

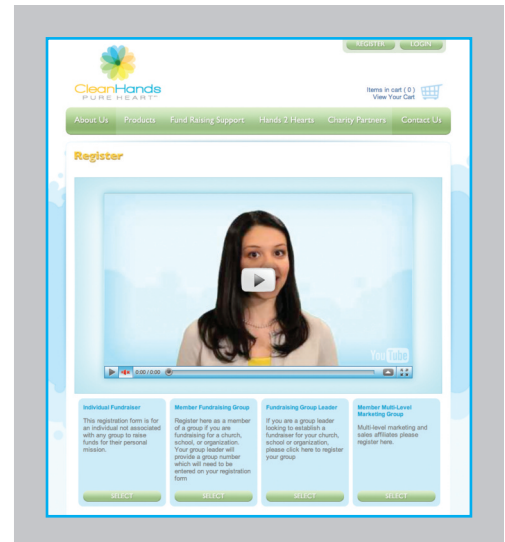
Clean Hands Pure Heart Registration & Personal Dashboard Setup Instructions

To register and setup an account on Clean Hands Pure Heart:

Begin by clicking on the **Register** button in the upper right hand corner.

Click **SELECT** under the corresponding fundraiser option:

- **Individual Fundraiser** - If you are an individual user collecting money for a personal fundraiser, not associated with any other group.
- **Member Fundraising Group** - If you are an individual member of a larger group that was been established by a group leader. You must have your group code to register.
- **Fundraising Group Leader** - If you are the group leader inquiring to establish a fundraising group, in which a group code will be assigned.
- **Member Multi-level Marketing Group** - If you are an affiliate of a multi-level marketing group.



Registration Page

(Depending on which option you are registering for, the screen may be different)

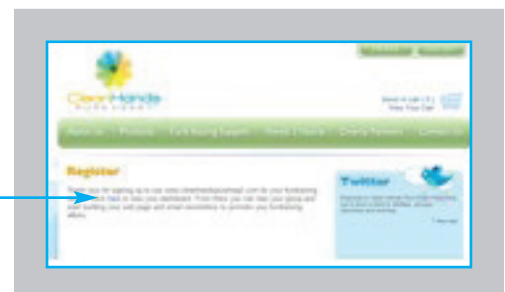
Enter ALL information into the text fields and when finished, click **SUBMIT or REGISTER** button.



Registration Confirmation Page

Click the [here](#) button to continue on to your personal dashboard.

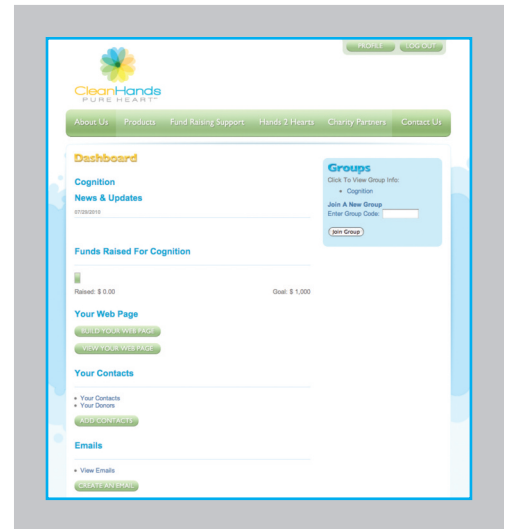
([here](#) is located in the paragraph of text)





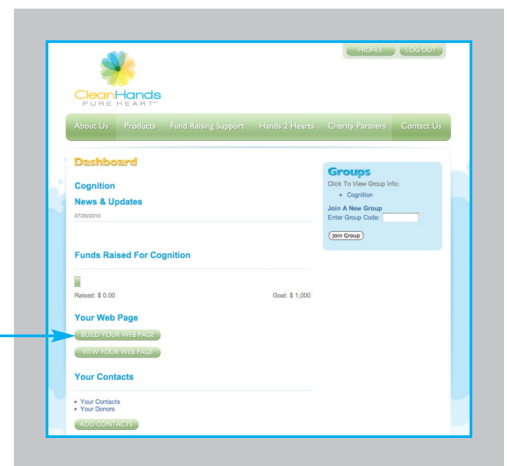
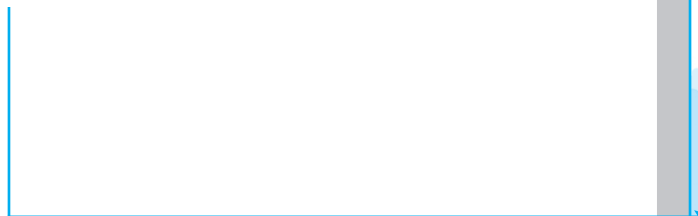
Setting Up Your Personal Dashboard

This is your personal dashboard. When you log onto the CHPH website, this dashboard will appear. From here, you can monitor the progress of your fundraising goal, build & edit your personal webpage, build & edit your contact list, and create and send emails!



1. First step is building your web page.

Click on the **Build Your Web Page** button on the dashboard page



On this page is where you will customize your webpage with information about your fundraiser, updates, photos, etc.

Enter your information about your fundraiser into the page.

- **Fundraising Goal** - Your personal goal for funds that you want to raise
- **About My Cause** - Text about the cause you are raising funds for. Any other information you would like to include why you are fundraising.
- **Current News & Updates** - Update this area with news and updates about your fundraising progress
- **Upload up to 4 photos** -
 - At this time your may upload pictures for your site, to help encourage others to help with your cause.
 - Pictures can be loaded by clicking the **Browse...** button and picking a picture from your saved pictures on your computer.
 - Pictures will not load if they do not fit the size requirements: 400K Max size and 300px wide.



When you have entered all the information and pictures you would like, click the **SUBMIT** button.



Build Your Web Page

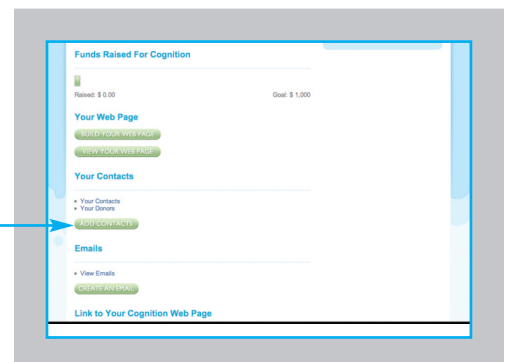
If everything is entered correctly you should receive a message at the top of your screen that says ****The changes to your group page have been saved.**

- At this time you will need to click on **Return To Your Dashboard.**
- Once back at your dashboard, you can preview your webpage and return to edit your information.

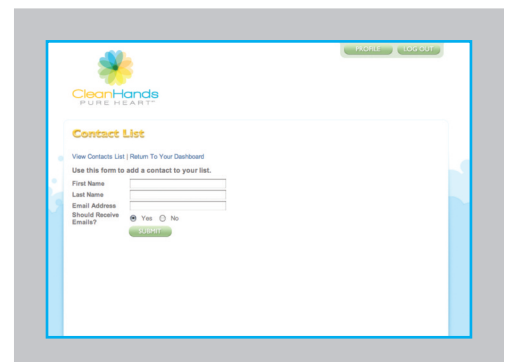


2. Second step is creating your contact (or address) list.

- Click on **Add Contacts**

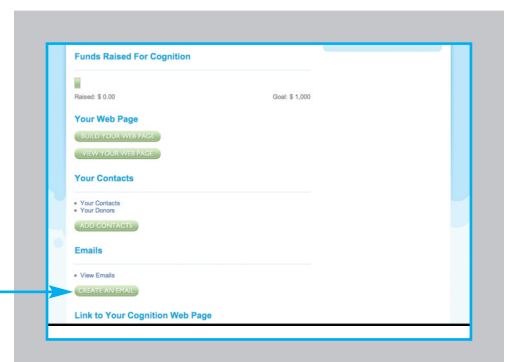


- On this page you will need to manually enter all of the names and email addresses of the people who you would like to receive email about your fundraiser.
- Keep the yes option selected so that the new members can receive emails.
- Click **SUBMIT** when you have entered ALL the information for contact.
- Click the **Add Contacts** button to enter any additional contacts.



3. Next, you can start formatting and setting up your email that will be sent out to your potential donors.

- Click on **Create An Email**





Enter your email information into the page.

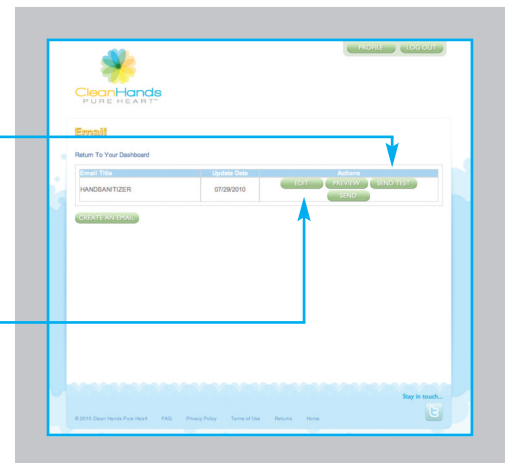
- **Email Template** - Select the template you would like to use for your email. Click select to pick the template that best suits your style.
- **Email Header** - Enter what you want the title of the email to say.
- **Email Text** - You will enter what you would like to say in the body of your email. Explain why you are asking for help with your fundraiser.

After you have written your email click **SUBMIT**.
(This email will be saved.)



From here you can begin by sending yourself a test email to insure that the email looks correct.

- Click **Send Test**.
- The test email will be sent to the email address that you entered when you registered for the site.
- You should receive a pop up that confirms that the email was sent to your email address.
 - If you are not satisfied with your email you will click on **Edit**.
 - Here you will correct what you need and click **Submit** again.



- When you are ready to send your email you will need to click **Send**.
- A pop up screen will appear and ask if you to **Send this message to your contact list?** Click **OK**.
- Another pop up screen will appear to inform you that the emails were sent.
- Click the **Return To Your Dashboard** button.

Congratulations! You have now completed your basic set up for your fundraising web site with Clean Hands Pure Heart.

