

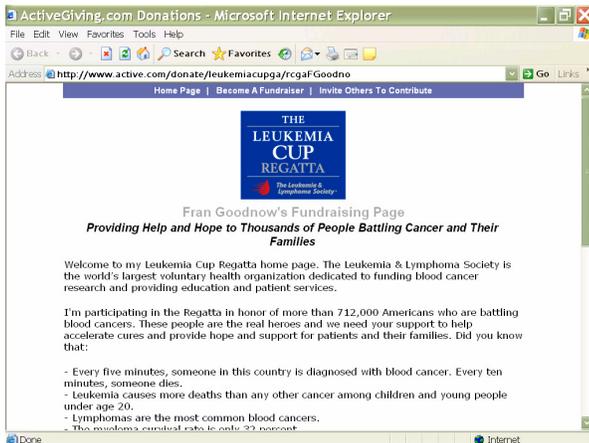
## Step 1: Receive email with your personal webpage login information

An example email:  
Welcome! A web page has been automatically generated for you to raise funds online! You can view this page by going to the following link:  
<http://www.active.com/donate/leukemicupga/rcvaxxxx>

Personalize your web page and send emails to all your friends and family describing your cause.

Username: Yourname\_rcva  
Password: xxxxx1234

## Step 2: Start Fundraising



Access your fundraising page by going to:

1. [www.active.com/lls](http://www.active.com/lls)
2. Click on the Regatta logo
3. Login

- Click on the **"Customize My Web Page"** tab to personalize your page.
- You can upload a photo, change your welcome message and increase your fundraising goal.

## Questions?

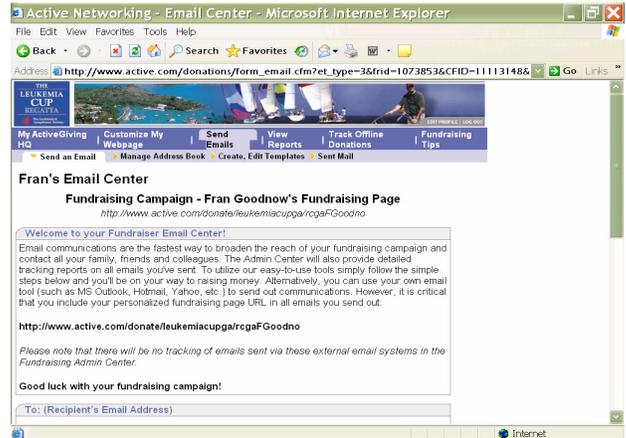
Please contact Customer Support at:

1-877-228-4881 option 2 Or [givingsupport@active.com](mailto:givingsupport@active.com)

Please contact Local Support, Sue Willis:

1-800-866-4483, ext. 202 or [sue.willis@LLS.org](mailto:sue.willis@LLS.org)

## Step 3: Send Emails



After you personalize your **Regatta** fundraising page, you can send emails to your family and friends.

- Click on the **"Send Emails"** tab to use the Email Center.
- Enter the email addresses you would like to send to and customize a template or create a new message.

Your friends and family will receive an email with a link to your personal fundraising page, where they can **"Make a Donation"** and support your efforts.

Making a donation is simple and easy.

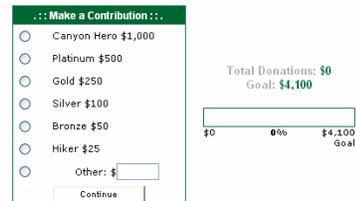
- They can go to the **"Make a Contribution"** section of your page, select an amount and then click the donation button.
- Select an amount and then hit the **"Continue"** button.

## Step 4: Check & Update Your Page

Login to check your donations at [www.active.com/lls](http://www.active.com/lls).

- Select the **"Regatta"** logo.
- Enter your username and password.

You can see who has donated to you online and enter any other donations you may have received.



For more detailed instruction on how to import email addresses or upload photos click on the Fundraising Tips tab.