



HOW TO...

SET UP YOUR SWIM-A-THON PAGE

Set-up

- Sign-in on CT Swim Team page
- Click on Swim-a-thon box across the top
- Click on gray Participants Tab across the top
- Type in your last name, hit Search
- Child's name comes up, hit green View Profile button
- Mid-page, go to red Set-up tab
- Fill in goal, number of laps, etc.
- Hit Upload Profile Picture button. You can use your own or choose a pre-designed one from the library.
- Mid-page – drop-down menu for message template. Use the one provided.
- Hit Save

This is what your donors will see once they get on your child's page.

Promote

- Next go to red Promote Tab
- Click on gray Easy Import tab near middle of page
- Grant access to your e-mail contact list
- Easiest way is to type in an e-mail in the search box
- Once e-mail comes up, check the box
- Go back to search box and type in next name, etc.
- This is building your Invite List
- Once you're done getting e-mails, hit green Save and Send Invitation at bottom
- Mid-page, pick template under drop-down menu.
- Options include one-size fits all, family members, etc.
- Easiest to use pre-formatted letters
- Hit green E-mail Now button
- You will get a message that operation was successful

Send one to yourself to test this

Facebook

- Back to main Promote Page
- Between Enter E-mails and Invite tabs is the Social Tab
- Click on this tab. Click on graphic to go to Facebook.
- You will be prompted to sign-in to Facebook.
- You can put in a message or just post the preformatted Swim-a-thon message

Now you're hitting potential donors both via e-mail and Facebook!!!!



PROMOTE NOW!!
LET'S GO CT!!