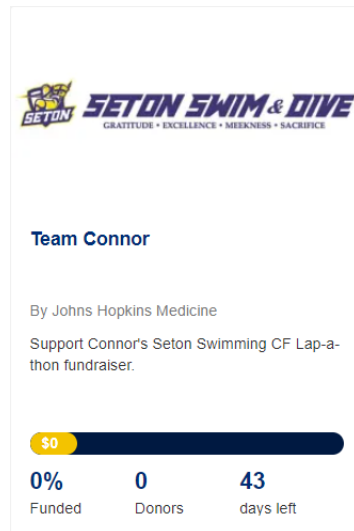


## Seton Swimming Cystic Fibrosis Lap-a-thon Donation Instructions

### Joining a Fundraising Team as an “Ambassador”:

1. Select the team you would like to join on the main fundraising at [Seton Swimming Cystic Fibrosis Lap-A-Thon | Give \(hopkinsmedicine.org\)](https://www.hopkinsmedicine.org/seton-swimming-cystic-fibrosis-lap-a-thon).
  - a) Every team member has been assigned to a Fundraising team. Your team assignments are here.
  - b) Scroll down to find your team (e.g., Team Connor), to see how you are doing.



- c) If you click on your team name, you will go to your team’s fundraising page.
2. Each team has their own fundraising page:
    - a) Team Tempest (Trinity Meadow View) - [Seton Swimming Cystic Fibrosis Lap-A-Thon | Team Tempest \(hopkinsmedicine.org\)](https://www.hopkinsmedicine.org/seton-swimming-cystic-fibrosis-lap-a-thon/team-tempest)
    - b) Team Michael (Brox) – [Seton Swimming Cystic Fibrosis Lap-A-Thon | Team Michael \(hopkinsmedicine.org\)](https://www.hopkinsmedicine.org/seton-swimming-cystic-fibrosis-lap-a-thon/team-michael)
    - c) Team Liam (Halisky) – [Seton Swimming Cystic Fibrosis Lap-A-Thon | Team Liam \(hopkinsmedicine.org\)](https://www.hopkinsmedicine.org/seton-swimming-cystic-fibrosis-lap-a-thon/team-liam)
    - d) Team Connor (Koehr) – [Seton Swimming Cystic Fibrosis Lap-A-Thon | Team Connor \(hopkinsmedicine.org\)](https://www.hopkinsmedicine.org/seton-swimming-cystic-fibrosis-lap-a-thon/team-connor)
    - e) Team Luke (Mantooth) – [Seton Swimming Cystic Fibrosis Lap-A-Thon | Team Luke \(hopkinsmedicine.org\)](https://www.hopkinsmedicine.org/seton-swimming-cystic-fibrosis-lap-a-thon/team-luke)
    - f) Team Haley (Fifield) – [Seton Swimming Cystic Fibrosis Lap-A-Thon | Team Haley \(hopkinsmedicine.org\)](https://www.hopkinsmedicine.org/seton-swimming-cystic-fibrosis-lap-a-thon/team-haley)
    - g) Team Clara (Condon) - [Seton Swimming Cystic Fibrosis Lap-A-Thon | Team Clara \(hopkinsmedicine.org\)](https://www.hopkinsmedicine.org/seton-swimming-cystic-fibrosis-lap-a-thon/team-clara)
    - h) Team Madelyn (Zadnik) – [Seton Swimming Cystic Fibrosis Lap-A-Thon | Team Madelyn \(hopkinsmedicine.org\)](https://www.hopkinsmedicine.org/seton-swimming-cystic-fibrosis-lap-a-thon/team-madelyn)
    - i) Team Maggie (Gibbons) – [Seton Swimming Cystic Fibrosis Lap-A-Thon | Team Maggie \(hopkinsmedicine.org\)](https://www.hopkinsmedicine.org/seton-swimming-cystic-fibrosis-lap-a-thon/team-maggie)
    - j) Team Mick (Fioramonti) – Coming Soon!

3. Once on the appropriate team page, select the **Ambassador tab** and sign up as an Ambassador.
  - a) Sign-up to Become an Ambassador by entering your e-mail address and then click “Sign up”
  - b) If you’ve already done this, just click on “Already an Ambassador? Sign in here.” at the bottom.

**Become an Ambassador!**  
Sign up to increase your impact!

Enter your email to get started...

Sign Up

OR

Continue with Facebook

Already an Ambassador? [Sign in here!](#)  
Or invite your friends to become one too!

- c) You will be asked to check your e-mail

**Check your Email!**  
We just sent you an **email** with a **confirmation link**. Use it to activate your Ambassador status.

4. Once you click on the “Confirm Signup” link in your e-mail, you will be directed to a page that asks you to set up your account:
  - a) Enter your first and last name and a password, then click on “Complete Sign Up”

Confirm Your Status and Become an Ambassador!

jim@koehrfamily.com

First Name  
Jim

Last Name  
Koehr

Password (Minimum 8 characters, 1 lowercase character, 1 uppercase character, and 1 digit)  
.....

Complete Sign Up

5. You will then be directed to a page where you can send custom e-mails to potential donors.
  - a) At the bottom, you can “Change Short URL” to make the link your donors get more personal.
  - b) Then you can click on the “Send E-Mails” button to send requests for donations to family and friends.

**Project: Team Connor**  
11/06/2023 12:00 AM EST - 01/31/2024 12:00 AM EST

**Thanks for signing up to be an Ambassador!**

You can now start sharing your referral link with friends, family, and followers. You'll receive credit for any donation made through it, so come back here often to track your impact.

For your convenience you can use these share buttons to quickly prepare an email or social media post containing your referral link:

**Send Emails**

Try to reach at least 15 people by email, but don't forget to maximize your impact by posting on social networks too.

[f](#) [X](#) [in](#)

Here's your actual referral link to do with as you please:

[https://aspire.hopkinsmedicine.org/project/40161?utm\\_source=sca](https://aspire.hopkinsmedicine.org/project/40161?utm_source=sca)

or

<https://aspire.hopkinsmedicine.org/amb/CoachKoehr>

**Change Short URL:**

<https://aspire.hopkinsmedicine.org/amb/CoachKoehr>  **Save**

6. When your e-mail pops up, it will include the long link to your fundraising page. I copied my personalized link and replaced the long one with the personalized one.
  - a) The Subject Line may say something like “Team Connor” so I changed mine to “Cystic Fibrosis Swim-a-thon”
  - b) Then I added text that looked something like this:

*Friends,*

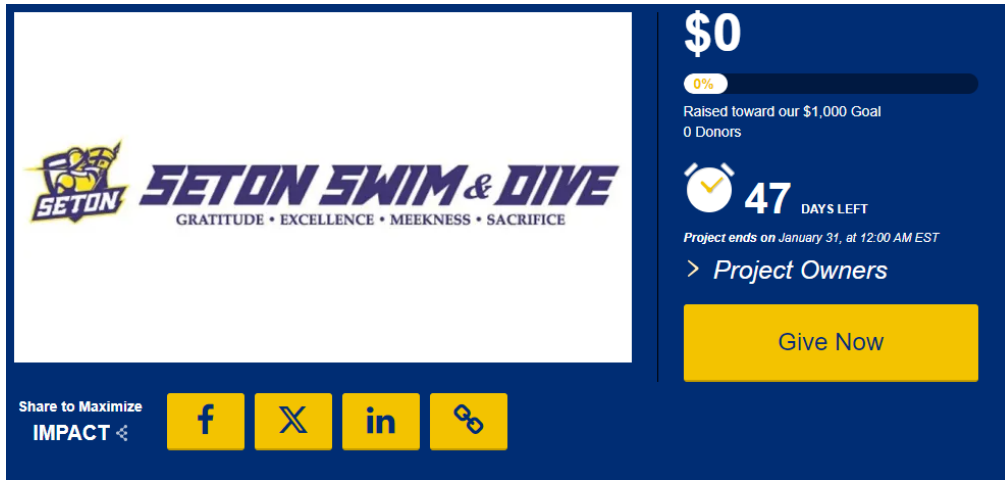
*Every year, the swim team I coach has a swim-a-thon for to support Cystic Fibrosis research at Johns Hopkins. Believe it or not, we've had a number of kids on our team that have the disease.*

*Could you all please hit the link below and make some small donation to help me demonstrate to the kids how this is done? I would be grateful.*

<https://aspire.hopkinsmedicine.org/amb/CoachKoehr>

*Coach Jim Koehr*

- If your potential donor clicks on the link, they will see a page like this where they can make a gift:



### Instructions for Team Captains to Edit their Team Page

- Team leads, or collaborators, are project leaders for a crowdsourcing campaign. Individuals with collaborator permissions have the ability to add collaborators to a page and designate permission levels for each individual, allowing them to author updates, edit content, view donors, manage ambassadors and other collaborators, and edit settings.
- To add pictures or write a personal note on your page, use the **Content tab** to customize your page.
- To change your team name at any point, click on the **Settings tab**. Your team name will be the project title. You can also choose to write a short description about your team or change your fundraising goal using this tab.
- Collaborators also can invite ambassadors to join their team. Select the **Ambassador tab** and select **Ambassador List**. Through the platform, you have the ability to customize email invitations for ambassadors to join your team.

