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](http://www.unbound.org). Click “Register”, which is located in the upper right hand corner of the screen.

![Unbound website registration page](image)

**Step 2:** Fill in the information fields and click “Next”.

![Unbound website registration form](image)
Step 3: Fill out the setup screen and click Next

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

****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

Step 8: Scroll down the page to select your URL. The URL is the web address for your page.
**Step 9:** Scroll down to select what you want to promote

- **I WOULD LIKE TO RAISE MONEY**
- **I WOULD LIKE TO FIND SPONSORS**

*Please select at least one to promote.*

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

**I WOULD LIKE TO RAISE MONEY**

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

- Support the work of Unbound
- Birthday fund
- Christmas fund
- Support Education
- Support Health
- Support Homes

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”.

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

![Email Sharing Screen]

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.
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!