



LIVER LIFE  
**CHALLENGE**»



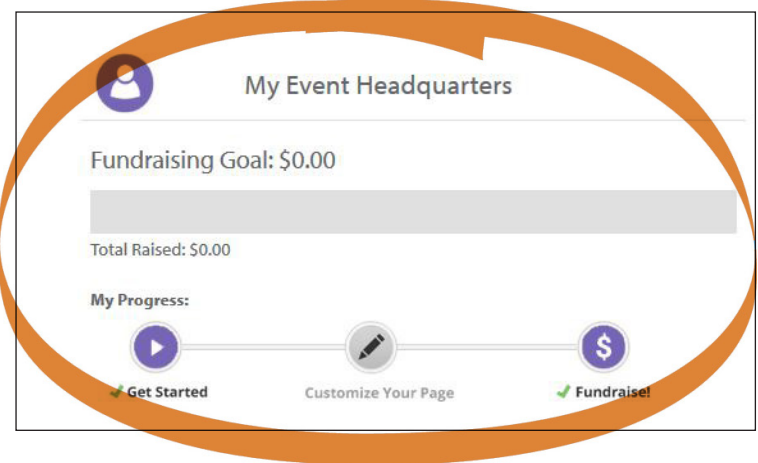
**MYHQ**  
GUIDE

*Thank you for signing up for the Liver Life Challenge!  
Now the fun begins with customizing your MYHQ page.  
Customizing your page is a great way to engage donors and reach your Challenge goal!*

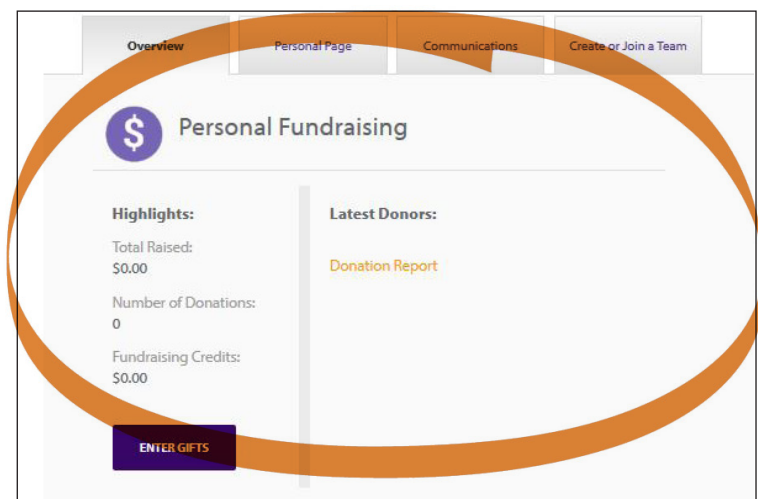
## Overview

The MYHQ Overview page provides an at a glance look at your personal fundraising for the Liver Life Challenge.

**1** At the top of the page you will see a thermometer. As you get donations, the bar will light up showing how close you are to your goal.



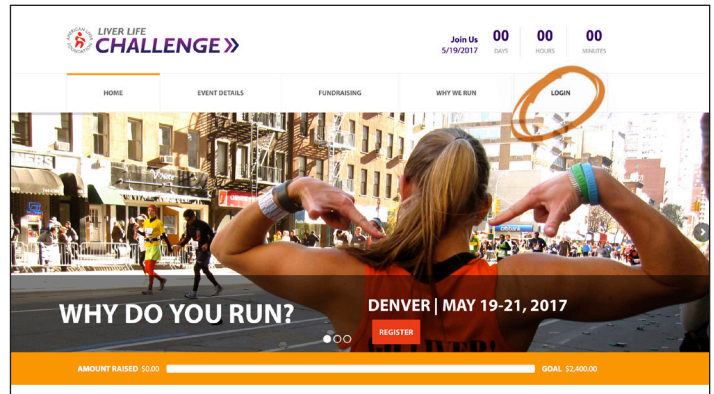
**2** "Highlights" provides another view of how much you have raised, number of donations you have received and fundraising credits. You can also enter donations on this page by hitting "Enter Gifts".  
*Note: These are only pledge dollars, users will still need to turn in all checks and cash donations to ALF staff.*



# MYHQ GUIDE

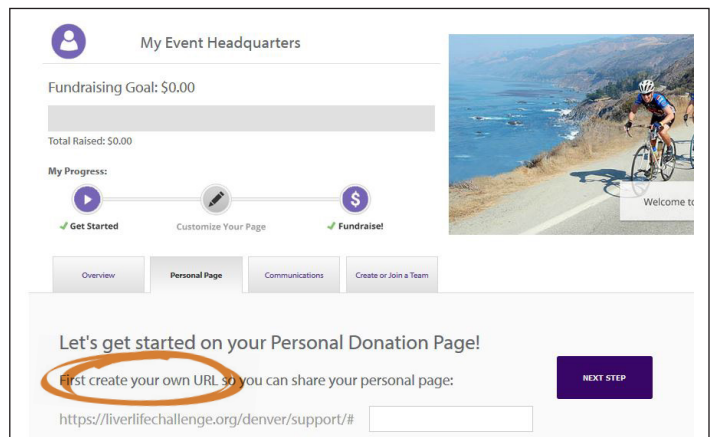
## STEP 1

Log-in to your MYHQ Center.



## STEP 2

First create your own URL so so you can share your personal page. (Note: Spacing and Special Characters (\$,@,&,!, etc.) cannot be used when creating custom URLs. The system will not accept it.)



## STEP 3

### Edit your Personal Fundraising Page


- a. Using the "Pencil" icon:
  - Upload a picture or video. Photos should be 4MB or smaller.
- b. Using the "Pencil" icon: Share your story on why you're doing the challenge this year.
- c. Using the "Pencil" icon edit your fundraising goal.  
*(Tip: Challenge participants that customize their fundraising page are more likely to get donations. Donors want to know why you are involved so don't be afraid to share your story.)*

## LLC BADGES

Badges are awarded based on achievement of the core things that will drive personal fundraising success, event success and ultimately success in supporting those who are faced with one of the many Liver diseases. Badges turn purple once you achieve them.

- Linked your Facebook account and make a post.
- Sent emails to friends and family
- Customized your fundraising page and uploaded an image.
- Received your first gift.
- Reached your fundraising goal.

Welcome to the Fundraising Page of **Alise Jackson**



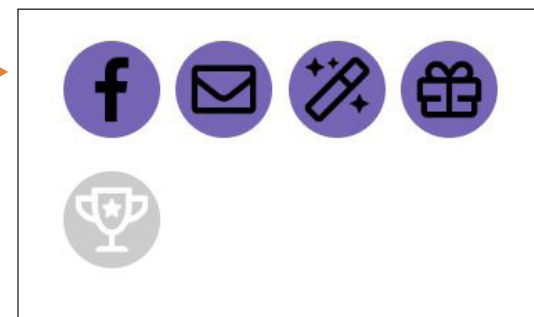
Fundraising Goal: \$400.00  
Total Raised: \$80.00  
**DONATE NOW**

Team **Team ALF**  
[View Team Page >](#)

**Supporters:**

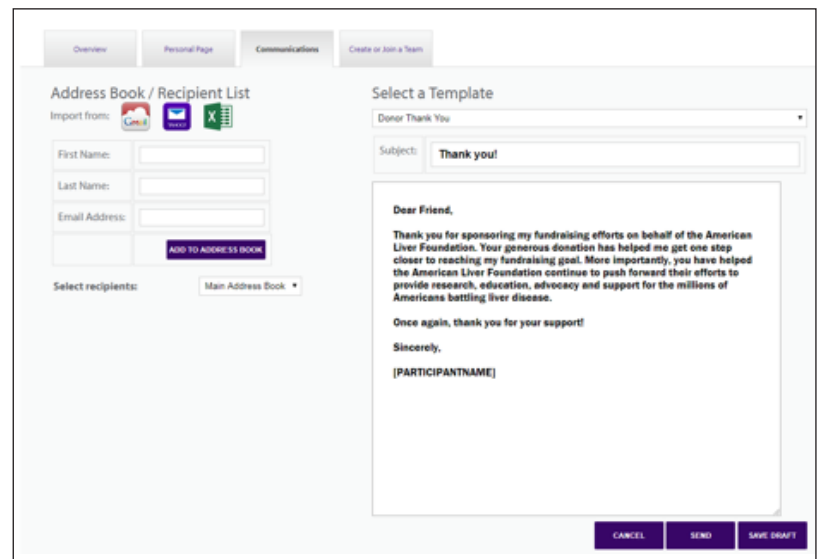
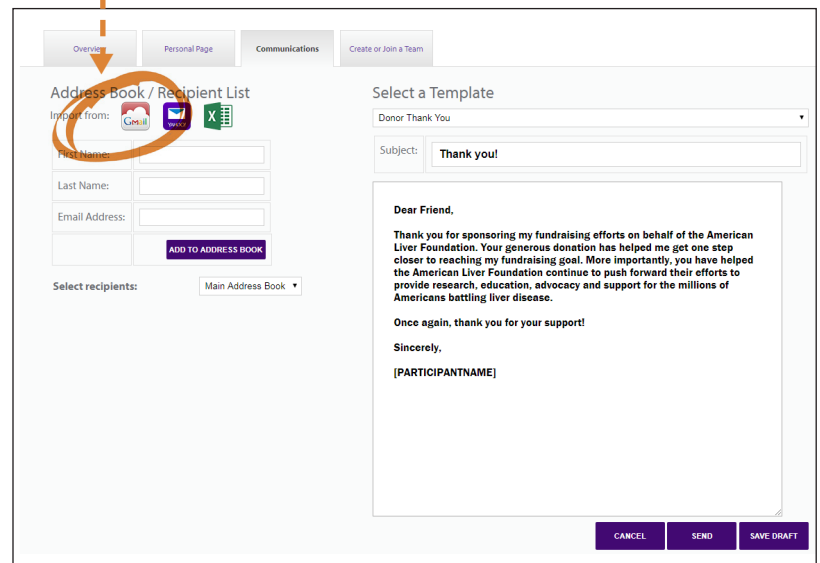
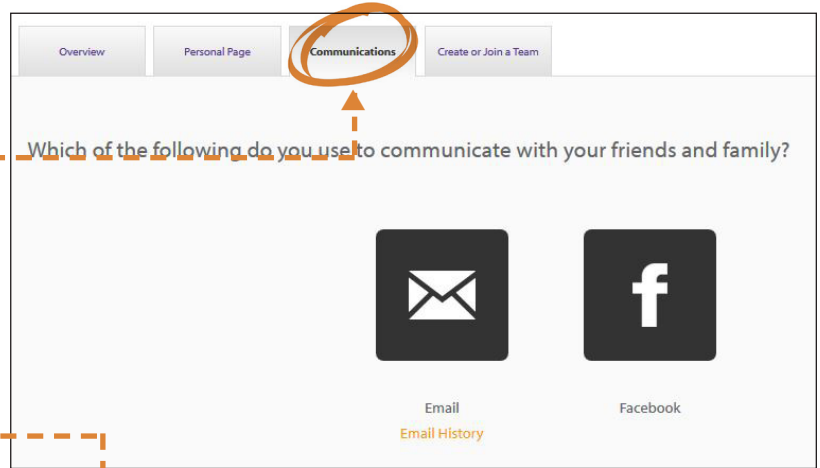
Anonymous	\$25.00
Anonymous	\$25.00
Cynthia	
Yahoo!! Cheering you on!	

Previous **1** Next



## EMAIL

- Select Communications tab to access the email tool.
- Click on your email icon
- Import your address book from Gmail, Yahoo or Excel to send emails straight from your HQ. (Note: Importing from Gmail turns on the social sign for Google on login page.)
- Use preloaded templates from MYHQ to spread awareness, get donations and say thank you to donors.
- Merge fields will populate with data when the user is viewing the emails within the Communications tab. Merge fields available in MYHQ emails are:
  - [PARTICIPANTNAME]
  - [FUNDRAISINGGOAL]
  - [PERSONALPAGEURL]
  - [RECIPIENTNAME]
- Merge fields will also populate if the user uses the 'Copy' feature within the Communications tab to send emails from their personal mail client (Gmail, Yahoo!, Outlook, AOL)



# MYHQ GUIDE

## FACEBOOK

- From the Communications tab click on the Facebook icon. ————
- Sync your Facebook page to MYHQ and write posts for all your followers to see how you are doing with your fundraising efforts. Your post will automatically link back to your personal fundraising page. *(Note: Logging into Facebook to post activates FB social sign on login page.)*

