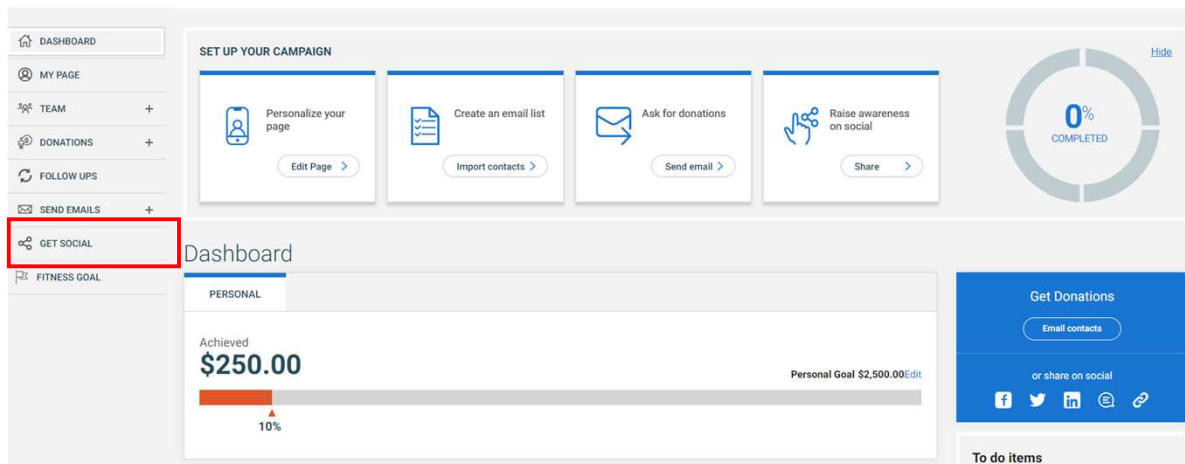


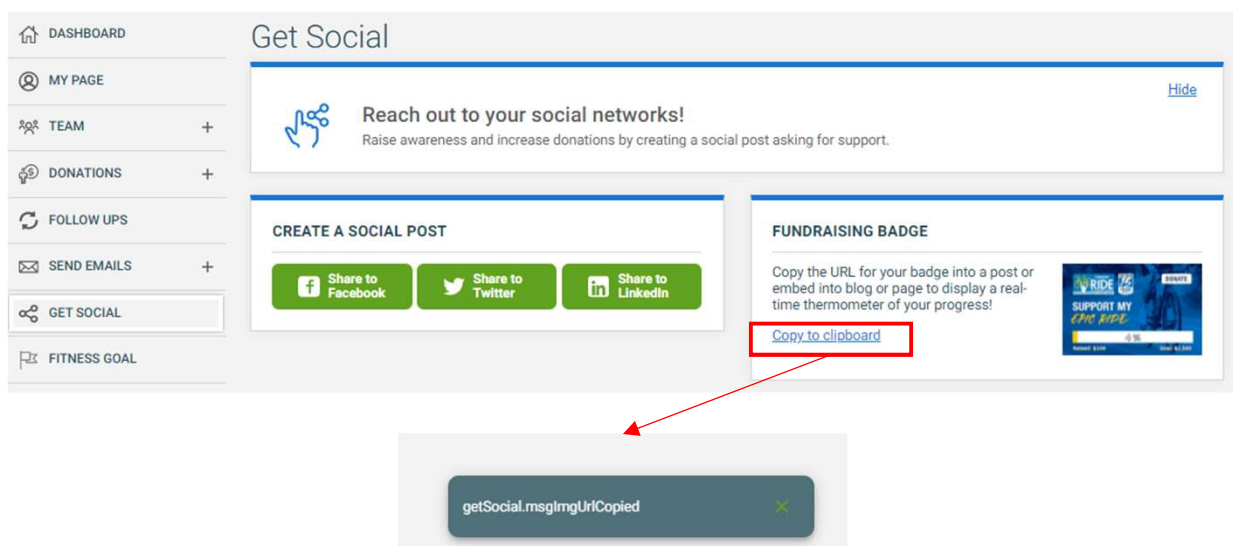
How to set up your dynamic fundraising badge using Outlook.

1. Log in to your participant Centre at <https://supportthepmcf.ca/ui/Ride22/login>
2. Click the Get Social button.

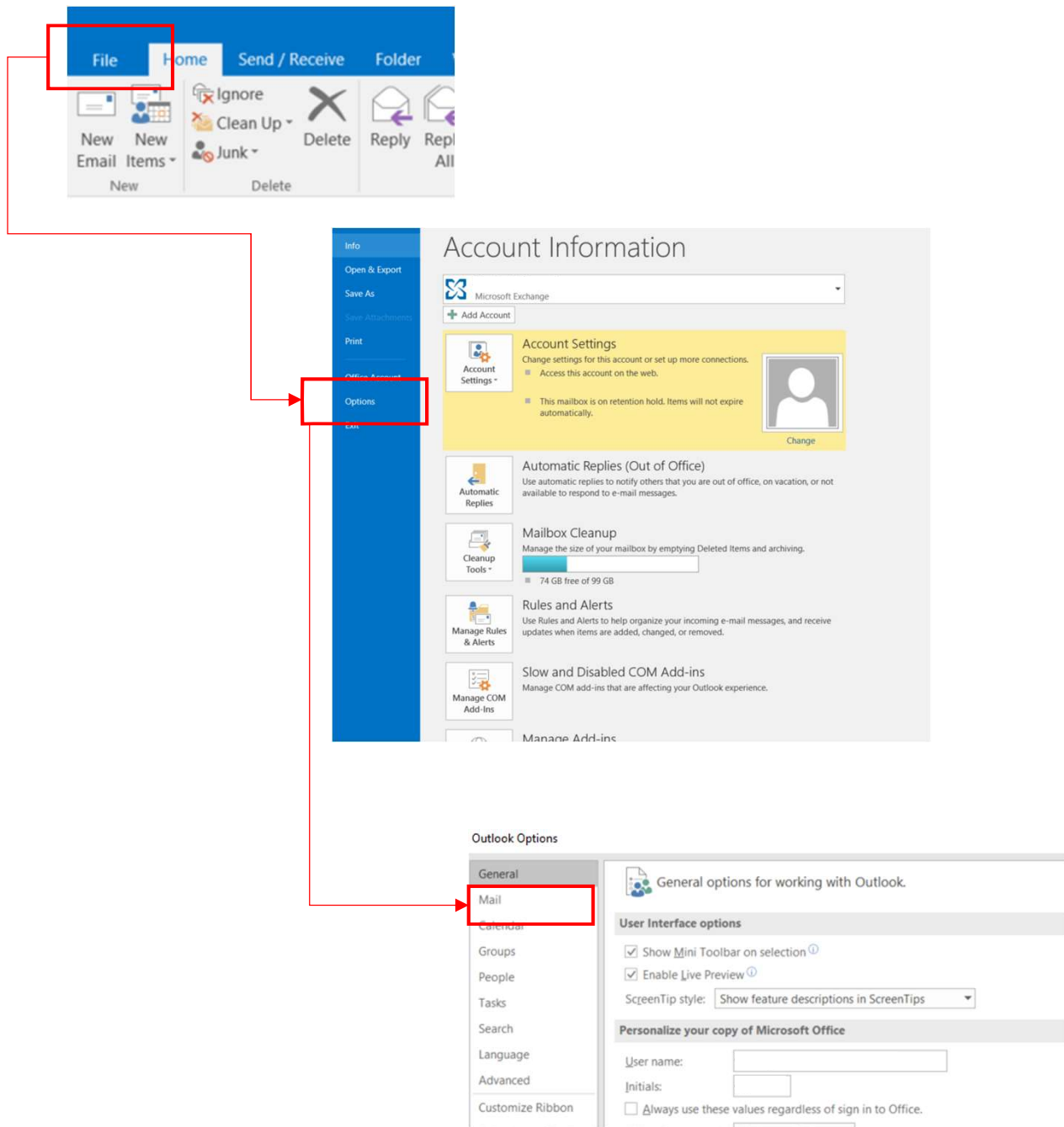


3. Under Get Social Fundraising Badge, click Copy to Clipboard, then see the pop-up that the URL was copied to clipboard."

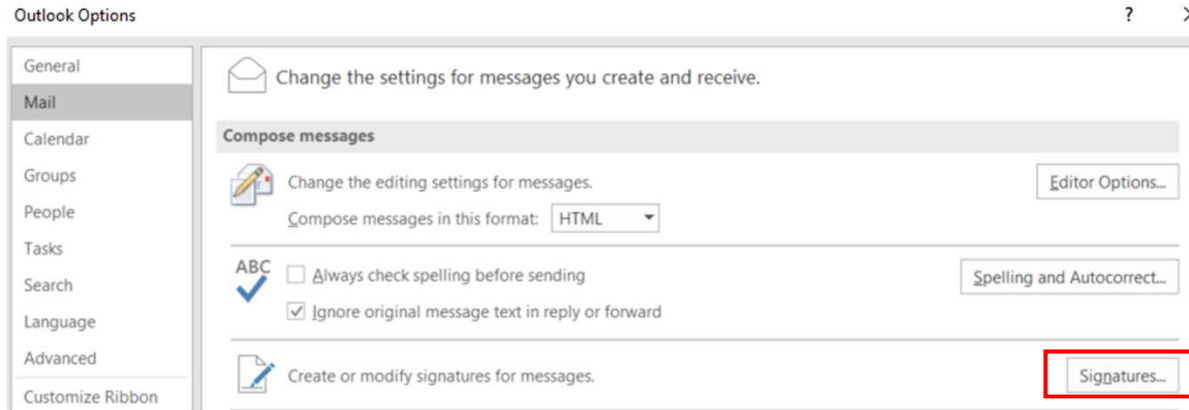
Note: you can also paste this URL into your social posts to share your badge with your networks.



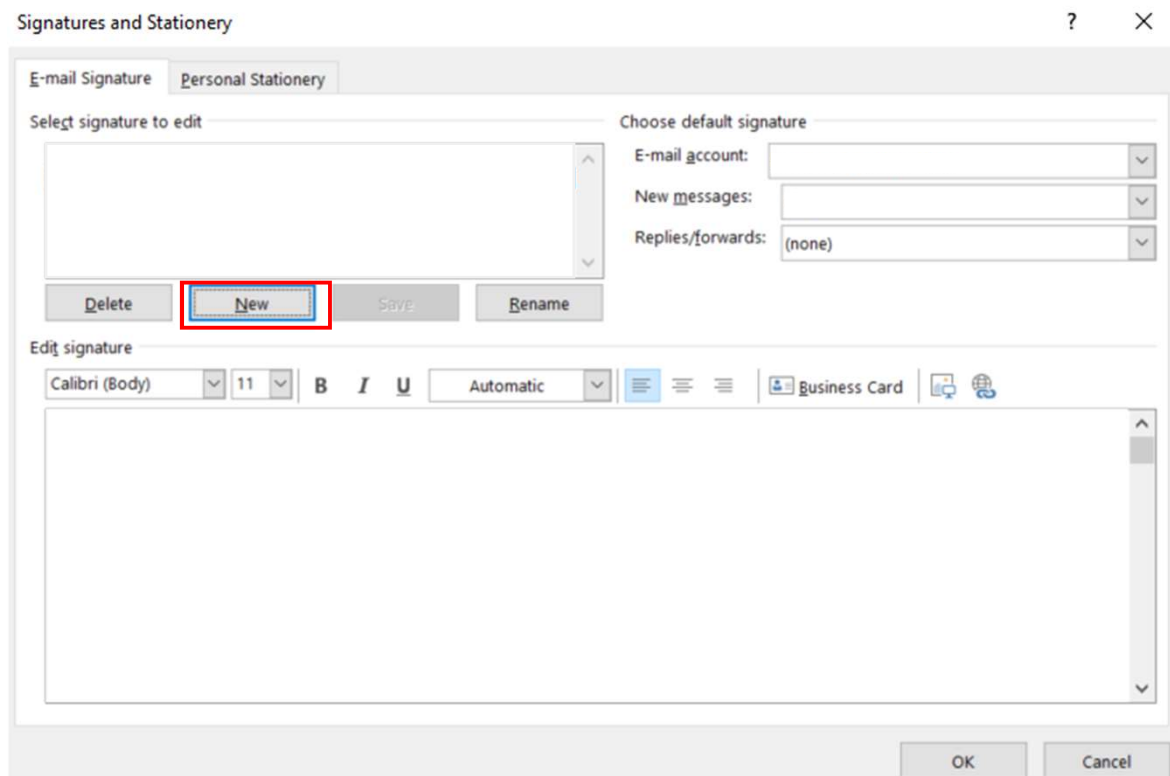
4. From the main Outlook page, click “File”, then Options”, then “Mail”.



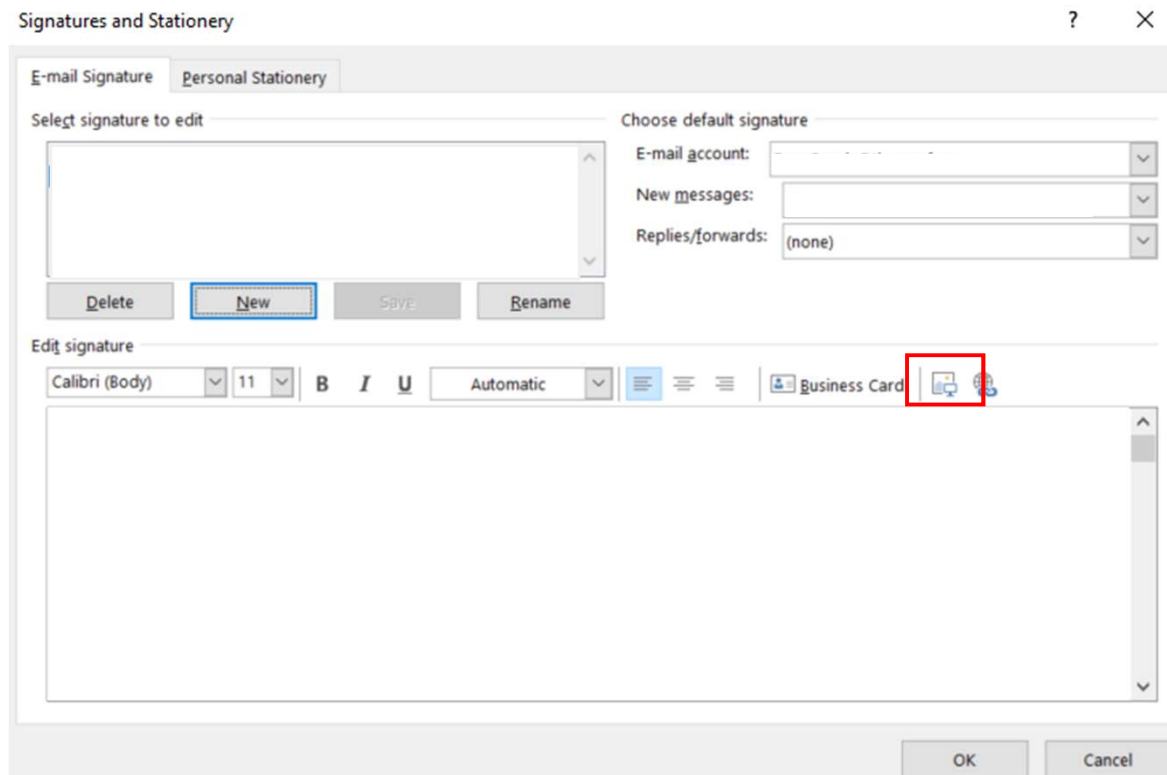
5. Click “Signatures”



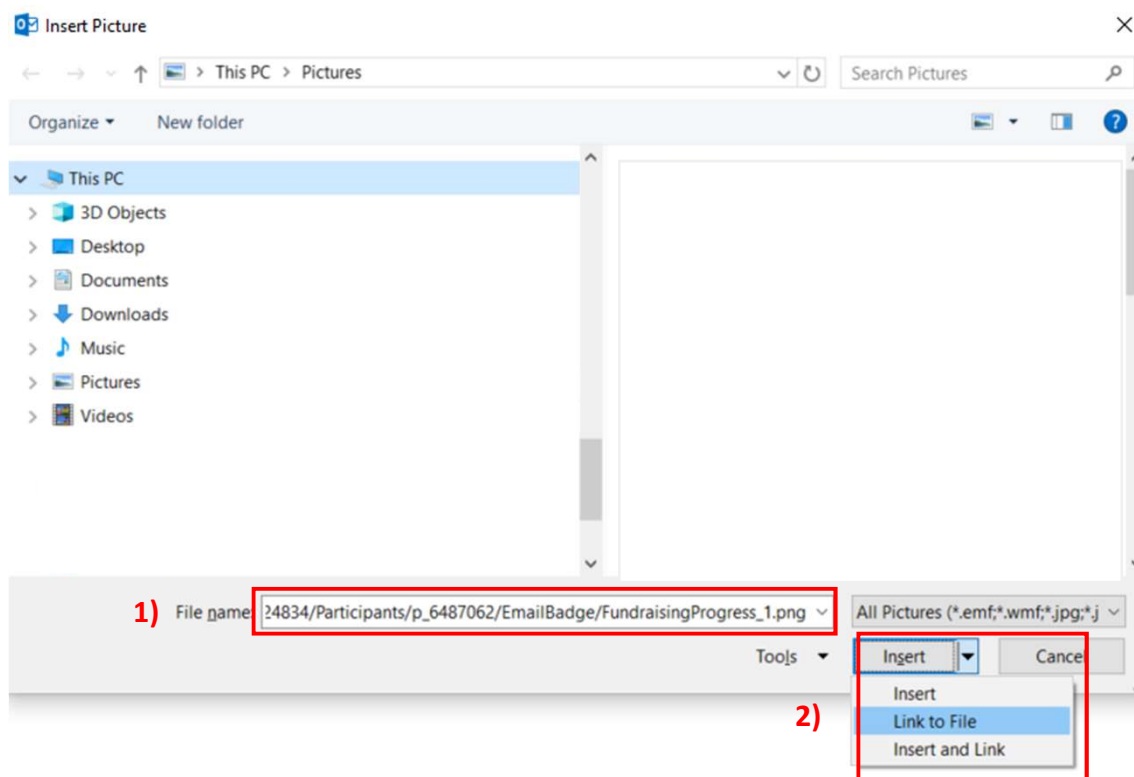
6. Create new signature or modify an existing one.



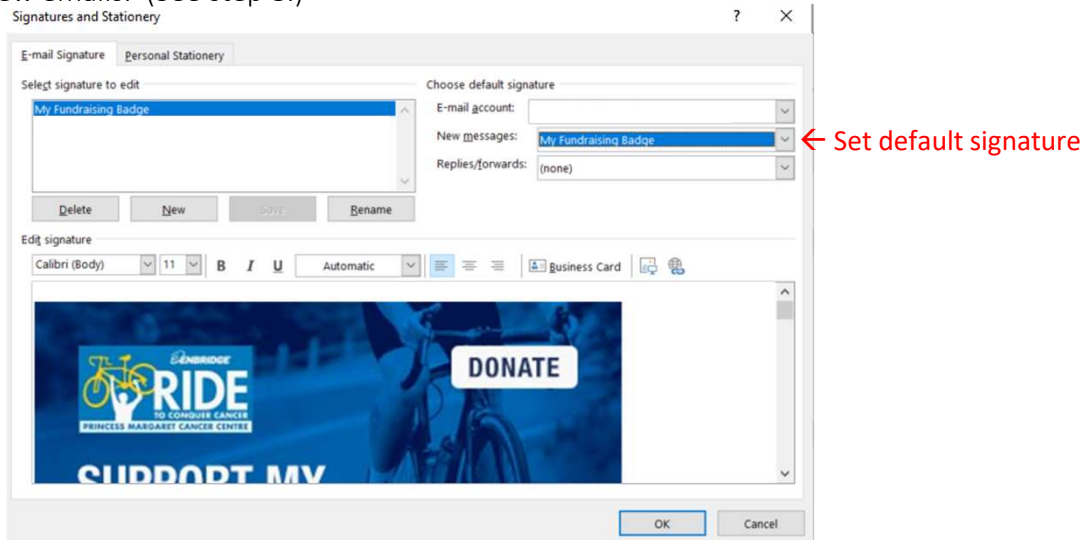
7. Click image icon



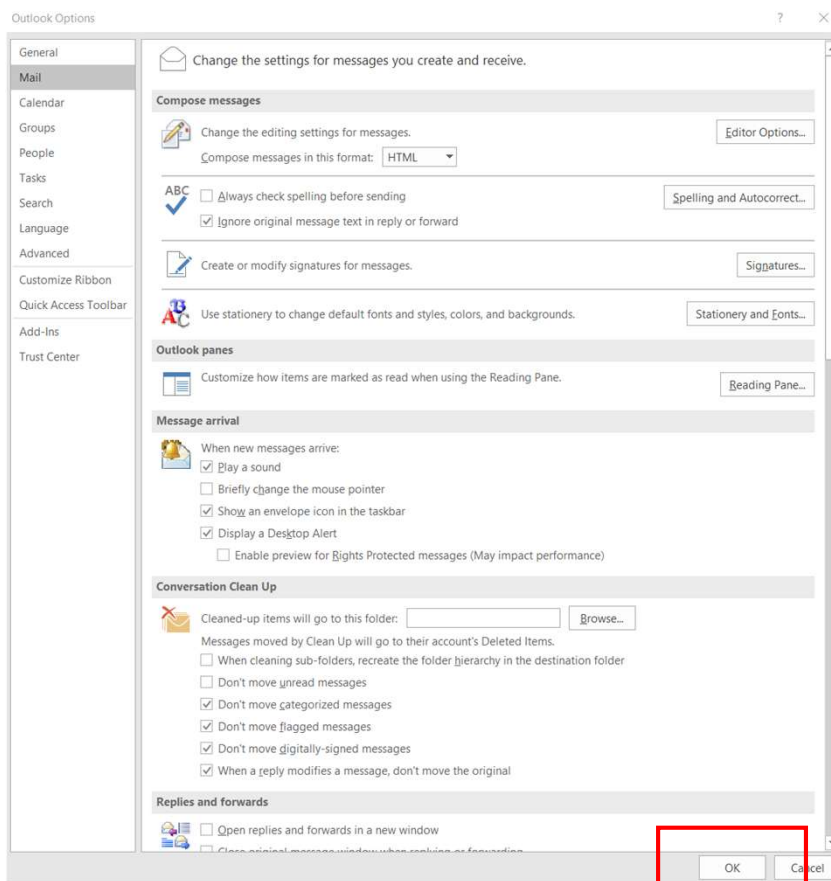
8. 1) Paste the URL you copied from the website in the File name box.
- 2) Toggle open the "Insert" drop down box and select "Link to File".



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.**

The image shows two screenshots. The top screenshot is an email composition window with a fundraising badge for 'SUPPORT MY EPIC RIDE'. The badge includes a 'DONATE' button, a progress bar at 33%, and text indicating 'Raised: \$1,150' and 'Goal: \$3,000'. Below the badge, a red box contains the text 'Donate to my Ride here.' with a red arrow pointing to it from a text box on the right. The bottom screenshot shows a 'My Page' dashboard with a sidebar menu. The 'MY PAGE' option is highlighted with a red box, and a red arrow points from this box to the 'Donate to my Ride here.' text in the top screenshot. A text box on the right explains that the link can be found by clicking 'My Page' in the Participant Centre and copying the URL.

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.

[Donate to my Ride here.](#)

DASHBOARD

My Page

MY PAGE

TEAM

DONATIONS

Import content from a p

CUSTOMIZE YOUR P

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.