­Setup

How to copy the GLP or MFP link to your templates

Here is the GLP/MFP link:

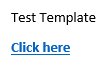
**Click here**

*How to copy the GLP or MFP link to your templates:*

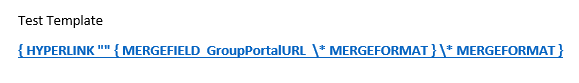
1. Highlight the link above:



1. Click on **Ctrl C** to copy the link
2. Go to the spot where you want it on the template you are copying to
3. Click on **Ctrl V** to paste link there



1. To test the link:
   1. Hold the **Alt** key and press the **F9** key
   2. If everything is correct, it should look like below:



1. **If you want to change the text of the link:**
   1. Let’s say the desired text is “Go to the Online Link”



* 1. Click before the last ‘e’ in here and delete up to the ‘C’ in click



* 1. Then enter the desired text after the ‘C’

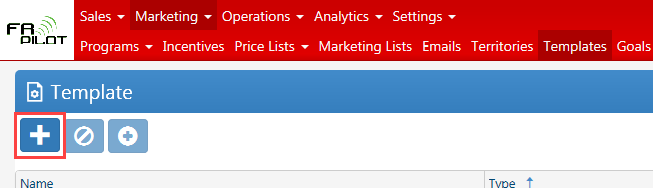


* 1. Click after the ‘C’ and backspace to delete it
  2. Click before the last ‘e’ and hit the delete key to delete forward

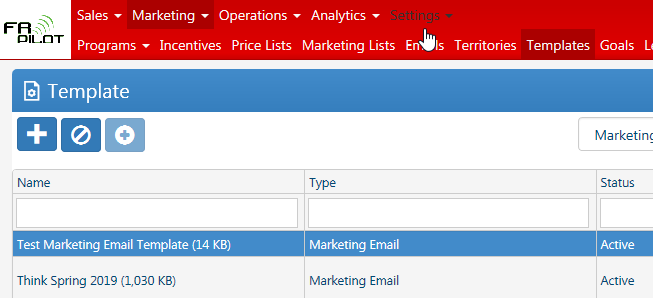


* 1. Hint:
     1. Ctrl Z will undo the last change, so if the link suddenly breaks you can sometimes bring it back via the undo function

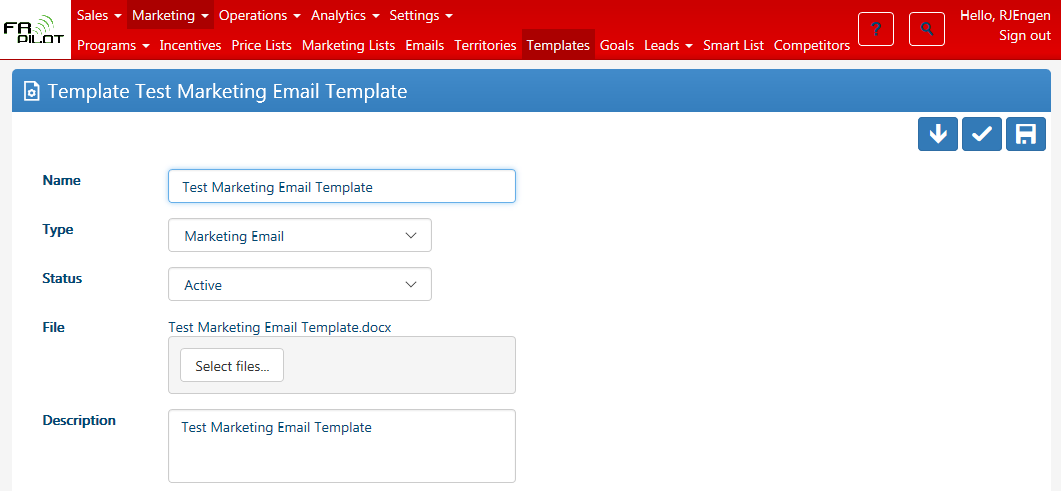
1. **Save** your Template document
2. Is the template in Marketing Templates in My Fundraising Place?
   1. *No*
      1. Add to Marketing Templates



* + - 1. Enter in Name and Description
      2. Make sure the correct Template Type is selected
      3. Click on the **Select Files** button and select the template file
      4. Click on the **OK** button
  1. *Yes*
     1. Upload the new template
        1. Double-click on appropriate template

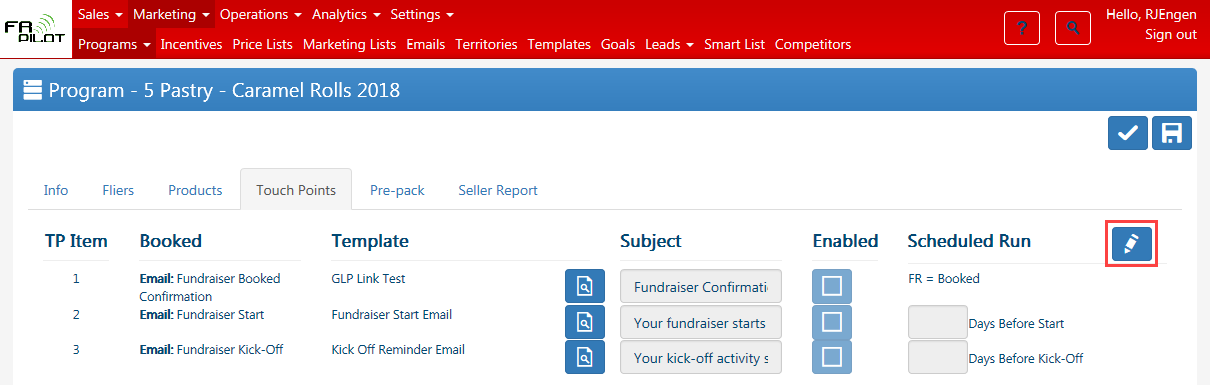


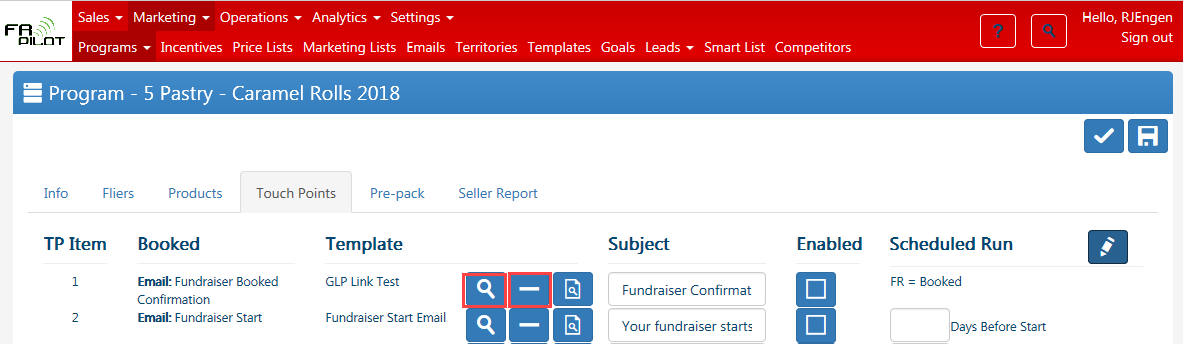
* + - 1. Click on the **Select Files** button and select the template file

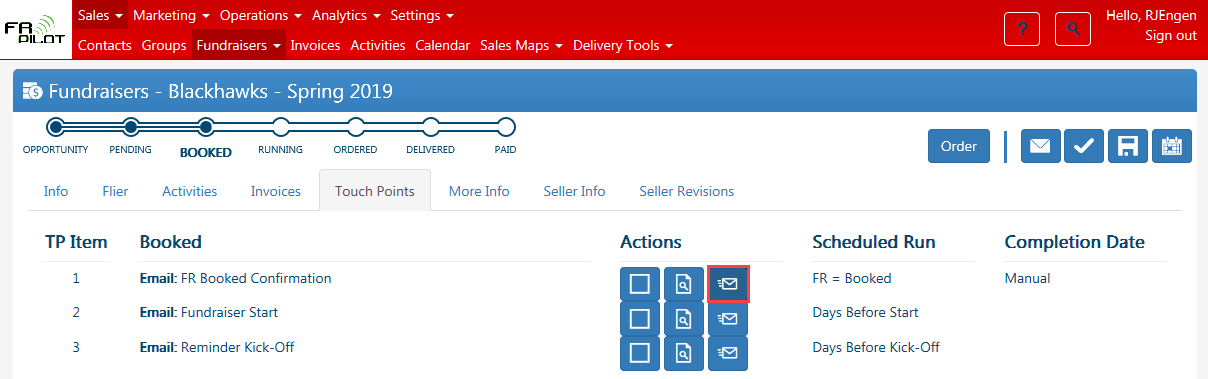


* + - 1. Click on the **OK** button
      2. Click on the **Save & Close** button

1. **My Fundraising Place Testing**
   1. **Touchpoint documents**
      1. Order Reminder & Midpoint typically are used with this link, possibly more
      2. If the Touchpoint Template is not associated with the correct Marketing Program:
         1. Click on the **Edit** **Touchpoints** button



* + - 1. Click on **Delete Template from Program** button
      2. Click on **Add New Template to Program** button and select appropriate template
      3. 
      4. Click on **Save & Close** button
    1. ***Test Touchpoint Template***
       1. Go to Sales > Fundraisers > Touch Points Tab



* + - 1. Click on the **Resend** button for the appropriate Touch Point
      2. Remove the email address in the email – to eliminate the chance of accidentally sending
      3. Click on the Link in the email to verify that it is working
      4. Note: The **Preview** button that creates a Word Document does not work to test the link