

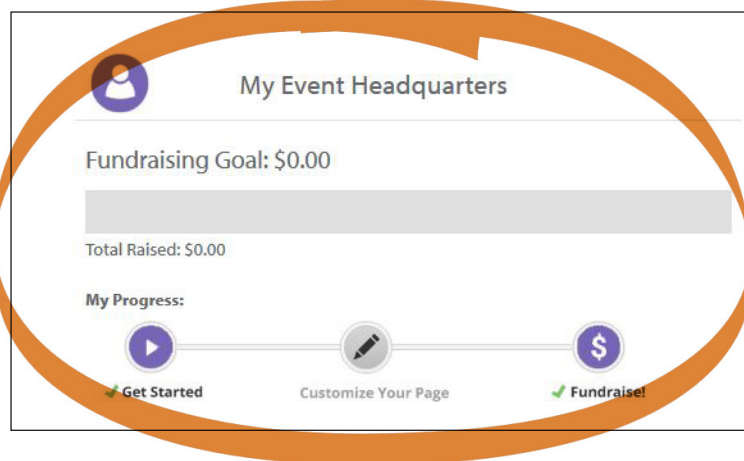


*Thank you for signing up for the Liver Life Challenge!
Now the fun begins with customizing your MYHQ page.
Customizing your page is a great way to engage donors and reach your Challenge goal!*

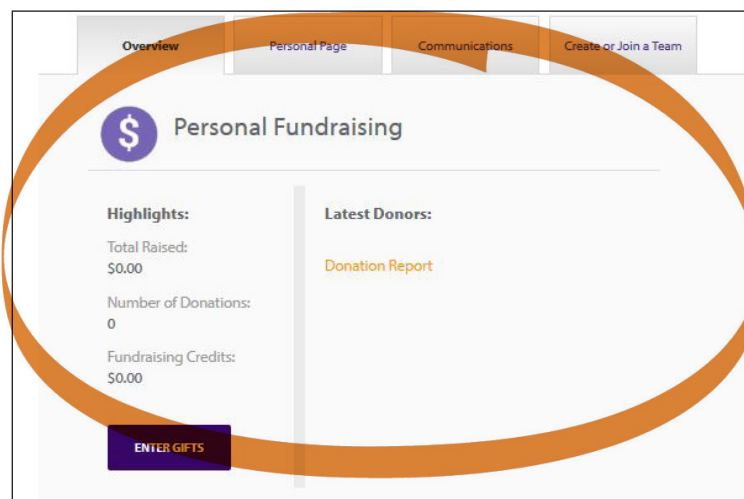
Overview

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.

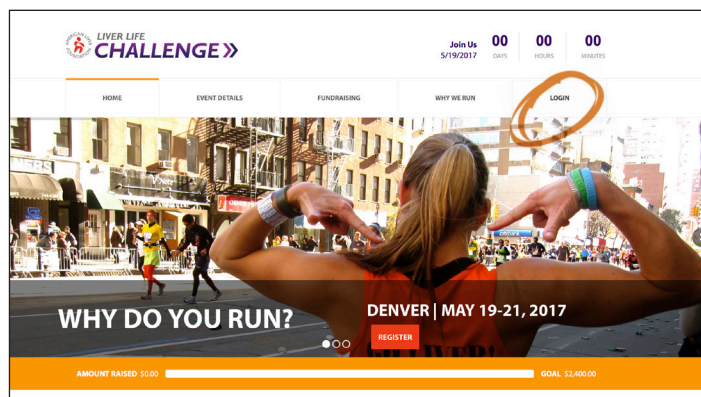


2 "Highlights" provides another view of how much you have raised, number of donations you have received and fundraising credits. You can also enter donations on this page by hitting "Enter Gifts".
Note: These are only pledge dollars, users will still need to turn in all checks and cash donations to ALF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



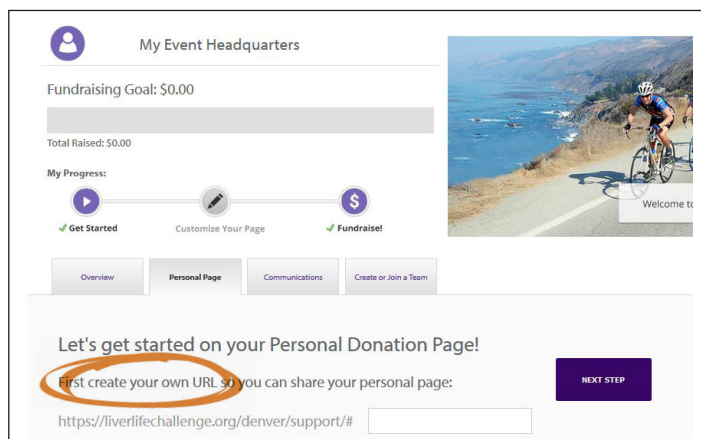
STEP 1

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

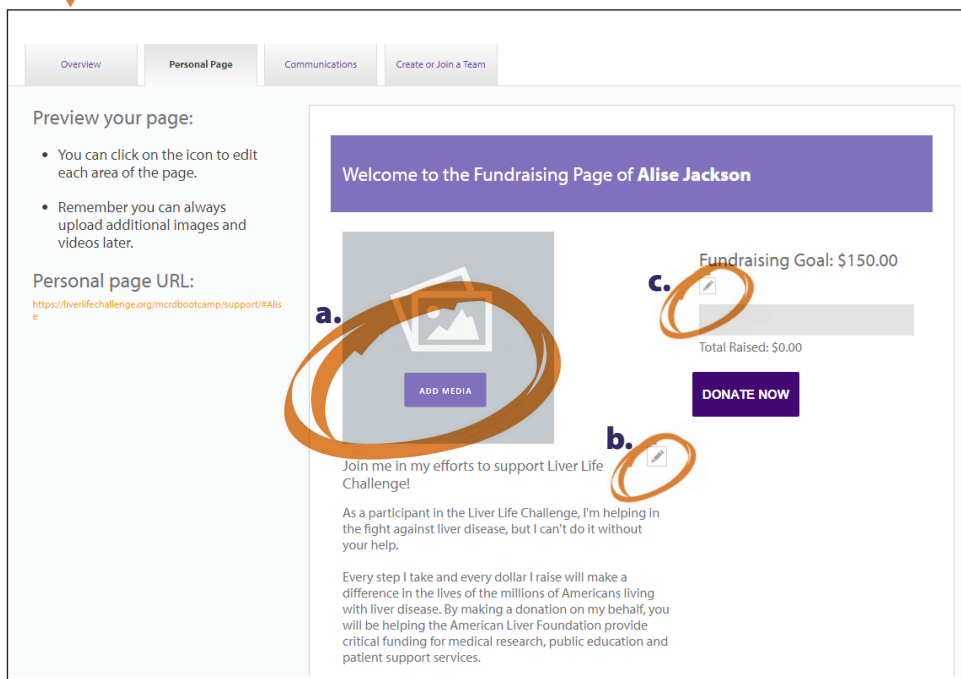
Edit your Personal Fundraising Page

- Using the "Pencil" icon:
- Upload a picture or video. Photos should be 4MB or smaller.

- Using the "Pencil" icon: Share your story on why you're doing the challenge this year.

- 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.)



STEP 4


Communicate with friends, family, coworkers and donors using email and/or Facebook.

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)

Overview Personal Page **Communications** Create or Join a Team

Which of the following do you use to communicate with your friends and family?






Email
[Email History](#)



Facebook

Overview Personal Page **Communications** Create or Join a Team

Address Book / Recipient List

Import from:   

First Name:

Last Name:

Email Address:

[ADD TO ADDRESS BOOK](#)

Select recipients: Main Address Book

Select a Template

Donor Thank You

Subject:

Dear Friend,

Thank you for sponsoring my fundraising efforts on behalf of the American Liver Foundation. Your generous donation has helped me get one step closer to reaching my fundraising goal. More importantly, you have helped the American Liver Foundation continue to push forward their efforts to provide research, education, advocacy and support for the millions of Americans battling liver disease.




Once again, thank you for your support!

Sincerely,
[PARTICIPANTNAME]

[CANCEL](#) [SEND](#) [SAVE DRAFT](#)

Overview Personal Page **Communications** Create or Join a Team

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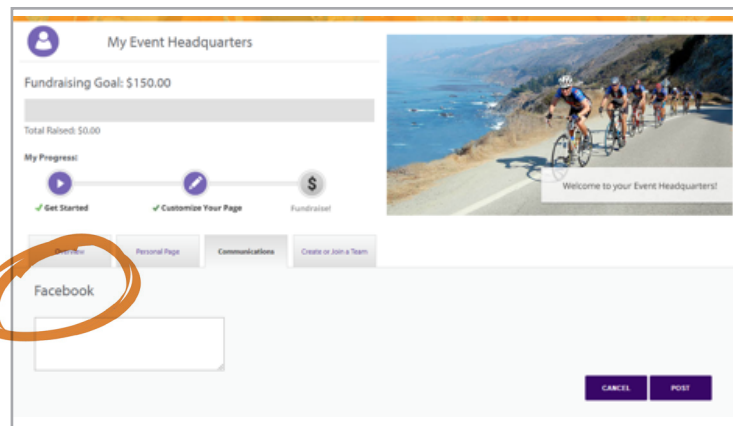
Once again, thank you for your support!

Sincerely,
[PARTICIPANTNAME]

[CANCEL](#) [SEND](#) [SAVE DRAFT](#)

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.)*



SCHEDULED FACEBOOK MESSAGES

Pre-written messages have been created to assist you with your fundraising efforts. These messages will go out at the designated time and date of your choice. Follow the steps below to set-up.

1. Login to MY HQ
2. Click on "Communications"
3. Follow prompts to synch your fundraising with Facebook
4. Click on "Edit Scheduled Messages"
5. Select the messages you want automatically posted to your Facebook account
6. Hit "Save"

