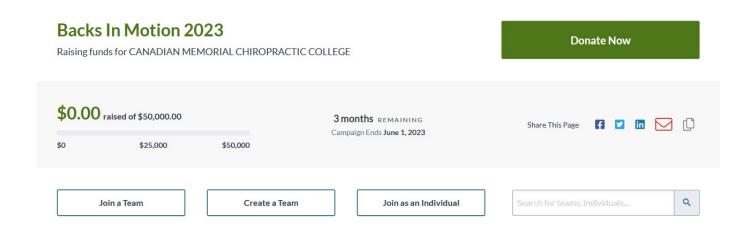




CanadaHelps step-by-step guide to setting up your profile and fundraising!

Step 1: Click on the link in your CMCC "Registration Confirmation" email, which takes you to the CMCC Backs In Motion page on CanadaHelps.

Step 2: Set up your CanadaHelps Account by clicking on Join a Team, Create a Team, or Join as an Individual button



Fill out the following information to set up your account*:

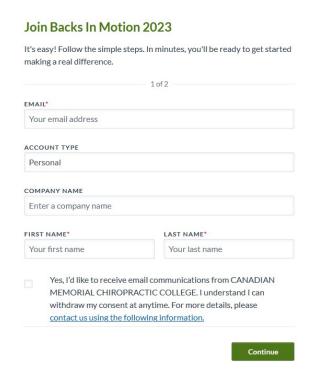
Email:

Account Type: Select "Personal"

Company Name: First and Last Name:

*If you already have an account enter your email, which will be recognized, and then enter your password. If you have forgotten your password, click on the "forgot password" and enter your email where you will receive a password reset email.

Then, click "Continue"...



Step 3: Create a Fundraising Page for the "Backs in Motion 2023" Campaign

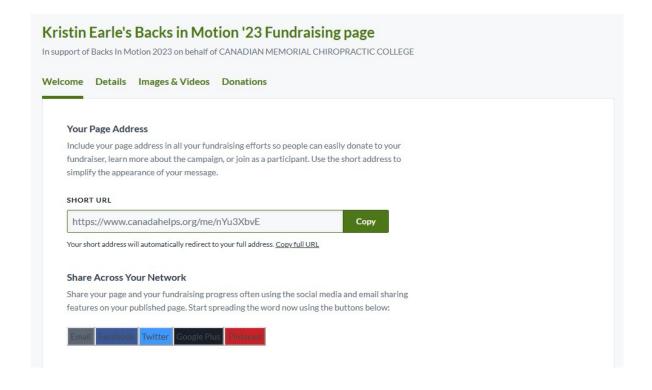
- Create a "Unique Personal Fundraising Page Name"
 - PLEASE INCLUDE: FIRST AND LAST NAME IN TITLE
 - For example: Kristin Earle's Backs in Motion '23 Fundraising page
- Set a financial goal!
- Upload a photo of yourself! Choose one from previous Backs in Motion event, or any great photo that represents you and captures your motivation!
- Explain why you are fundraising and why it's a great idea to support you. If you are participating in the event, this is a great place to detail your plans. For example, "I am challenging myself to run 10km on Sunday, April 23, 2023. Please support me on this fitness journey!"

Create Your Personal Fundraising Page This is the page you'll share with friends and family for supporting your personal participation in the campaign 2 of 2 YOUR PERSONAL FUNDRAISING PAGE NAME* Kristin Earle's Backs in Motion '23 Fundraising page GOAL AMOUNT \$ 500 FEATURED IMAGE Upload an Image FUNDRAISING STORY Formats B I U & Your fundraising Story

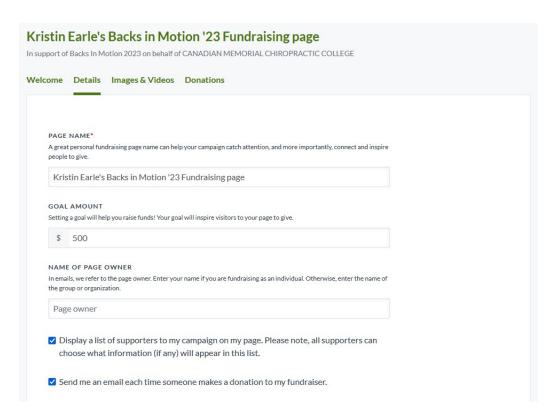
Step 4: Share your Fundraising Page with Family and Friends

On the **Welcome Tab**, a customized URL will be generated. You can copy and paste this url when sharing with friends via: email, facebook, twitter etc.

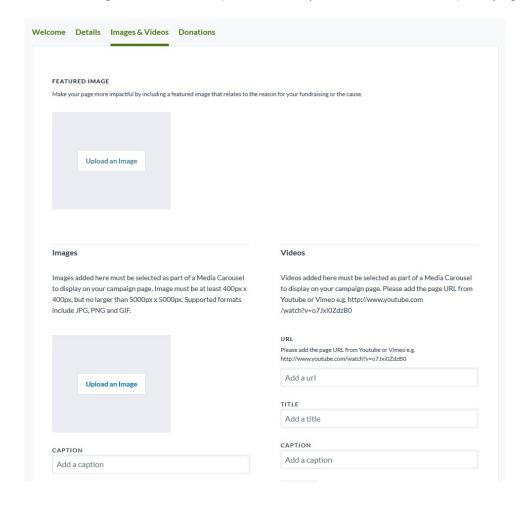
Note: You cannot upload your contacts to CanadaHelps. You must share your fundraising page URL with others through your personal email.



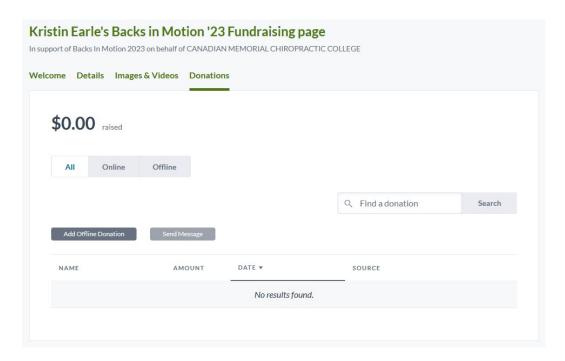
On the **Details Tab**, you can edit information you already entered. Please note: in order for your donors to be recognized and you to be notified of a donation to your page, you must check off the two below sentences: "Display a list of supporters" and "Send me an email"



On the Images/Videos Tab, you can add photos and videos to your page.



On the **Donations Page**, you can see who has donated to your campaign. Once someone has donated, a button will appear that will allow you to send a "thank you" note.



Step 5: Confirmation Email - Your Fundraiser is Live!

Keep this email safe. If you lose your account information this is your reference to your fundraising page.

