

## Personal Fundraising Badge How to Add to Gmail

- 1. Log in to your Participant Centre.
- 2. In the side menu, select "Get Social".

ᠿ DASHBOARD	Dashboard		
(Q) MY PAGE	SET UP YOUR CAMPAIGN		Hide
°ଝ° TEAM			
කි <sup>දු</sup> DONATIONS	Personalize your page	Ask for donations awareness	50%
G FOLLOW UPS	list	) on social	COMPLETED
SEND EMAILS		Send email > Share >	
🚓 GET SOCIAL			
FITNESS GOAL	PERSONAL		Get donations

3. Under "Fundraising Badge", click "Copy link".

Note: You can also paste this URL into your social posts to share your badge with your networks.

슈 DASHBOARD		Get Social	
MY PAGE			Hide
දීසි TEAM	+	Reach out to your social networks! Raise awareness and increase donations by creating a social	al post asking for support.
් <sup>ලි</sup> DONATIONS	+		
G FOLLOW UPS		CREATE A SOCIAL POST	FUNDRAISING BADGE
SEND EMAILS	+	■ Share to Facebook ■ Share to ■ Share to Twitter ■ LinkedIn	Copy the URL for your badge into a post or embed into blog or page to display a real-
C GET SOCIAL			time thermometer of your progress! Help Me Help Hit My Goal
T FITNESS GOAL			Copy Link 80% even 1000 Copy code snippet (using HTML)

4. On your desktop, access your Gmail. Click the Settings icon at top right, then click "See all settings" below.

	M Gmail	Q Search in mail		⑦ 🕸 III Google 🔾
99+	Compose	□ - C :	< >	Quick settings X
Mail				See all settings
	🖬 Inbox			
Chat			M	

5. Scroll down to the "Signature" settings. Click "+ Create new". Or, if you want to add the badge to an existing signature, select that signature and follow the next steps.

6. Click the "Insert Image" icon.

99+	Compose		Settings	
Mail	🖂 Inbox			els Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons
Chat ເວີເ Spaces	<ul> <li>☆ Starred</li> <li>③ Snoozed</li> <li>▷ Sent</li> <li>○ Drafts</li> <li>∨ More</li> </ul>		Signature: (appended at the end of all outgoing messages) Learn more	[Existing Signature]
	Labels	+	[	Sans Serif $\cdot$ $\mathbf{T} \cdot \mathbf{B} \mathbf{I} \cup \mathbf{A} \cdot \mathbf{G} \Box \equiv \cdot \mathbf{H} \cdot$ + Create new

7. Select "Web Address (URL)". Paste the URL you copied to the clipboard from within your Participation Centre. See the badge appear and then click "Select".

Web Address (URL) My Drive Upload	
Paste an image URL here: https://s3.ca-central-1.amazonaws.c	com/clientcustomfiles/Org_39/EventLocation_23041/Participants/p_8493451/EmailBadge/FundraisingPr
	THE PRINCESS MARGARET CONCALER CANCER DONATE
	Help Me Help Hit My Goal
	80%         Goal: \$1000           Raised: \$800         Goal: \$1000
Select Cancel	Anyone with the link can access this image.

8. If you want to resize the badge, click the badge and the resizing option will appear. Select the size your prefer. We recommend testing the size and legibility first. You can also resize the image while you are composing your emails. Large size works well for image quality and being noticed.

Note: You can add other content around the badge as needed.

99+	Compose	Settings
Mail Chat Spaces D4 Meet	□     inbox       ☆     Starred       ③     Snoozed       ▷     Sent       □     Drafts       ∨     More	General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet         Advanced Offline Themes         Signature: (appended at the end of all outgoing messages) Learn more         Fundraising Badge         Fundraising Badge         Image: Stream of all outgoing messages) Learn more         Bo%         Coal: \$1000         Small - Medium - Large - Original size - Remove         Image: Stream of the stream of all outgoing messages)         Learn more
	Labels	+ Create new Signature defaults

8. Under "Signature defaults", in the dropdown menu(s), select your email signature with the fundraising badge to add this new signature to future emails.

Chat	L Inbox	Advanced Offline Themes
Spaces	<ul> <li>☆ Starred</li> <li>③ Snoozed</li> <li>▷ Sent</li> <li>○ Drafts</li> <li>∨ More</li> </ul>	Signature: (appended at the end of all outgoing messages) Learn more Fundraising Badge III Help Me Help Hit My Goal 80% Raised: \$800 Goal: \$1000 Small - Medium - Large - Original size - Remove
	Labels +	+ Create new
		FOR NEW EMAILS USE       ON REPLY/FORWARD USE         Fundraising Badge       Fundraising Badge         Insert signature before quoted text in replies and remove the "" line that precedes it.

9. Scroll to the bottom of the Settings page and click "Save Changes". Your badge is now in your signature for outgoing emails.

Note: If you change your settings and they don't appear when sending a new email, you may need to refresh the Gmail page.

## Note to Users:

Due the unlimited configurations of personal computer software and applications, we cannot provide end user support for the installation of these badges on third party email platforms.