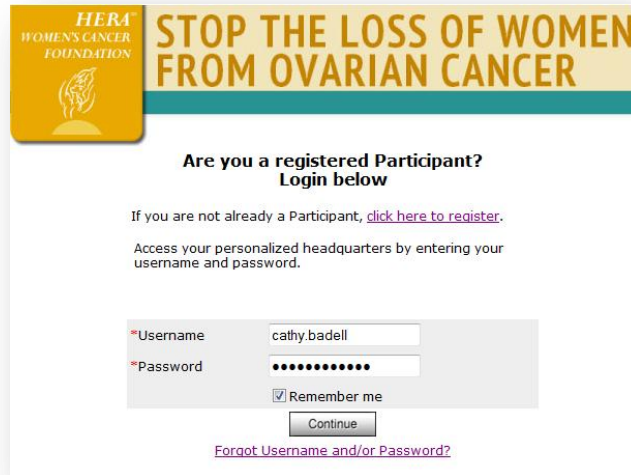


How To Set Up Your HERA Fundraising Page

- 1) Open a web browser and navigate to <http://www.herafoundation.org/events/climb4life-series/>
- 2) Click on the link for your event, then click on link that says the “Log in to your fundraising page”
- 3) Enter your Username and enter your Password, click the ‘Remember Me’ box, then click the Continue button.



HERA
WOMEN'S CANCER
FOUNDATION

STOP THE LOSS OF WOMEN FROM OVARIAN CANCER

**Are you a registered Participant?
Login below**

If you are not already a Participant, [click here to register](#).

Access your personalized headquarters by entering your username and password.

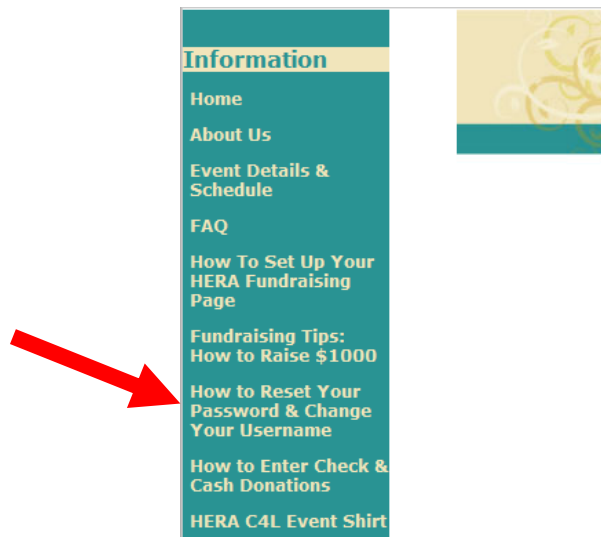
*Username

*Password

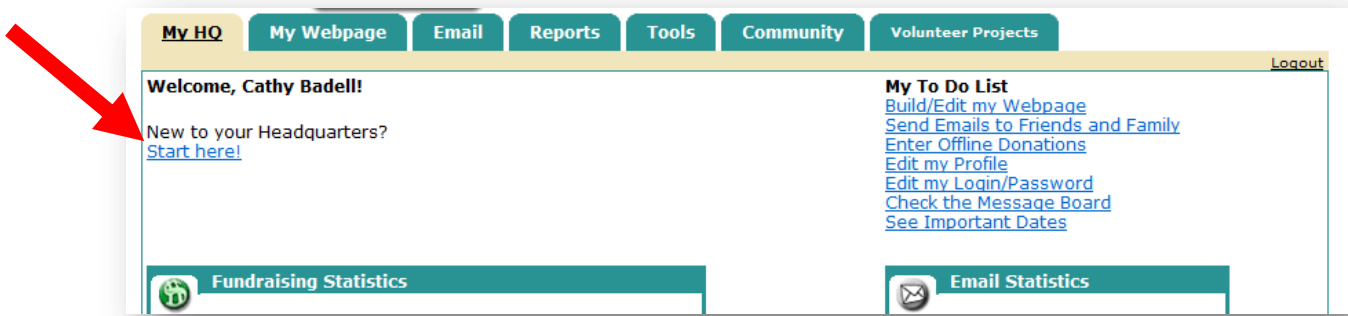
Remember me

[Forgot Username and/or Password?](#)

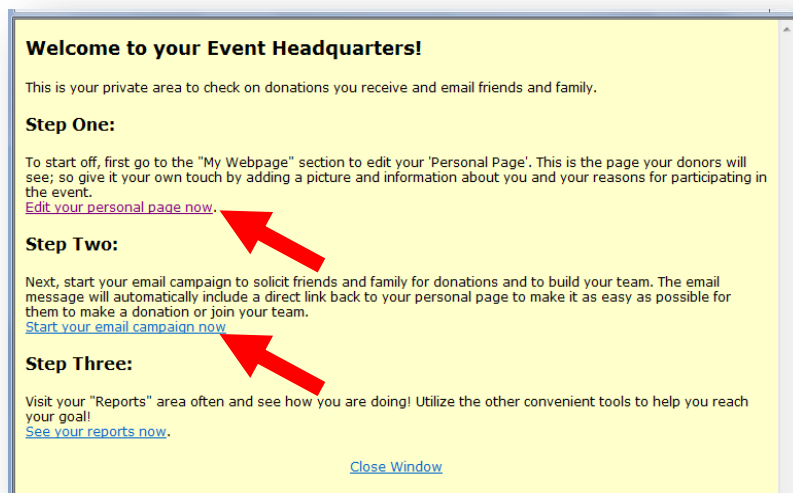
Note: If you have forgotten your username and/or password, please refer to the instructions called “How to Reset Your Password and Change Your Username” from the side menu on the event website:



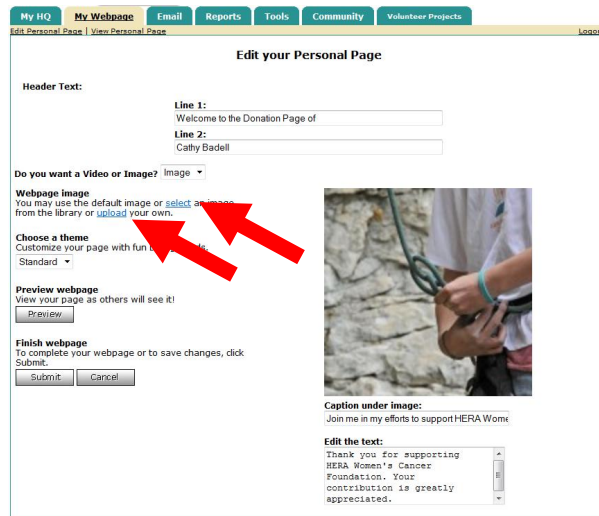
4) You have now accessed your Fundraising Headquarters (HQ). Click on the **Start here!** link.



5) Read and follow the instructions in the popup window to first create your HERA fundraising page and then send fundraising emails.

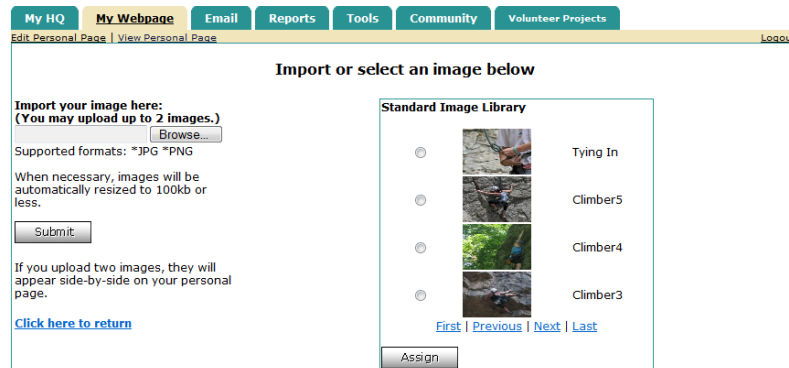


6) You can upload your own photo for your website, or choose a photo from the HERA library.

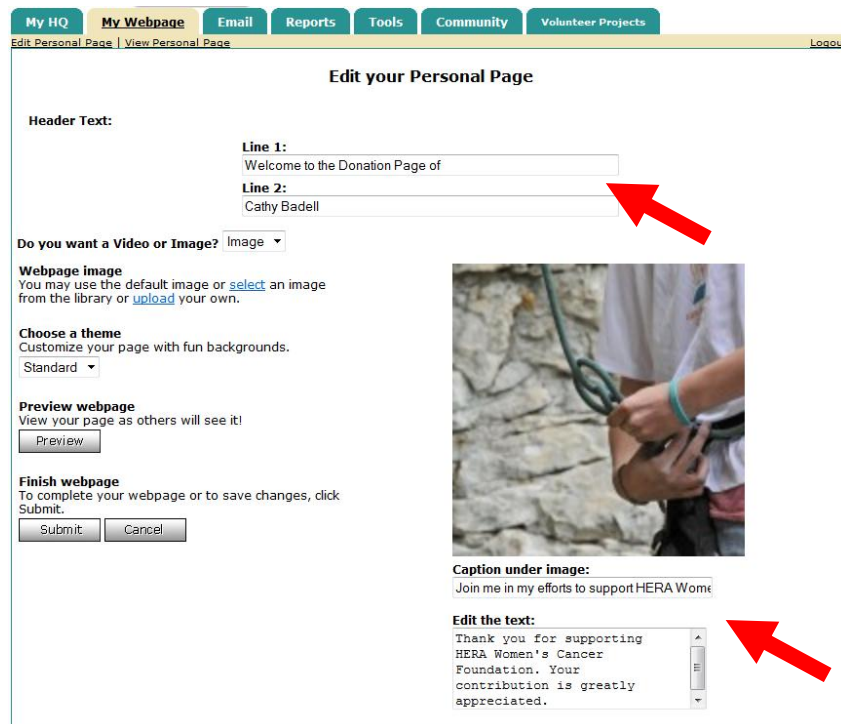


- 7) To upload your own photo, click the **Browse** button, select your photo, then click the **Submit** button. If the photo is too big, you will get an error message.

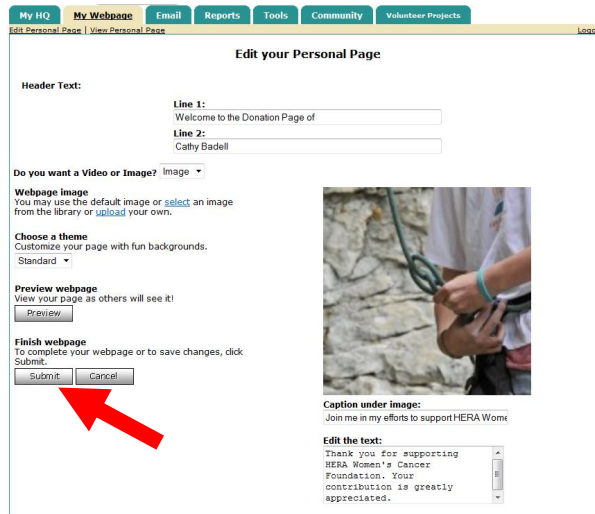
To select an image from the HERA library, click the button next to the image, then click the **Assign** button



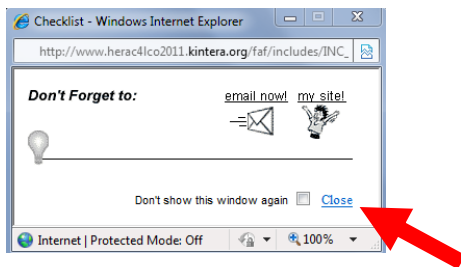
- 8) You can change the **two lines of header text** or leave the default header text. You can change the **caption under the image and the text on your website**, or you can leave the default text.



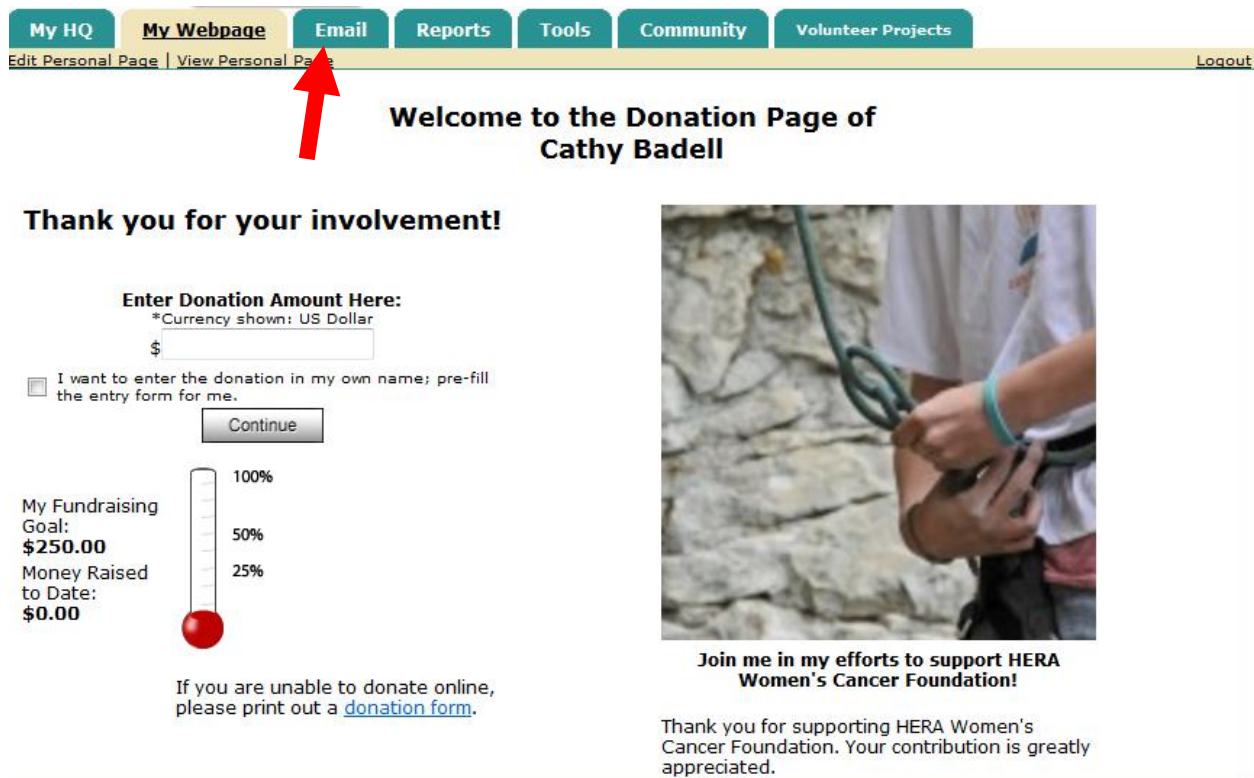
9) **IMPORTANT:** Click the Submit button when you are done creating your webpage. You can still come back and edit your webpage.



10) If you get a popup box, click the Close link in the lower right corner.



11) To send fundraising emails to your friends, family & colleagues, click on the Email tab of your donation page.



12) Enter the information as shown. You can come back to this page and send additional emails at any time.

Type a greeting and the person's name, without using any punctuation (like commas).

Type the person's email address.

Select a form letter template, or click on Blank to write your own letter from scratch.

Note that you can edit the Subject, Highlighted Message, and Body of the common form letter templates, and your edited letter will be mailed to the above recipients after you click the Send Email button.

If you want to save your edits as a form letter template, click the Save As link, then Name the template, and then click Submit. The template is now a "private" form letter that is listed in your template dropdown menu for you to select when you send additional emails.

If you don't save it as a template, you cannot use it again.

13) After you have entered your greetings and email addresses and you have selected and/or edited your common form letter template or have created your own letter, click the Send Email button.

Template: Email to Family (c) [Save As ...](#)
(c)common template (p)private template

***Subject:** Support My Cause


Highlighted Message: ****Please help support HERA Women's Cancer Foundation*** [What's this?](#)
(Your personal donation page link will be appended to the bottom of your email)

***Body:**

Climbing and hiking is as important to me as making a positive difference in the world. With the HERA Women's Cancer Foundation, we have an incredible opportunity to help save women's lives.

Every dollar I raise for HERA will go to find a cure for ovarian cancer. I am doing it for my mom and all the women I know. Won't you donate to honor the women and girls in your life?

Ovarian cancer is the 4th leading cause of cancer death among women and kills more women than all the other gyn cancer combined. Money raised from this event will help fund ovarian cancer education and awareness programs as well as grants for cutting-edge


[Preview Email](#) [Send Email](#) 

14) You will see a confirmation page listing the email addresses that the letter has been sent to. Click on the Back to 'My Headquarters' Menu link or Send more email link.

Your Email has been sent

Thank you! Your email messages have been sent. HERA Women's Cancer Foundation greatly appreciates your time and support.


Here are the emails sent:

[Back to 'My Headquarters' Menu](#) 

[Send more email](#)

15) When you're done sending email, click the Logout link.

ity **Volunteer Projects**

[Logout](#) 

My To Do List

- [Build/Edit my Webpage](#)
- [Send Emails to Friends and Family](#)
- [Enter Offline Donations](#)
- [Edit my Profile](#)
- [Edit my Login/Password](#)
- [Check the Message Board](#)
- [See Important Dates](#)
