

NATIONAL POOL PROGRAM

Register for the National Pool Program and join your team

To register for your pool swim, you must register online. Go to your team's fundraising page and click "Swim With Us," on the right hand side of the page. You will now register to join the team and get your own personal fundraising page.

REGISTER FOR THE NATIONAL POOL PROGRAM AND JOIN YOUR TEAM

- 1) Go to www.swimacrossamerica.org/metuchen (editable-download online document and add your team url) and click "Swim With Us."
- 2) Follow the steps
 - Step one – Fill in your personal information
 - Step two – Choose your fundraising goal
 - Step three – Use the drop down box and select 1.
 - Step four – Fill in the info as it pertains to you.
 - Step five – Fill in the info as it pertains to you
 - Step six – Verify your personal information and select "Register."
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You now have a personal fundraising page. Now you can begin designing your page via your "Dashboard."

BUILD YOUR PAGE

To get access to your personal page, you must be logged in. Once you are at your dashboard, you will see a number of buttons across the top of your page.

"My Page" button – This is where you can design your personal page, change your goal, etc.

1) Create a web address (URL) for your page

Go to your dashboard, click "My Page," and then "Design my web page." You can then "Specify the friendly URL to use." (www.swimacrossamerica.org/netcommunity/metuchen). Click the blue check to the right and the web site will verify the URL. If you receive a success message, that URL is available. Click "Add friendly URL" and your team web page has a name! Once you get a success message, you can click "Edit My Web Page" and start to create your personal web page.

- This cannot be undone.
- Though it says that your web address is www.swimacrossamerica.org/netcommunity/metuchen - www.swimacrossamerica.org/metuchen will work as well.

2) Why You Should Support me - add text to your page

To add your own text to your page, click the "My Page," button and select "edit my web page." We all have our own reasons why we are involved in Swim Across America. This is where you can add your personal story, thoughts and reasons why you participate.

3) Add Photos to your page

Download photos for the slideshow on your fundraising page. Click "My Page," and then "Design my web page." Select "Add image." You can either upload new photos from your computer or, if you are a returning website user, use one of your photos from last year.



START FUNDRAISING ONLINE

With your personal fundraising page you can email friends and family to ask for support and track the success of your emails to see who donated. Anyone who donates will appear on your personal page and the money you raise will be calculated by your thermometer. Read below for a guide to all of the features on your personal page.

“My Home” button – Though the buttons across the top of your page will help you use all of the features available, the “My Home,” button is a shortcut to some of the features you are most likely to use like designing your page, changing your fundraising goal, etc.

“Address Book” button – Enter email addresses of family and friends so you email them and ask for support through the site.

- To add one address at a time, Click on the “address book,” button. Then, click “New contact.” Enter the appropriate information, then click save.
- To import your contacts from outlook, click the "address book." Then browse and select your outlook contacts file, and click, import. You can also import addresses as a CSV file.

“Send Email” button - Once you have entered your contacts into your Swim Across America address book, you can send family and friends emails to ask for support.

- Click “Send Email,” then create a new email recipient, or “select a recipient from your address book.” Check the little box to the left of the names you want to send your email to, then click continue. Choose an email greeting (ie: Dear John), then click continue. Now, you may add a subject and write your message. THERE WILL BE A LINK TO DONATE TO YOUR SWIM INCLUDED IN THE EMAIL, so you don’t have to add it yourself. Click “preview,” to view your message, and “send,” to send it.

“My Activity” button – This is where you track the success of your emails. Click the “My Activity,” button and find out who opened your email(s) and whether or not they donated through the email.

“Offline Donations” button - If you have received check donations and want them to be accounted for on your thermometer, enter them as offline donations. Click on the “Offline Donations,” button, enter your donor's personal information, and click save. Then mail your donation to us. Don't forget to include a note that the donations are for you!

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TO DOWNLOAD AN EDITABLE VERSION OF THIS DOCUMENT, GO TO WWW.SWIMACROSSAMERICA.ORG/CAPTAIN

