



## A Guide to the RUN LUNGevity Mobile App

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## What is the RUN LUNgevity Mobile App?

The RUN LUNgevity Mobile App is a mobile application created by LUNgevity Foundation. It's a great fundraising tool to help you promote and manage your fundraising success for eRACE Lung Cancer. The mobile app is available for both iPhone and Android users. The mobile app allows you to do everything you can do in your fundraising center, but easily accessible from your own mobile device. You simply download it from the Apple App or Google Play Store, log in, and start fundraising for your event.

The mobile app allows you to:

- View your fundraising progress
- Easily ask for donations and then thank donors through Facebook, Twitter, LinkedIn, Snapchat, WhatsApp, texting, and email
- Schedule posts to Twitter and/or LinkedIn
- Enter check or credit card donations you receive from donors
- Add fun filters to your photos to make them unique to the event
- Monitor your fundraising as well as your team's progress
- Reach out to your team individually or as a group
- Manage notifications so you can be reminded and updated about the event

## How do I get the RUN LUNgevity Mobile App?

Visit the Apple App or Google Play store and search for RUN LUNgevity. From there, download the app. Once the app is downloaded, click on the app icon from your phone, then login with the email address and password you created when you registered for the event.

There are two other ways to download the mobile app. Option one is logging into your fundraising center and looking for the mobile app promotion on the dashboard. Option two is looking for the promotion within the thank you for registering email you received when you completed your registration online.

The mobile app can be used year after year, so if you join this event again, you can continue to use the app to help reach your fundraising goal!



## Logging In

The screenshot shows the login interface for the RUN LUNGEVITY app. At the top, the status bar displays 'Verizon LTE', '9:50 AM', and '38%' battery. Below the status bar is the app's logo, which consists of the word 'RUN' in orange and 'LUNGEVITY' in blue, with a white silhouette of a runner. The text 'Log in to start fundraising for LUNGEvity!' is centered below the logo. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember My Username'. A blue link labeled 'Forgot password?' is positioned below the checkbox. At the bottom of the form is a dark blue button with the text 'LOG IN' in white.

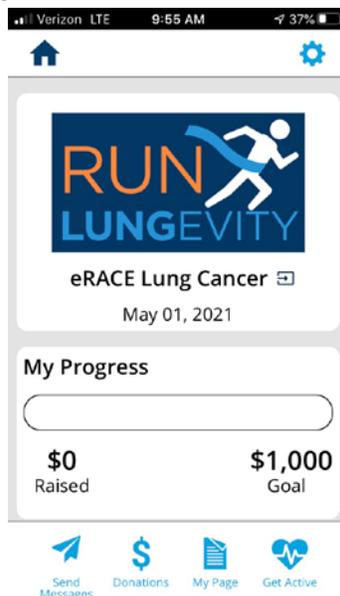
Once you have downloaded the app, tap on the app icon on your screen and wait for it to launch. On the login screen, you can enter your email address and password. If you do not remember your username or password, tap the **“forgot username/password”** link and follow the instructions on the page you’re redirected to. (Be sure to also check your spam folder if you don’t see the email after a few minutes in within your inbox.)

If you would like the app to remember your username, tap the **“remember me”** checkbox. This will keep your username populated so you just have to enter your password when you come back to the app. As a safety precaution, you will be automatically logged out of the app after 24 hours of inactivity. This is to protect your personal information, your team’s information and donor details too.



## My App Home Page

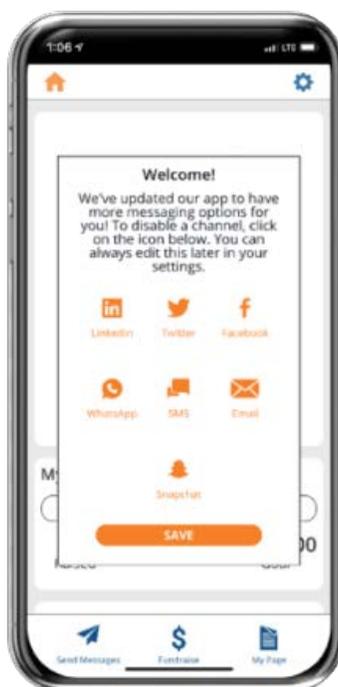
On the home page, you will see:



- **Name of the event and event details**
  - o Next to the event name is an **arrow icon**. Tapping on this icon will open a new browser window on your mobile phone and take you to the event's home page so you can review any event details and updates.
- **Fundraising progress bar**
  - o Your personal fundraising progress bar shows your progress towards your fundraising goal.
  - o If you are team captain or team member, you will see a fundraising progress bar that shows your team's progress towards your team goal.
  - o
- **Badges**
  - o As you reach specific fundraising and event milestones, you will receive fun badges. Earned badges will display at the bottom of the screen. For example:
    - **Your Fundraising badges** populate when you receive donations, donate towards your own fundraising goal, hit a specific dollar amount, or reach a specific percentage towards your goal.
    - **Your Event badges** populate when you become a team captain, edit your story, or connect and share on social.

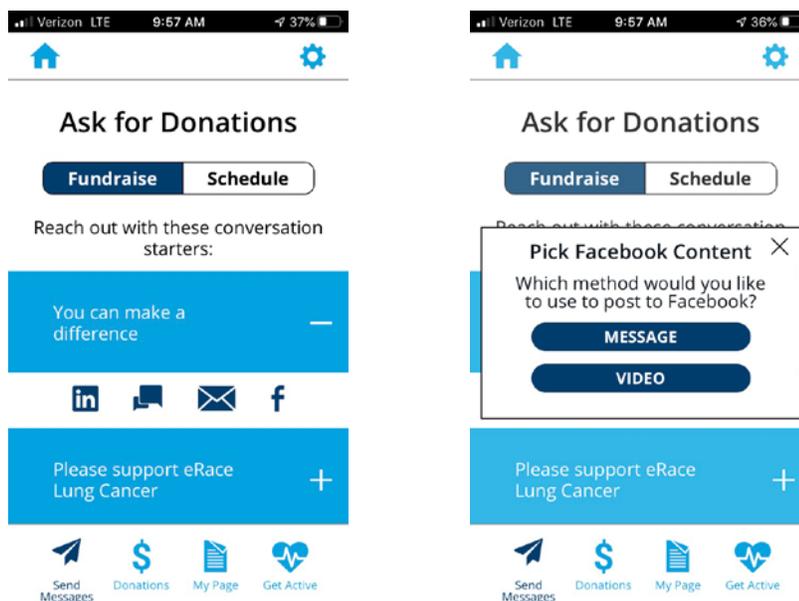


## Send Messages



When you first sign into the app, you will see a pop up allowing you to select your preferred social channels. This allows you to choose what platforms you can easily share to when you are in the messages section of the mobile app or when sending thank you messages to your donors. For example, if you don't use Snapchat, you can disable that in this pop up and then it won't show up as an option when you are sending a message.

In the pop up, make any adjustments by clicking on the highlighted icon to disable the icon. Once you are done, select **save**. You can always adjust the social channel selections by going to the cog icon in the upper right-hand corner and select **"Social Channels"**.



Once you have configured your social channels, you can begin to send messages. Just click on the **“Send Messages”** icon in the navigation bar and then tap on the plus icon to the right of the message you’d like to use. There are multiple messages with different messages to inspire you. You can edit them as much or as little as you’d like – they are here for you to easily send a message without having too much trouble.

Once you select your message and click on the plus sign next to it, your channels will appear under the message name. From here you can select to send a message through Facebook, Twitter, LinkedIn, WhatsApp, Snapchat, text, or email. (Remember, if you disabled a channel, you won’t see it here!) Select your channel and then update the message and make it personal – nothing is sent until you tap the **“post”** or **“send”** buttons!

Are you a team captain? If you are, you’ll see an additional **“recruit”** tab next to the **“Schedule”** tab. This tab allows you to recruit team members for your team. Use these messages to recruit friends and family to join you at the event and help fundraise.

### **Sending a Text:**

- Tap on the **speech bubble icon** that appears when you select a message.
- When you tap on that icon, the message will open up as a new text message on your phone. To send the text, select your friends from your personal address book, and select send. It’s just like sending a text except that the message is prefilled for you! Each message also includes a link to your personal donation page.



### Using Email:

- Tap on the “**envelope**” icon that appears when you select a message.
- The email will pop open on your phone so you can choose the email address from your phone’s address book. All emails will include a link to your personal page so that anyone who receives the email can quickly click to make a donation.

### Using Facebook:

- Tap on the “**Facebook**” icon that appears when you select a message.
- The first time you select Facebook, you will need to connect the app to your Facebook account so it can post on your behalf. Just follow the instructions within the pop-up window to connect your account. You will only have to do this once.
- Select on the option to post
  - 1) a **Message**
  - 2) a **Video**
- If you selected message, click on post when you see the Facebook posting appear.
- If video option is selected, you will see pop up alerting you that the content is being copied, select okay. All this means is that content has been copied to your clipboard. You’ll use this later when creating your Facebook message.
- Select either option to **Take a video** or **Select from camera roll**.
- Once you are ready to post to Facebook, click and hold your screen until you see the option to **paste**. Click paste and the content as well as the URL that was automatically copied to your clipboard will show up on the post. This step is **very important** as it will have a link to your personal page or personal donation page.
- Change the copy as you’d like and then click post.

### Using Twitter:

- Tap on the “**Twitter**” icon that appears when you select a message.
- The first time you select Twitter, you will need to connect the app to your Twitter account so it can post on your behalf. Just follow the instructions within the pop-up window to connect your account. You will only have to do this once.
- After granting access, you’ll see the option to:
  - 1) **Take Picture**
  - 2) **Select from Camera Roll**
  - 3) **Use Logo Image** (this is the organization’s logo)
- After you choose an option above, you’ll see another pop up with the message and button to tweet or cancel.
- Click tweet to post your message.



### Using LinkedIn:

- Tap on the **LinkedIn icon** that appears when you select a message.
- The first time you select LinkedIn, you will need to connect the app to your LinkedIn account so the app can post. Follow the instructions within the pop-up window to connect your account. LinkedIn may require you to sign into your account every time you post a message.
- Once LinkedIn has been authenticated, there are two options to choose from to send your message:
  - 1) **Share a post**
  - 2) **Send as a private Message.**
- You will see a pop up before using either option that tells you your message has been copied to your clipboard. Click OK after reading this message.
- If you use the “**share a post**” selection, tap on your screen in the message section and then click paste. This will paste the message and a URL from your clipboard. You can choose to edit the story, and then post. It’s important to **paste** the message so that there is a link your followers can use.

### Using WhatsApp:

- Before you use this option, be sure to have the WhatsApp app installed on your phone.
- Tap on the “**WhatsApp**” that appears when you select a message.
- WhatsApp will open with your recent chats.
- Select the chat you would like to send a message to, or you can search for the person in the search bar.
- Once you select the person by clicking on the circle next to their name, the message you are sending will appear. You can edit or just hit the send button.

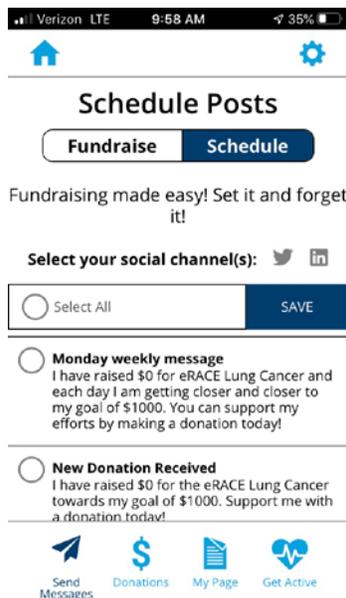
### Using Snapchat:

- Tap on the Snapchat **ghost icon** that appears when you select a message.
- When you tap on the icon, you will see 4 different options to post.
  - 1) **Take a Video**
  - 2) **Select a Video from Device**
  - 3) **Take a Picture**
  - 4) **Select Picture from Device**
- After you choose one of the options above, the image or video should appear in the Snapchat app.
- Adjust the message, make your story time unlimited, and share your story with your friends.



- When your friends receive the snapchat message, there will be a link at the bottom of the post. They should then be able to swipe up on the post and be taken to your personal page or personal donation form.

## Schedule Posts



- On the “**Schedule Messages**” tab you can set up messages to automatically post to LinkedIn and/or Twitter automatically.

*Please note that Facebook has been removed from scheduling due to Facebook Privacy policy. Currently, only Twitter and LinkedIn exist as options.*

### Understanding How to Select Social Channels:

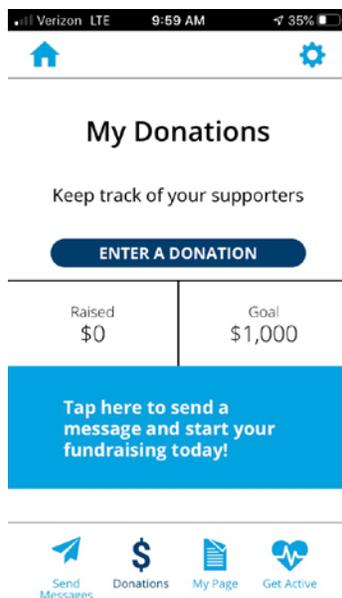
To choose which social channels you would like to schedule automatic postings, tap on the icon to enable that channel. If you have not authenticated yet, you may be asked to complete this step. Follow the prompts on the screen. Once it is enabled, it will be highlighted in a color to let you know it is available for scheduled messages.

### Understanding How to Schedule/Unscheduled All Messages:

To select all messages, just tap on the checkbox next to “**Select All Messages,**” make your social channel section, and click on the **save** button. To unschedule all messages, just tap on the checkbox again, deselect the social channel and click **save**. To select individual messages, click on the radio button next to each message you want to enable and then click save.



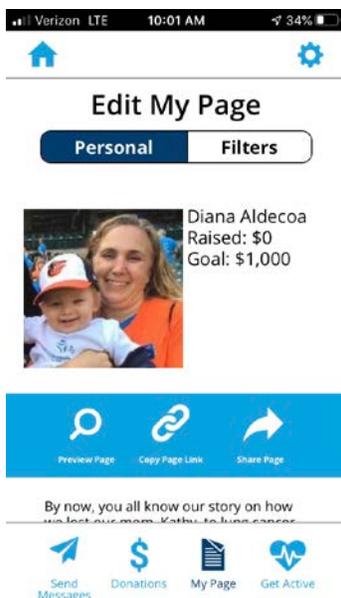
## My Donations



- With this section of the app, you can see your donors and thank them through the social channels you use. Your donor list is organized from oldest to newest, so to see the most recent donation, scroll down towards the bottom of the page.
- You will have the same social channels as **“Send Messages”**: Facebook, Twitter, Email, Text, LinkedIn, WhatsApp, and Snapchat. If you’ve disabled a social channel, you will not see it as an option.
- Just tap on the plus sign to the right of the donor’s name and you’ll see the social options appear under their name.
- If you are a **team captain**, you will also have the option to see Team Donations under the Team Donations tab.
- There is an **“Enter Donations”** tab, which will take you to our website to enter a donation by credit card.

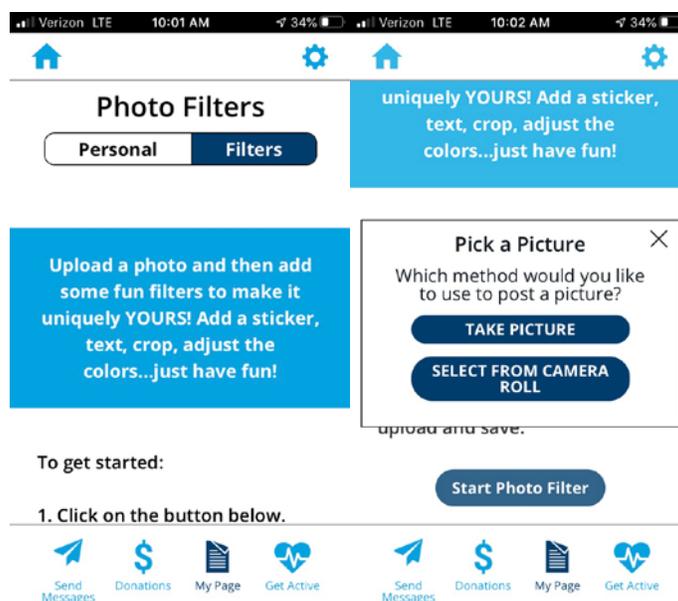


## Edit Pages



In **Edit Pages**, you can choose to:

- Share your page on Facebook by tapping the **Share Page icon**
- Copy the link to your personal page by clicking on the **copy page link icon**
- Preview the page to see your changes on the event's website

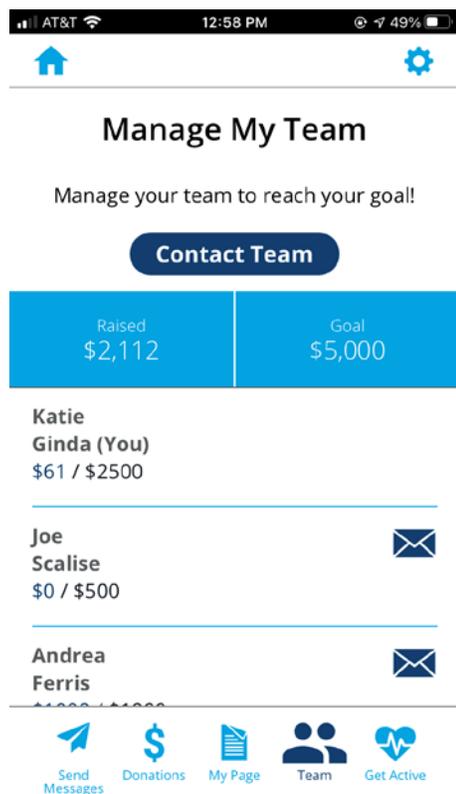




## Get creative with photo filters

Here, you can take a picture or select one from your camera roll, add then add a fun filter, the organization's logo, or stickers. Then, save and share it or set it as your image on your personal fundraising page.

1. Tap on **"Filters"** tab.
2. Take a picture or select one from your camera roll.
3. Once your picture is taken or selected, you can apply a filter, add icons, add an event specific logo and other fun enhancements.
4. After you finish your creation, tap **save**. This will save the image to your device's photo library.



## Manage My Team

If you are a team captain, you have access to the team section to manage your team's fundraising. From here you can:



- Review your overall team goal and how much you and your team have fundraised towards your team goal.
- View your team roster to see everyone who is joining you at the event. If you have just logged in for the first time to the app, there might be a 15-minute delay to populate your team. After 15 minutes you still don't see your team roster, please reach out to our support team by clicking on the gear icon on the top right of the app and navigating to the Need Help?.
- View each team member's fundraising goal as well as how much they have individually raised towards their goal.
- Email your entire team by tapping on **"Contact Team"**.
  - o Note that you need to enter your own email address as the "sender" before sending the message! Only team members that have an email address will be added to your email.
- Email each team member individually to help coach them on their fundraising progress.

## My Account Settings

- To change account settings, click on the gear icon in the upper right-hand corner. Within this section, you will be able to:
  - o Switch between multiple events if you are registered for more than one event.
  - o Ask any questions to the Boundless Fundraising Support Team by clicking on **"Need Help?"**
  - o Adjust your preferred social channels preferences by clicking on the social channel. Remember if it is full color, it is enabled. If the social icon is grey, it is disabled.
  - o Log out of the app completely.

## My Fundraising Notifications

- To view all activity notifications, click on the bell icon in upper right-hand corner.
  - o Notifications are sent when a new team member is registered, or a new donation is received.



## Activity Tracking

### What it does

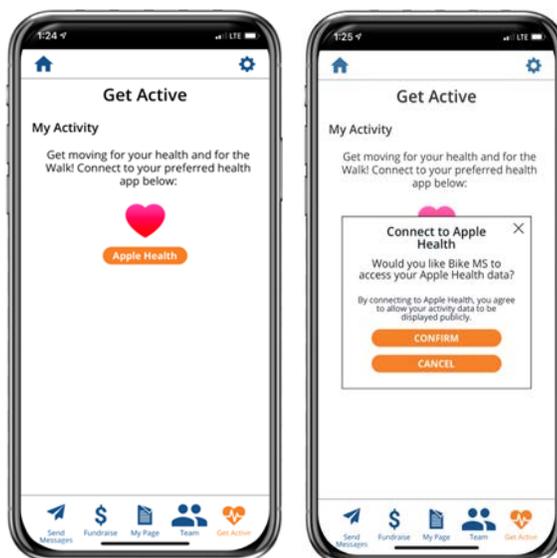
The RUN LUNGeivity app allows fundraisers to engage in and track their physical activity while they raise money for eRACE Lung Cancer. Users can track their run, walk, ride or other activity for the duration of the event (starting May 1, 2021 through May 31, 2021).

Users can also see how their activity compares to other fundraisers and, if they are part of a team, they can see where their team ranks in the event.

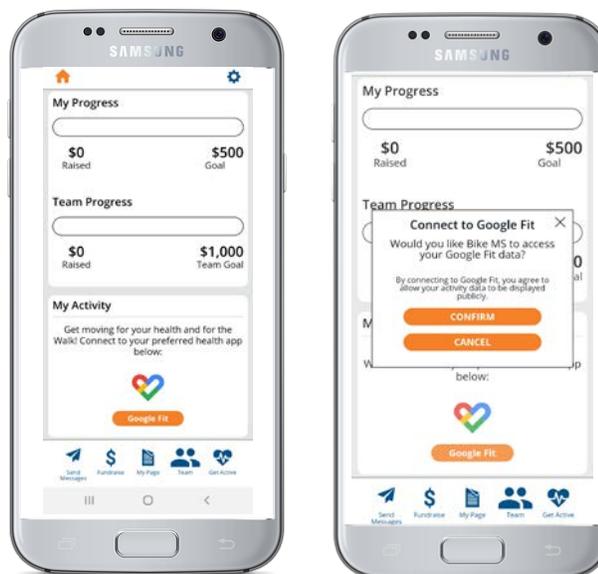
### How to connect

To start using Activity Tracking, follow these steps:

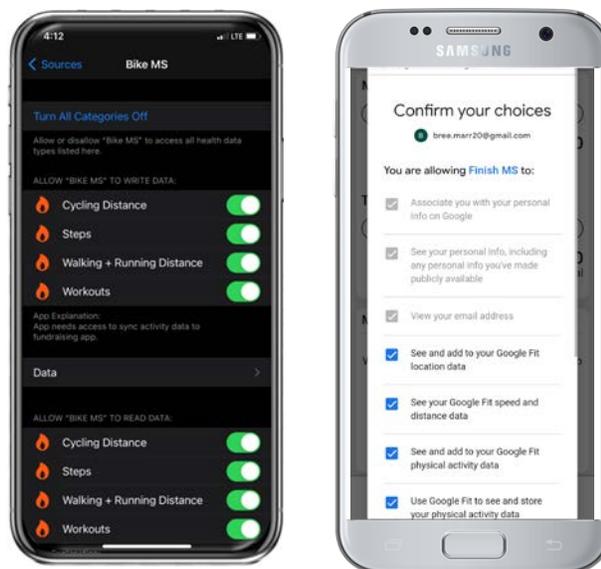
Apple devices - Click on the **“Connect to Apple Health”** icon



Android – Click on the **“Connect to Google Fit”** icon



Provide authorization for RUN LUNGevity to retrieve your activity data



**Note:** If you don't allow all categories to sync on iPhone, you may receive the following message and will need to sync all health data. *Go to Settings from your home screen > Scroll down to the Health app > Select "Data Access & Devices" > Select [RUN LUNGevity] > Select "Turn all Categories On".*



## Disconnecting from Apple Health Kit

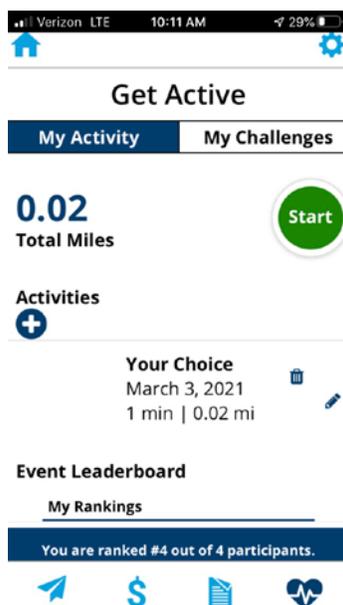
To disconnect the app from Apple Health Kit, follow the steps below.

- Disconnecting Apple Health Kit:
- 1. Go to settings
- 2. Locate Health app 
- 3. Select Data & Devices
- 4. Locate the App
- 5. Select Turn All Categories Off

## Home Screen

Your activity progress can also be easily accessed on your Home Screen. In addition to seeing your personal and team progress, you can quickly track activity from this screen, and edit your goals as well.

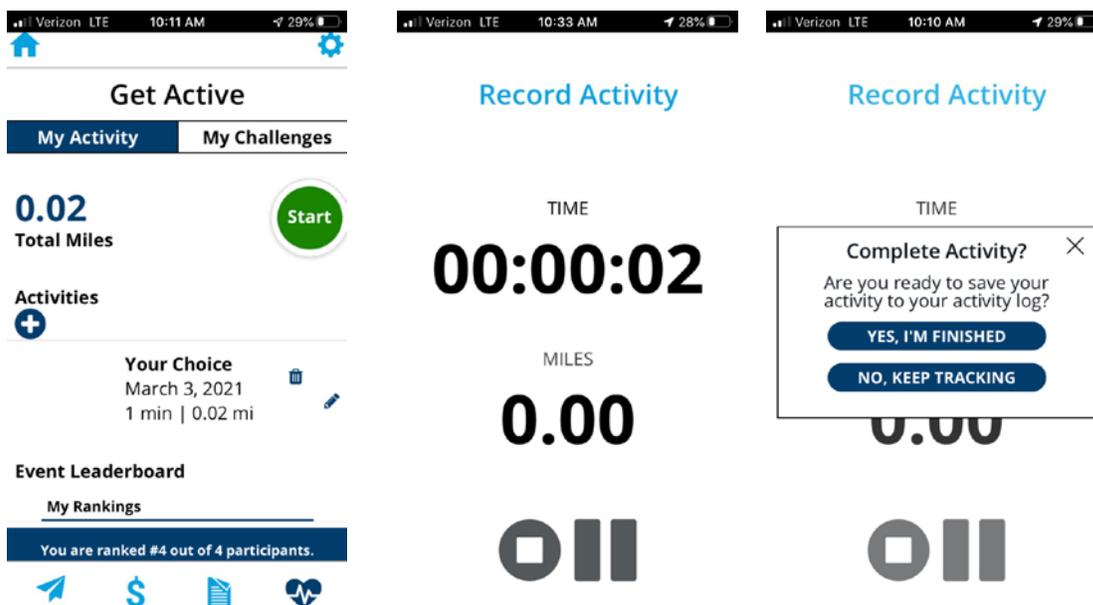




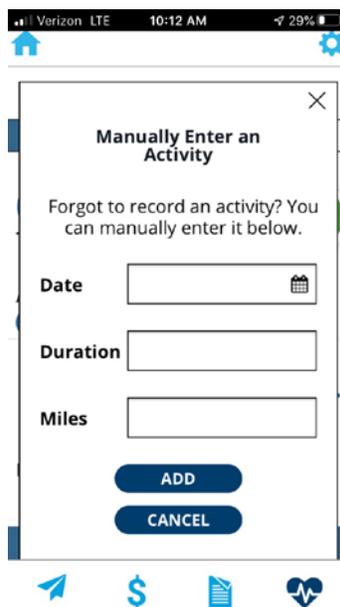
## My Activity

If you already have an activity tracking device, such as an Apple Watch or Garmin, and the device is connected to either Apple Health or Google Fit, your historic activity data will automatically be retrieved for the time defined in your event. For example, if you've been walking for the past 3 weeks and your event has been configured to retrieve data from the past 2 weeks until event day, then every walk of yours from the past 2 weeks will import into RUN LUNGEvity.

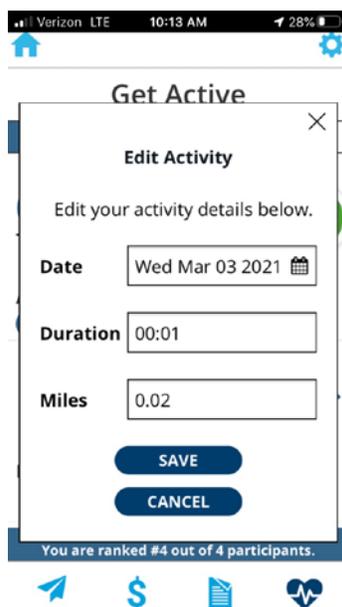
If you do not have an activity tracking device, you can record your activity from within Boundless Fundraising by clicking the green "Start" button. When you're done with your activity, you can press the "Stop" button and confirm to save your workout.



If you forget to track an activity with a device, you can manually add your activity by clicking the “plus (+)” button next to activities.

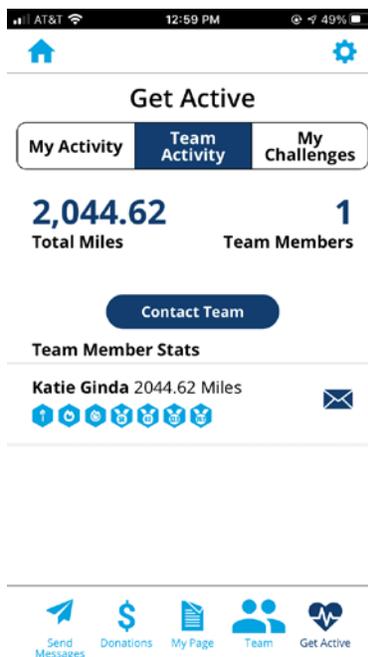


If you need to change or delete an activity, you can do so by clicking the pencil or trash bin icons.



## Team Activity

If you're a team captain, you can see all team members' activity, the challenges they've achieved and the ability to contact them via email or the entire team. There are also team stats at the top of the page to show you your team's progress.





## Challenges

As you continue tracking your activity, you will be awarded challenge badges to recognize your achievements. These challenge badges are typically based on a streak of activity, total distance of an activity and/or percent of activity goal you've achieved. Also, once you've been awarded a challenge badge you can share your achievement on various social feeds.

