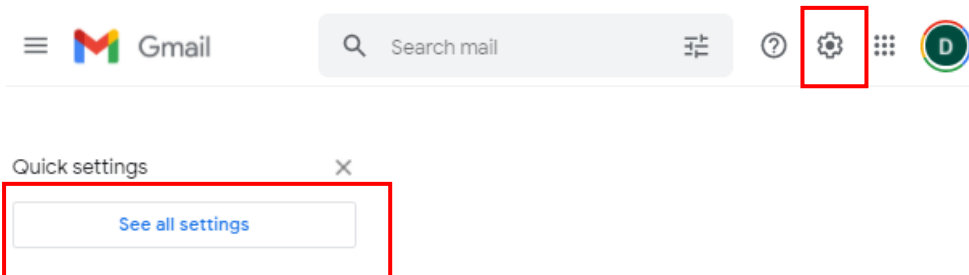
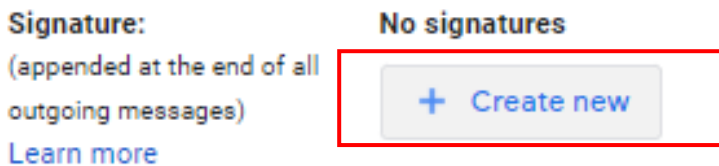


How to set up your dynamic fundraising badge using Gmail.

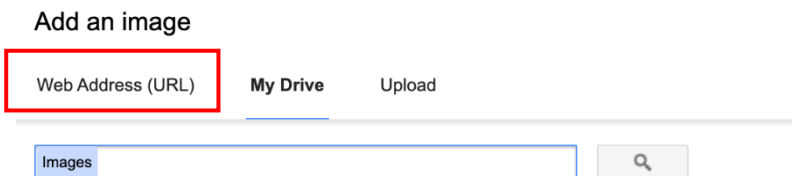
1. Acquire your badge at <https://journey2conquer.ca/get-involved/fundraising-toolkit>
2. Click Setting icon at top right of Gmail desktop window, then click “See all settings”.



3. Scroll down to find “Signature”. Click “+ Create new”. If you want to add the badge to an existing signature, select that signature and follow the next steps.



4. Click “Web Address (URL)”.



**5. Paste the URL you copied to the clipboard after you created your badge on the website.
See the badge appear and then click “Select”**

Add an image x

Web Address (URL) My Drive Upload

Paste an image URL here: ✓

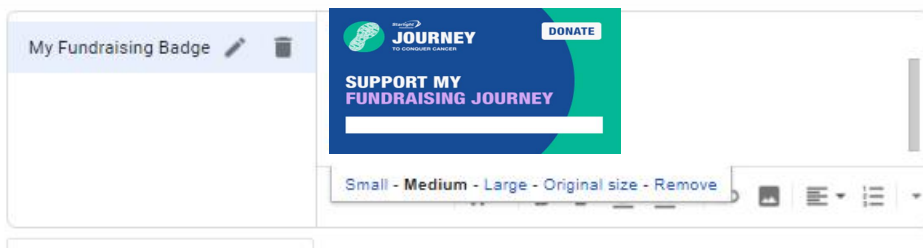


Select

Cancel

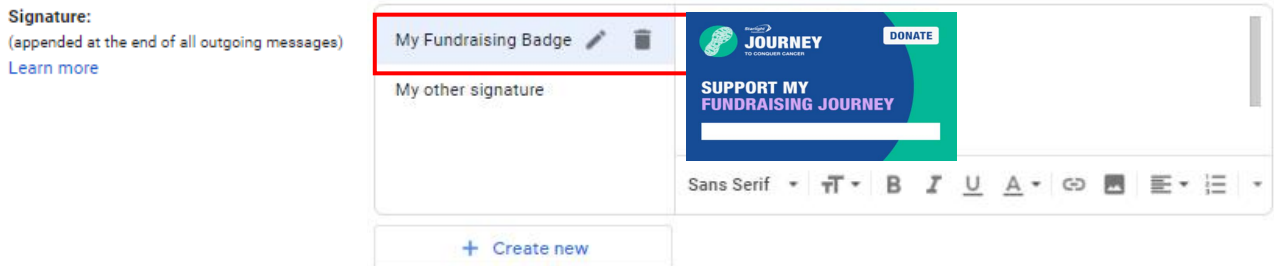
Anyone with the link can access this image.

**6. If you want to resize the image, click in the image and the resizing option will appear.
Select the size you prefer. We recommend testing the size and legibility first. You can also
resize the image while you are composing your emails. Large size works well for image quality
and being noticed.**

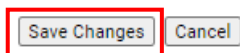


7. If you have more than one signature defined in your Gmail settings, select the Badge signature. Note you can add the badge to an existing signature just by editing that signature and going through the above steps to insert the badge.

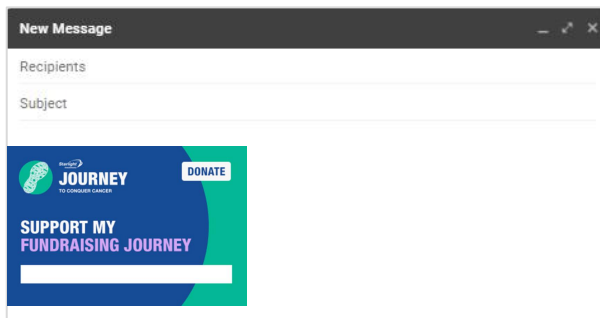
You can add other content around the badge as needed.



8. Scroll to the bottom of the Settings page and click "Save Changes".



9. Your badge is now in your signature for outgoing emails.



Note: If you change your settings and they don't appear when sending a new email, you may need to refresh the Gmail page.

NOTE TO USERS:

Due the unlimited configurations of personal computer software and applications, we cannot provide end user support for the installation of these badges on third party email platforms.