



SETTING UP YOUR SWIM-A-THON PAGE

1. Setting-up Your Profile Page

- Log-in to [Rockwood Swim Club](#) website.
- Click on [Swim-A-Thon](#) banner.
- Click on gray Participants Tab.
- Type in your **Last Name**, Click Search.
- Your child's name comes up, Click the green **View Profile** button.
 - Mid-page, go to red **Set-up** tab.
 - Fill in goal amount and number of laps.
 - Click **Upload Profile Photo** button. You can use your own or choose a pre-designed one from the library.
 - Modify your Message or use the one provided.
 - Click **Save**. This is what your donors will see once they get on your child's page.

Congrats! Your Profile page is setup.

2. Promoting via Email

- Click the red **Promote** Tab button.
- Click on **Easy Import (Gmail, Yahoo, etc)**.
- Grant *teamunify* access to your e-mail contact list
- Select or 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**. Select and review your contact list.
 - Select **Email Selected**.
 - Pick a template under drop-down menu.
 - Click the green **E-mail NOW** button.
 - You will get a message that operation was successful. Send one to yourself to test this.

Congrats! You've sent your email.

3. Promoting via Facebook

- Back to the main screen **Promote** Page
- Between Enter E-mails and Invite tabs, click the **Social** Tab button.
- 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 pre-formatted Swim-a-thon message.

Congrats! Now you can send to your donors both from e-mail and Facebook!

