



Log Into Kintera

1. After you have registered for the 2010 Donate Life Family Fun Run, you will have a login name and a password. Log into Kintera by clicking “Main Login” under the “My HQ” section of the left-hand menu.
2. Enter your login name and password and click “Continue.” This will take you to your main headquarters screen.



How to Spread the Word Using Your Kintera Home Page

1. Every participant in the walk/run receives a personal fundraising page. To access yours, once you log in, click the tab that says “My Webpage.” If you would like to send an e-mail or spread the word about your participation in the 2010 Donate Life Family Fun Run via Facebook or Twitter, click the tab that says “Email”



As you can see, you will then have the option to send email, import your address book, or send messages via Facebook and Twitter.

To send an e-mail:

1. Click “Send Email.” You will be taken to the “Compose Email” screen.



2. Type in a greeting and an e-mail address for everyone you would like to e-mail.
3. Choose a template that the Living Legacy Foundation has pre-written for you, or choose "Blank" to compose your own original message.
4. Make any edits you feel necessary, then click "Preview Email" if you want to see what your e-mail looks like before sending it out, or click "Send Email" to go ahead and send it.

Greeting*	Recipient Email*
<input type="text" value="Dear Mom"/>	<input type="text" value="mom@domain.com"/>
<input type="text" value="Dear Aunt Jane"/>	<input type="text" value="janedoe@domain.com"/>
<input type="text" value="Dear Uncle John"/>	<input type="text" value="johndoe@domain.com"/>
<input type="text"/>	<input type="text"/>

Template:	<input type="text" value="Join my team! (c)"/> Save As ...
	<input type="text" value="Join my team! (c)"/> template
	<input type="text" value="Please donate to my team (c)"/>
*Subject:	<input type="text" value="Blank"/> ate in the 201

<input type="button" value="Preview Email"/>	<input type="button" value="Send Email"/>
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To update your Facebook Status:



1. Click "Facebook." You will be taken to the "Update your Facebook Status" screen.
2. Follow the instructions to easily update your Facebook status to encourage people to visit your fundraising page or join your team!

To update your Twitter Account:



1. Click "Twitter." You will be taken to the "Send a Twitter Tweet" screen.
2. Follow the instructions to easily update your Twitter account to encourage people to visit your fundraising page or join your team!

If you have any further questions about customizing your fundraising page, please do not hesitate to call Lauren Muskauski at 410-242-7000 x2005 and she will help you as best as she can with any questions you may have.