

My Outreach Quick Guide

In order to create a My Outreach Page, you must be registered online. To register, you will need your Member ID (begins with ASC), your name as it appears on your account, and your zip code. If you are already registered online, proceed to step 5.

Step 1: Go to our website: www.unbound.org. Click "Register", which is located in the upper right hand corner of the screen.



Step 2: Fill in the information fields and click "Next".

A screenshot of the UNBOUND registration form. The header is the same as in the previous image. Below the header, there is a dark blue box with the text "ALREADY AN UNBOUND MEMBER?". To the right, there is a section for "HAVE QUESTIONS?" with contact information: "800.875.6564 | 913.384.6500" and "ASK SPONSOR SERVICES" with "Live Help" and "Email" links. The registration form consists of three required fields, each with a blue arrow pointing to it: 1. "* Your Member ID" with a text input field and a link "Where can I find this?". 2. "* Your name" with a text input field and the instruction "EXACTLY as it appears on your address label.". 3. "* Your ZIP code" with a text input field and the instruction "Enter your country if your address is not in the United States.". Below the fields is a teal "Next »" button. A blue box with the text "Click 'Next' when finished" has a blue arrow pointing to the "Next »" button. A red asterisk and the text "* Required field" are located below the ZIP code field.

Step 3: Fill out the setup screen and click Next

UNBOUND

SPONSOR DONATE OUR IMPACT Login Register

HELLO PLEASE
CREATE A USERNAME AND PASSWORD.

* Username

* Password
(Password is case sensitive and must be a minimum of 8 characters)

* Confirm your password

* Email address

* Confirm your email

* Security question

* Security answer
Your security question will be used to confirm your account if you forget your password.

* Required field

Next >

Step 4: After you have successfully registered, click the “Continue” button.

UNBOUND

SPONSOR DONATE OUR IMPACT Login Register

Congratulations!

YOUR ACCOUNT HAS BEEN CREATED.

Continue >

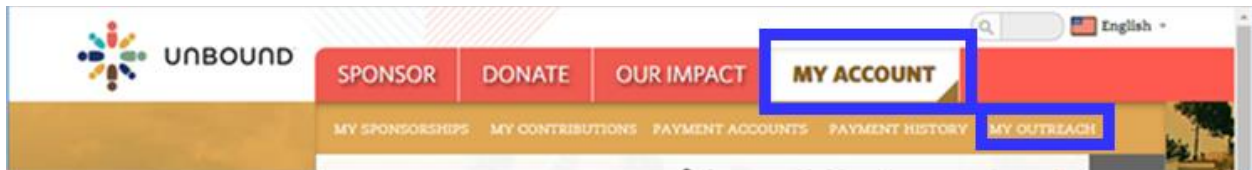
WE ARE PROUD TO ANNOUNCE NEW FEATURES FOR OUR SPONSORS!

- Manage your account online
- Make sponsorship payments or donations
- View your sponsored friend's photo and information
- Write an eLetter to your sponsored friend

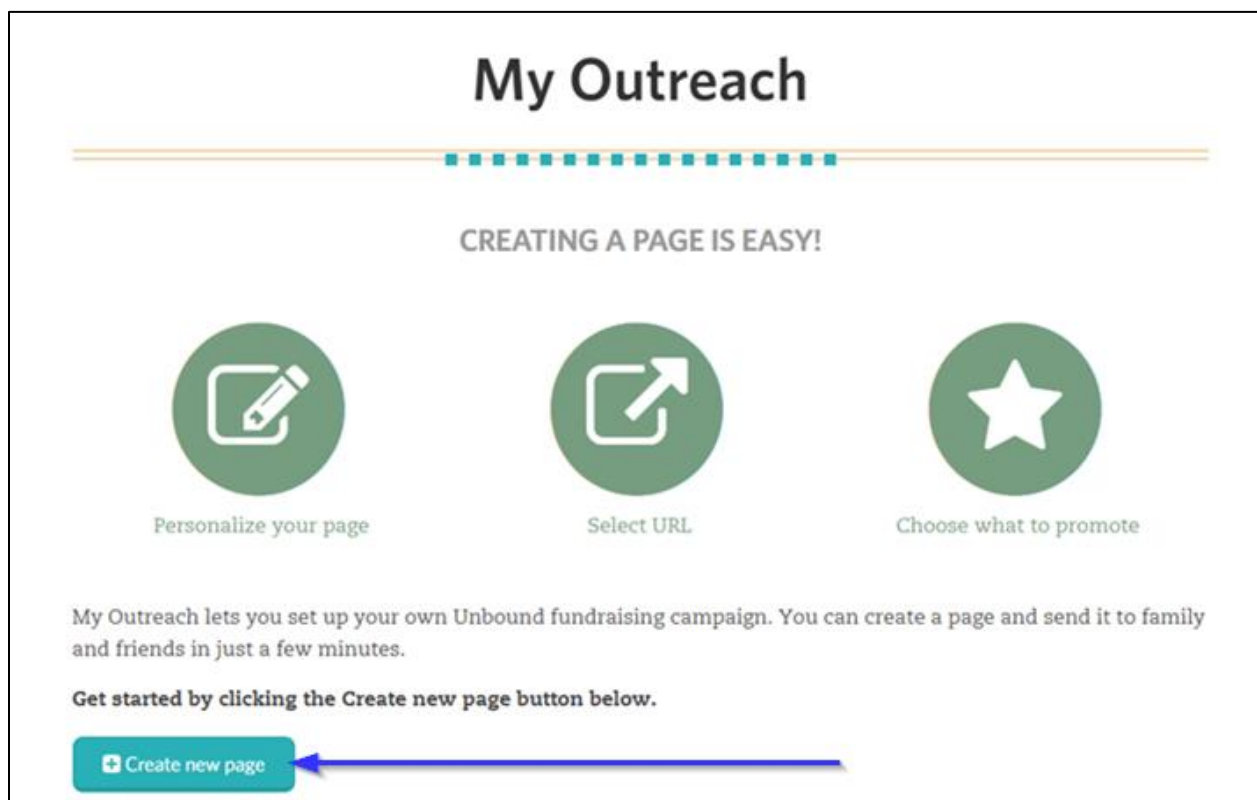
*******Remember to write down your username and password. You will need these for future logins. If you are having trouble, call our Sponsor Services team at (800) 875-6564*******

Creating a My Outreach Page

Step 5: Click “My Account”, then click “My Outreach” in the sub navigation bar.



Step 6: Click “Create New Page” on the new screen that appears.



*******You will automatically navigate to a step-by-step setup page.**

Step 7: Personalize your page

My Outreach - Create a new page

Return to My Outreach

Personalize your page

Text is provided, but you may delete it and add your own.

You may upload a photo to further personalize the page.

YOUR INFORMATION

Write a brief welcome message

Welcome to my Unbound outreach page!

What would you like to say to the people who visit your page?

I want to share Unbound with you! I support the work this amazing organization does around the world and I'd like you to consider joining me. We believe that people living in poverty can overcome the challenges they face when we all work together. Thank you for helping me make a difference!

709 characters remaining

How would you like your name to appear on your page?

UPLOAD YOUR PHOTO

Personalize your My Outreach page by uploading an image from your computer.

Minimum size: 500px x 500px (10mb max)
Format: JPG

Upload file

If you do not upload an image of your own, a photo similar to the one shown above will be randomly generated for you. By uploading a file you certify that you have the right to distribute this picture and that it does not violate our Terms of Service.

Step 8: Scroll down the page to select your URL. The URL is the web address for your page.

Select your URL

Select the URL you would like people to use to get to your page. Keep in mind that after you create your page, you won't be able to change the URL unless you create a new page.

SOME URL SUGGESTIONS:

Check to see if your URL is available

http://unbound.org/myoutreach/ Check availability

Enter your URL here

The page will provide URL suggestions here, but you can create your own.

Step 9: Scroll down to select what you want to promote

The screenshot shows a form titled "Choose what to promote" with a star icon in a circle. There are two red selection buttons: "I WOULD LIKE TO RAISE MONEY" and "I WOULD LIKE TO FIND SPONSORS". Below the buttons is the text "Please select at least one to promote." and two buttons: "Create my page" and "Cancel". Blue arrows point to both selection buttons.

Step 9a: If you select that you would like to raise money, you will select a fund and set a fundraising goal

The screenshot shows the "I WOULD LIKE TO RAISE MONEY" selection screen. It includes a dropdown menu for selecting a fund, a text input field for the fundraising goal, and "Create my page" and "Cancel" buttons. Blue arrows point to the dropdown menu and the fundraising goal input field.

I WOULD LIKE TO RAISE MONEY

Please select where you would like to target the money you raise.

Support the work of Unbound

Support the work of Unbound

Birthday fund

Christmas fund

Support Education

Support Health

Support Homes

Support the work of Unbound

There are lots of ways to support the work of Unbound and strengthen our impact on, students and elders in the 19 countries where we work. Whether you choose to donate to our overall efforts or target your contribution at a specific problem, your help makes a difference. Your basic contributions support our overall efforts and allow us to more broadly address the needs of the people we serve.

My fundraising goal:

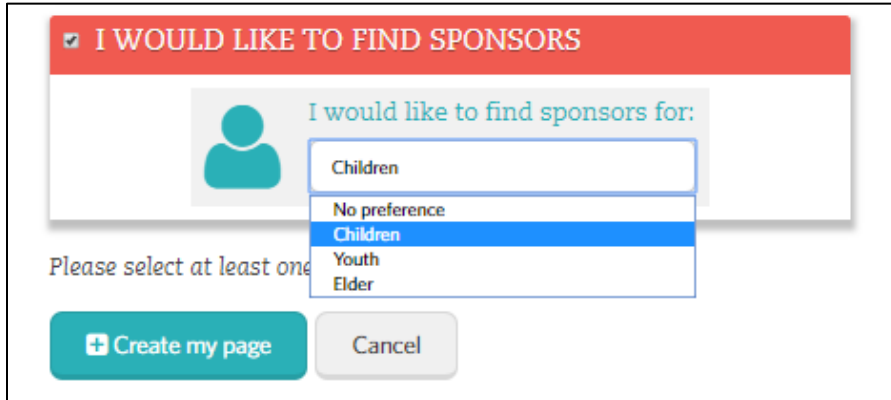
\$

I WOULD LIKE TO FIND SPONSORS

Please select at least one to promote.

Create my page Cancel

Step 9b: If you would like to find sponsors, you may select an age group for which you will find sponsors. Choose “No preference, if you have no preference. Then click “Create my page”.



I WOULD LIKE TO FIND SPONSORS

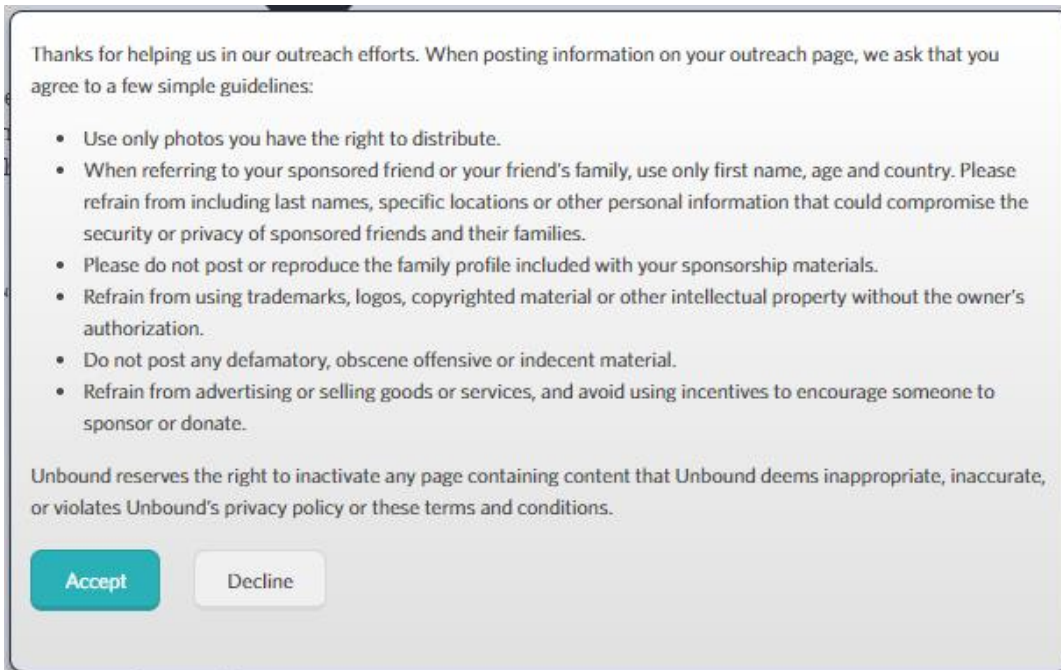
I would like to find sponsors for:

- Children
- No preference
- Children
- Youth
- Elder

Please select at least one

Create my page Cancel

Step 10: An agreement policy will appear. It provides the option to accept or decline.



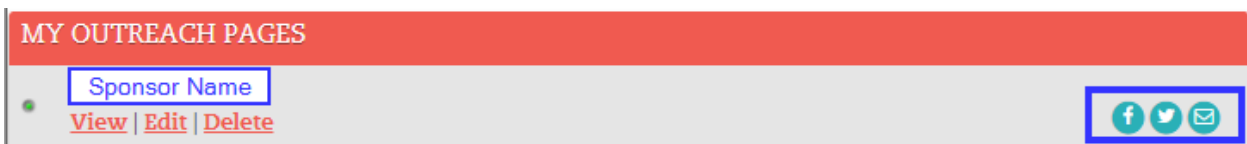
Thanks for helping us in our outreach efforts. When posting information on your outreach page, we ask that you agree to a few simple guidelines:

- Use only photos you have the right to distribute.
- When referring to your sponsored friend or your friend's family, use only first name, age and country. Please refrain from including last names, specific locations or other personal information that could compromise the security or privacy of sponsored friends and their families.
- Please do not post or reproduce the family profile included with your sponsorship materials.
- Refrain from using trademarks, logos, copyrighted material or other intellectual property without the owner's authorization.
- Do not post any defamatory, obscene offensive or indecent material.
- Refrain from advertising or selling goods or services, and avoid using incentives to encourage someone to sponsor or donate.

Unbound reserves the right to inactivate any page containing content that Unbound deems inappropriate, inaccurate, or violates Unbound's privacy policy or these terms and conditions.

Accept Decline

Step 11: If you accept the agreement, you will be led to a new screen. You can View, Edit or Delete your My Outreach page. You can also share it via email, Facebook or Twitter



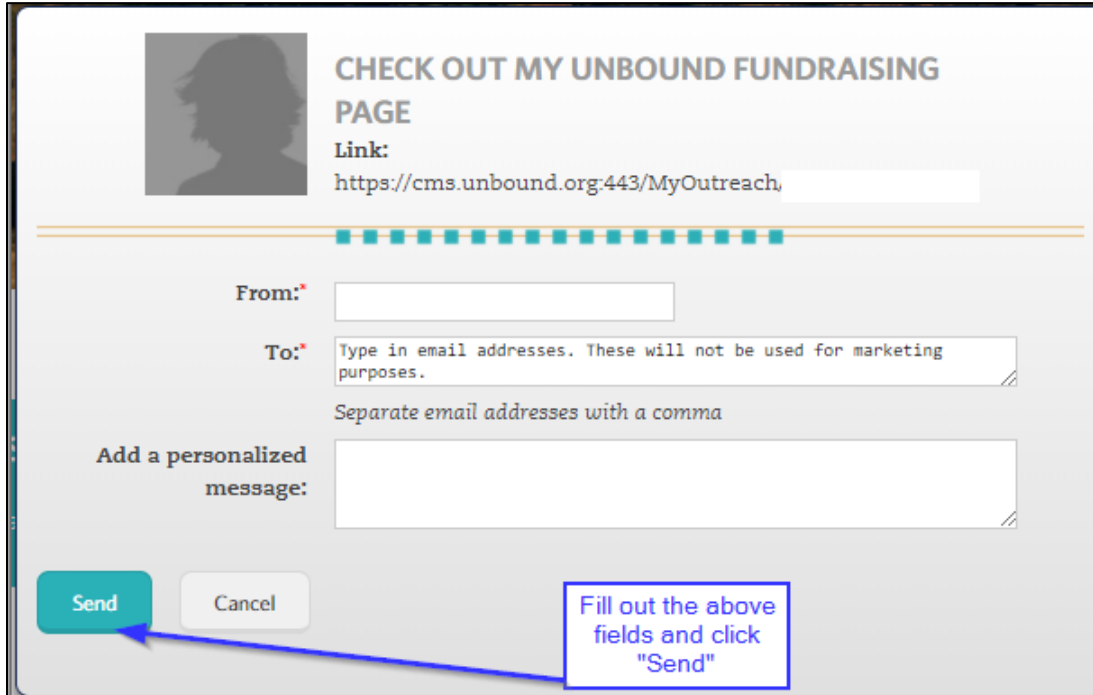
MY OUTREACH PAGES

- Sponsor Name
[View](#) | [Edit](#) | [Delete](#)

Facebook Twitter Email

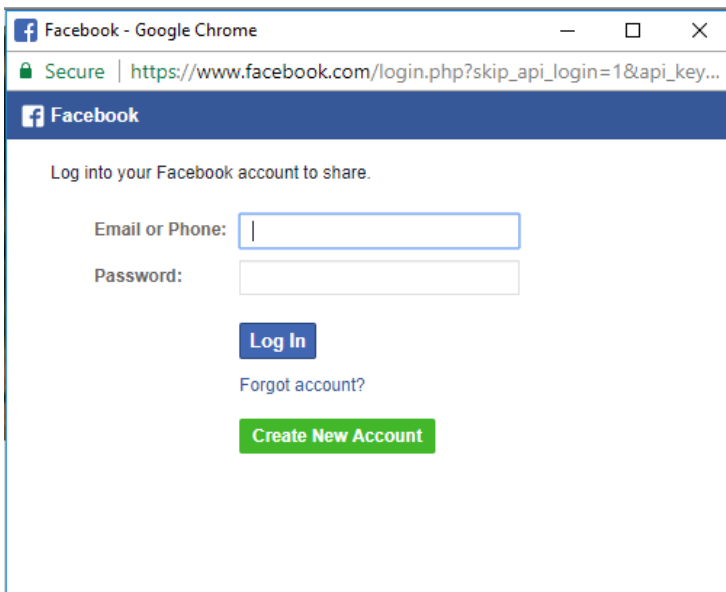
Sharing Your My Outreach Page

Step 12: If you want to share your page via email, click the email icon from above and the following screen will appear:



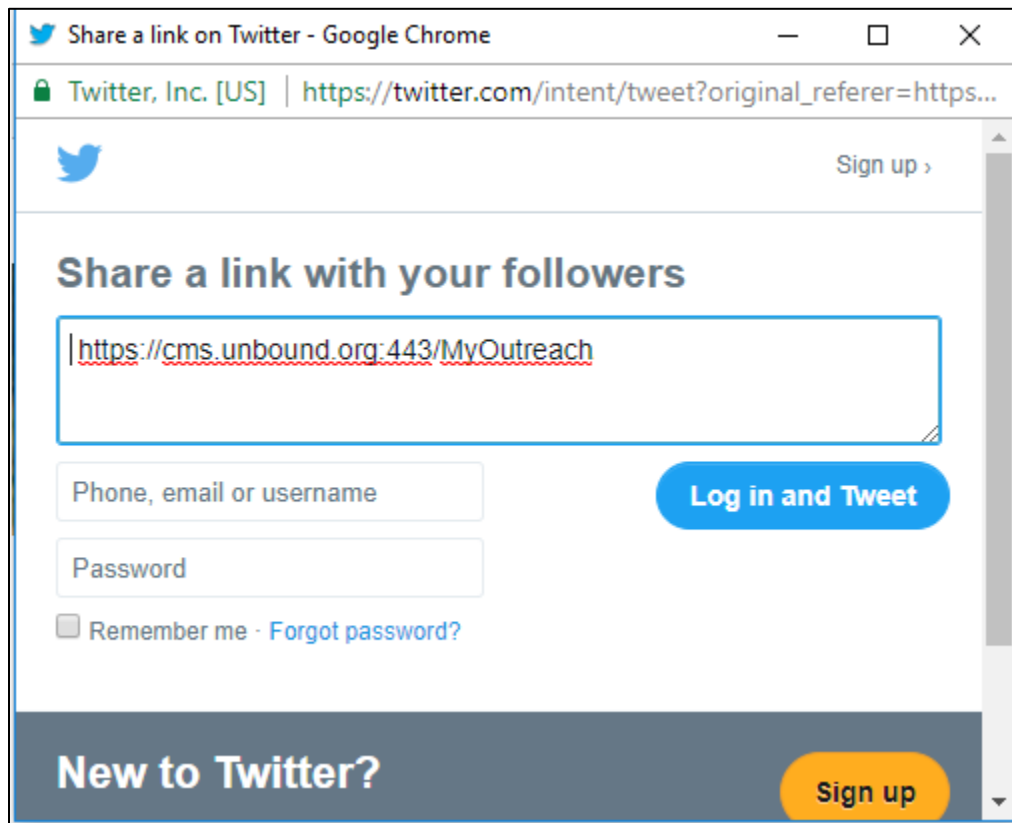
The screenshot shows an email sharing interface. At the top left is a grey silhouette of a person's head. To its right, the text reads "CHECK OUT MY UNBOUND FUNDRAISING PAGE". Below this, the word "Link:" is followed by a text input field containing the URL "https://cms.unbound.org:443/MyOutreach,". A horizontal line with a dashed teal pattern separates the header from the form fields. The form includes a "From:" field, a "To:" field with placeholder text "Type in email addresses. These will not be used for marketing purposes." and a note "Separate email addresses with a comma", and an "Add a personalized message:" field. At the bottom left are "Send" and "Cancel" buttons. A blue callout box with an arrow pointing to the "Send" button contains the text "Fill out the above fields and click 'Send'".

Step 13: To share your My Outreach page via Facebook, click the Facebook icon from above. Facebook's login page will appear. Fill out your Facebook information to proceed.



The screenshot shows the Facebook login page in a Google Chrome browser window. The address bar shows "Secure | https://www.facebook.com/login.php?skip_api_login=1&api_key...". The page header includes the Facebook logo and the word "Facebook". The main content area says "Log into your Facebook account to share." and contains two input fields: "Email or Phone:" and "Password:". Below the fields are three buttons: "Log In" (blue), "Forgot account?" (text link), and "Create New Account" (green).

Step 14: To share your My Outreach page on Twitter, click the Twitter icon from above. The following screen will appear, and your My Outreach link will automatically display. Sign in to Twitter to continue sharing.



Enjoy your My Outreach experience!