



# LIVER LIFE WALK



# MYHQ GUIDE

Thank you for signing up for the Liver Life Walk! Now the fun begins with customizing your MYHQ page. Customizing your page is a great way to engage donors and reach your walk goal!

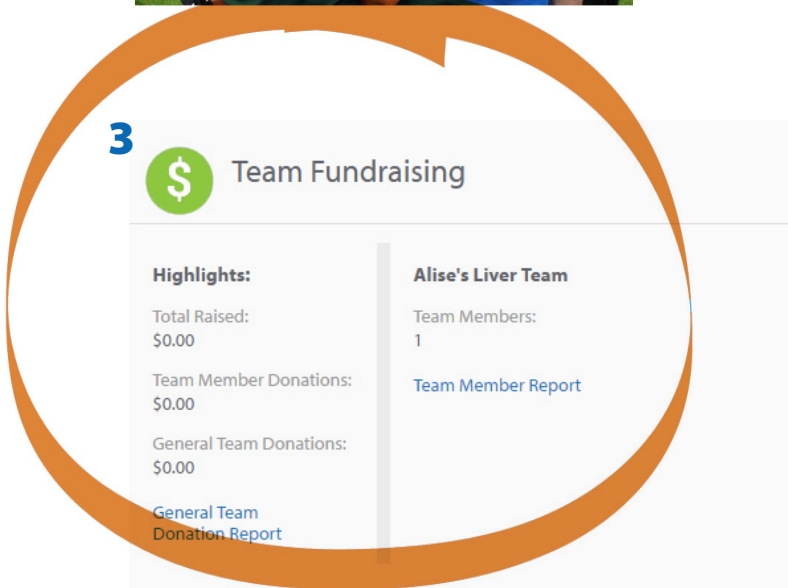
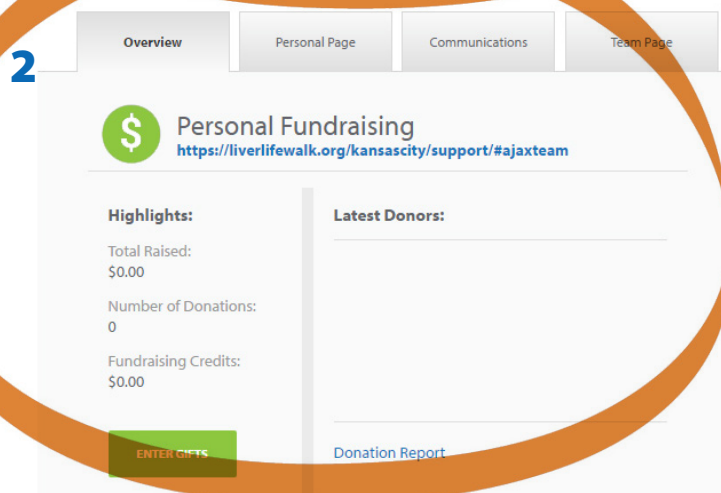
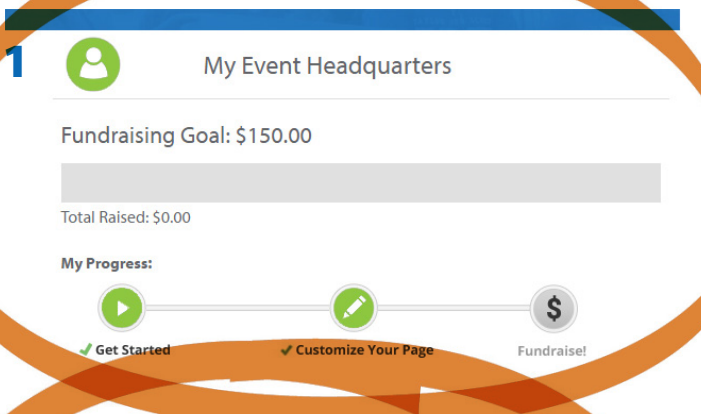
## Overview

The MYHQ Overview page provides an at a glance look at your personal fundraising for the Liver Life Walk.

**1** At the top of the page you will see a thermometer. As you get donations, the bar will light up showing you how close you are to your goal.

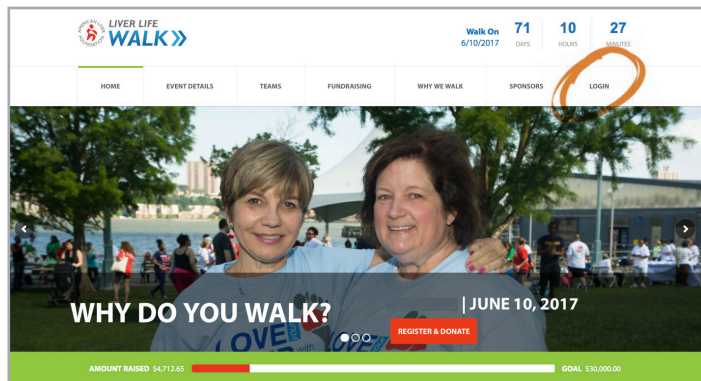
**2** "Highlights" provides another view of how much you have raised, number of donations you have received and fundraising credits. You can also enter donations on this page by hitting "Enter Gifts". *Note: These are only pledge dollars, users will still need to turn in all checks and cash donations to ALF staff.*

**3** If you are on a team, this page will also include information about your team.



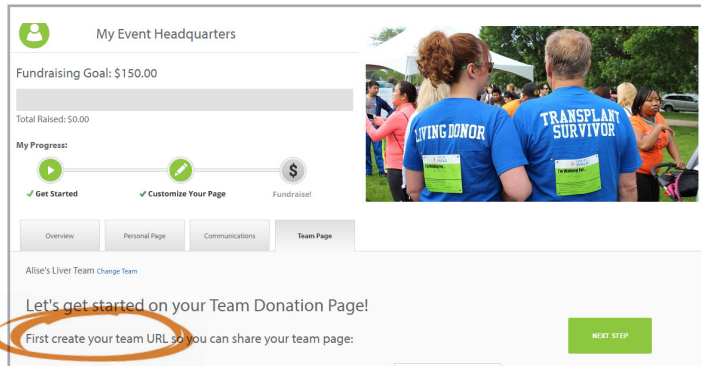
## STEP 1

Log-in to your MYHQ Center.



## STEP 2

Create your own URL so that supporters can find you easily.

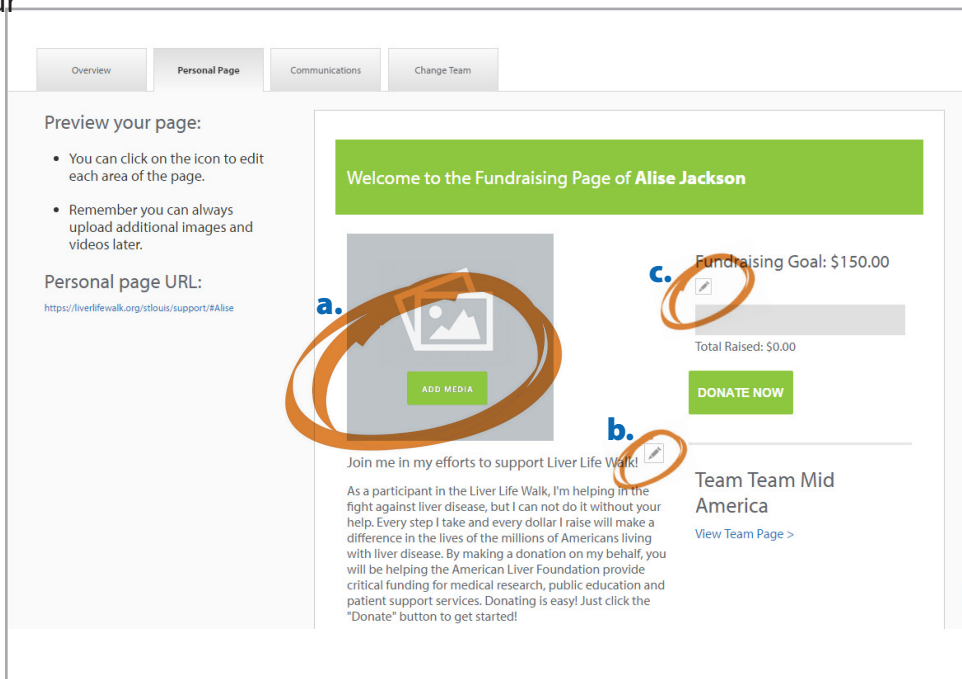


## STEP 3

Edit your Personal Fundraising Page

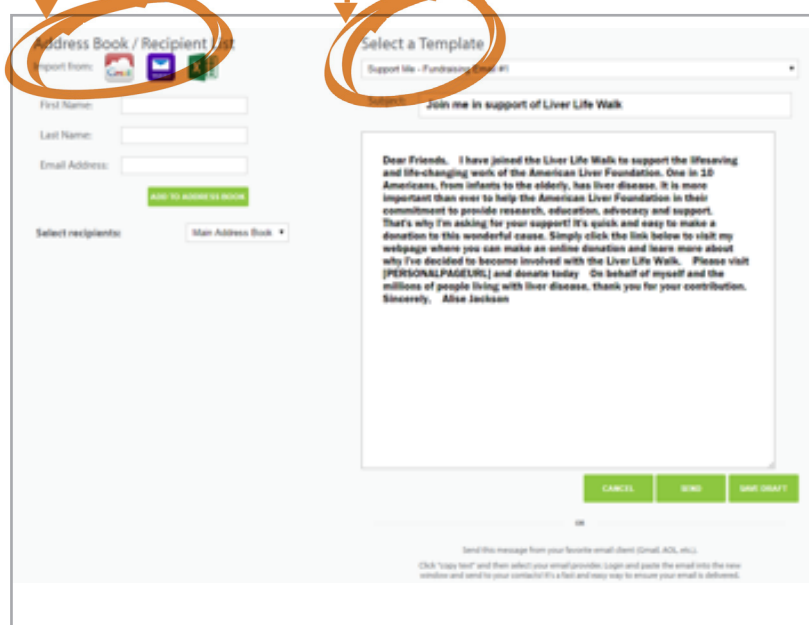
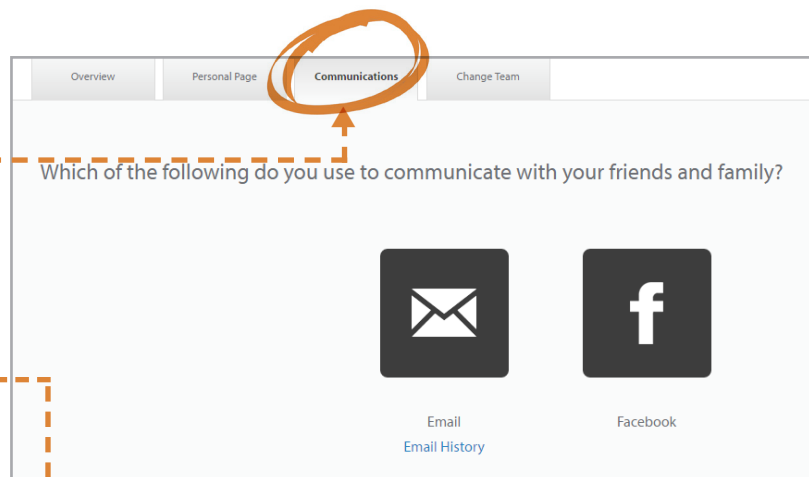
- Upload a picture of yourself or team. Photos should be 4MB or smaller.
- Using the "Pencil" icon: Share your story on why you are walking this year.
- Using the "Pencil" icon edit your fundraising goal.

*(Tip: Walkers that customize their fundraising page are more likely to get donations. Donors want to know why you are involved so don't be afraid to share your story.)*



## EMAIL

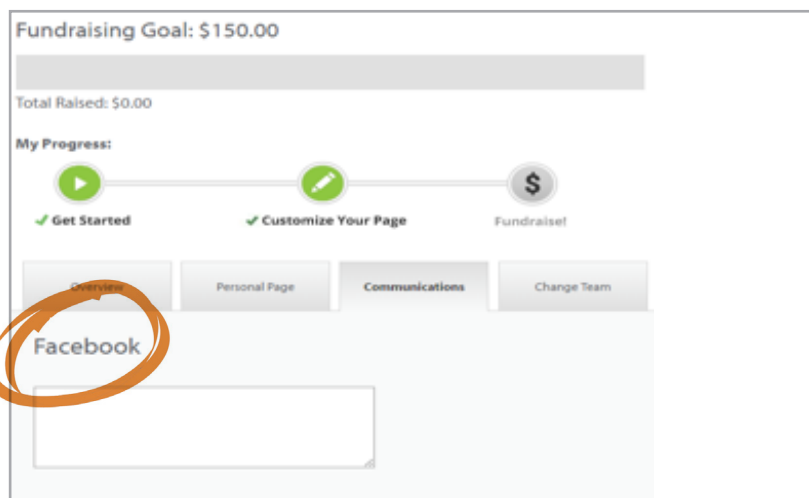
- Select Communications tab to access the email tool.
- Click the email icon
- Import your address book from Gmail, Yahoo or Excel to send emails straight from MYHQ. (Note: Importing from Gmail turns on the social sign for Google on login page.)
- Use preloaded templates from MYHQ to spread awareness, get donations and say thank you to donors.



## FACEBOOK

- From the Communications tab click on Facebook icon.
- Sync your Facebook page to MYHQ and write posts for all your followers to see how you are doing with your fundraising efforts. Your post will automatically link back to your personal fundraising page. (Note: Logging into Facebook to post activates FB social sign on login page.)

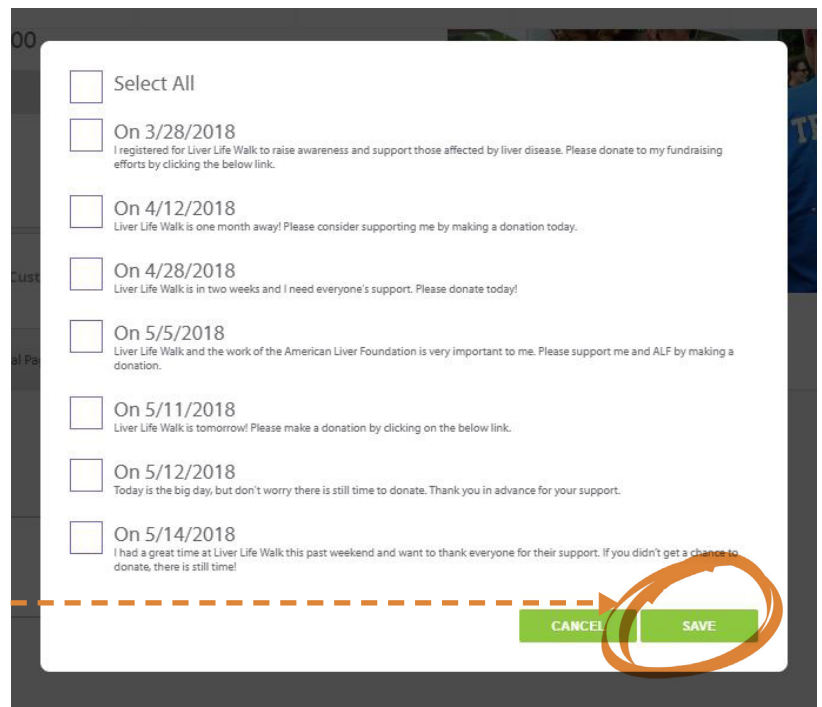
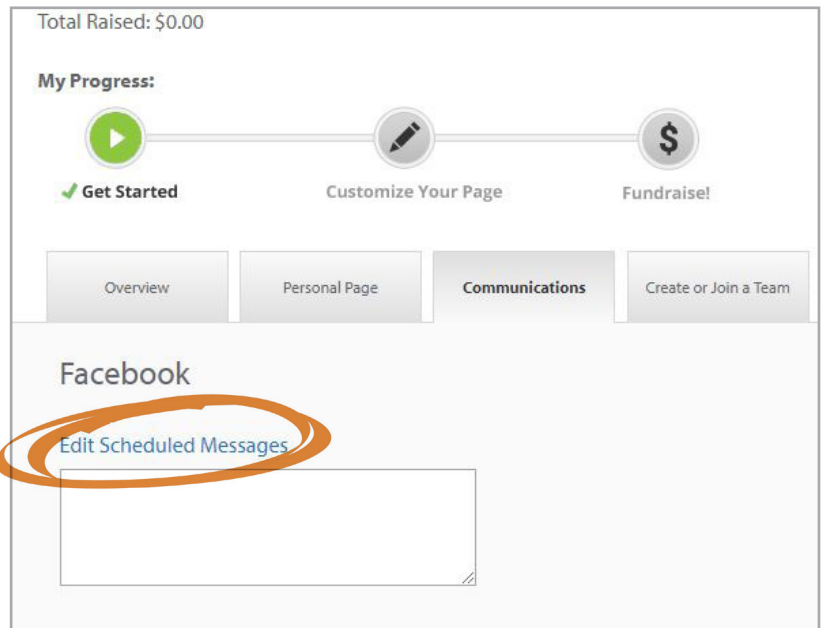
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## SCHEDULED FACEBOOK MESSAGES

Pre-written messages have been created to assist you with your fundraising efforts. These messages will go out at the designated time and date of your choice. Follow the steps below to set-up.

1. Login to MY HQ
2. Click on "Communications"
3. Follow prompts to synch your fundraising with Facebook
4. Click on "Edit Scheduled Messages" →
5. Select the messages you want automatically posted to your Facebook account
6. Hit "Save" →



\* Please note dates listed are examples.