

Rooftops Canada- Kenya: Building Homes, Building Lives Registration Tutorial



Rooftops Canada is the international development program of co-operative and social housing organizations in Canada. Rooftops Canada works with partner organizations to improve housing conditions, build sustainable communities and develop a shared vision of equitable global development. Rooftops Canada's focus is on disadvantaged communities in Africa, Asia, Latin America, the Caribbean and Eastern Europe.

Abri international est le programme de développement international du secteur de l'habitation coopérative et du logement social au Canada. Abri international travaille avec des organismes partenaires dans le but d'améliorer les conditions de logement, de bâtir des communautés viables et d'établir une vision partagée d'un développement mondial équitable. Abri international concentre ses activités auprès des communautés défavorisées en Afrique, en Asie, en Amérique latine, dans les Caraïbes et en Europe de l'Est.

Content of the Tutorial

- How to **register**
- **Add** a list of e-mail recipients
- **Edit** emails

Register into Rooftops Canada Kenya campaign

Step 1:

To log in to Rooftops Canada Kenya-building homes campaign click inside the thermometer or the link on the right corner of Rooftops Canada home page

Step 2:

This will take you to a welcome page. Click on Login to enter your email and password

<http://www.gifttool.com/athon/CategrityDetails?ID=1878&CID=225>

The screenshot shows the Rooftops Canada website. At the top, there is a navigation bar with links for Home, Login, Contact Us, and Français. Below this is a secondary navigation bar with links for About Us, Programs and Partners, News and Resources, Donate Now, Working with Us, and Take Action. The main content area features a large banner with the text: "Rooftops Canada's international programs help thousands of families secure affordable housing in sustainable communities." Below this banner is a "DONATE TODAY" button. To the right of the banner are three photo galleries: "Kenya - NACHU member", "Makonde home owner-Tanzania", and "Women in Construction". Below the banner are three featured sections: "Youth in action" (with a "For more information" button), "What's New" (with a "For more information" button), and "Welcome to Rooftops Canada" (with a paragraph of text). On the right side, there is a "Kenya Building Homes, Building Lives" thermometer graphic showing a total of \$250. Below the thermometer is a link: "Click here for more information on the Kenya: Building Homes, Building Lives campaign".

The screenshot shows the "Take Action" page of the Rooftops Canada Kenya campaign. The page has a green header with the text "Take Action". Below the header is a navigation bar with links for Welcome, Description, Register Now, Sponsor a Participant, and Login. The "Login" link is circled in red. Below the navigation bar is a section titled "Rooftops Canada - Kenya: Building Homes, Building Lives: Kenya: Building Homes. Building Lives." Below this is a section titled "Description" with the text "Kenya Building Homes, Building Lives" and "Helping youth and women in Kenya create jobs so they have income to access housing loans". At the bottom of the page is a photo of a building with a green corrugated metal roof.

Step 3:

This will take you to a page where you will select register now, **select the English or French** campaign and click on next

The screenshot shows a registration page with a green header 'Take Action'. Below the header is a navigation bar with links: 'Welcome | Description | Register Now | Sponsor a Participant | Login'. The main heading is 'Rooftops Canada - Kenya: Building Homes, Building Lives'. A 'Register Now' button is visible. Below this, there is a dropdown menu for 'Event:' with 'Kenya: Building Homes, Building Lives.' selected. At the bottom are '« Back' and 'Next »' buttons. On the right side, there are two photographs: one of two women smiling, captioned 'Makonde home owner-Tanzania', and another of a woman in a red vest and white skirt standing in a doorway, captioned 'Kenya - NACHU member'.

Step 4:

This will take you to a page where you will **select join as an individual** and click on next

The screenshot shows the same registration page as in Step 3. The navigation bar and heading are identical. However, the 'Register Now' button is now a link. Below it, the 'Event:' dropdown is still set to 'Kenya: Building Homes, Building Lives.'. The 'Join as an Individual' option is selected, indicated by a red circle around the radio button. Below this option is the text: 'Yes, I want to support the cause by participating and collecting pledges.' At the bottom are '« Back' and 'Next »' buttons. The photographs on the right side are the same as in Step 3.

Step 5:

Select, **Yes, I want my own fundraising page**. Click on next.

This will bring you to the next secure page. **Fill out your personal information** in the blank boxes.

On the same page you can **specify your fundraising goal** or leave it at \$1,200 and make some changes later. **Click on next**.

Welcome | Description | Register Now | Sponsor a Participant | Login

Registration Options | Personal Information | Donation | Payment

Rooftops Canada - Kenya: Building Homes, Building Lives: Kenya: Building Homes. Building Lives.

Registration Options

Select one of the following registration options.

At the end of this online registration process, you will be able to login to your account to:

- Customize your own donation page with a personal message or photograph.
- Send emails to friends, family and co-workers asking for support.
- Track your progress and see who has donated!
- Record cash & cheque donations which you receive in person.

Yes, I want my own fundraising page \$0.00

<< Back Next >>

Take Action

Welcome | Description | Register Now | Sponsor a Participant | Login

Registration Options | Personal Information | Donation | Payment

Rooftops Canada - Kenya: Building Homes, Building Lives: Kenya: Building Homes. Building Lives.

Personal Information

Email

Password

First Name

Last Name

Mailing Address

City

Country

Province/State

Postal Code

Phone (Day)

Your Fundraising Goal

Please specify your personal fundraising goal:

Fundraising Goal: CAD

<< Back Clear Next >>

Step 6:

You have **an option** of making your own contribution by selecting the amount and then clicking next or go straight on next. *Your name will not appear on the top fund raiser list until someone make a donation to your pledge.* Only the top 15 fundraisers will appear besides the thermometer.

Proceed by clicking on next.

On the next page **review** and **confirm your profile**. Click on next.

****you are able to go back to make changes***

Registration Options | Personal Information | Donation | **Payment**

Rooftops Canada - Kenya: Building Homes, Building Lives: Kenya: Building Homes. Building Lives.

Optionally, take your first step by making a personal contribution

Start your fundraising by making your own contribution towards your personal fundraising goal. Please select the frequency and amount of your gift, or enter a different amount in the contribution box below.

Or, click **NEXT** to continue.

\$25.00
 \$35.00
 \$50.00
 \$75.00
 \$100.00
 \$150.00
 \$250.00

Frequency:

Contribution Amount: \$ CAD

Welcome | Description | [Register Now](#) | [Sponsor a Participant](#) | [Login](#)

Registration Options | Personal Information | Donation | **Payment**

Rooftops Canada - Kenya: Building Homes, Building Lives: Kenya: Building Homes. Building Lives.

Review & Confirm

Selections for Rane Leung	Qty	Unit Price	Amount CAD
Yes, I want my own fundraising page	1	\$0.00	\$0.00
Subtotal			\$0.00
Total for			\$0.00

Registration Options	Personal Information	Donation	Payment
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Rooftops Canada - Kenya: Building Homes, Building Lives: Kenya: Building Homes. Building Lives.

Payment Method

Registrant(s):	Total Amount
Your Name	\$0.00 CAD View Details

Send complete confirmation emails to:

Your Name Your Email

For Rane Leung - Select your preferred method of payment:

No charge. Total is \$0.00

Payment Instructions

All donations are non-refundable.

[« Back](#) [Submit Order »](#)

Registration Confirmation

Registration successful. Thank you for registering.

Event: Kenya: Building Homes, Building Lives.

Name: Rane Leung

Payment Method: No charge. Total is \$0.00 CAD

1. Please print your confirmation page as your proof of registration by clicking the link below.

2. Start your fundraising efforts now.

Log in to your account to:

- Customize your own fundraising page with your photo & personal message
- Send emails to friends and family with the link to your online fundraising page
- Enter offline pledges
- Track your progress

[1. Print Confirmation](#)

[2. Login Now »](#)

Step 7:

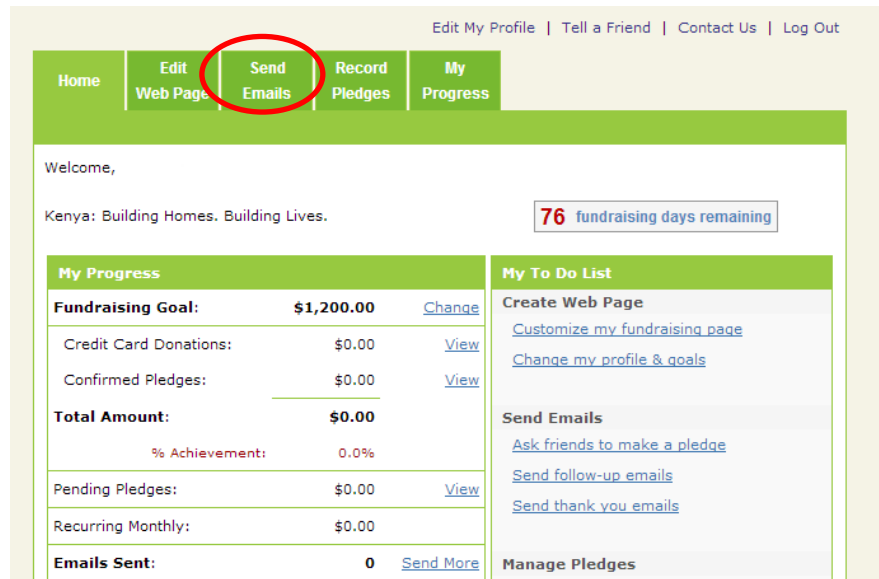
Review payment instructions you made and **submit your order**.

The next page will confirm your registration.

How to add a list of e-mail recipients

Step 1:

Once logged into your personal page click on the tab labelled **'Send E-mails'**



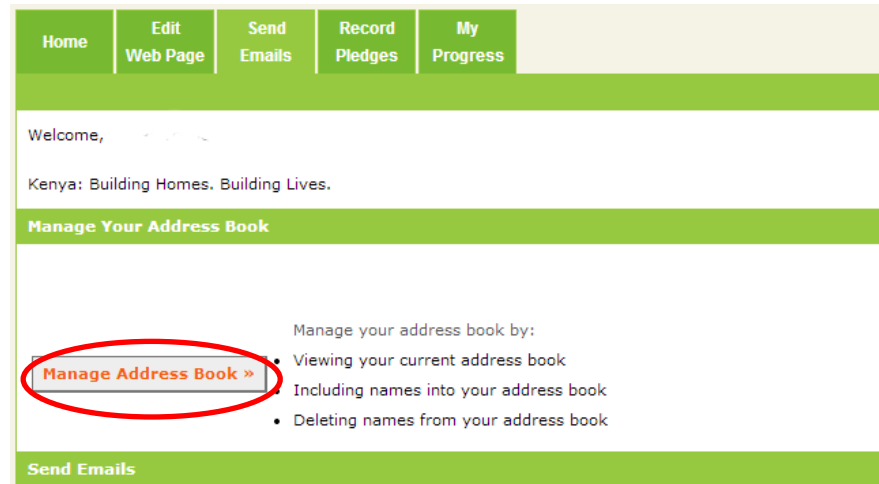
The screenshot shows a fundraising dashboard with a navigation menu at the top. The 'Send Emails' tab is circled in red. Below the navigation menu, there is a welcome message and a countdown timer showing '76 fundraising days remaining'. The main content area is divided into two columns: 'My Progress' and 'My To Do List'. The 'My Progress' section includes a table with fundraising goals and achievements. The 'My To Do List' section includes links for creating a web page, sending emails, and managing pledges.

My Progress		
Fundraising Goal:	\$1,200.00	Change
Credit Card Donations:	\$0.00	View
Confirmed Pledges:	\$0.00	View
Total Amount:	\$0.00	
% Achievement:	0.0%	
Pending Pledges:	\$0.00	View
Recurring Monthly:	\$0.00	
Emails Sent:	0	Send More

My To Do List	
Create Web Page	
Customize my fundraising page	
Change my profile & goals	
Send Emails	
Ask friends to make a pledge	
Send follow-up emails	
Send thank you emails	
Manage Pledges	

Step 2:

Proceed by clicking on the button **'Manage Address Book'**.



The screenshot shows the same fundraising dashboard, but with the 'Manage Your Address Book' section highlighted. The 'Manage Address Book' button is circled in red. Below the button, there is a list of actions that can be performed with the address book.

Manage Your Address Book

Manage your address book by:

- Viewing your current address book
- Including names into your address book
- Deleting names from your address book

[Manage Address Book »](#)

Send Emails

Step 3:

Click on the button **'Add E-mail Addresses'**. (On the current screen, you will be able to view recipient names and email addresses)

Input your e-mail contacts either by importing them from your existing e-mail or by inputting them manually below. Then save your new contacts.

Home Edit Web Page Send Emails Record Pledges My Progress

Welcome,

Kenya: Building Homes. Building Lives.

[Send Emails >](#)

View Address Book

Create and modify your Address Book by compiling a ready-to-use list of email addresses here. When you wish to send e-mails to any of your contacts, all you have to do is select the recipients from your Address Book, click and send.

- To add your contacts, click the "Add Email Addresses" button.
- To delete a contact from your list, click delete beside the name of the contact to be deleted.
- When you're ready, click the "Send Emails" button above.

[Add Email Addresses >](#)

Recipient Name	Email Address
-- No addresses added yet --	

Home Edit Web Page Send Emails Record Pledges My Progress

Welcome,

Kenya: Building Homes. Building Lives.

Import Emails to my Address Book

To save time, import your email contacts/address book.

[Gmail](#), [Hotmail](#), [Outlook](#), [Outlook Express](#), [Yahoo!](#), [MAC Mail](#), [Other](#), [Common Issues](#)

No file chosen

[View our privacy statement](#)

Home Edit Web Page Send Emails Record Pledges My Progress

Welcome,

Kenya: Building Homes. Building Lives.

Add Emails to my Address Book

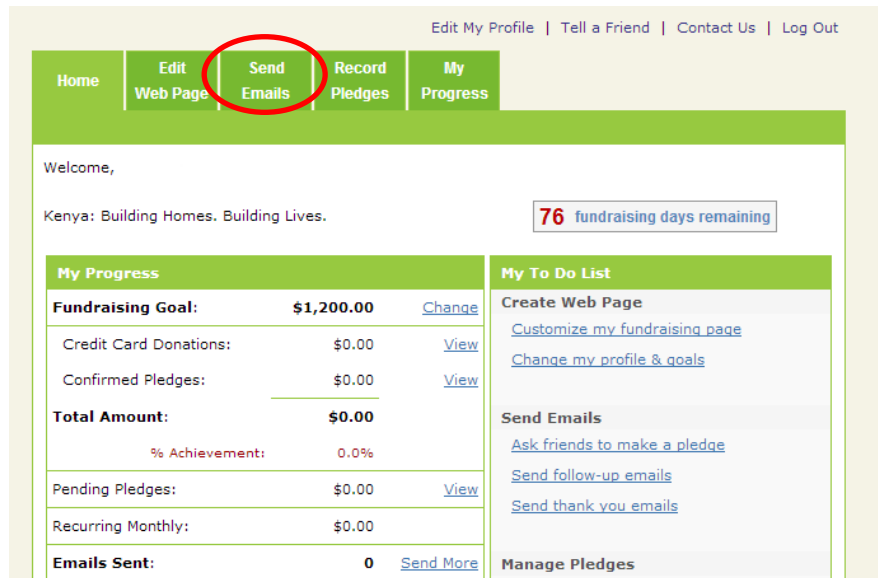
Add your friends' contact information to your address book, by entering their names & email addresses in the fields below. (Tip: hit <tab> to quickly move from box to box)

First Name :	Last Name:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

How to edit e-mails

Step 1:

Once logged into your personal page click on the tab labelled 'Send E-mails'.



Edit My Profile | Tell a Friend | Contact Us | Log Out

Home Edit Web Page **Send Emails** Record Pledges My Progress

Welcome,

Kenya: Building Homes. Building Lives. 76 fundraising days remaining

My Progress		
Fundraising Goal:	\$1,200.00	Change
Credit Card Donations:	\$0.00	View
Confirmed Pledges:	\$0.00	View
Total Amount:	\$0.00	
% Achievement:	0.0%	
Pending Pledges:	\$0.00	View
Recurring Monthly:	\$0.00	
Emails Sent:	0	Send More

My To Do List

Create Web Page

- [Customize my fundraising page](#)
- [Change my profile & goals](#)

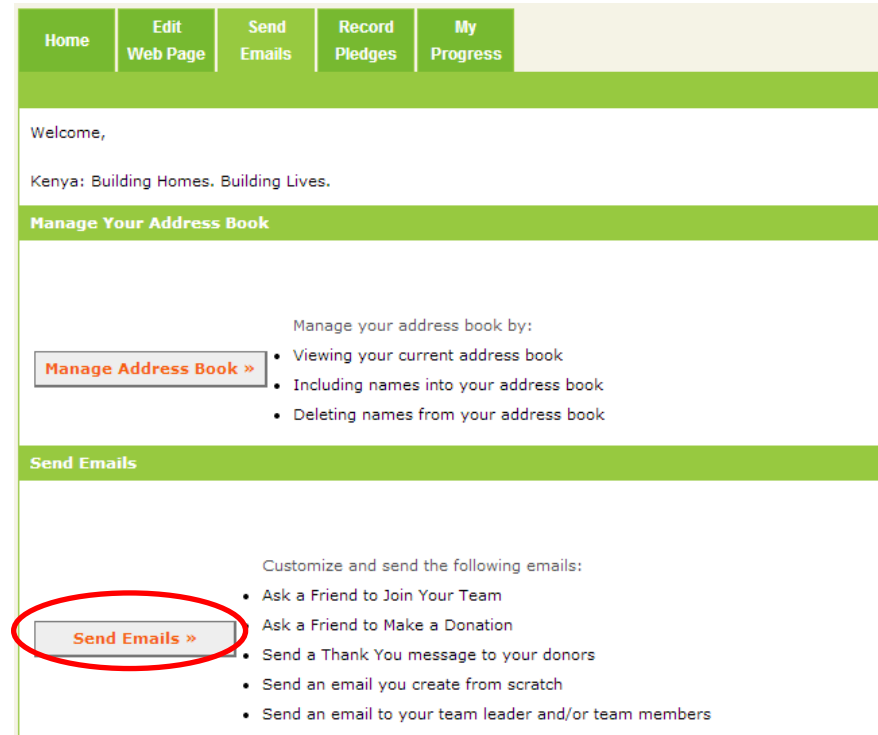
Send Emails

- [Ask friends to make a pledge](#)
- [Send follow-up emails](#)
- [Send thank you emails](#)

Manage Pledges

Step 2:

Continue by clicking the 'Sent Emails' tab on the next page.



Home Edit Web Page Send Emails Record Pledges My Progress

Welcome,

Kenya: Building Homes. Building Lives.

Manage Your Address Book

Manage your address book by:

- Viewing your current address book
- Including names into your address book
- Deleting names from your address book

[Manage Address Book »](#)

Send Emails

Customize and send the following emails:

- Ask a Friend to Join Your Team
- Ask a Friend to Make a Donation
- Send a Thank You message to your donors
- Send an email you create from scratch
- Send an email to your team leader and/or team members

[Send Emails »](#)

Step 3:

There are several options available that you can choose from. Select one of the existing e-mail templates or create one from scratch. Click 'Next'

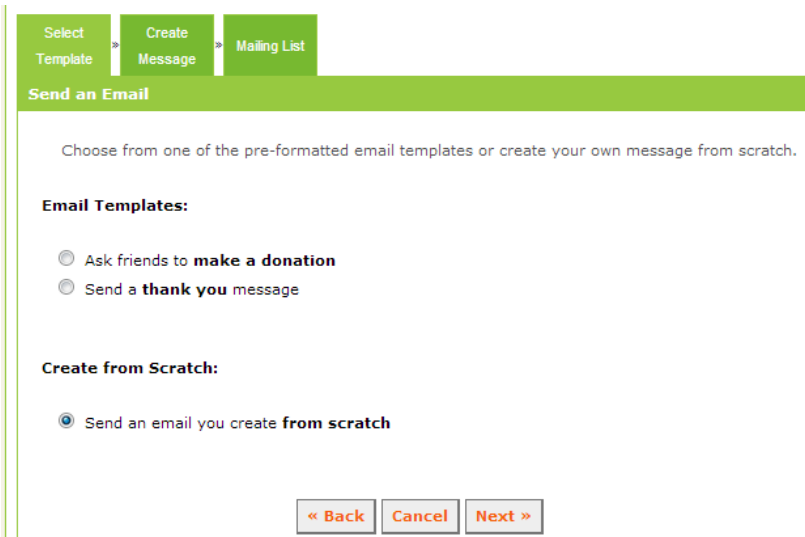
Step 4:

Customize your email message below and then proceed by clicking 'next'

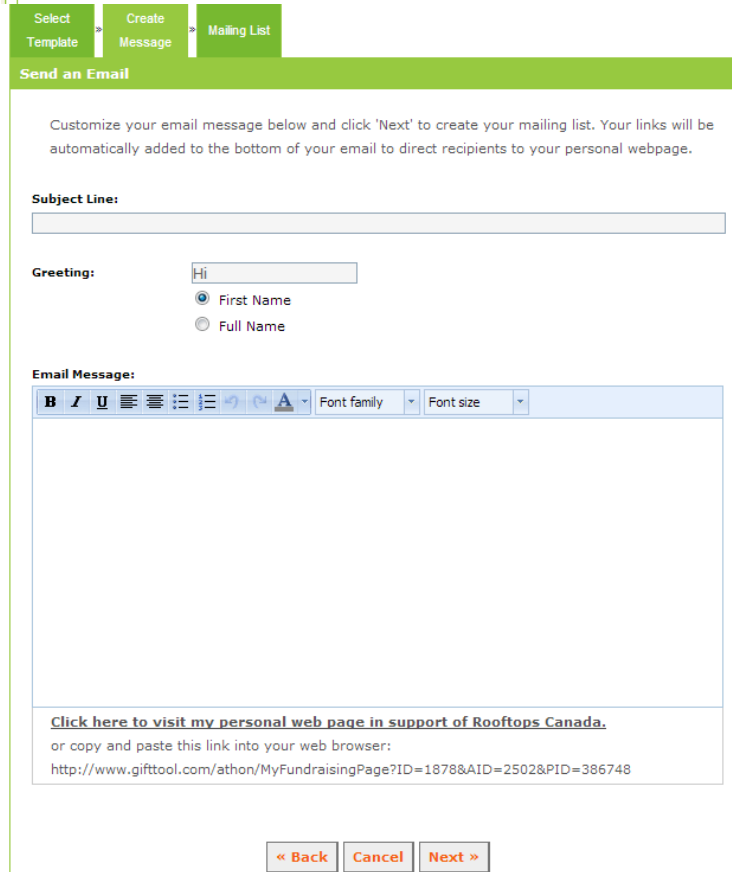
Please note that there is **no save function on the email template.*

Instead of making changes each time you want to send an email, I suggest you copy and paste from one of the emails you changed and mailed out.

To do this, you must login. At the bottom right corner of the page, there is a Message Board. Click on "View Messages". Then choose one of the messages you edited and mailed out. Select and copy the text. Next, go to "Send emails" and paste the text you copied.



The screenshot shows the 'Send an Email' form with a breadcrumb trail: 'Select Template' > 'Create Message' > 'Mailing List'. The form title is 'Send an Email'. Below the title, there is a instruction: 'Choose from one of the pre-formatted email templates or create your own message from scratch.' Under 'Email Templates:', there are two radio button options: 'Ask friends to **make a donation**' and 'Send a **thank you** message'. Under 'Create from Scratch:', there is one radio button option: 'Send an email you create **from scratch**'. At the bottom right, there are three buttons: '<< Back', 'Cancel', and 'Next >>'.



The screenshot shows the 'Send an Email' form with a breadcrumb trail: 'Select Template' > 'Create Message' > 'Mailing List'. The form title is 'Send an Email'. Below the title, there is an instruction: 'Customize your email message below and click 'Next' to create your mailing list. Your links will be automatically added to the bottom of your email to direct recipients to your personal webpage.' Under 'Subject Line:', there is a text input field. Under 'Greeting:', there is a text input field containing 'Hi' and two radio button options: 'First Name' (selected) and 'Full Name'. Under 'Email Message:', there is a rich text editor with a toolbar containing icons for bold, italic, underline, list, link, unlink, and text color, along with dropdown menus for 'Font family' and 'Font size'. At the bottom, there is a text area containing the text: 'Click here to visit my personal web page in support of Rooftops Canada.' followed by 'or copy and paste this link into your web browser:' and the URL 'http://www.gifttool.com/athon/MyFundraisingPage?ID=1878&AID=2502&PID=386748'. At the bottom right, there are three buttons: '<< Back', 'Cancel', and 'Next >>'.

Step 4:

Select people from your saved list who you would like to receive your e-mail

Click on the button 'Send E-mails'

Edit My Profile | Tell a Friend | Contact Us | Log Out

Home | Edit Web Page | Send Emails | Record Pledges | My Progress

Welcome, .

Kenya: Building Homes. Building Lives.

Select Template » Create Message » Mailing List

Send an Email

Use your address book below to select those friends who should receive this message.

[Add Email Addresses »](#)

[Check All](#)

Recipient Name	Email Address	Include
-- No addresses added yet --		

[« Back](#) [Cancel](#) [Send Emails »](#)

For more information and help Contact us at:

thandi@rooftops.ca



Feedback/comments

Did you have any feedback on this tutorial?

Did you find this tutorial helpful? Let us know your thoughts.

Contact us at: thandi@rooftops.ca