SUSAN G. KOMEN.

A Guide to the Komen Mobile App

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What is the Komen Mobile App?

The Komen Mobile App is a great fundraising tool to help you promote and manage your fundraising for the event(s) you recently registered to join. The Komen Mobile App provides mobile fundraising tools for participants of the **MORE THAN PINK Walk, Race for the Cure, 3-Day, DIY Fundraising, Pickleball for the Cure and VIPink** events. This mobile app is available for both iPhone and Android users and allows you to do everything you can do in your Fundraising Center – plus a few added extras – from your own mobile phone. Simply download the app from the Apple App Store or Google Play Store, log in and start fundraising for your event!

The mobile app allows you to:

- View and manage all your Komen event registrations in one place! Easily navigate between events without requiring additional apps or logins.

- View, save and share your personalized fundraising QR code, or team QR code.

- Personalize your URL, update your personal page with your own story, and add a photo from your mobile phone's image library.

- Easily share your personal fundraising link, including adding it to your bio on TikTok or Instagram.

- View and manage your handy fundraising checklist.

- Deposit check donations you receive from donors.

- View your fundraising progress.

- View your event's leaderboard.

- Easily ask for donations and thank donors through Facebook, LinkedIn, texting and email.

- Link your fundraiser to Facebook.

- Manage notifications so you can be reminded and updated about the event.

- See event participants from across the country by viewing the Image Gallery.

- Monitor your fundraising as well as your team's progress (Team Captains only).

- Personalize your team URL

- Reach out to your team individually or as a group (Team Captains only).

- Customize your team's page with your team story, and an image from your mobile phone's image library (Team Captains only).

How do I get the App?

Visit the **Apple App Store** or **Google Play Store** and search for the Komen app. When you locate the Komen app, featuring a light pink background and a dark pink ribbon icon, download the app. Once the app is downloaded, click on the app icon from your phone and then login with the username and password you created when you registered for the event.

There are two other ways to download the mobile app. One is by logging into your Fundraising Center via your mobile device and looking for the mobile app promotion on the dashboard. Another option is looking for the promotion within the Thank You for Registering email you received when you completed your registration online.

If you haven't registered yet, you can register through the mobile app! Once you've downloaded the app, just open the app and then click on the **Register Now** button.

The mobile app can be used year after year, so even if you register for a future event, you can continue to use the app to help reach your fundraising goal!
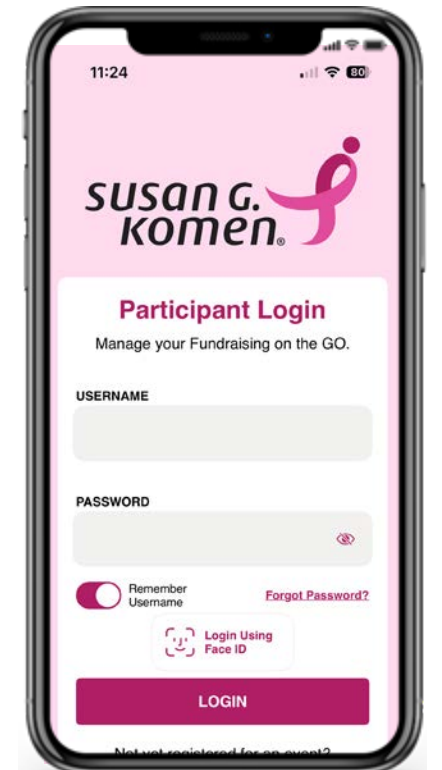
Logging In

Once you have downloaded the app, tap on the app icon on your screen and wait for it to launch. On the login screen, you'll see the ability to enter your username and password. If you do not remember your username or password, tap the **Forgot Password** link, select the program that you registered for from the list provided, and follow the instructions on the page to get your password reminder sent to you. Be sure to check your spam folder if you don't see the email in your inbox after a few minutes.

If you would like the app to remember your username, toggle on the **Remember Me** button. This will keep your username populated so you just have to enter your password when you return to the app.

If you have a phone that allows Biometric logins like Face ID, you can also tap the **Login Using Face ID** button after entering your password. Then, on future logins, you can avoid entering your password by clicking the **Login Using Face ID** button.

If you are registered for multiple Komen events, you will select the event you are viewing from the pop-up window immediately after logging in. You can switch events at any time while logged into the app by clicking the Menu button in the top left corner and selecting **Switch Event** from the menu.

Komen App Home Page

Event Progress

- View the fundraising progress bar for your event, and a countdown to event day.

Personal Fundraising Progress

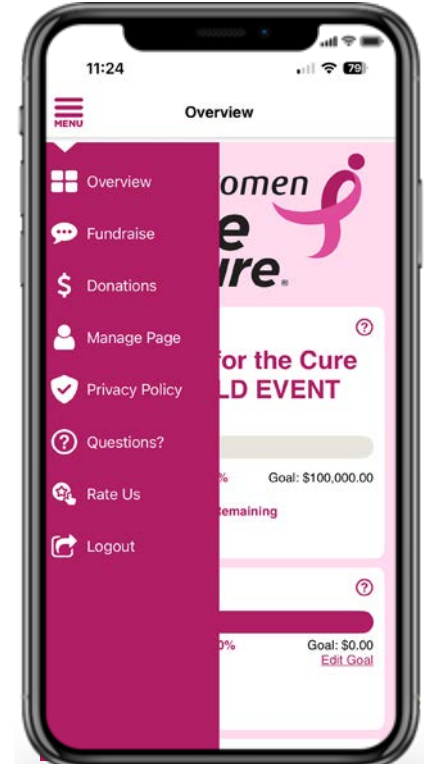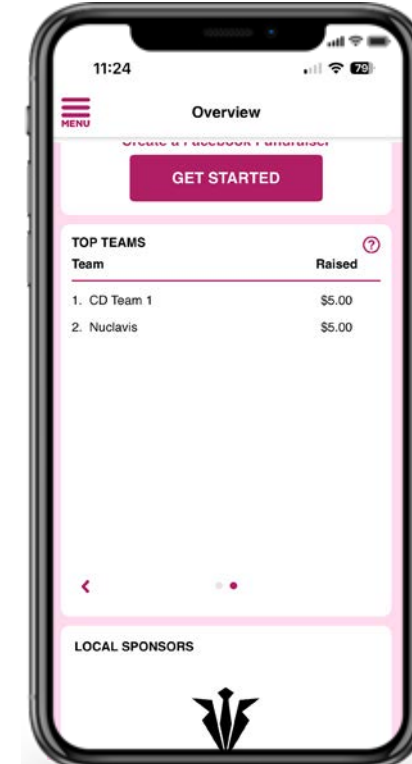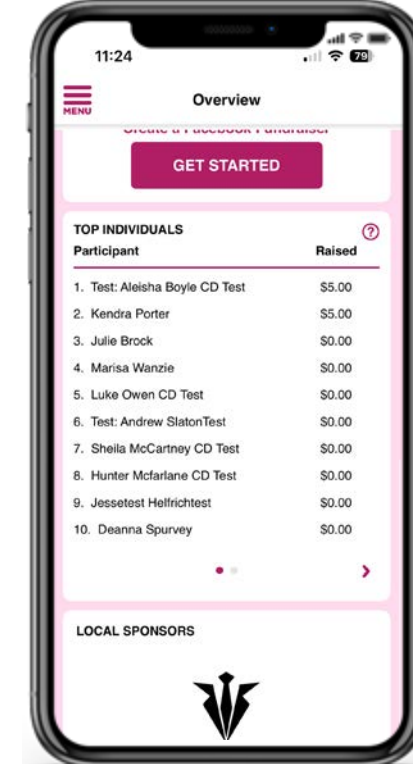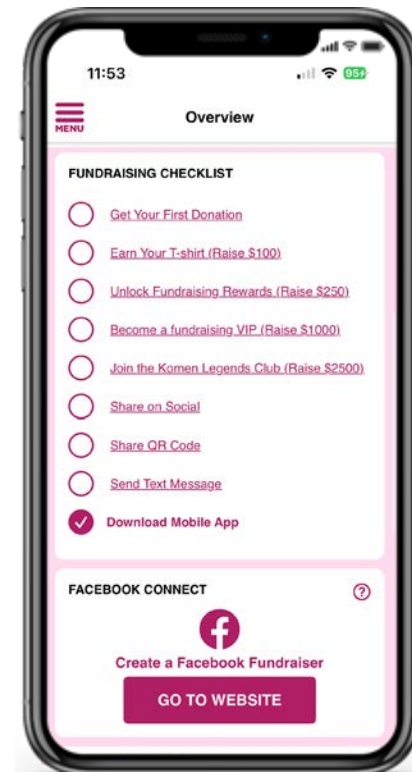- View your fundraising progress bar and edit your goal by clicking the Edit Goal button.

Fundraising Checklist

- Use this handy checklist to track your progress as event day approaches! Your checklist may contain both auto-check tasks and self-reported tasks. When you complete an auto-check task, the open circle will automatically turn into a checkmark. When you complete a self-reported task, simply tap the open circle to the left of the task to check off the task from your list. You cannot uncheck a task once the checkmark has appeared.

Note: Each fundraising program will have a different fundraising checklist that coincides with the event, and event checklists are subject to changes or updates as necessary.

Facebook Connect

- You can easily link your personal fundraising page to create a Facebook Fundraiser from the mobile app. This connection allows you to fundraise directly on Facebook and see all the money you raise on Facebook count towards your fundraising goal for this event. Simply click on the **Go to Website** button and follow the prompted steps.
  - » Once you have successfully connected to Facebook, you can easily access your Facebook Fundraiser from the mobile app by clicking on the Go to Website button.

Top Individuals Leaderboard

- View the top 10 individual fundraisers and their amount raised here. Click the right arrow button or swipe left to view the Top Teams leaderboard.

Top Teams Leaderboard

- View the top 10 team fundraisers and their amount raised. Click the left arrow button or swipe right to view the Top Individuals leaderboard.

Sponsors

- View the local and national sponsors of your event.

*Note: To return to the home page at any time, click on the Menu button in the top left corner of the app and select **Overview** from the menu.*
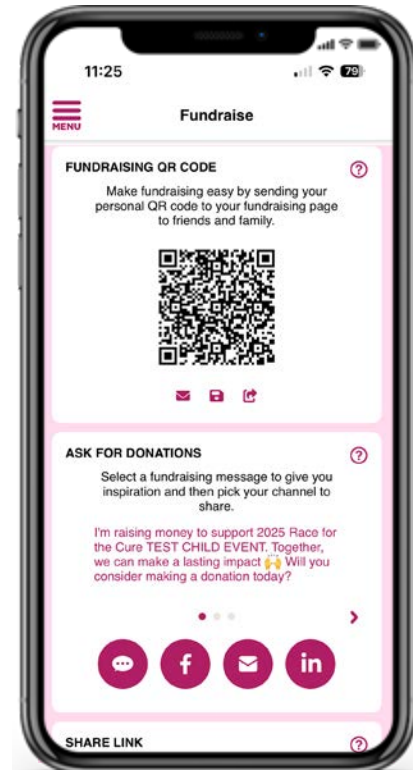
Fundraise Page

Fundraising QR Code

- Make your mobile fundraising easier by sharing your personal QR code with your peers! You can email it by clicking the envelope icon to the left, save it by clicking the floppy disk icon in the center, or share it by clicking the share icon to the right.

Ask for Donations

- Select one of our prewritten messages to send to your friends and family to ask them to support your fundraising efforts. To toggle through the messages, click the left or right arrow buttons, or swipe left or right over the messages. There is also an option to create your own message at the end of the list.

  » Click the message button to share your message via text message. The message content and a link to your personal fundraising page will automatically populate in your phone's text messaging app.

  » Click the Facebook icon button to share your message on your Facebook feed or in a Facebook group. The message content and the link to your personal fundraising page will be copied to your phone's clipboard and automatically pasted into the Facebook app upon launch.

  » Click the envelope button to share your message via email. The message content and a link to your personal fundraising page will automatically populate in your phone's email app.

  » Click the LinkedIn icon button to share your message via LinkedIn. The message content and the link to your personal fundraising page will be copied to your phone's clipboard and automatically pasted into the LinkedIn app upon launch.
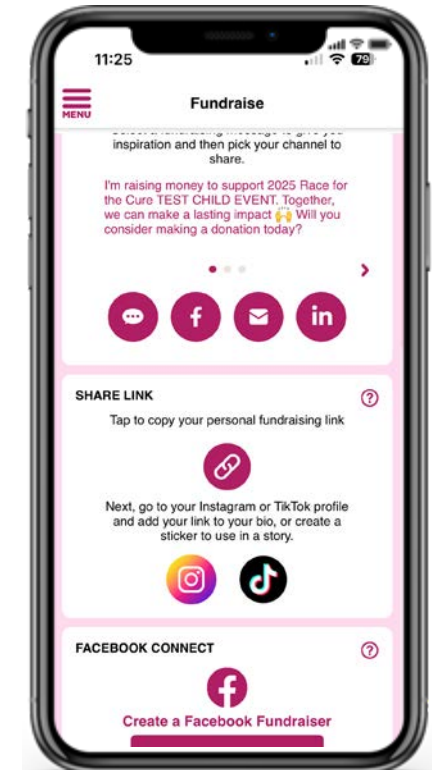
Share Link

- Click the link button to copy your personal fundraising link to your phone's clipboard. You can then paste it and share it with ease.

- Click the Instagram or TikTok logo icon to open your profile in each respective app and add your copied link to a story or save it in your bio.
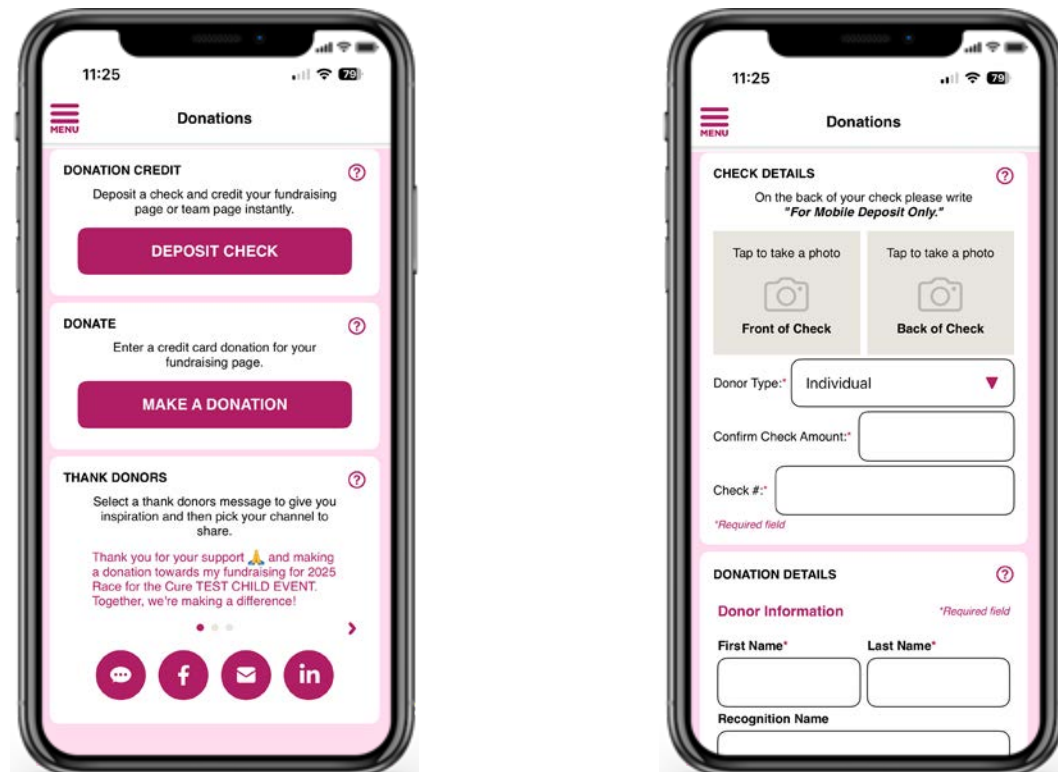
Facebook Connect

- You can easily link your personal fundraising page to create a Facebook Fundraiser from the mobile app. This connection allows you to fundraise directly on Facebook and see all the money you raise on Facebook count towards your fundraising goal for this event. Simply click on the **Get Started** button and follow the prompted steps.

  » Once you have successfully connected to Facebook, you can easily access your Facebook Fundraiser from the mobile app by clicking on the **Go to Website** button.

*Note: To return to the Fundraise page at any time, click on the **Menu** button in the top left corner of the app and select **Fundraise** from the menu.*

Donations Page

Donation Credit

- Deposit a check directly from your mobile app! The money will appear on your personal or team fundraising goal instantly.

  » The **Check Deposit** option is a secure and easy service that allows you to scan checks using your device and electronically send the image for deposit to Komen. Here's how it works:

  1. Make sure your check is made out to Susan G. Komen.

  2. Endorse the back with **For Mobile Deposit Only**.

  3. Select the **Front of Check** and **Back of Check** scan icons on the screen to take photos of the check. *Note: Scans work best when the check is placed on a solid dark background in a well-lit area.*

  4. Select the **Donor Type** from the drop-down menu to specify if this gift is from an individual or a company.

  5. Confirm the check amount of the check in the **Confirm Check Amount** field.

  6. Confirm the check number in the **Check #** field.

  7. Under **Donation Details**, enter the donor's first and last name, recognition name (if applicable) and contact information, including email address. Toggle on the **Donation is Anonymous** button if your donor wishes not to have their name displayed in your Fundraising Center.

  8. Click the **Deposit** button to complete your mobile check deposit.

  9. There is no **need to mail in the check**. You'll see a confirmation page alerting you that the check capture has been successful and your donation has been processed. Write VOID across the check and you're done!

Donate

- With this section of the app, you will be brought to the event webpage to enter a credit card donation. This donation option gives you an immediate credit to your Fundraising Center. To enter a credit card donation, click the **Make a Donation** button to open the donation page in your device's browser. Then enter your donor's contact, billing and credit card information.

Donors

- With this section of the app, you can view your donors and thank them via email.

- Your donor list can be sorted by name, amount donated or donation date. To adjust your view, click the arrow button next to the column you would like the list to be sorted by.

Matching Gifts

- Help your donors take their donations even further by checking for matching gift qualifications! With this section of the app, you can confirm or enter your donor's company information to see if their employer offers a matching gift program. Click the message button to share your message via text message. The message content and a link to your personal fundraising page will automatically populate in your phone's text messaging app.

  » Click **Request a Match** to view the list of your donors. Click on an individual donor's name to verify or request their employer information.

  » On the **Donor Employer** screen, click **Yes** to enter your donor's employer information, or click **No** to send a prewritten text to your donor to confirm their employer information.

    * If you know your donor's employer information, click **Yes** to enter the company name into the **Employer Matching Gifts** search bar. If their company shows up in the search, this means the company does offer matching gifts. Click on the company name, then click on **Send Request** to send a prewritten text to your donor requesting them to submit a matching gift request with their employer.

Thank Donors

- Select one of our prewritten messages to send to your donors to thank them for supporting your fundraising efforts. To toggle through the messages, click the left or right arrow buttons, or swipe left or right over the messages. There is also an option to create your own message at the end of the list.

  » Click the message button to share your message via text message. The message content and a link to your personal fundraising page will automatically populate in your phone's text messaging app.

  » Click the Facebook icon button to share your message on your Facebook feed or in a Facebook group. The message content and the link to your personal fundraising page will be copied to your phone's clipboard and automatically pasted into the Facebook app upon launch.

  » Click the envelope button to share your message via email. The message content and a link to your personal fundraising page will automatically populate in your phone's email app.

  » Click the LinkedIn icon button to share your message via LinkedIn. The message content and the link to your personal fundraising page will be copied to your phone's clipboard and automatically pasted into the LinkedIn app upon launch.
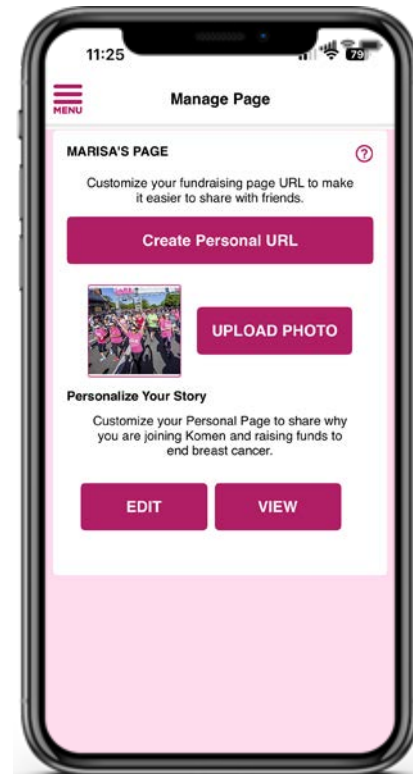
*Note: To return to the Donations page at any time, click on the **Menu** button in the top left corner of the app and select **Donations** from the menu*

Manage Page

With this section of the app, you can customize your fundraising page right from your fingertips. If you're a Team Captain, you can also edit your team page.

You can choose to:

- **Create a Personal URL** to make it easier to share your fundraiser with friends.

- Upload an image from your phone's photo library to **Update the Photo** on your page.

- By clicking on the **Edit My Story** button you can edit your story and share why you fundraise for and participate in this event. Don't forget to hit the save button when you're done!

- By clicking on the **View My Story** button, you will be able to view your current personal fundraising page in your phone's web browser and view all the changes you've made in the app.

- **Team Captains ONLY:** to edit your team page, click the **Team** button at the top of this section to edit your team page URL, update your team photo, and edit or view your team story.

My Team Page (For Team Captains)

With this section of the app, available only to Team Captains, you can view and manage your team roster, monitor your fundraising progress, and contact your team members with ease.

Team Members

- With this section of the app, you can view your team members and contact them via email. To email your team members, click on the envelope icon next to their name, found under the **Email** column.

- Your team list can be sorted by name, amount raised or fundraising goal. To adjust your view, click the arrow button next to the column you would like the list to be sorted by.

Team Messages

- Select one of our prewritten messages to email to your team members. You can thank your team members for joining, encourage team members to continue fundraising, and so much more!

- To toggle through the messages, click the left or right arrow buttons or swipe left or right over the messages. There is also an option to create your own message at the end of the list. When you have selected the message you would like to send, click the **Send Email** button to open the message in your phone's email app.

Recruit Page (For Team Captains)

With this section of the app, available only to Team Captains, you can recruit new team members or invite former team members to return for this year's event.

Team QR Code

- Make your mobile fundraising easier by sharing your team QR code with your peers! You can email it by clicking the envelope icon to the left, save it by clicking the floppy disk icon in the center, or share it by clicking the share icon to the right.

Team Messages

- Select one of our prewritten messages to recruit new team members to join you and support your team's fundraising efforts. To toggle through the messages, click the left or right arrow buttons or swipe left or right over the messages. There is also an option to create your own message at the end of the list.

  » Click the message button to share your message via text message. The message content and a link to your personal fundraising page will automatically populate in your phone's text messaging app.

  » Click the Facebook icon button to share your message on your Facebook feed or in a Facebook group. The message content and the link to your personal fundraising page will be copied to your phone's clipboard and automatically pasted into the Facebook app upon launch.

  » Click the envelope button to share your message via email. The message content and a link to your personal fundraising page will automatically populate in your phone's email app.

  » Click the LinkedIn icon button to share your message via LinkedIn. The message content and the link to your personal fundraising page will be copied to your phone's clipboard and automatically pasted into the LinkedIn app upon launch.

Gallery Page

With this section of the app, you view the image gallery of photos posted by your peers participating in your event! Images are collected based on hashtags used when photos are posted to social media. If you would like to have your posts featured on the Gallery page, be sure to use the hashtags listed at the top of the gallery. *Note: Only posts made on public social media accounts will be visible in the Gallery.*

Questions?

If you have any questions while using the Komen Mobile App, click on the Menu button in the top left corner of the app and select **Questions** from the menu. For questions related to event day, general fundraising, registration or donations, click the first **Questions** button. For questions related to in-app features, including **Check Deposit** and **QR Codes**, click the second **Questions** button.

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