

Personal Fundraising Badge How to Add to Gmail

1. Log in to your Participant Centre.

슈 DASHBOARD	Dashboard	
(Ø) MY PAGE	SET UP YOUR CAMPAIGN	Hide
% TEAM	+	
ම් DONATIONS	+ Personalize Create Ask for donations Raise awareness	50%
G FOLLOW UPS	list	COMPLETED
SEND EMAILS	+ Send email > Share >	
∝ GET SOCIAL		
FT FITNESS GOAL	PERSONAL	Get donations

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

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

슈 DASHBOARD	S dashboard Get Social		
MY PAGE			Hide
්දි TEAM	+	Reach out to your social networks! Raise awareness and increase donations by creating a social	al post asking for support.
କ୍ରି ^{ତି} DONATIONS	+		
C FOLLOW UPS		CREATE A SOCIAL POST	FUNDRAISING BADGE
SEND EMAILS	+	Share to	Copy the URL for your badge into a post or embed into blog or page to display a real-
GET SOCIAL			time thermometer of your progress! Help me get closer to my goal
P [™] FITNESS GOAL			Copy_link Copy_inage Copy_code_snippet (using HTML)

3. 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			A	

4. 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.

5. Click the "Insert Image" icon.

99+	Compose	Set	ittings
Mail	🖵 Inbox	Ger	eneral Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons
ි Spaces	StarredSnoozed▷ Sent	Sig (app end mes	gnature: opended at the d of all outgoing essages)
¶ Meet	Drafts More	Lea	Sans Serif \cdot $\tau T \cdot B I U A \cdot C = \Xi \cdot$
	Labels	+	+ Create new

6. 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	.com/clientcustomfiles/Org_39/EventLocation_23041/Participants/p_8493451/EmailBadge/FundraisingPr
	Donate Decondent cancer.
Select Cancel	Anyone with the link can access this image.

7. 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 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 Small - Medium - Large - Original size - Remove Small - Medium - Large - Original size - Remove
	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	Jinbox	Advanced Offline Themes
양음 Spaces 대 Meet	 Snoozed Sent Drafts ✓ More 	Signature: (appended at the end of all outgoing messages) Learn more Small - Medium - Large - Original size - Remove
	Labels +	
		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.