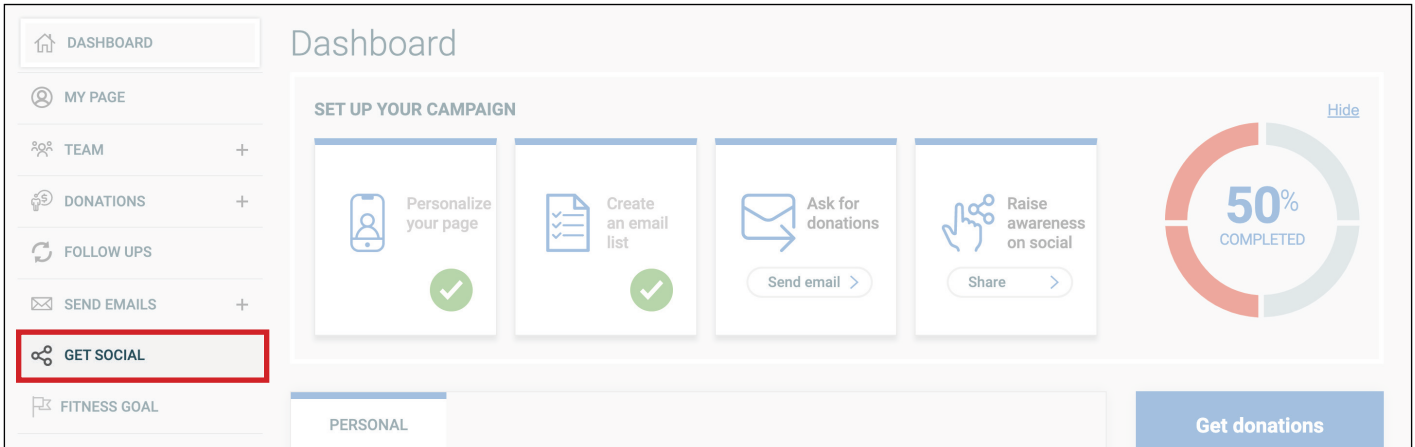


Personal Fundraising Badge

How to Add to Outlook

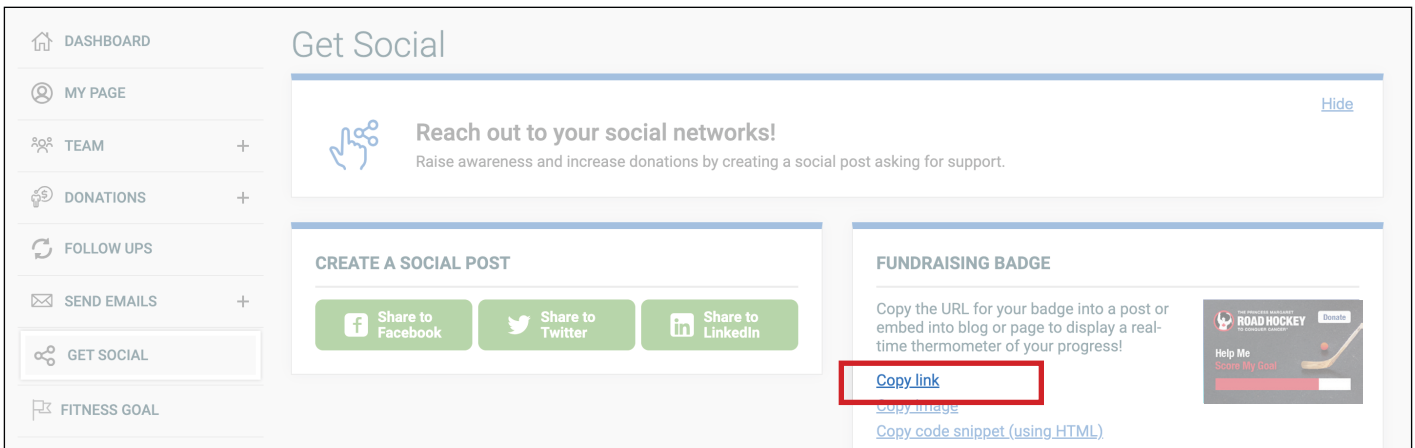
1. Log in to your Participant Centre.
2. In the side menu, select “Get Social”.



The screenshot shows the 'Dashboard' page. On the left sidebar, the 'GET SOCIAL' option is highlighted with a red box. The main content area is titled 'SET UP YOUR CAMPAIGN' and contains four cards: 'Personalize your page' (checked), 'Create an email list' (checked), 'Ask for donations' (with a 'Send email >' button), and 'Raise awareness on social' (with a 'Share >' button). A circular progress indicator on the right shows '50% COMPLETED'. At the bottom right, there is a blue 'Get donations' button.

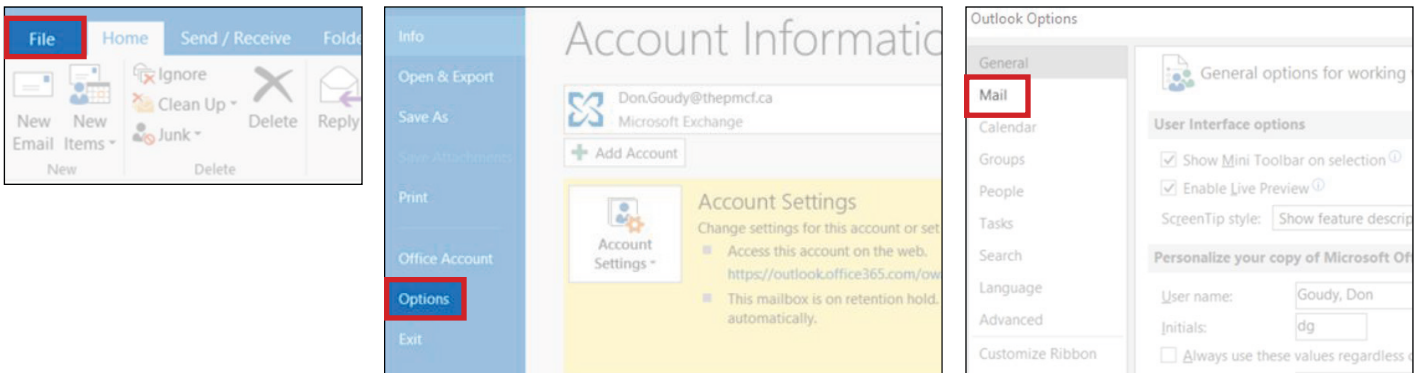
3. Under “Fundraising Badge”, click “Copy link”.

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



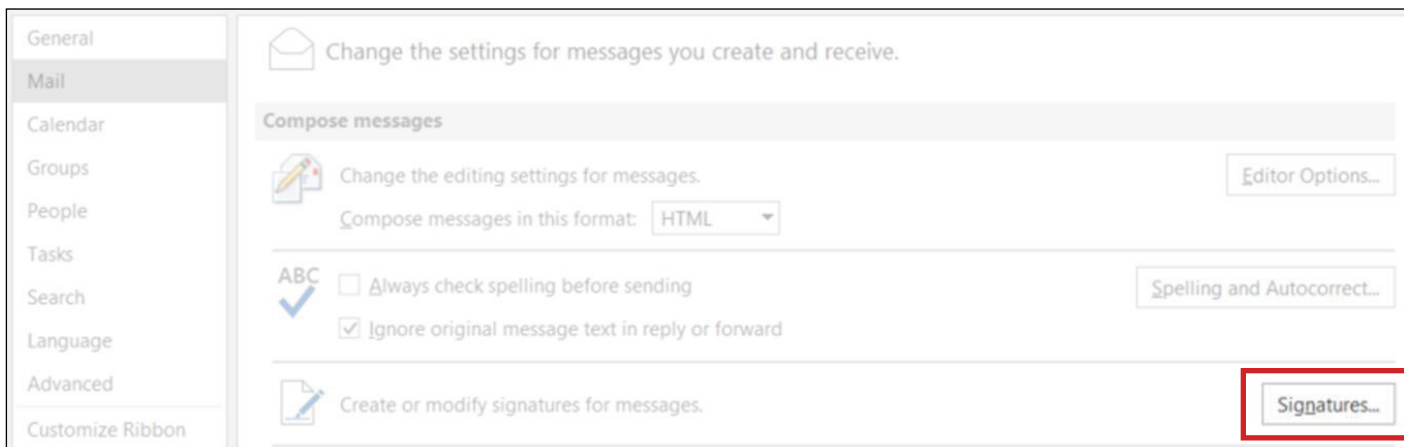
The screenshot shows the 'Get Social' page. The left sidebar has 'GET SOCIAL' highlighted with a red box. The main content area has a heading 'Reach out to your social networks!' and a 'CREATE A SOCIAL POST' section with buttons for Facebook, Twitter, and LinkedIn. On the right, the 'FUNDRAISING BADGE' section contains a 'Copy link' button highlighted with a red box, along with 'Copy image' and 'Copy code snippet (using HTML)' options. A preview of the fundraising badge is shown on the far right.

4. From the main Outlook page, click “File”, then Options”, then “Mail”

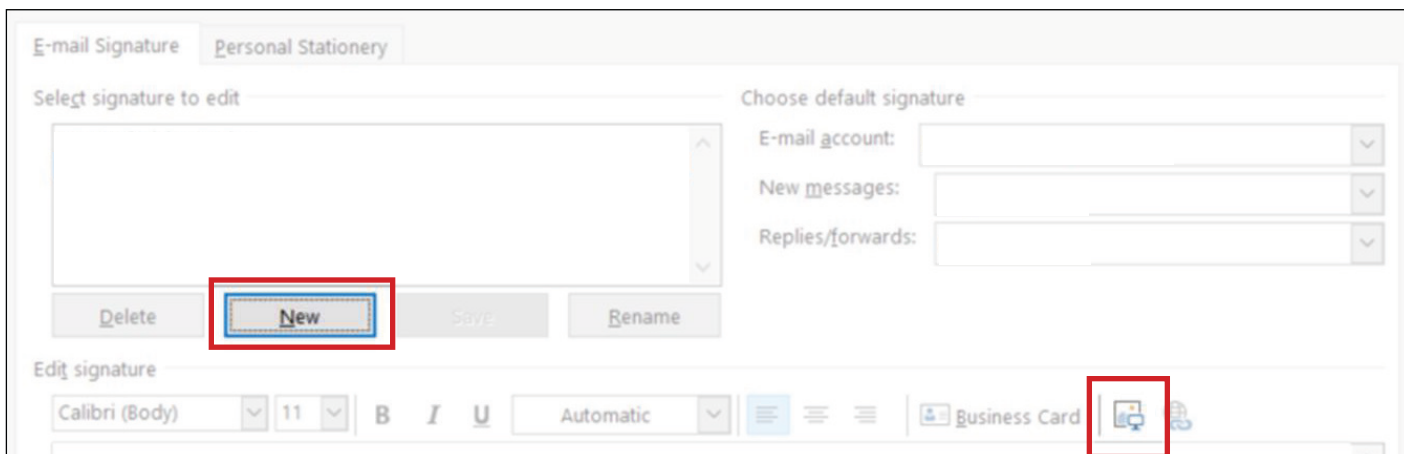


This block contains three screenshots showing the Outlook interface. The first screenshot shows the 'File' tab highlighted with a red box in the top ribbon. The second screenshot shows the 'Options' button highlighted with a red box in the left-hand navigation pane. The third screenshot shows the 'Outlook Options' dialog box with the 'Mail' tab highlighted with a red box.

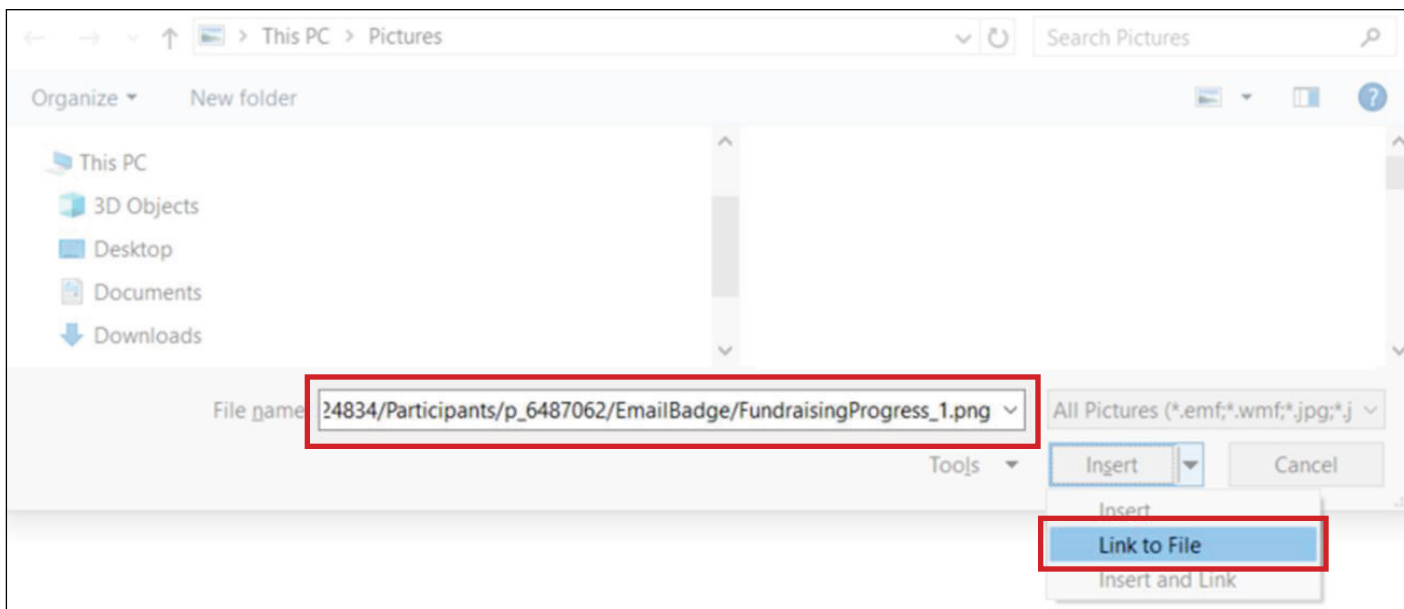
5. From the "Mail" menu, click "Signatures".



6. Create a new signature or modify an existing one by selecting it. Then, click the image icon

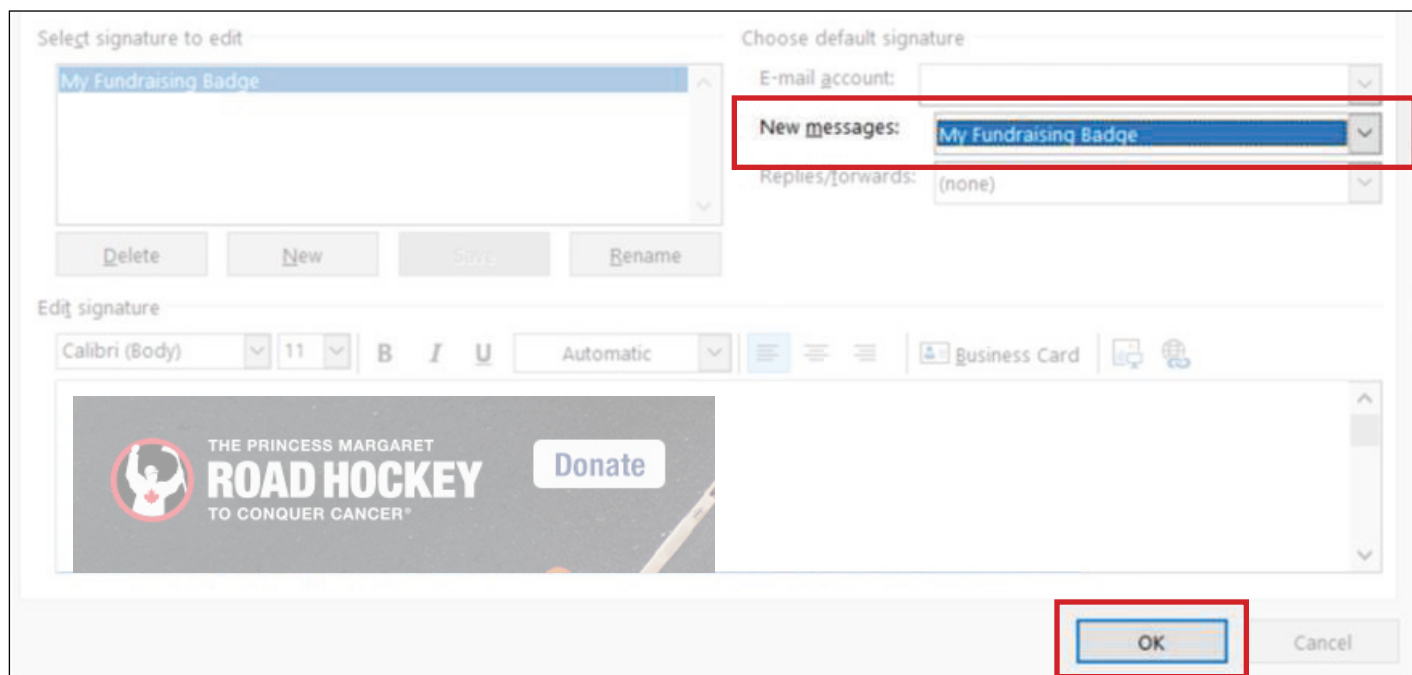


7. Paste the fundraising badge URL that you copied from the participant centre in the "File name" box. Select the "Insert" drop down list, and select "Link to File".



8. Your badge will appear in the signature editing box. Make this your default signature, then click “OK”.

Note: The badge in Outlook will default to a large size, which, depending on your personal settings, may not be resizable. In this case, you can resize the badge when you compose new emails.



9. Click “OK” at the bottom of the Outlook Option window.

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.