

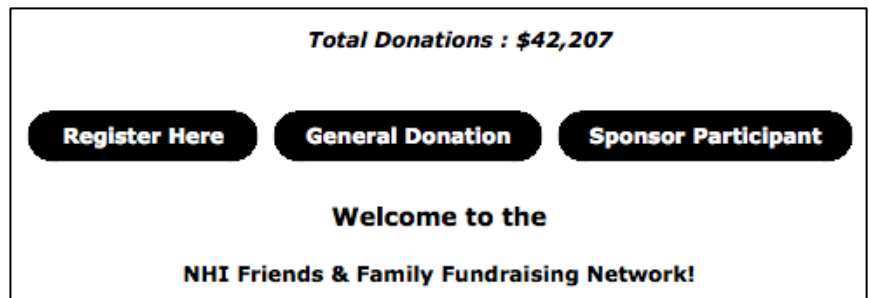


NATIONALHISPANICINSTITUTE

How to Use NHI's Online Fundraising Program

STEP 1: Go to <http://nhiyouthfund.kintera.org>

STEP 2: To register to use the online fundraising program, click on the "Register Here" banner.



STEP 3: You have 3 options to choose when registering, but we recommend you select "Join as an Individual".

A screenshot of the registration options form. The title is "Please choose below:". There are three radio button options: "Start a Team", "Join a Team", and "Join as an Individual". Each option has a brief description of what it entails. A "Click here for help" link with a question mark icon is located in the top right corner of the form.

STEP 4: Complete the required information to register. Please make sure you provide an email that you use often because this site provides you updates on donations.



Please fill out the form below:

Personal Information [Click here for help ?](#)

First Name: *

Last Name: *

Email: *

Address Line 1: *

Address Line 2:

City: *

STEP 5: Create your “Personal Page Link” name (select something easy to remember) then select your NHI Program choice. The total amount you need to fundraise will be added automatically. Then press click “continue”.



Personal Page link: <http://nhiyouthfund.kintera.org/>

Fees

Great Debate (4-day): No Fee
Great Debate (9th Grade)

Great Debate (6-day): No Fee
Great Debate (9th Grade)

LDZ: No Fee
Lorenzo De Zavala (10th & 11th Grade)

CWS: No Fee
Collegiate World Series (11th Grade)

Celebracion: No Fee
National Great Debate

Argentina Language Tour: No Fee
Two Weeks, includes airfare

*Currency shown: US Dollar

Donation [Click here for help ?](#)

You can take your first step in supporting National Hispanic Institute. Start your fundraising by making a personal donation. Enter the amount below:

Amount: \$

*Currency shown: US Dollar

Fundraising Goal [Click here for help ?](#)

We encourage you to collect donations from your colleagues, friends and family and now you can do it all online. Set your fundraising goal here so that they can help you reach your goal.

Amount: \$ 0

*Currency shown: US Dollar

STEP 6: After you click “Continue”, you will be given a “Supporter ID” number. Keep this for your records by printing it out or writing it down. To set up your site, click “Continue” to go to the “My HQ” page where you can personalize your page.

CONFIRMATION

11/08/2010 12:59:13 PM (PT)

National Hispanic Institute

Chris NHI
PO Box 220
Maxwell, TX 78640

*Individuals press CONTINUE below to login to your event headquarters, send emails and track your progress.
Families and individuals who registered more than one person during the registration process will receive a link to access your password in a separate email.*

Your Supporter ID: **3**

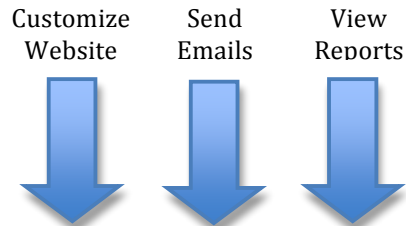
National Hispanic Institute contact information:
Email Address: lori@nhimail.com
Contact Name: Lori Mendoza

Phone: (512) 357-6137

You will receive this confirmation via email.



STEP 7: The “My HQ” page allows you to customize your own website, send emails to family and friends, and view your fundraising activity. We suggest you begin fundraising your NHI program tuition by customizing your own personal webpage by clicking on “My Webpage”.



My HQ **My Webpage** **Email** **Reports** **Tools** [Logout](#)

Welcome, Chris NHI!
New to your Headquarters?
[Start here!](#)

Your Personal Page link:
<http://nhiyouthfund.kintera.org/chris1234>

My To Do List
[Build/Edit my Webpage](#)
[Send Emails to Friends and Family](#)
[Enter Offline Donations](#)
[Edit my Profile](#)
[Edit my Login/Password](#)

Fundraising Statistics

- My Fundraising Goal: **\$675.00**
[Change My Goal](#)
- Money Raised to Date: **\$0.00**
[View My Reports](#)

• Last Five Days ▾

Total for Range: \$0

No Donations Available

Email Statistics

- Emails Sent: **0**
[Send More Emails](#)
- Visits to My Pages: **0**
- Number of Donations: **0**
- Number of Registrations: **0**

STEP 8: This is a most important step in setting up your Personal Page because this creates a rationale for people to donate. On this page, you can upload a photo of yourself, as well as explain the reasons why you will benefit from an NHI leadership program.

To Upload a Photo

Find a nice photo of yourself and click the “upload” link and follow the appropriate steps.

Edit Text

Before you enter your text in the “edit the text” section at the bottom of the page, write down, within 100 words, a compelling reason for people to make a donation towards your tuition. Be clear on what you hope to gain from the experience, what you will do with the knowledge gained, and what their donation is going towards. Next, copy and paste your text in the “edit the text” section.

Once you have completed both steps, click the “Submit” button in the middle of the page to finish.

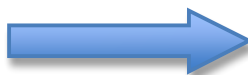
Upload Photo



Click Submit
To Finish



Copy & Paste
New Text



Edit your Personal Page

Header Text:

Line 1:


Line 2:

Webpage image
You may use the default image or [select](#) an image from the library or [upload](#) your own.

Choose a theme
Customize your page with fun backgrounds.

Preview webpage
View your page as others will see it!

Finish webpage
To complete your webpage or to save changes, click Submit.



Caption under image:

Edit the text:

STEP 9: Once you have customized your website, now it is time to email family and friends. Spend some time gathering emails of family members, friends, the friends of family, the friends of friends, teachers, etc. **The more names and email addresses you collect, the more likely can raise your entire tuition through online donations.**

In this step, you will add the person's name under "Greeting", then enter their email address under "Recipient Email". The default for emails is 5, but you can send up to 30 emails at once. Just select your appropriate number under "Total Recipients".

Next, add your email subject which should catch their attention and worthy enough to read the email. Next, enter the text that you want the email recipient to read. Your text should be brief (no more than 50-100 word) and request their support by clicking on the link provided in the email and making a donation towards your tuition. Once you have completed these steps, click on "Send Email".

The image shows a screenshot of an email sending interface with several blue arrows pointing to specific fields and buttons, each accompanied by a text label:

- Enter names of recipients:** Points to the "Greeting*" input fields.
- Enter email addresses:** Points to the "Recipient Email*" input fields.
- Select total # of emails to send:** Points to the "Total recipients:" dropdown menu.
- Type in the subject:** Points to the "*Subject:" input field.
- Add your text:** Points to the "*Body:" text area.
- Click send email:** Points to the "Send Email" button.

The interface includes the following elements:

- From: Chris NHI
- Sender Email: [input field]
- * Required Information
- [Explain](#) and [ADDRESS BOOK](#) links.
- Template: Blank (Save As ...)
- (c)common template (p)private template
- *Subject: [input field]
- Highlighted Message: [this?](#) ([What's](#))
- (Your personal donation page link will be appended to the bottom of your email)
- *Body: [text area]
- Buttons: [Preview Email](#) and [Send Email](#)

STEP 10: You have made it this far. Congratulations! This is the final and most important step in any type of fundraising you do. You cannot assume that people read your email or understand what to do after they have read it. Your job now is to FOLLOW UP. Email them again after a few days or call them to find out if they received the email.

Please call our office if you are having problems setting up your account or the site is not recognizing a donation. We wish you the best of luck!



NATIONALHISPANICINSTITUTE

National Hispanic Institute

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www.nhi-net.org