Name (on card) Last Name (on card)

Stephanie Shim

Address Apt/St/Unit

[Fields]

Country

UNITED STATES

State Zip

[Fields]

City

[Field]

Phone Number

[Field]

Card Number Exp CVV

[Fields]

Donate

Skip
Step 6: Update Account Details
Update any of the information you filled out

Once you complete these steps, you will be taken to your HQ

My HQ
Your HQ is where you can customize your page even further
1. **Navigating the Left Toolbar**

In the left toolbar you can do following:

- **Edit account details**: Update your personal goal, personal URL, name, address and account information.

- **My Fundraising Report**: Find a list of donors who have made a donation toward your goal. You can also send an email or enter offline gifts from this screen as indicated below.
**Promote via Email**

To get started, go to “Promote via Email” in the left toolbar. Here you have the option to select contacts from your contact book, add friends manually, or email all donors in your contact book.

If sending emails to contacts from your contact book, check the box next each name to add them and clicking “Continue”.

Here you can also make changes to any of the fields, for example the greeting (This is the first line that appears in your email subject). To make a change, hover over the filed and left click. Change the greeting and click save.
Next, either choose an existing email template or type your own email. You can always save the email you type as a template by clicking on “Save Template”.

When ready to send the email, click on “Send email”
The following screen will come up. Preview your email and confirm that the number of emails being sent is correct and click "Send # Email"

This screen should come up confirming your email was sent.

Go back to your contact book and under Last Emailed you can confirm when you last sent an email to this contact.

Use one of your social media accounts to promote your fundraising efforts.
Promote via Social Media

Use one of the social media sites below to promote your fundraising efforts.

Facebook

Twitter

LinkedIn

Having trouble with your social network? Need to change social network accounts? Click here to reset your social connections.

Social Auto-Post

Want to automatically share new activity as it happens?
Simply connect your social networks to begin spreading the word through auto-posting. If you want to change your auto-posting settings at anytime, just come back here to make updates.

Facebook

Twitter

LinkedIn

Contact Book

Import your contacts manually or from one of the following accounts below

Import Contacts

Import your contacts from the email providers below. Simply click a provider to start.

Gmail

Yahoo!

Outlook.com

iCloud

Microsoft Outlook

Apple

AOL

LinkedIn
Enter Offline Donation
Enter the donor’s information and select Donation Type and (cash or check) and click “Submit Donation”