How to set up your dynamic fundraising badge using Outlook.

1. Log in to your participant Centre at https://supportthepmcf.ca/ui/Ride22/login

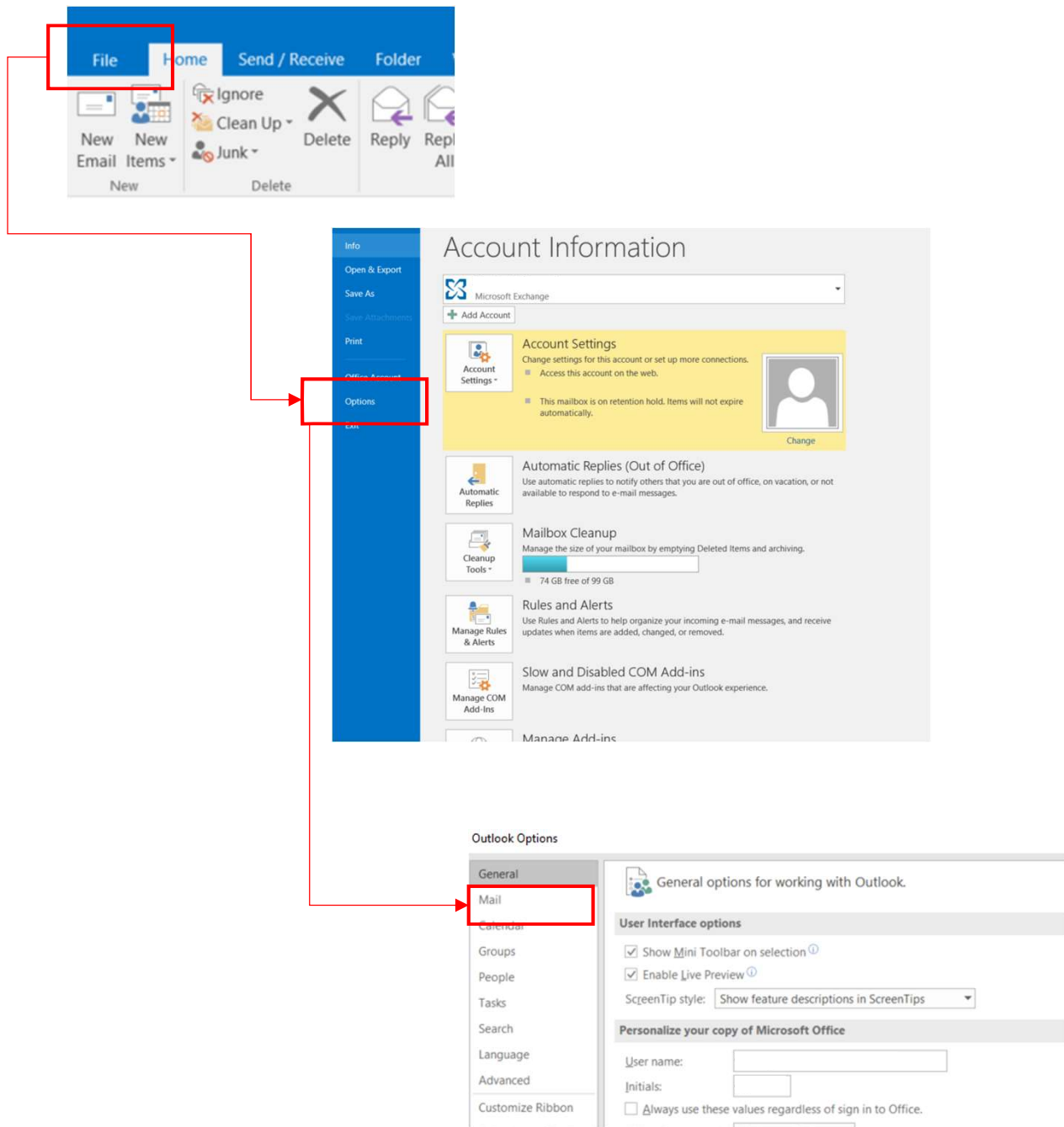2. Click the Get Social button.
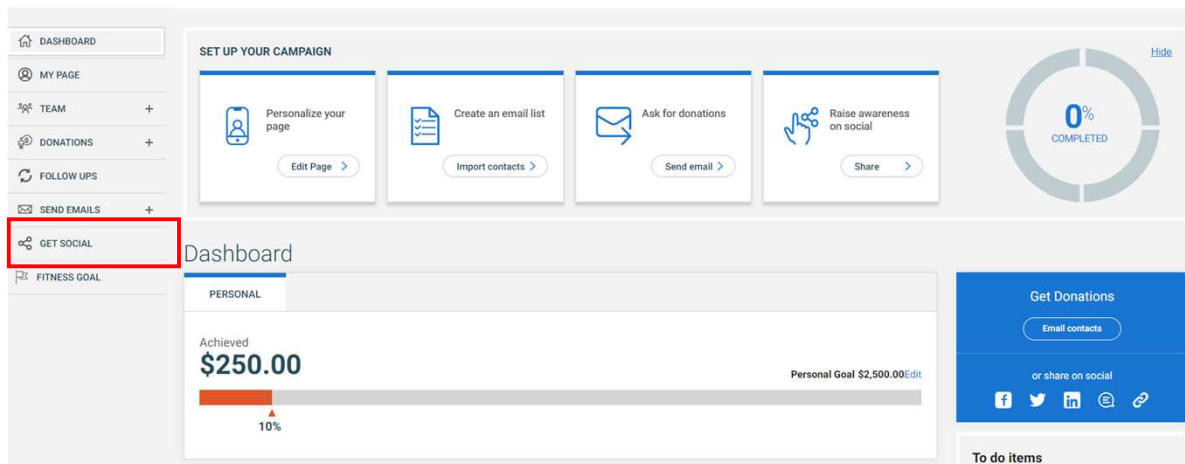
3. Under Get Social Fundraising Badge, click Copy to Clipboard, then see the pop-up that the URL was copied to clipboard."
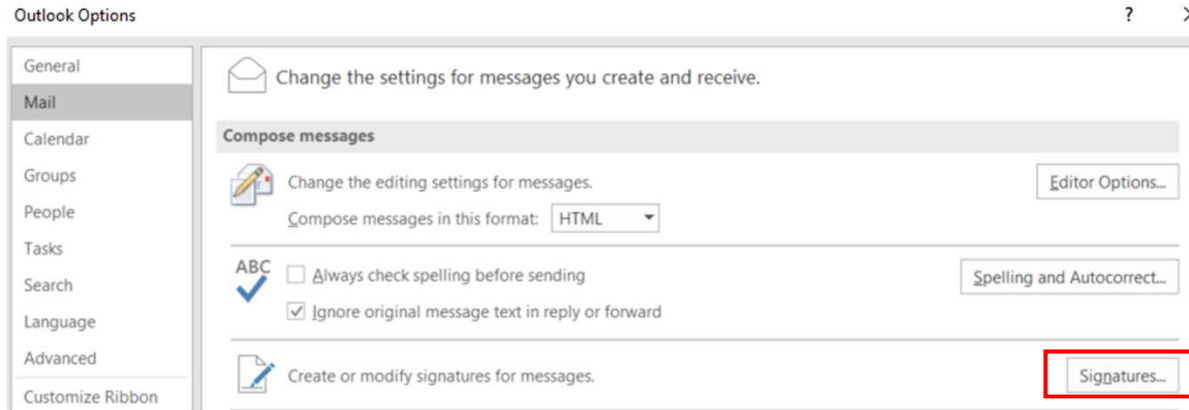
   Note: you can also paste this URL into your social posts to share your badge with your networks.
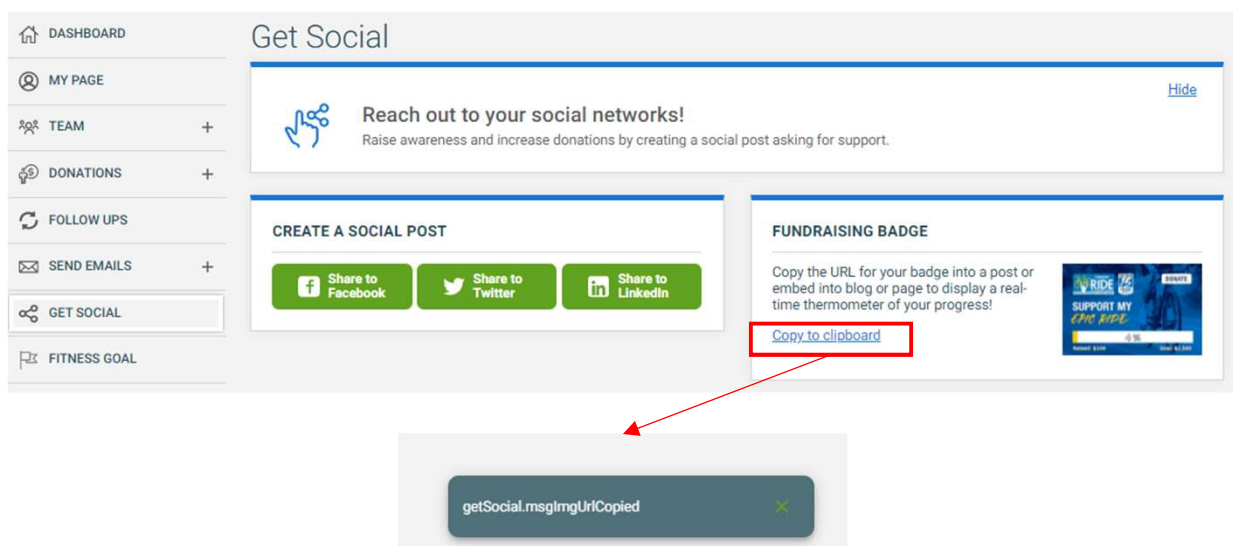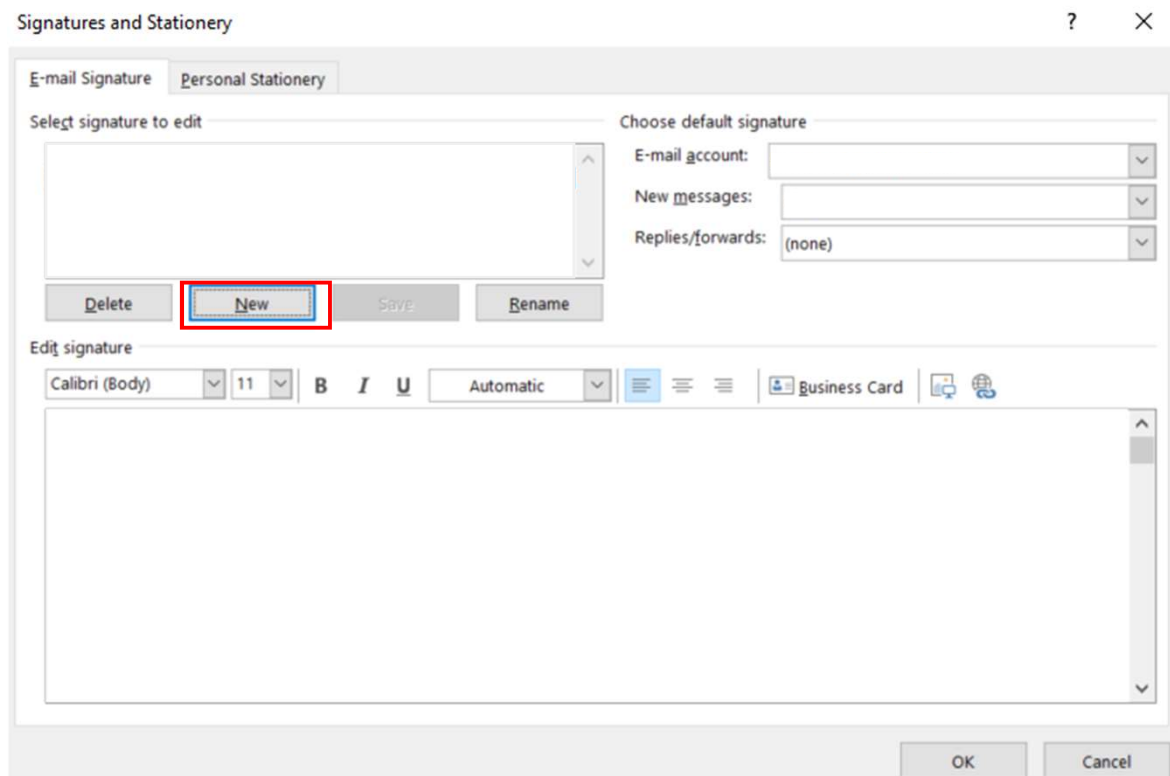
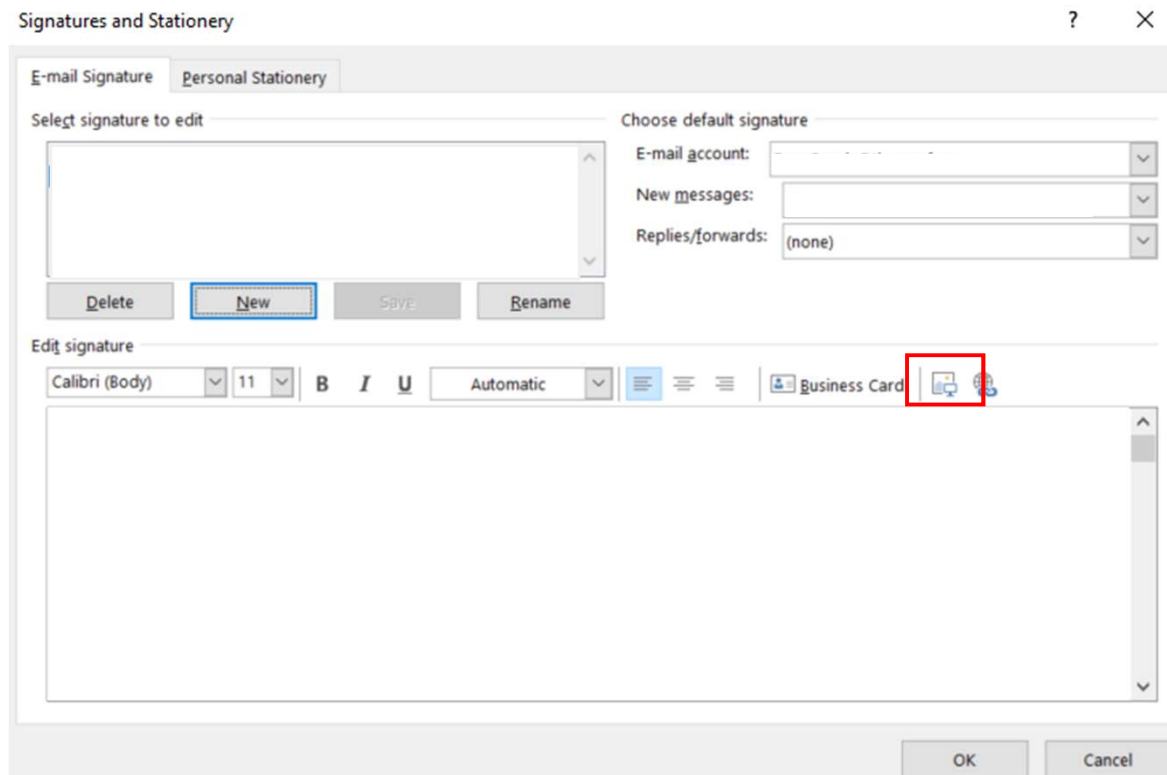4. From the main Outlook page, click "File", then Options", then "Mail".
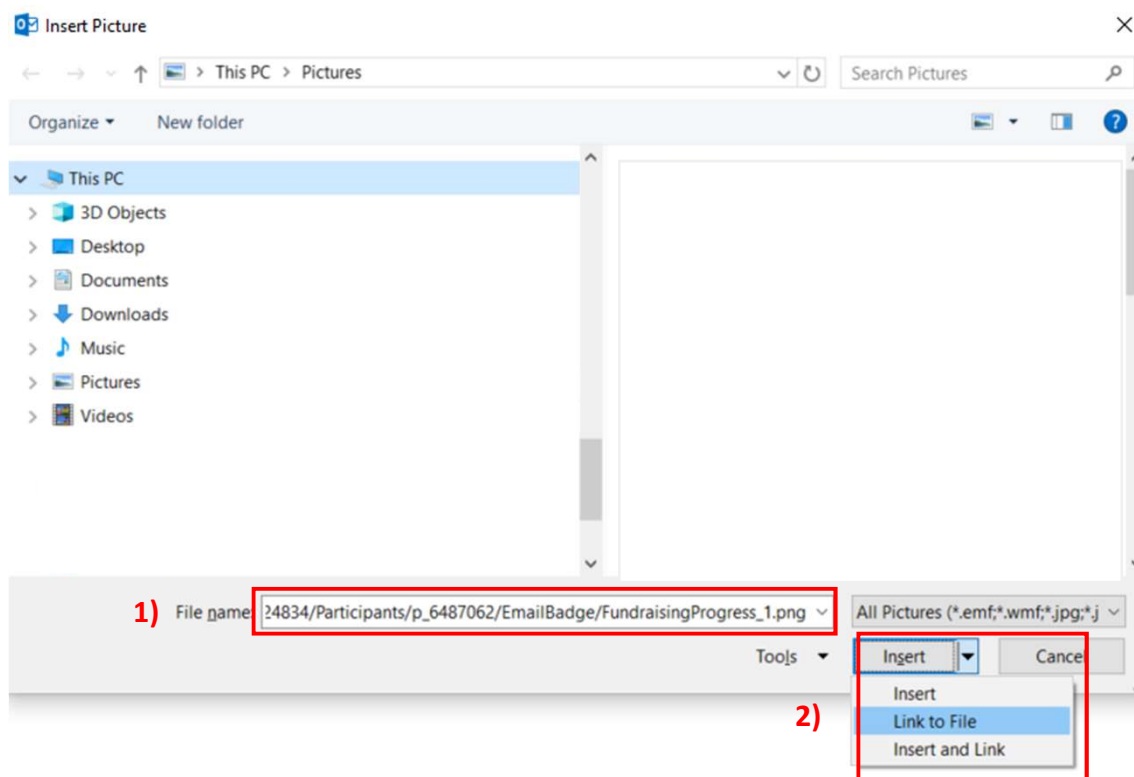
5. Click "Signatures"


6. Create new signature or modify an existing one.

7. Click image icon

8. 1) Paste the URL you copied from the website in the File name box.
   2) Toggle open the "Insert" drop down box and select "Link to File".

9. Your badge appears in the signature editing box. Make this your default signature. NOTE: the badge in Outlook will default to a large size, which, depending on your personal settings, may not be resizable. In this case, badge will work and you may wish to resize it when you compose new emails. (See step 8.)
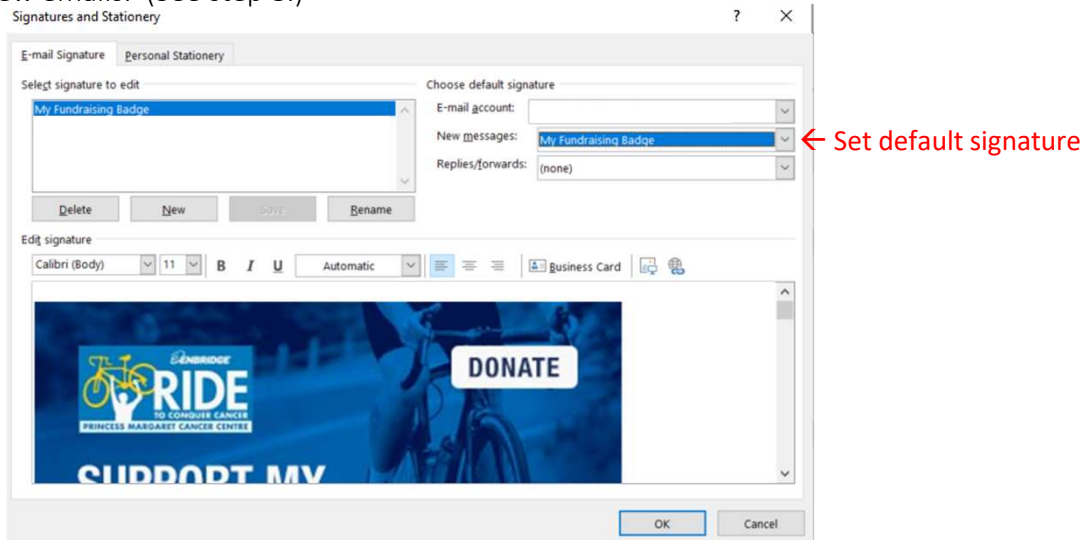
10. Click "OK" at bottom Outlook Option window.
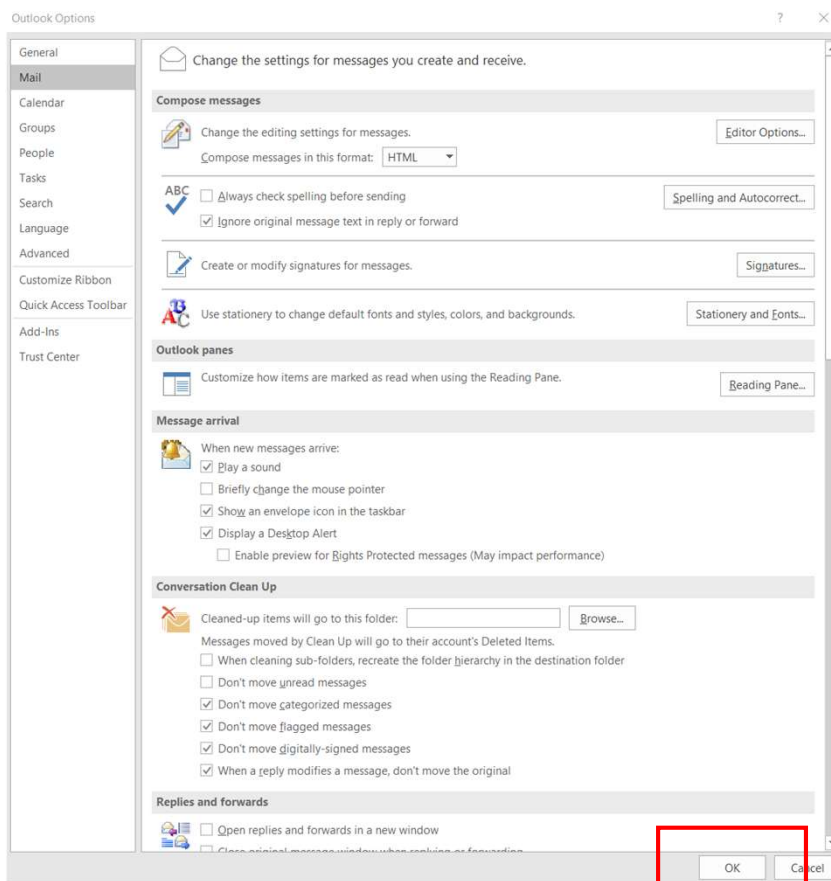
11. Resize badge inside email window as required. **Remember to include a link to your fundraising page under your badge.**

Set preferred size in email composition (if applicable).

The link to your page can be found by clicking "My Page" in your Participant Centre, then copying the URL.

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.