



# 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!

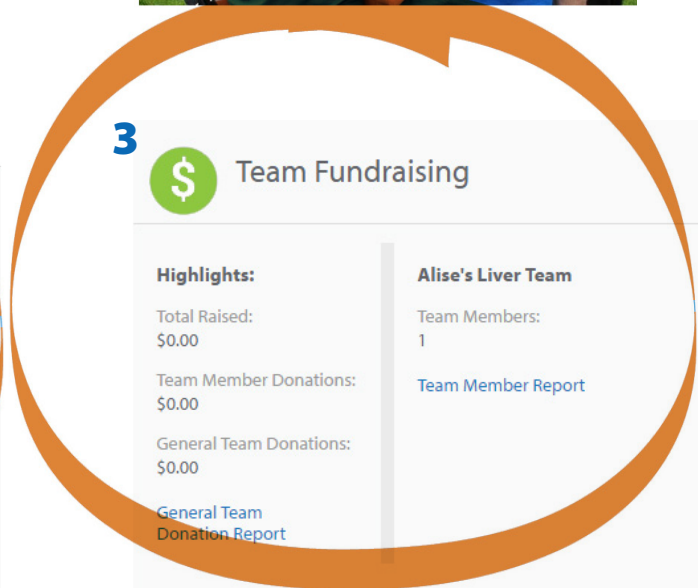
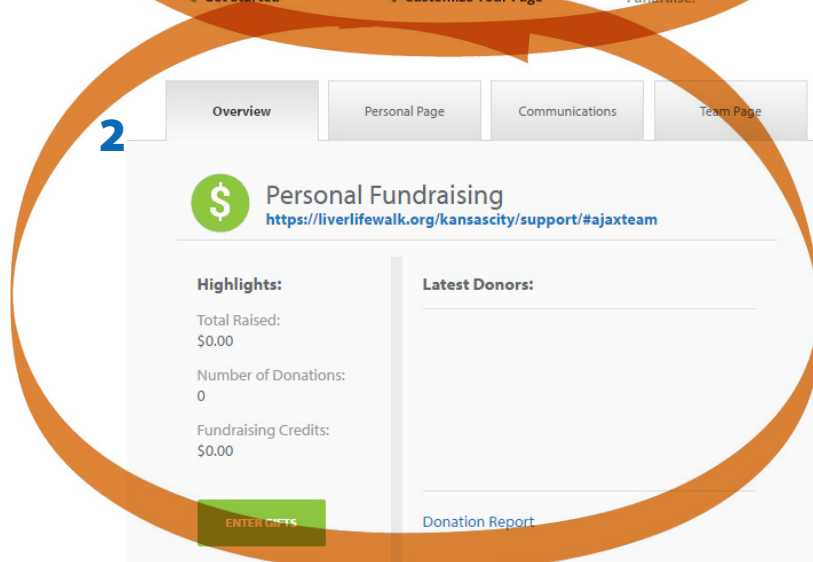
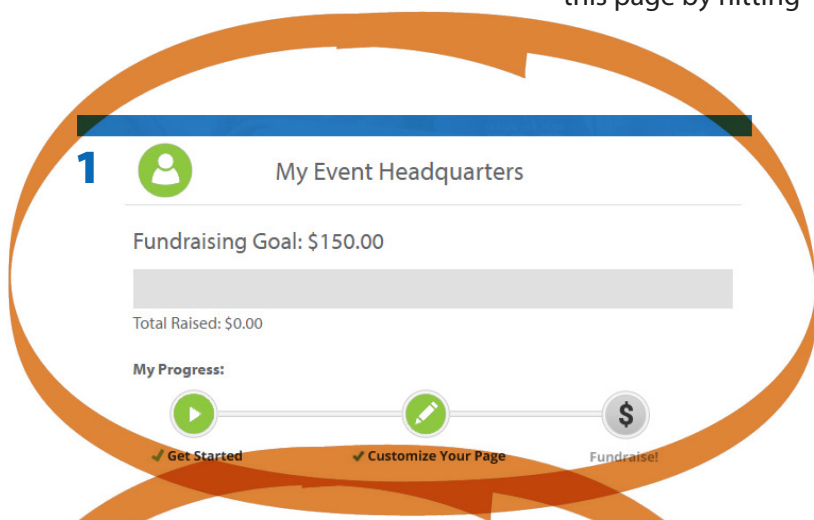
## Overview

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.

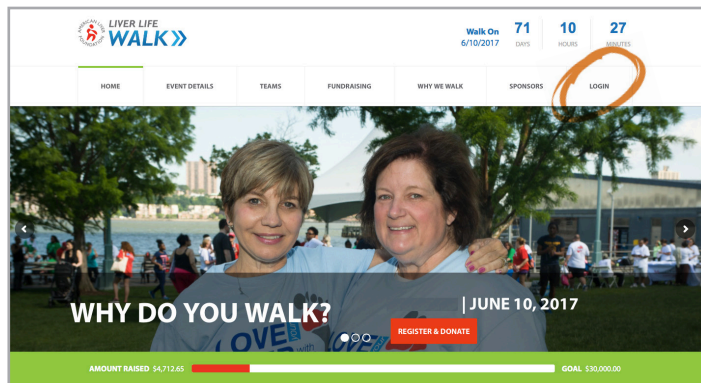
**2** "Highlights" provides another view of how much you have raised, number of donations you have received and fundraising credits. You can also enter donations on this page by hitting "Enter Gifts".

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



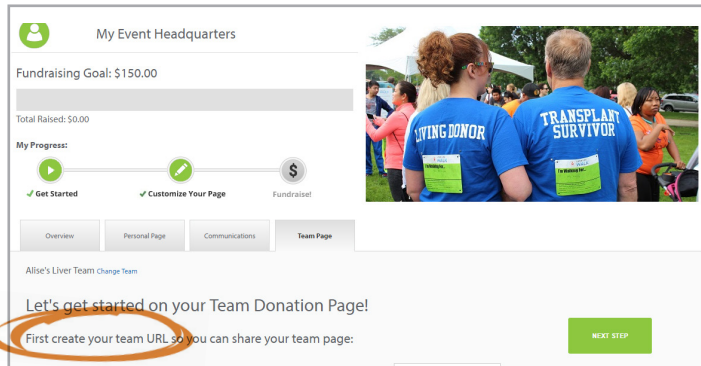
## STEP 1

Log-in to your MYHQ Center.



## STEP 2

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

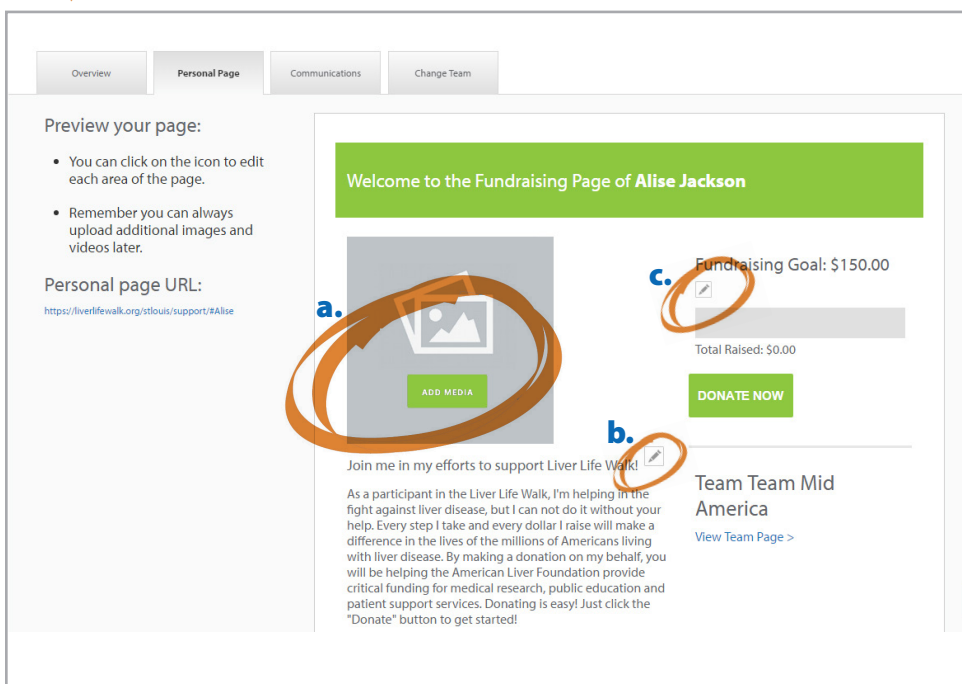


## STEP 3

Edit your Personal Fundraising Page

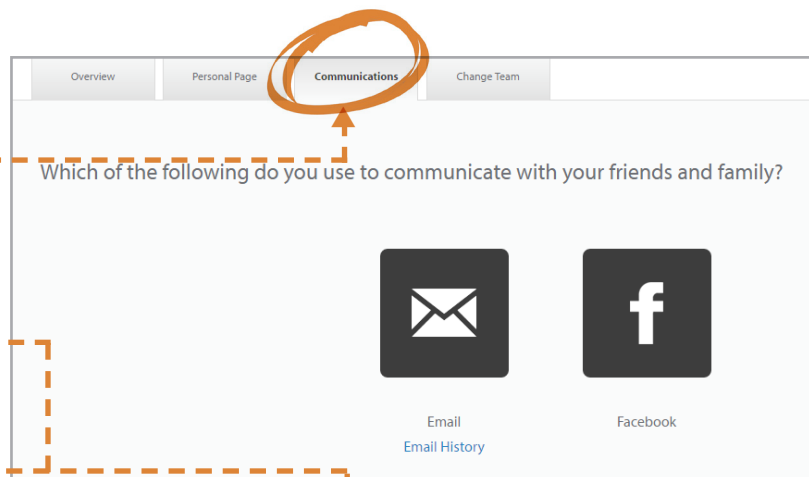
- Upload a picture of yourself or team.
- Using the pencil icon edit your fundraising goal.
- Edit your fundraising goal.

*(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.
- 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.

