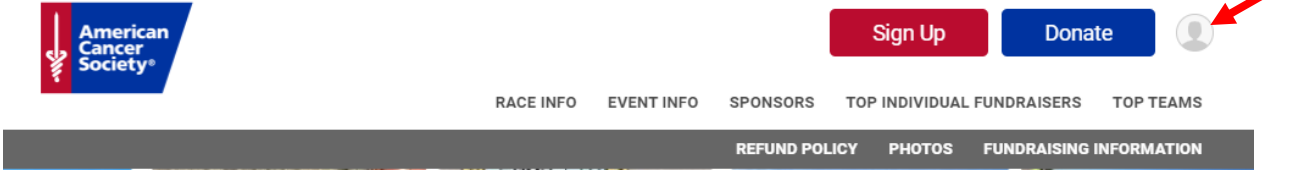


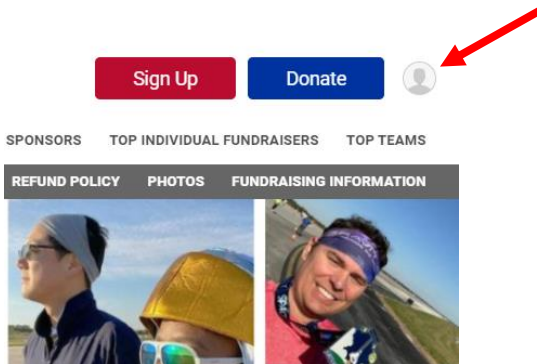
# FUNDRAISING PORTAL ACCESS INSTRUCTIONS

## GATEWAY TO SPACE

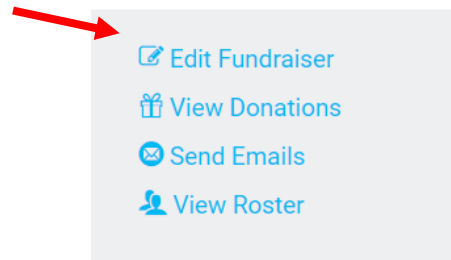
Step 1 – Navigate to [www.runsignup.com/GatewaytoSpace](http://www.runsignup.com/GatewaytoSpace) and click on the Profile Icon (gray).



Step 2 – Click on “Profile”



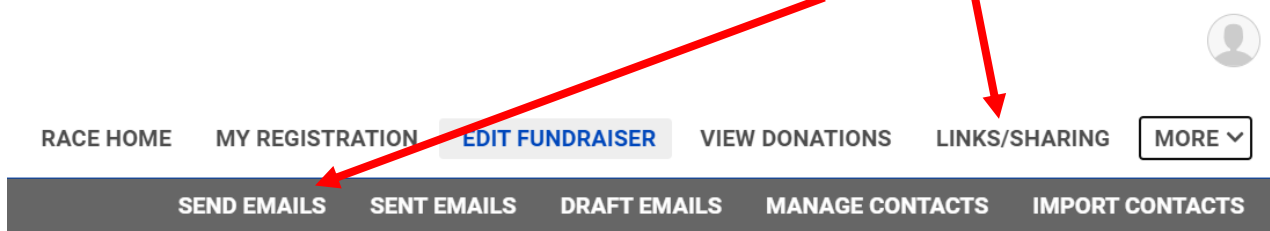
Step 3 – Scroll down to **Fundraising** and click “Edit Fundraiser” in the gray area to the right of Gateway to Space



You have now arrived in your Fundraising Portal. Here you can upload photos, edit your fundraising goal, name, URL, personal message, and heading.

Edit Fundraiser: Emma Craven

You also have options to share your fundraiser through email & social media.

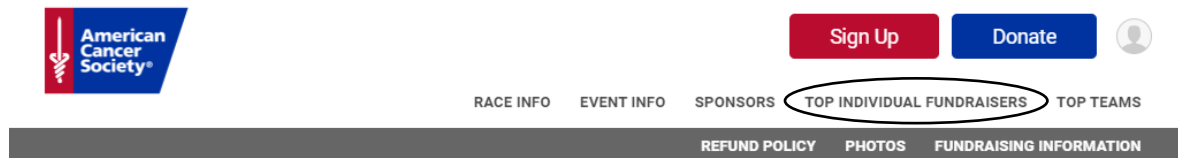


# FUNDRAISING PORTAL ACCESS INSTRUCTIONS

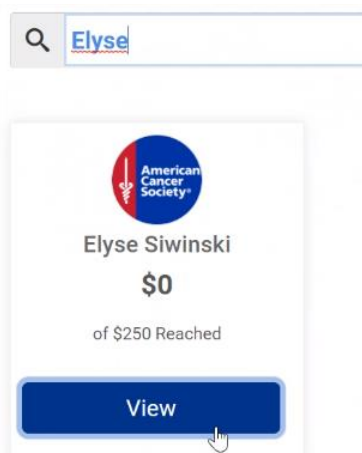
## GATEWAY TO SPACE

### To connect your fundraiser to Facebook.

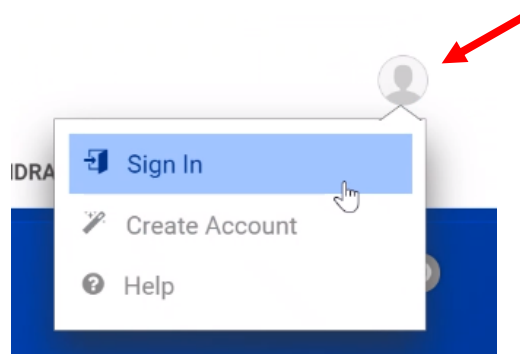
Step 1 – Navigate to [www.runsignup.com/GatewaytoSpace](http://www.runsignup.com/GatewaytoSpace) and click on “Top Individual Fundraisers”



Step 2 – Type in your name and click “View”.




Step 3 –On the profile page, click the gray profile icon in the top right-hand corner and Sign In if you are not already logged in.



Step 4 – Scroll to the bottom of the page and follow the 1-2-3 easy instructions to connect to Facebook.

### Reach Your Goal Faster with Facebook

- 1 Connect this fundraiser to Facebook
- 2 Invite friends, share updates, and collect donations on Facebook.
- 3 We'll keep track of your progress for you. The money you raise on Facebook will count towards your goal.

 [Create Your Fundraiser on Facebook!](#)