

Simple Steps for a Powerful Friend-Raising Tool

1. Form a New Team
2. Join an Existing Team
3. Access Your Participant Center
4. Engage
5. Track



Form A New Team

Form a New Team

- Name Your Team.
- Include City and State in the name of your team.
- Choose or modify Your Team Fundraising Goal.



Team Captain

When you Form a Team you become the Team captain

- You will have access to the team page.
- You can communicate to everyone under your team; motivate them, and inform them.



Join an Existing Team

1. Two ways you can find your team: Click on one of the Buttons >
 - Join a Parish Team
 - Find a Parish Team or Participant
2. Then - Click on the link “Join Team”
 - When you Join a Team – You will have your own page with your own fundraising goal.
3. You can join directly a team from the team page or through an existing participant who is already part of the team.



Participant Center

1. The Participant Center is your personal dashboard where you can manage
 - Your Team Page (If you are a Team Captain)
 - Your Personal Page – modify text and photo or add a YouTube video
 - Your Contacts
 - Your Email Communications
 - Your Fundraising activities
2. How do you access your participant center? When you register either as a team or as a participant you will create a user name and password.
3. Go to www.acnusa.org/unitedinfaith and on the top where it says login, enter your user name and password.



Tips – Team & Personal Pages

- Your pages are pre-created with campaign related templates. they need to be customized:
 - Review the text: Change and modify the text of each page and make them personal
 - Give a title to your page
 - Add an image on your Team page
 - Add a picture or a YouTube video on your personal page
- Customize your page url by clicking on URL Settings.



Email Tips

1. Load Your Contacts in the participant center
2. When you send Emails from your participant center, the system will automatically add to every email a link to your personal page
3. It is VERY important that you send emails through the system this way you can track the progress of your campaign
4. Messages: we have pre-created a series of emails for you to use as you see fit
5. In the email section Click on the link that says Templates and choose the one that you want to use, make sure you customize it , preview it before you send it out.



Track

In your Participant Center you can track

- The performance of your own campaign
- Donations received
- Email sent



Browser Requirements

- The site works best in Firefox and Safari.
- Both browsers are free to download from their respective sites.
- You may use Internet Explorer, but you will experience difficulties in uploading images and contacts.
- Important Tips
 - Browsing history: If you have trouble accessing your participant center or any other functionality on our site, **ALWAYS** clear/delete your browsing history. You will start fresh.
 - Cookies: You need to allow the use of cookies, this will expedite your login process.



The Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help or sought your intercession, was left unaided.

Inspired by this confidence, I fly unto you, O Virgin of virgins, my Mother. To you I come, before you I stand, sinful and sorrowful.

O Mother of the Word incarnate, despise not my petitions, but, in your mercy, hear and answer me.

Amen.

