

DONOR GUIDE:

INTRODUCTION:

Note; If you are a DRIVER, click on the Driver Route Tab, then click on ?Help for specific help for drivers.

Thank you for your involvement in A Simple Gesture. You can read all about how it works by going to www.ASimpleGesture.Net.

This HELP GUIDE will hopefully answer most of your questions. Use the Table of Contents to click on the topic of interest or scroll down to find the information you need.

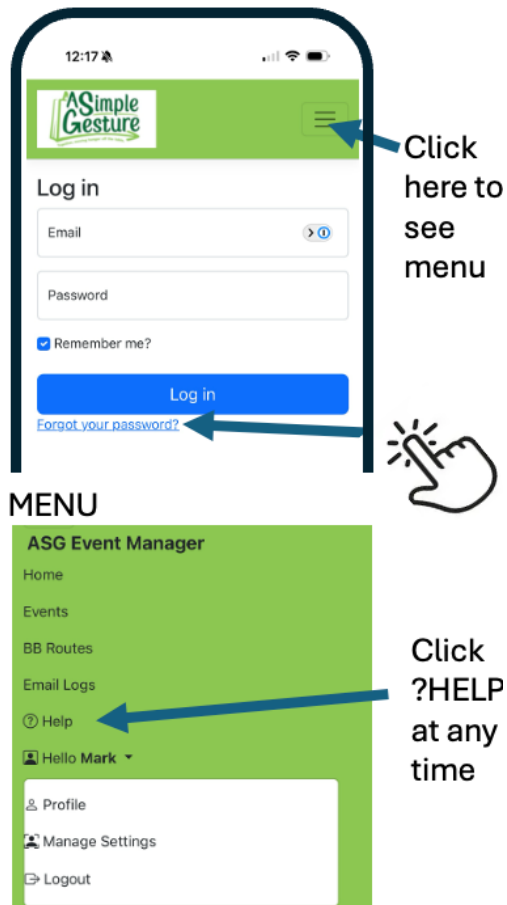
QUICK HELP GUIDE:

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Log In/Site Menu

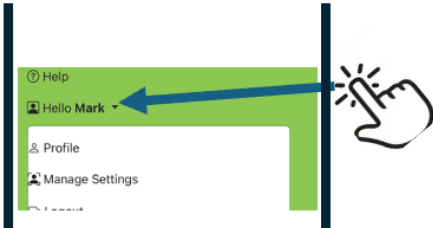
You can log in at any time by going to www.asgeventmanager.com. Find your chapter in the map or menu.



Your username is your email address.

Edit Profile:

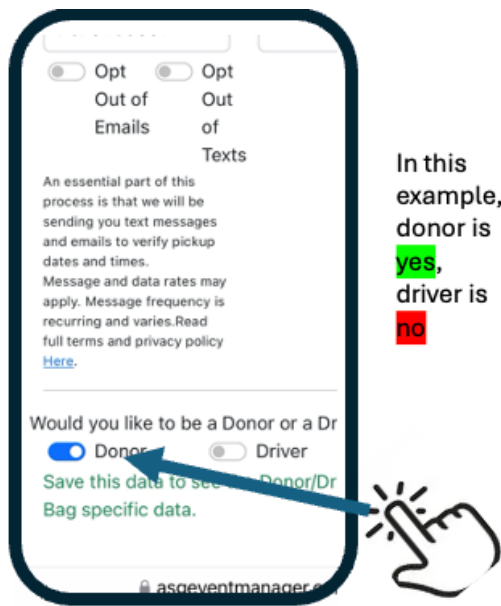
1. Click PROFILE in the main menu to edit/update your profile.
 - a. Look for the dropdown arrow next to your “Hello [name]”



- b. Enter Name, Address, Cell Information

Be a Donor and Driver

In the Profile Page;



In this example, donor is **yes**, driver is **no**



Be sure to **SAVE!**

Click the ? Help Button in the top right of this screen for

Upcoming Events;

You will receive emails or texts notifying you of upcoming events. Each email contains a link that will bring you to your Events Page. OR you can log in and click EVENTS from the menu.



MORE HELP:

The ?Help button in the main menu will answer most questions.

For DETAILED INSTRUCTIONS when you have access to a full-sized monitor, click or go to www.ASimpleGesture.com/ASGEventManagerUserGuide

If you need help for a specific event, click on the EVENTS page and look for the Event Manager Contact Information.

If you need more assistance contact your Chapter Administrator. Their contact information will be on the HOME Page.