

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

GOAL: \$60,000 | RAISED: \$5,409 | DAYS LEFT: 38 | GIVE

REGISTER HERE
SPONSOR PARTICIPANT
GENERAL DONATION

Information
Home
About Us
Event Information
Fundraising 101
Waiver Form

Get involved
Participant Registration
Awareness Quiz
Sponsor Participant
Spread the Word
General Donation

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.

Please login below:

Use an existing login

*Username:

*Password:

Remember me

or

Use your login from

Google YAHOO!
Facebook twitter
LinkedIn

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

Note: If you have forgotten your username and/or password, please refer to the instructions for “How to Reset Your Password / Change Username” posted on the HERA website event page :

HERA WOMEN'S CANCER FOUNDATION

STOP THE LOSS OF WOMEN FROM OVARIAN CANCER

ABOUT HERA | OVARIAN CANCER | GRANTS & RESEARCH | EVENTS | SPONSORS | GET INVOLVED | NEWS | SHOP HERA

HERA Women's Cancer Foundation > 7th Annual HERA Climb4Life™ Colorado

7TH ANNUAL HERA CLIMB4LIFE™ COLORADO

June 22, 2013

Presented with the Boulder Rock Club & Colorado Mountain School

Whether you're a beginner climber or hiker, an experienced mountaineer, a courageous cancer survivor, a person whose life has been affected by cancer, or just someone looking for a weekend of fun – Climb4Life is for you! Turn your passion into action at the 7th Annual Climb4Life Colorado. You'll be glad you did.

HERA's **Hang Time Happy Hour** comes early this year! Join us **Saturday, April 27** at 7:00 pm at 1515 in downtown Denver for discounted registration, drink specials, and gear preview. We're kicking off the climbing season in style: [click here for more details](#).

Learn more about the 2013 Climb4Life Colorado.

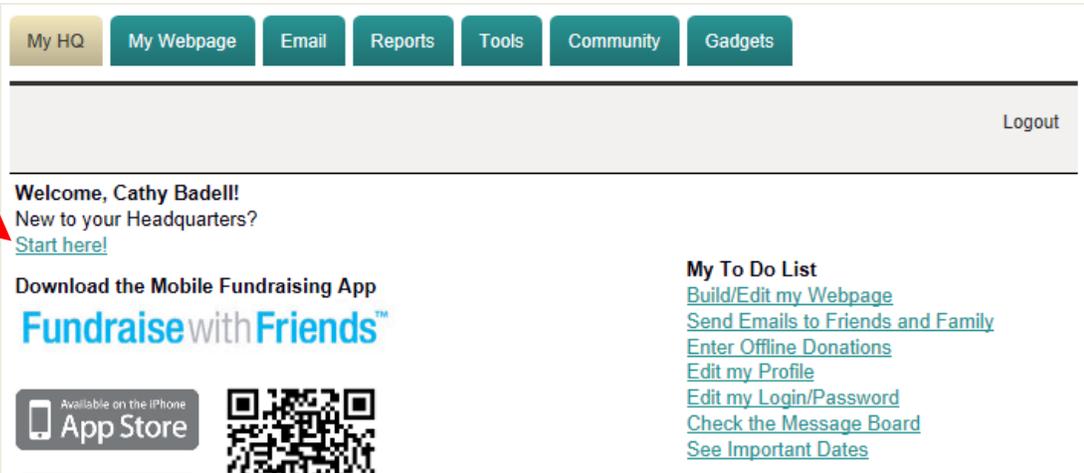
Event Quick Links:

- » Event details and schedule
- » Register
- » Donate to a participant
- » Log in to your fundraising page
- » How to enter check & cash donations
- » How to reset your password/change username
- » How to set up your fundraising page

More C4L Info:

- » See C4L in action in our photo galleries of past events
- » Check out our signature posters from past C4L events

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



My HQ My Webpage Email Reports Tools Community Gadgets

Logout

Welcome, Cathy Badell!
New to your Headquarters?
[Start here!](#)

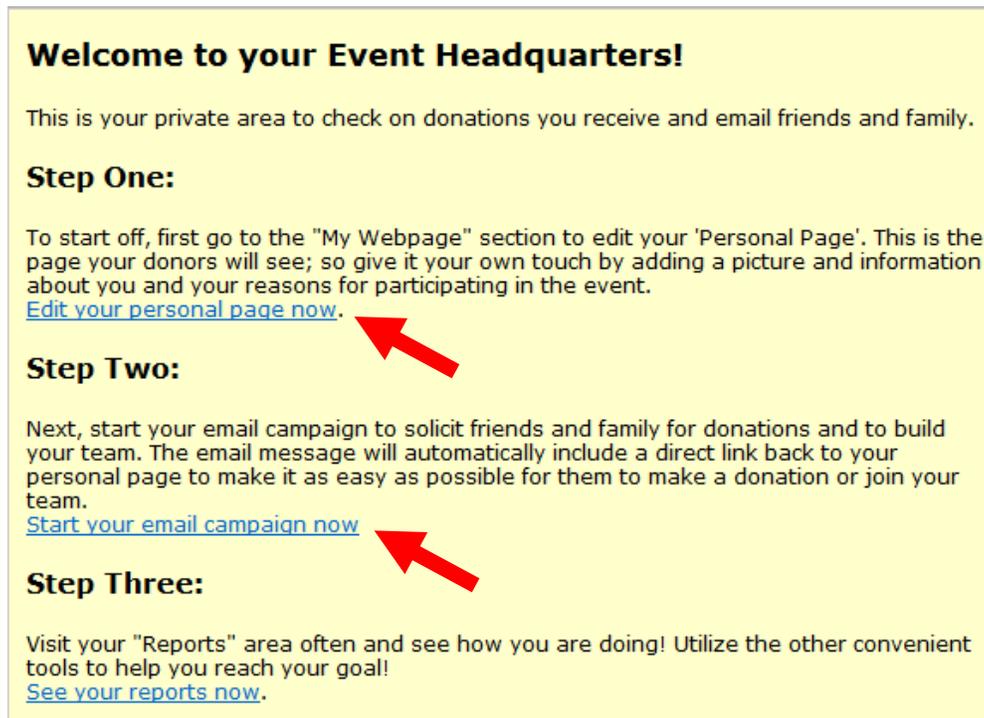
Download the Mobile Fundraising App
Fundraise with Friends™

Available on the iPhone
App Store

QR Code

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](#)

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



Welcome to your Event Headquarters!

This is your private area to check on donations you receive and email friends and family.

Step One:

To start off, first go to the "My Webpage" section to edit your 'Personal Page'. This is the page your donors will see; so give it your own touch by adding a picture and information about you and your reasons for participating in the event.
[Edit your personal page now.](#)

Step Two:

Next, start your email campaign to solicit friends and family for donations and to build your team. The email message will automatically include a direct link back to your personal page to make it as easy as possible for them to make a donation or join your team.
[Start your email campaign now](#)

Step Three:

Visit your "Reports" area often and see how you are doing! Utilize the other convenient tools to help you reach your goal!
[See your reports now.](#)

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

My HQ My Webpage Email Reports Tools Community Gadgets

Edit Personal Page View Personal Page

Edit your Personal Page

Friendly URL
Specify the friendly URL to use for your personal page:
<http://HERA.kintera.org/C4LCO2013/>

Header Text:

Line 1:

Line 2:

Do you want a Video or Image? Image

Webpage image
You may use the default image or [select an image from the library](#) or [upload your own](#).

Preview webpage
View your page as others will see it!

Finish webpage
To complete your webpage or to save changes, click Submit.



7) To upload your own photo, click the Upload link above, then click on the Browse button on the next screen. Select your photo, then click the Submit button. If the photo is too big, you will get an error message. To select an image shown from the HERA library, click the button next to the image, then click the Assign button.

My HQ My Webpage Email Reports Tools Community Gadgets

Edit Personal Page View Personal Page

Import or select an image below

Import your image here:
(You may upload up to 2 images.)

Supported formats: *JPG *PNG

When necessary, images will be automatically resized to 100kb or less.

If you upload two images, they will appear side-by-side on your personal page.
[Click here to return](#)

Standard Image Library

- HERA C4L Image 5
- HERA C4L Image 4
- HERA C4L Image 3
- HERA C4L Image 2

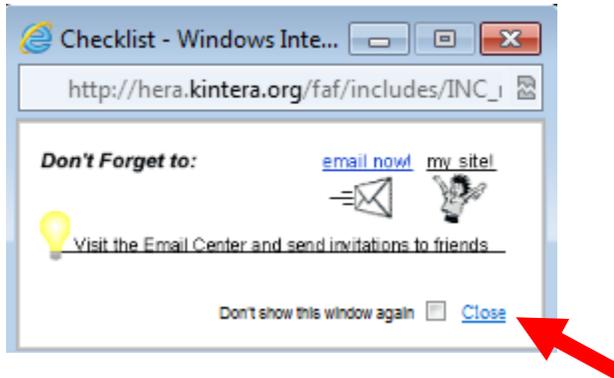
First | Previous | [Next](#) | Last

- 8) You can change **personalize the weblink** to your fundraising page, change **two lines of header text** or leave the default header text. You can also change the **caption under the image and the text on your website**, or you can leave the default text. **IMPORTANT:** Click the Submit button when you are done creating your webpage. You can still come back and edit your webpage.

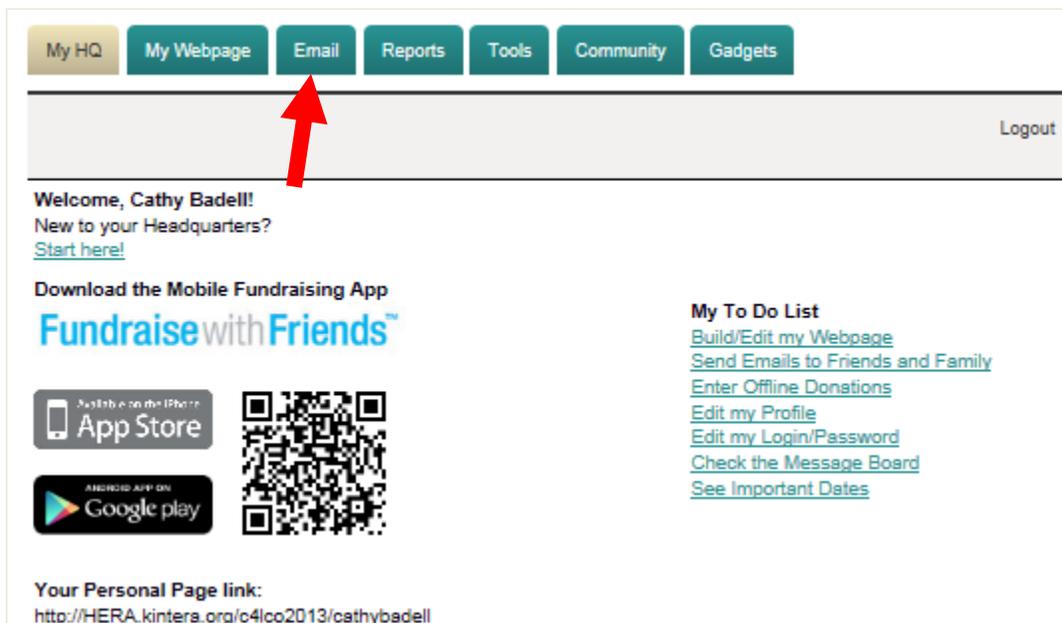
The screenshot shows the 'Edit your Personal Page' interface. At the top, there are navigation tabs: 'My HQ', 'My Webpage' (selected), 'Email', 'Reports', 'Tools', 'Community', and 'Gadgets'. Below the tabs are links for 'Edit Personal Page' and 'View Personal Page'. The main heading is 'Edit your Personal Page'. The form includes the following sections:

- Friendly URL:** A text input field containing 'http://HERA.kintera.org/C4LCO2013/cathybadell'. A red arrow points to this field.
- Header Text:** Two text input fields. 'Line 1' contains 'Welcome to the Donation Page of' and 'Line 2' contains 'Cathy Badell'. A red arrow points to the 'Line 1' field.
- Do you want a Video or Image?:** A dropdown menu set to 'Image'. A red arrow points to this dropdown.
- Webpage image:** A section with instructions and a 'Preview' button.
- Image:** A photograph of climbing gear, including a red backpack, ropes, and carabiners.
- Caption under image:** A text input field containing 'Save the ovaries!'. A red arrow points to this field.
- Finish webpage:** A section with instructions and 'Submit' and 'Cancel' buttons. A red arrow points to the 'Submit' button.
- Edit the text:** A text area containing the text: 'Thank you for your interest in and support of HERA Women's Cancer Foundation. Your contribution is greatly appreciated.' A red arrow points to this text area.

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



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



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

My HQ My Webpage **Email** Reports Tools Community Gadgets

Send Email Address Book Import Email History Log Logout

Cathy Badell's Email Center

Compose your email here and send it off to your current/potential donors. Create your own email message or select a template.

Compose Email Message

To send an email, use your address book to select existing addresses or create a new one.

From: Cathy Badell Sender Email: catclimbs@gmail.com

* Required Information

[Explain](#) [ADDRESS BOOK](#)

Greeting *

Hi Julie
Hi Mark
Hi Joe
Hi Hilary
Hi Susan

Recipient Email *

jphauser@hotmail.com
marksnyder@gmail.com
joerides42@gmail.com
hilaryb1977@comcast.com
swilliams123@gmail.com

You can send this email to up to 30 people! Total recipients: 5

Template: **Fundraising Text (c)** Save As ...

(c)common template (p)private template

*Subject: Help Me Raise Funds

Highlighted Message: [What's this?](#)

(Your personal donation page link will be appended to the bottom of your email)

*Body:

This June, I will be raising funds to fight ovarian cancer while turning my passion into action. By participating in the HERA Women's Cancer Foundation's Climb4Life Colorado, I will be helping HERA's mission to stop the loss of women from ovarian cancer.

Ovarian cancer is often called the "silent killer" because the early symptoms are subtle and difficult to diagnose. If caught early enough, many women survive, but without an early detection test and awareness of the symptoms, another 14,000 women will die from this disease.

I'm not going to let that happen.

Preview Email Send Email

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 drop-down menu for you to select when you send additional emails.

REMEMBER: Save any changes as a template so you can easily use the text again for additional emails.

12) 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: **Fundraising Text (c)** Save As ...
(c)common template (p)private template

*Subject: Help Me Raise Funds

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(Your personal donation page link will be appended to the bottom of your email)

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Preview Email Send Email

13) 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](#)

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



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](#)