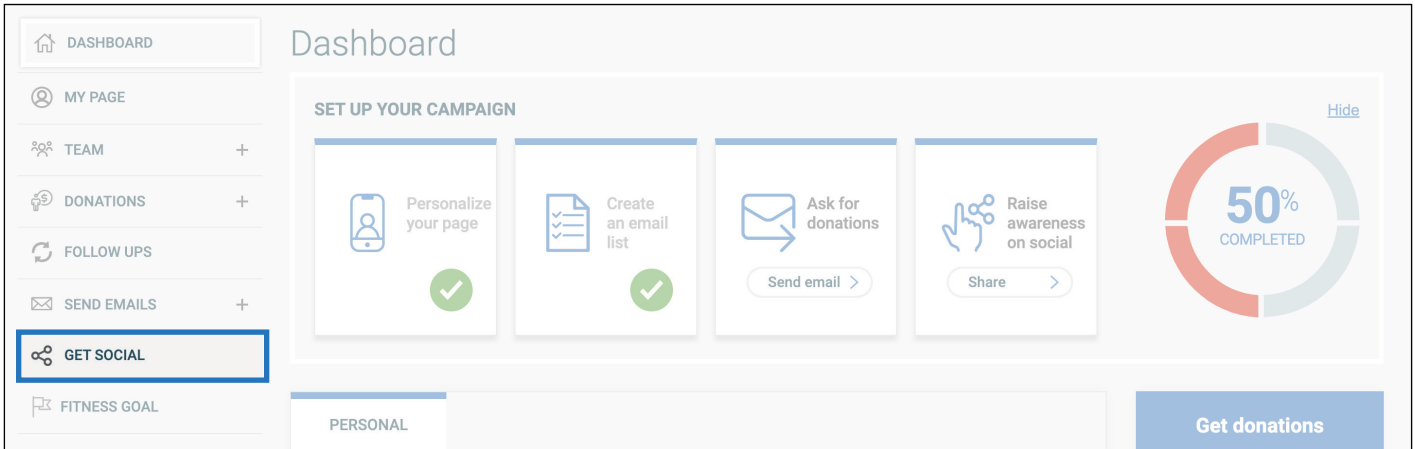


Personal Fundraising Badge

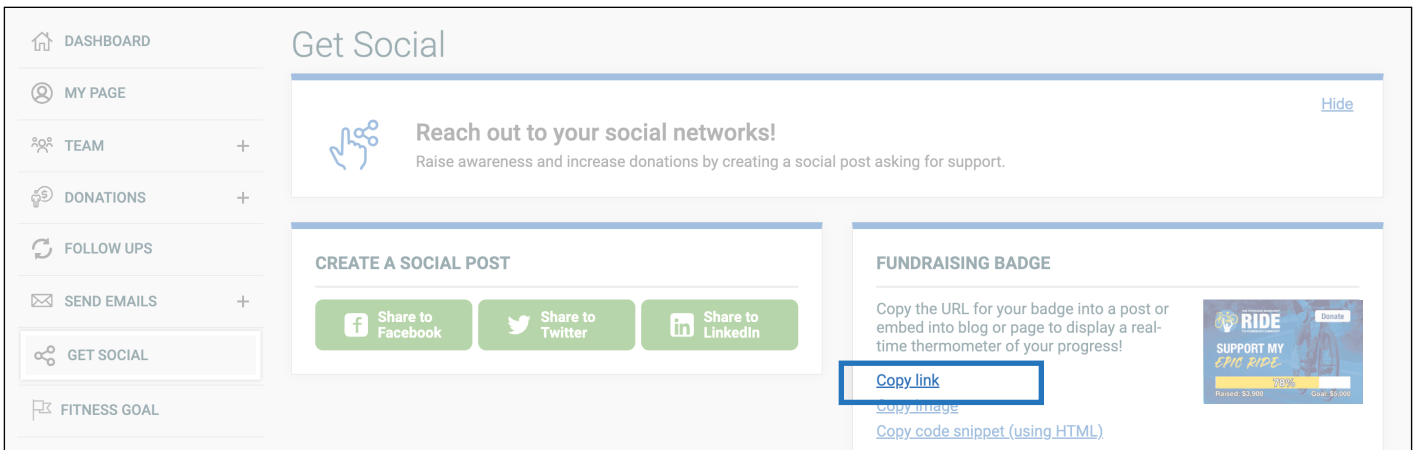
How to Add to Gmail

1. Log in to your Participant Centre.
2. In the side menu, select “Get Social”.

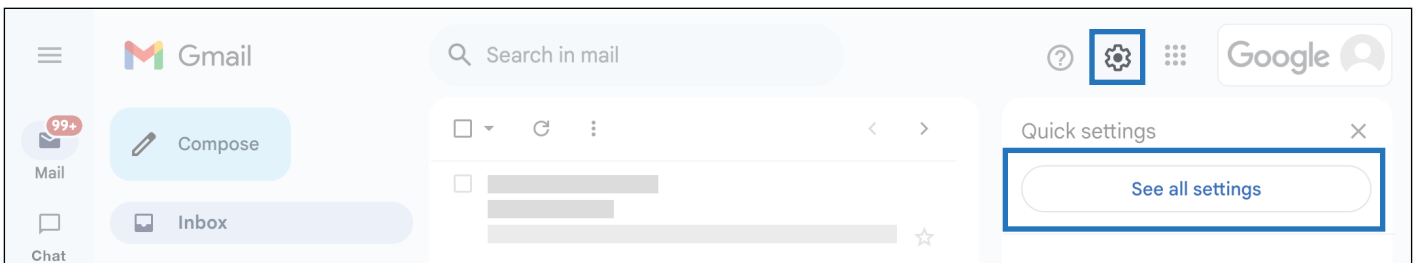


3. Under “Fundraising Badge”, click “Copy link”.

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

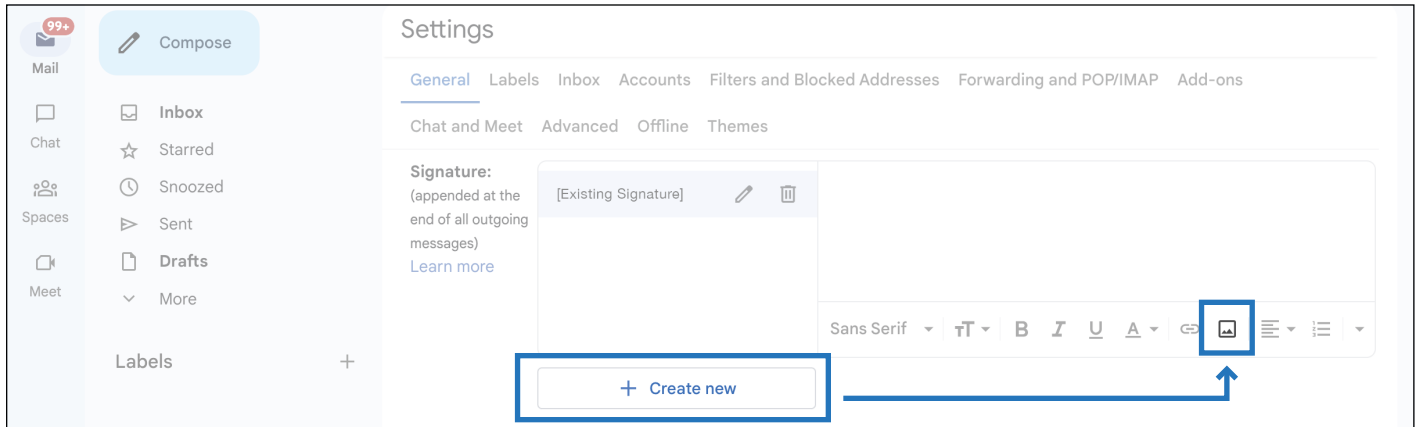


4. On your desktop, access your Gmail. Click the Settings icon at top right, then click “See all settings” below.

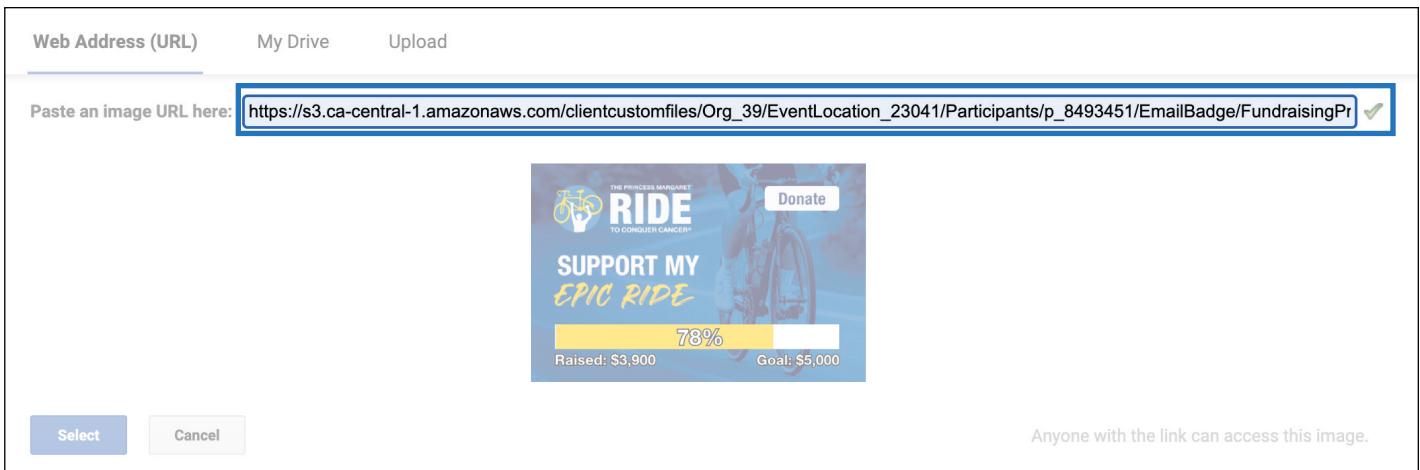


5. Scroll down to the “Signature” settings. Click “+ Create new”. Or, if you want to add the badge to an existing signature, select that signature and follow the next steps.

6. Click the “Insert Image” icon.

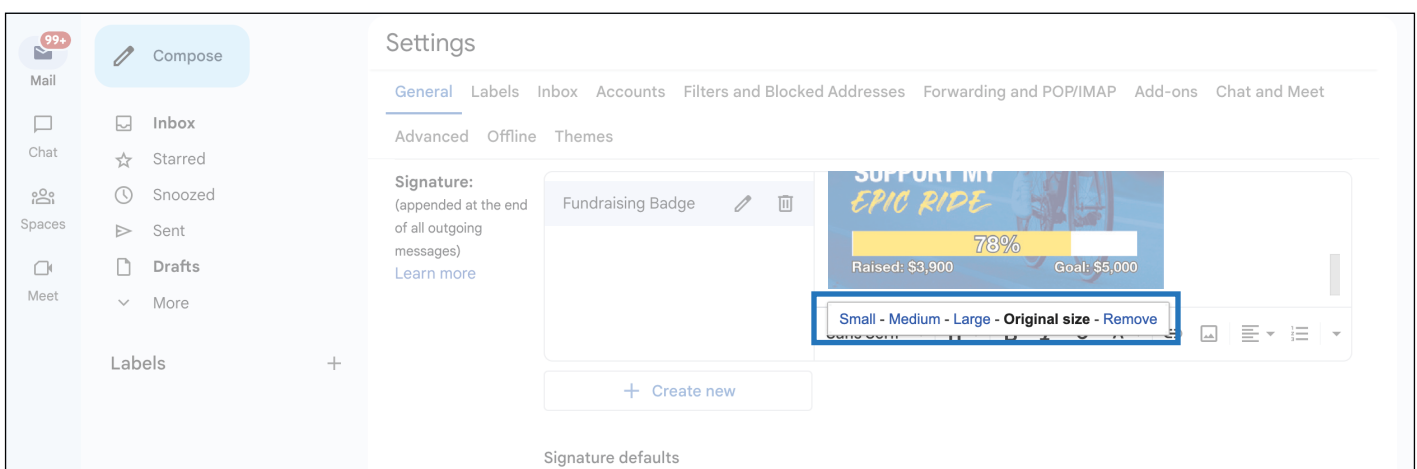


7. Select “Web Address (URL)”. Paste the URL you copied to the clipboard from within your Participation Centre. See the badge appear and then click “Select”.

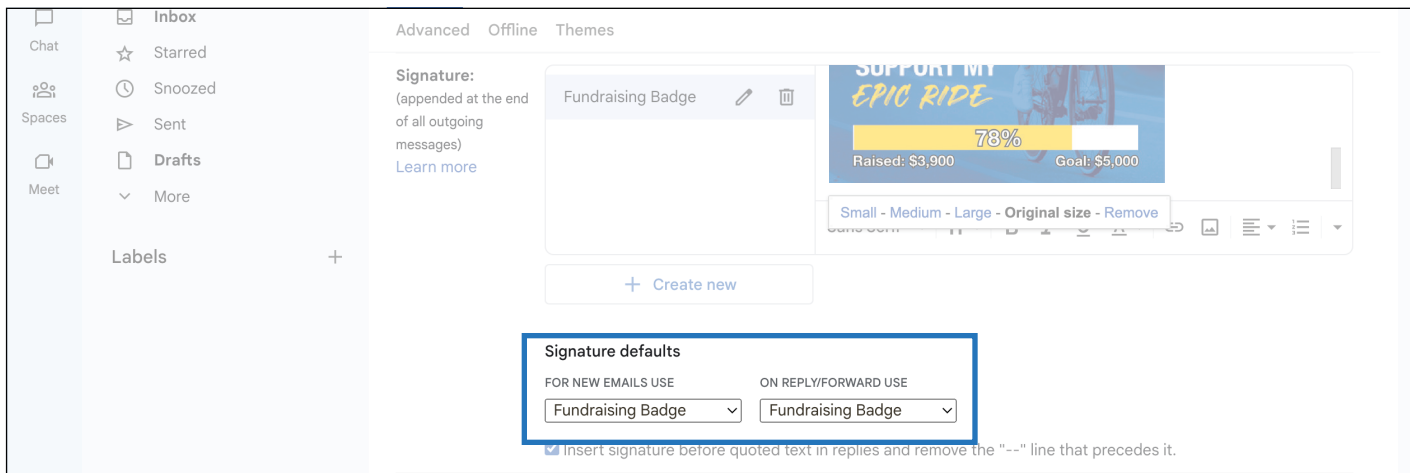


8. If you want to resize the badge, click the badge and the resizing option will appear. Select the size you prefer. We recommend testing the size and legibility first. You can also resize the image while you are composing your emails. Large size works well for image quality and being noticed.

Note: You can add other content around the badge as needed.



8. Under “Signature defaults”, in the dropdown menu(s), select your email signature with the fundraising badge to add this new signature to future emails.



9. Scroll to the bottom of the Settings page and click “Save Changes”. Your badge is now in your signature for outgoing emails.

Note: If you change your settings and they don’t appear when sending a new email, you may need to refresh the Gmail page.

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.