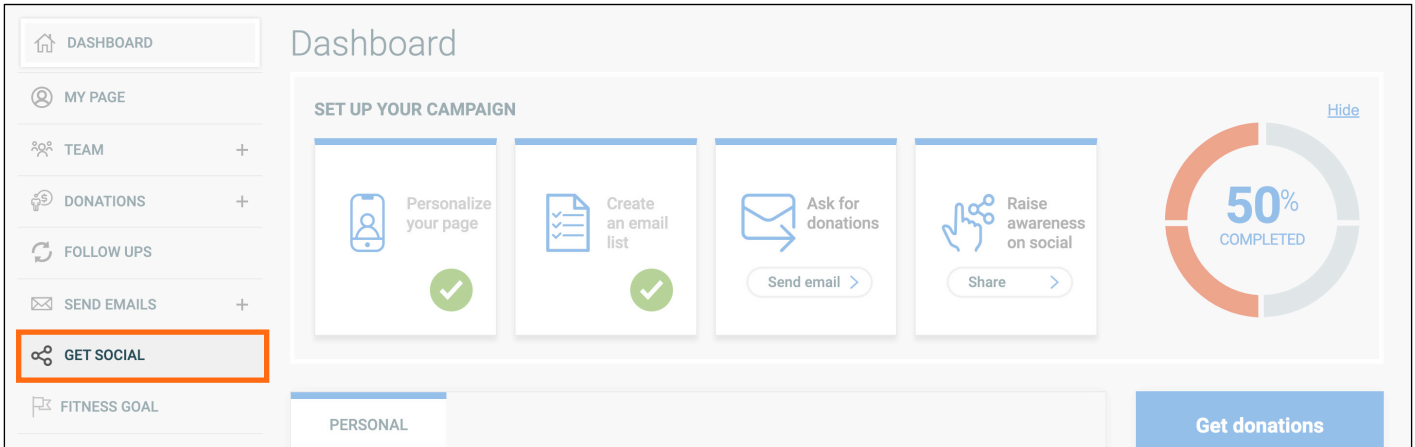


PERSONAL FUNDRAISING BADGE HOW TO ADD TO OUTLOOK

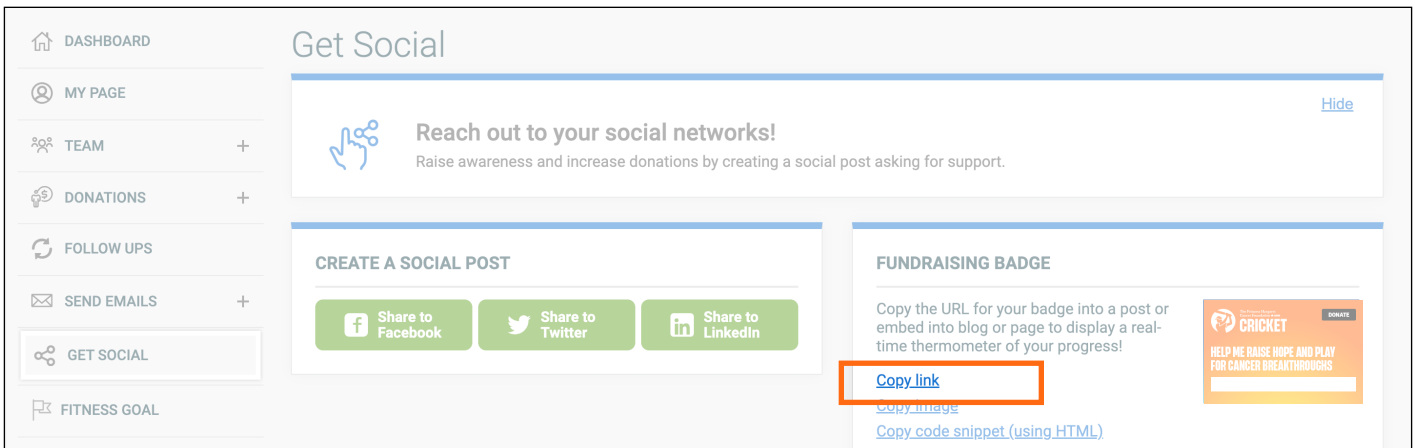
1. Log in to your Participant Centre.
2. In the side menu, select "Get Social".



The screenshot shows the 'Dashboard' page. On the left is a navigation menu with items: DASHBOARD, MY PAGE, TEAM, DONATIONS, FOLLOW UPS, SEND EMAILS, GET SOCIAL (highlighted with an orange box), and FITNESS GOAL. The main content area is titled 'Dashboard' and contains a 'SET UP YOUR CAMPAIGN' section with four cards: 'Personalize your page' (checked), 'Create an email list' (checked), 'Ask for donations' (with a 'Send email' button), and 'Raise awareness on social' (with a 'Share' button). To the right is a circular progress indicator showing '50% COMPLETED'. At the bottom right is a blue 'Get donations' button.

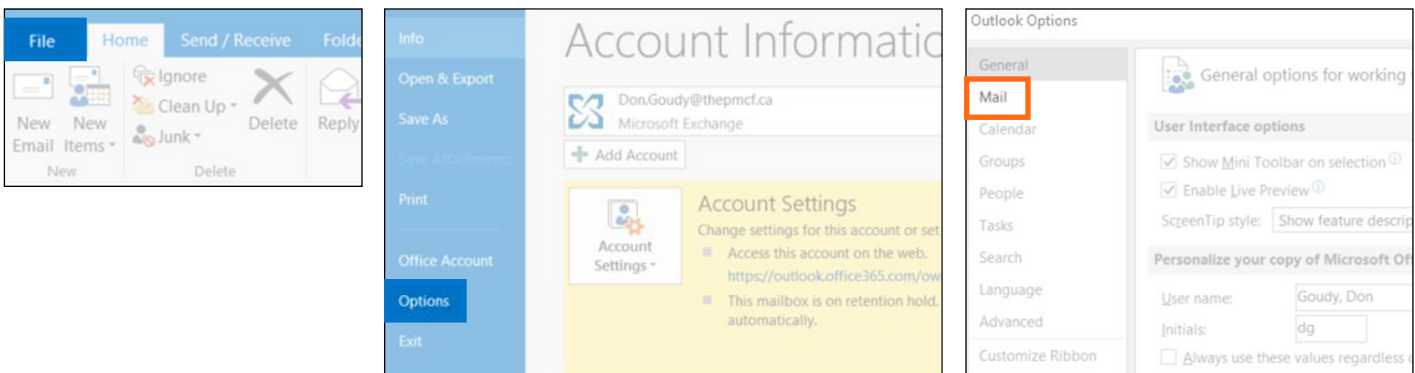
3. Under "Fundraising Badge", click "Copy link".

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



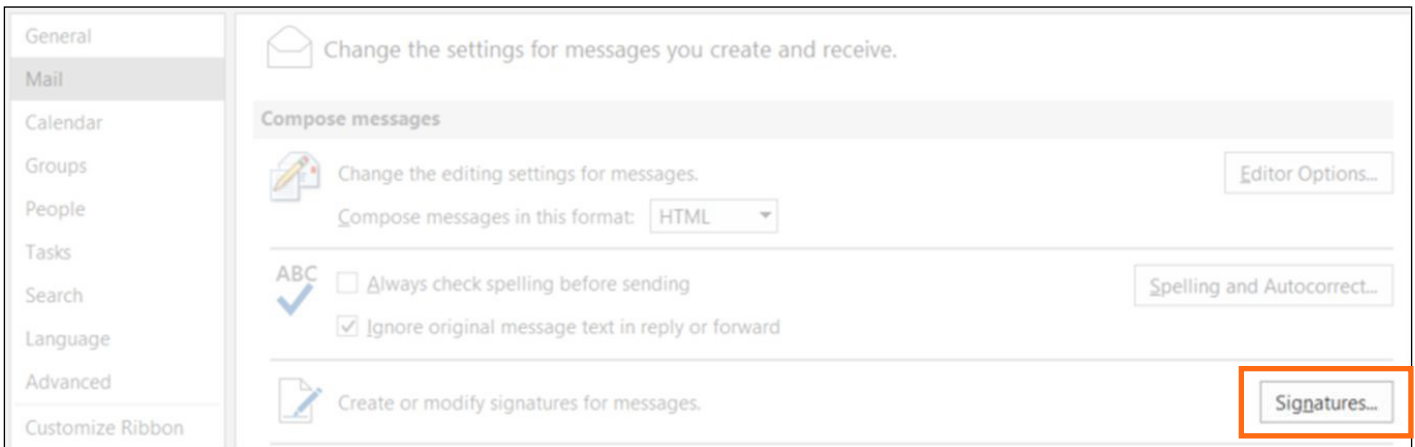
The screenshot shows the 'Get Social' page. The left navigation menu is the same as in the dashboard, with 'GET SOCIAL' highlighted. The main content area is titled 'Get Social' and includes a 'Reach out to your social networks!' section. Below this is a 'CREATE A SOCIAL POST' section with buttons for 'Share to Facebook', 'Share to Twitter', and 'Share to LinkedIn'. To the right is a 'FUNDRAISING BADGE' section with a preview of the badge and three links: 'Copy link' (highlighted with an orange box), 'Copy image', and 'Copy code snippet (using HTML)'. A 'Hide' link is visible in the top right of the main content area.

4. From the main Outlook page, click "File", then Options", then "Mail"

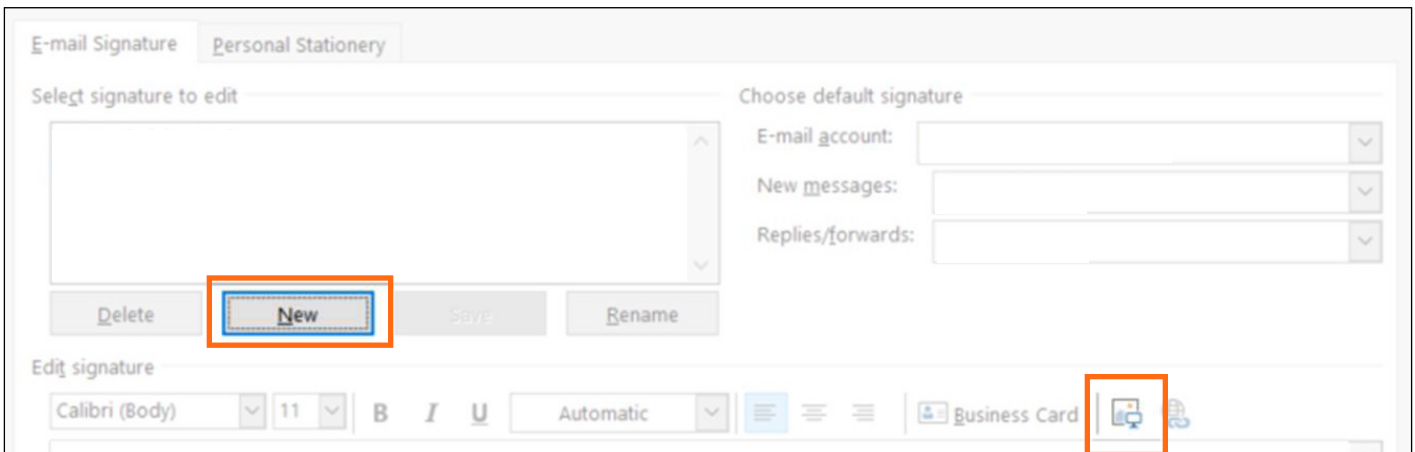


This block contains three screenshots illustrating the steps to reach Outlook Options. The first screenshot shows the Outlook ribbon with the 'File' tab selected. The second screenshot shows the 'Account Information' pane with the 'Options' link highlighted in the left-hand menu. The third screenshot shows the 'Outlook Options' dialog box with the 'Mail' tab selected in the left-hand menu.

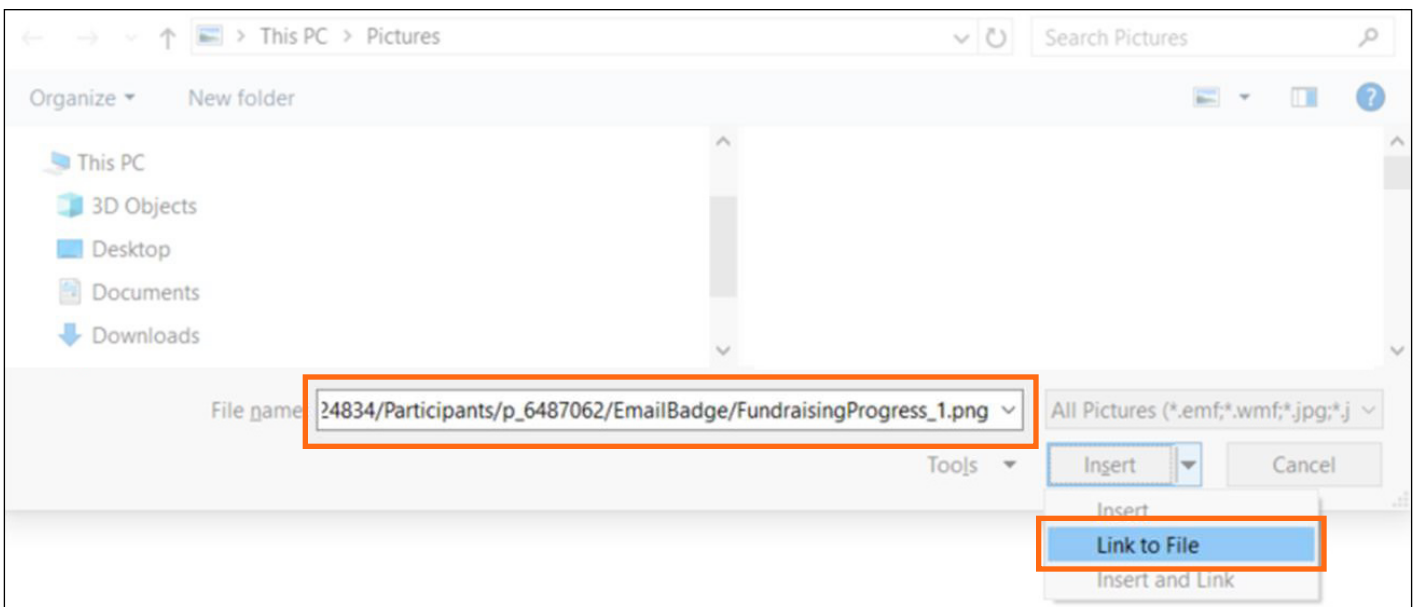
5. From the "Mail" menu, click "Signatures".



6. Create a new signature or modify an existing one by selecting it. Then, click the image icon

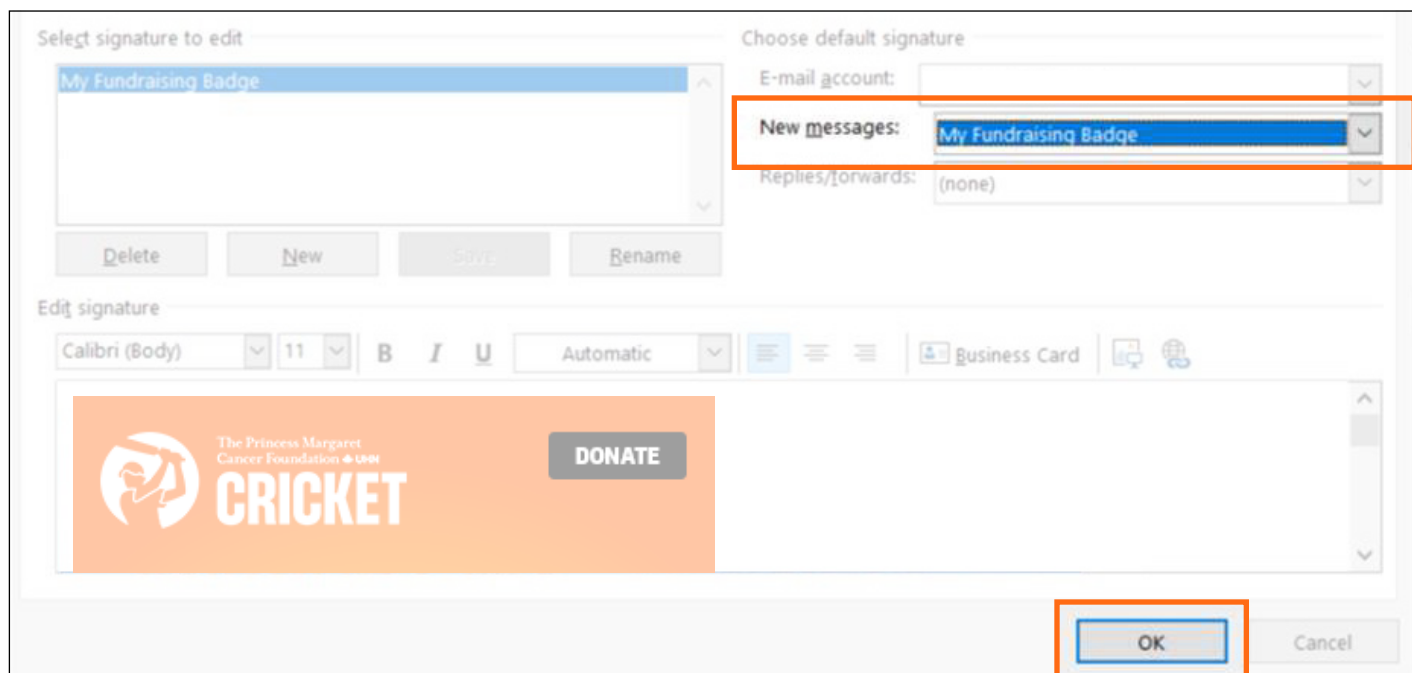


7. Paste the fundraising badge URL that you copied from the participant centre in the "File name" box. Select the "Insert" drop down list, and select "Link to File".



8. Your badge will appear in the signature editing box. Make this your default signature, then click "OK".

Note: The badge in Outlook will default to a large size, which, depending on your personal settings, may not be resizable. In this case, you can resize the badge when you compose new emails.



9. Click "OK" at the bottom of the Outlook Option window.

Note to Users:

Due to 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.