

## TOP\$wim Online Instructions

1. Go to: <http://www.active.com/donations>
2. Enter your swimmer's  
User name:  
Password:  
This takes you to your fundraising page HQ.
3. Choose "send emails" from the menu bar at the top of the page.
4. Enter your email addresses in the box separated by commas.
5. Go to the template drop down and select the **TOPSwim** template.
6. Fill in the subject line for your emails.
7. Personalize your message if you wish, or just send it as is.
8. You may either select "send emails" or "send a test email" from the bar at the bottom of the page.
9. Always follow steps 1 and 2 when you wish to send more emails or to customize the look of your fundraising page.

Let's all do our part to support this great organization which does so much for our swimmers. Remember to let you donors know that all donations to the West Cook YMCA are 100% tax deductible because of our 501(c)(3) status. Thanks again for everything you do to help make this swim team great!

If you have any questions contact Eric Meyer in the TOPS office at 708-434-0222 or email [emeyer@westcookymca.org](mailto:emeyer@westcookymca.org)



**West Cook YMCA**

We build strong kids, strong families, strong communities