## How to set up your dynamic fundraising badge using Gmail.

- 1. Log in to your participant Centre at <a href="https://supportthepmcf.ca/ui/walk22/login">https://supportthepmcf.ca/ui/walk22/login</a>
- 2. Click the Get Social button.

| Image: Constraint of the second of the s | SET UP YOUR CAMPAIGN Personalize your page Edit Page > Import contacts > Import cont | Hide<br>0%<br>COMPLETED              |
|--|--|--------------------------------------|
| ∞ GET SOCIAL<br>P <sup>3</sup> FITNESS GOAL  | Dashboard  | Get Donations                        |
|  | Achieved<br>\$250.00 Personal Goal \$2,500.00Edit  | Email contacts<br>or share on social |
|  | <mark>▲</mark><br>10%  | To do items                          |

3. Under Get Social Fundraising Badge, click Copy to clipboard, then see the pop-up that the URL was copied to clipboard."

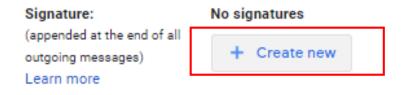
Note: you can also paste this URL into your social posts to share your badge with your networks.

| ☆ DASHBOARD  |   | Get Social   |             |
|--------------|---|--|-------------|
| MY PAGE      |   |  | <u>Hide</u> |
| දින් TEAM    | + | Reach out to your social networks!<br>Raise awareness and increase donations by creating a social post asking for support.   |             |
| ්ම DONATIONS | + |  |             |
| G FOLLOW UPS |   | CREATE A SOCIAL POST FUNDRAISING BADGE   |             |
| SEND EMAILS  | + | Share to     Facebook     Share to     Twitter     Twitter     Copy the URL for your badge into a post or     embed into blog or page to display a real-     Twitter | Donate      |
| ∞ GET SOCIAL |   | time thermometer of your progress!   | <u>``-</u>  |
| FITNESS GOAL |   |  |             |
|              |   |  |             |
|              |   | getSocial.msgtmgUrlCopied  |             |

2. Access your Gmail and click the Settings icon at top right of Gmail desktop window, then click "See all settings".

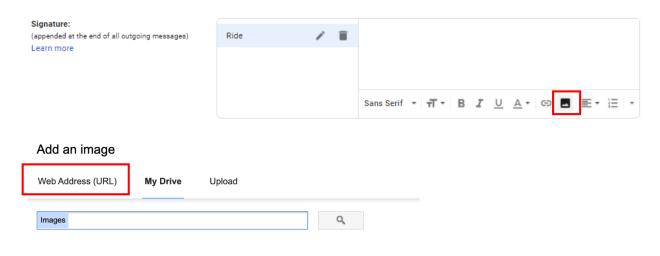
| Quick settings × | = 附 Gmail        | Q Search mail | ? | <b>(</b> ) |   | D |
|------------------|------------------|---------------|---|------------|---|---|
| See all settings | Quick settings   | ×             |   |            | - |   |
|                  | See all settings |               |   |            |   |   |

3. Scroll down to find "Signature". Click "+ Create new". If you want to add the badge to an existing signature, select that signature and follow the next steps.



4. Click the image icon <a>
 </a>

 Then select "Web Address (URL)".



5. Paste the URL you copied to the clipboard from within your participant centre. See the badge appear and then click "Select"

|  | FUNDRAISING BADGE  | Participant Centre     |
|--|--|------------------------|
| Add an image   | Copy the URL for your badge into a post or<br>embed into blog or page to display a real-<br>time thermometer of your progress!<br><u>Copy to clipboard</u> | SUPPORT MY<br>CPC EDDE |
| Add an image   |  |                        |
| Web Address (URL) My Drive Upload  |  |                        |
|  |  |                        |
| Paste an image URL here: ntral-1.amazonaws.com/clientcustomfiles/Org_39/EventLocation_24834/Participants/p_6487062 | /EmailBadge/FundraisingProgress_1.png 🛷  |                        |
|  |  |                        |
|  |  |                        |
| Help me step up to the fundraising challenge   |  |                        |
| Select   | Anyone with the link can access this image.  |                        |

6. If you want to resize the image, click in the image and the resizing option with appear. Select the size your prefer. We recommend testing the size and legibility first. You can also resize the image while you are composing your emails. Large size works well for image quality and being noticed.



7. If you have more than one signature defined in your Gmail settings, select the Badge signature. Note you can add the badge to an existing signature just by editing that signature and going through the above steps to insert the badge.

You can add other content around the badge as needed.

| Signature:<br>(appended at the end of all outgoing messages)<br>Learn more | My Fundraising Badge 🧪 🧃<br>My other signature | Help me step up to the fundraising challenge         |
|--|--|--|
|  |  | Sans Serif • ㅠ • B I <u>U</u> <u>A</u> • ⓒ E 돈 • 듣 • |
|  | + Create new                                   |  |

8. Select your new signature under Signature defaults.

| Signature:<br>(appended at the end of all outgoing messages)<br>Learn more | My Fundraising Badge 🧪 📋<br>My other signature            | Help me step up to the fundraising challenge          |
|--|---|---|
|  |   | Sans Serif • ㅠ B I U A • ⓒ 🗷 톤 • 듣 •                  |
|  | + Create new Signature defaults FOR NEW EMAILS USE ON REF | LY/FORWARD USE  |
|  | No signature 🗸 No si                                      | gnature 🗸   |
|  | 🗹 Insert signature before quoted tex                      | t in replies and remove the "" line that precedes it. |

9. Scroll to the bottom of the Settings page and click "Save Changes".



10. Your badge is now in your signature for outgoing emails. **Remember to include a link to your fundraising page under your badge.** 

| New Message _ 💉 🗙                            | Note: If you abando your acttings and they  |  |  |
|--|---|--|--|
| Recipients                                   | Note: If you change your settings and they don't appear when sending a new email, you may need to refresh the Gmail page. |  |  |
| Subject                                      |   |  |  |
| Help me step up to the fundraising challenge |   |  |  |
| Donate to my Ride here                       | The link to your page can be found by clicking "My Page" in your Participant Centre, then copying the URL.                |  |  |
| 協 dashboard My Page                          |   |  |  |
| MY PAGE                                      |   |  |  |
| ۲EAM +                                       |   |  |  |
| DONATIONS + CUSTOMIZE YOUR P.                |   |  |  |
|  |   |  |  |

## **NOTE TO USERS:**

Due the unlimited configurations of personal computer software and applications, we cannot provide end user support for the installation of these badges on third party email platforms.