



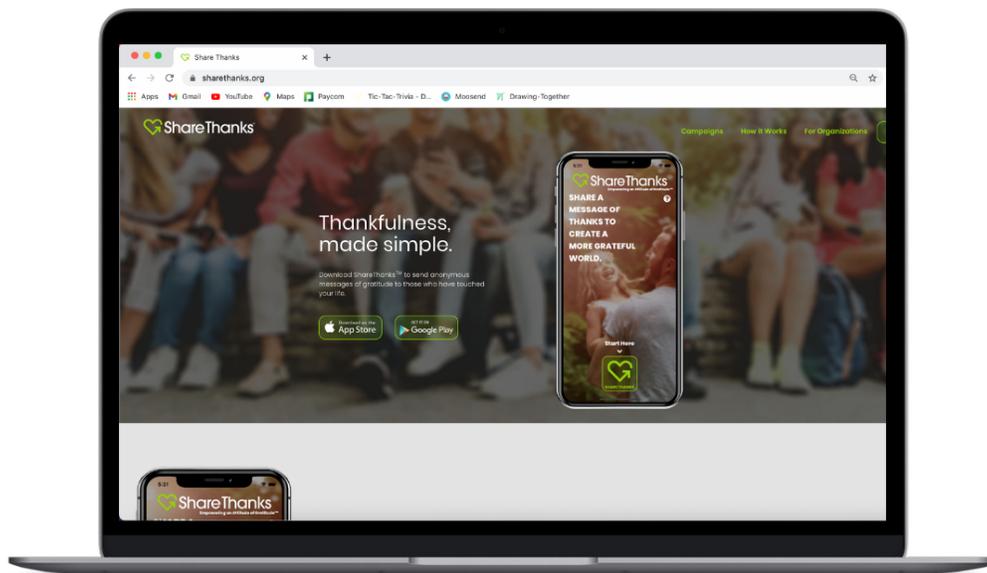
How to Send an Appreciation

Table of Contents

1. Downloading the ShareThanks® App	pg. 3
2. Sending an Appreciation in the ShareThanks® App	pg. 4
3. Sending an Appreciation to a Heart-to-Heart Campaign	pg. 12
4. Sending an Appreciation with an AppClip/InstantApp	pg. 24

Downloading the ShareThanks® App

1. You can **download** the ShareThanks® App through our website (<https://sharethanks.org/>).



2. You can **download** the ShareThanks® App in the Apple App Store, or in the Google Play Store.

- Just search for “ShareThanks” in the search bar.

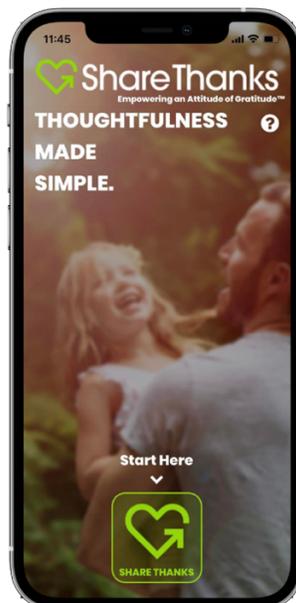


Sending an Appreciation in the ShareThanks® App

1. **Navigate** to the ShareThanks® App on your phone.
 - **Note:** *The following screens include step-by-step instructions on an iPhone, when using an Android, the screen might look slightly different, but the steps remain the same on all devices.*



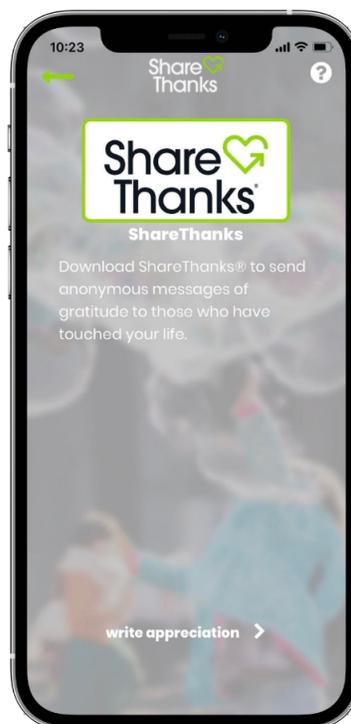
2. **Open** the ShareThanks® App.



3. **Select** your campaign from the active campaign menu, or **search** for your campaign by clicking on the green **search campaigns** button at the bottom of the screen.



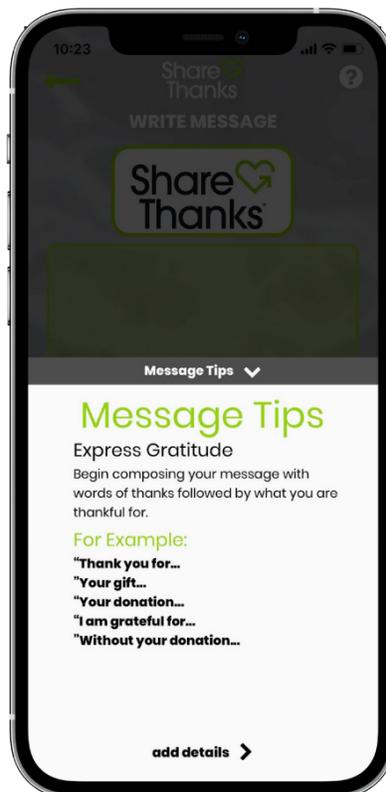
4. **Review** the campaign description and then swipe to begin writing your Appreciation.



5. **Write** your Appreciation.



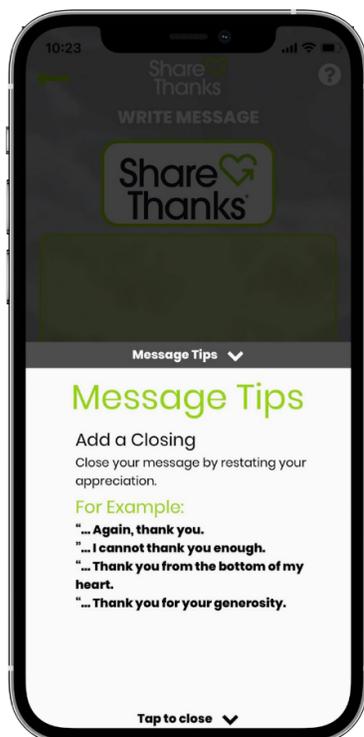
6. Need help **starting** your Appreciation? Message tips can help.



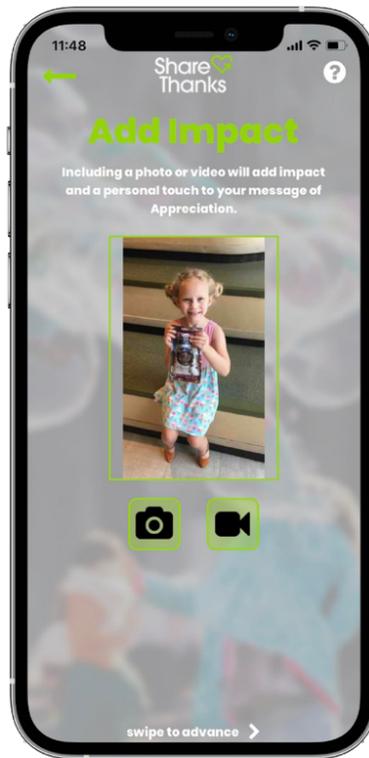
7. Not sure what the **middle** of your Appreciation should say? Review our message tips.



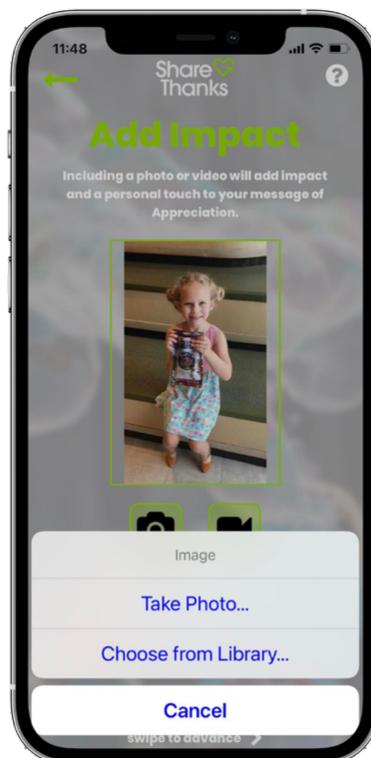
8. Don't know how to **end** your Appreciation? Check out our message tips.



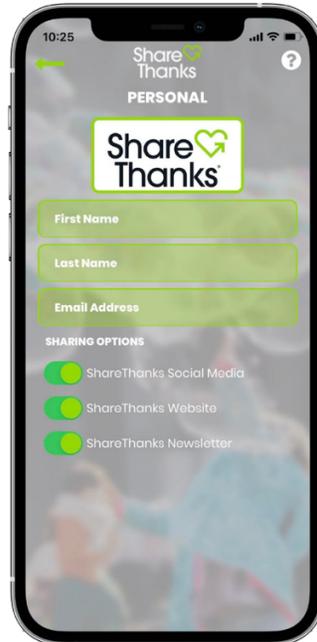
9. Interested in **adding impact** to your message? Upload a photo or video.



10. You can take a photo/video in the ShareThanks® app or upload a photo/video from your photo library.



11. Please include your **personal information** (first name, last name, email address). This information will remain confidential and will not be shared with your Appreciation message.



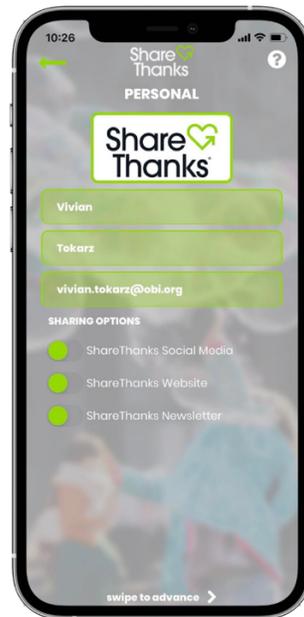
The screenshot shows the 'PERSONAL' form in the Share Thanks app. The form includes three input fields: 'First Name', 'Last Name', and 'Email Address'. Below these fields are three sharing options, each with a green toggle switch: 'ShareThanks Social Media', 'ShareThanks Website', and 'ShareThanks Newsletter'. The app's logo and a back arrow are visible at the top.

12. If you are a parent, guardian, or family member filling out an Appreciation for a child, please include YOUR email address.

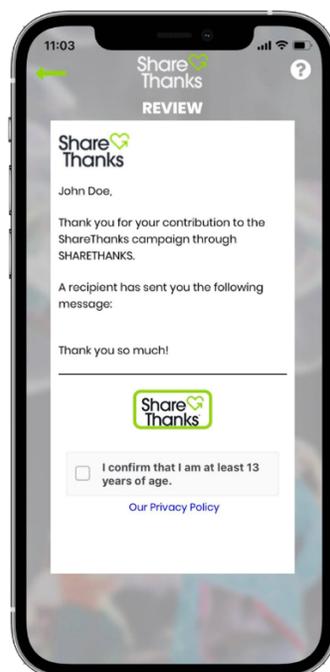


The screenshot shows the 'PERSONAL' form in the Share Thanks app with the following information entered: First Name: Vivian, Last Name: Tokarz, and Email Address: vivian.tokarz@obl.org. The sharing options are the same as in the previous screenshot. The app's logo and a back arrow are visible at the top.

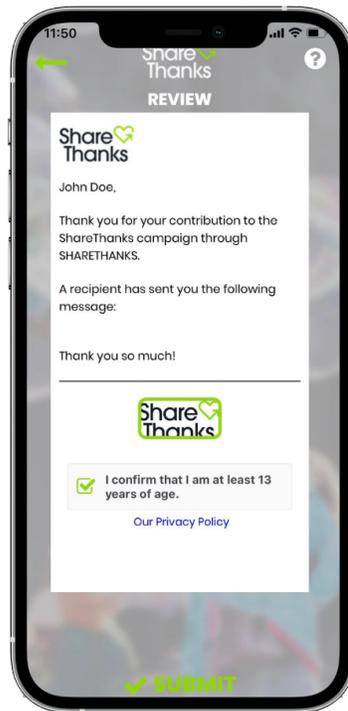
13. Next, please indicate whether we can **share your Appreciation** on ShareThanks® social media, the ShareThanks® website, or in the ShareThanks® newsletter.
- **NOTE:** When the selection bar is green, the permission is allowed. When the selection bar is gray, the permission is restricted.



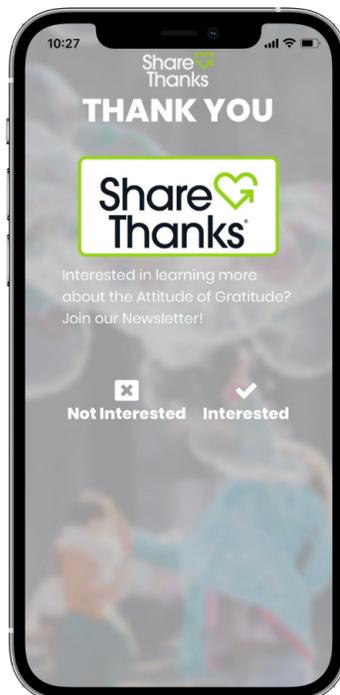
14. After you have included your personal information, you will be able to **review** your message.



15. Once you have reviewed your message, please **confirm** that you are at least 13 years of age.



16. Finally, indicate whether you are **Interested** or **Not Interested** in receiving additional information from the organization.



Sending an Appreciation to a Heart-to-Heart Campaign

1. **Navigate** to the ShareThanks® App on your phone.
 - **Note:** *The following screens include step-by-step instructions on an iPhone, when using an Android, the screen might look slightly different, but the steps remain the same on all devices.*



2. **Open** the ShareThanks® App.



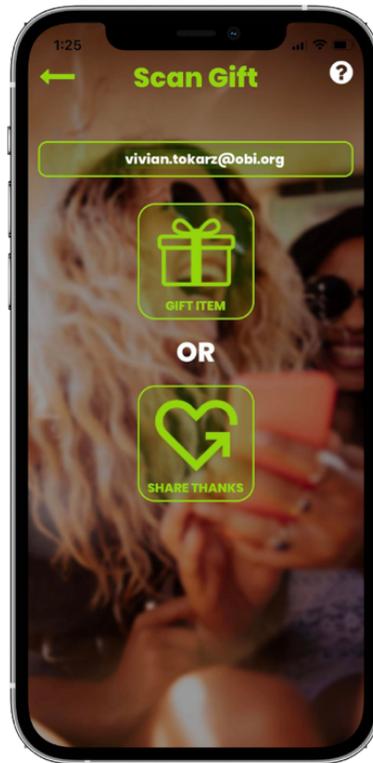
3. **Select** your campaign from the active campaign menu, or **search** for your campaign by clicking on the green **search campaigns** button at the bottom of the screen.



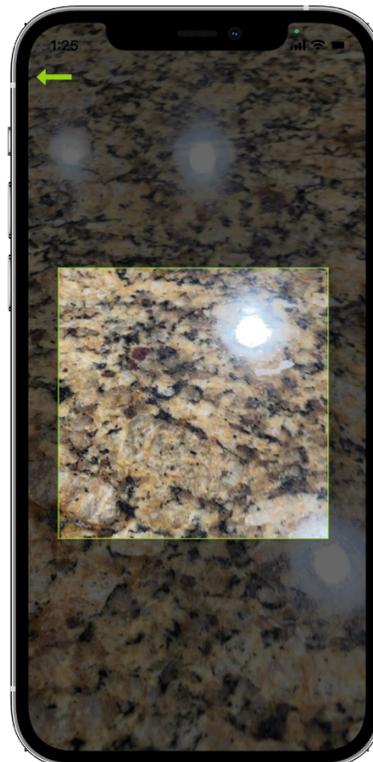
4. If your campaign is a **heart-to-heart campaign**, you will be directed to this screen.



5. If you want to scan a gift item, enter your email address, and click the 📺 button.



6. A camera screen will pop up.

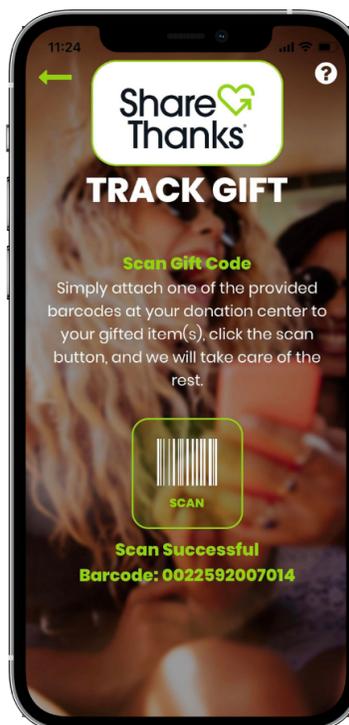


7. You will be able to scan the barcode that is assigned to your gift.

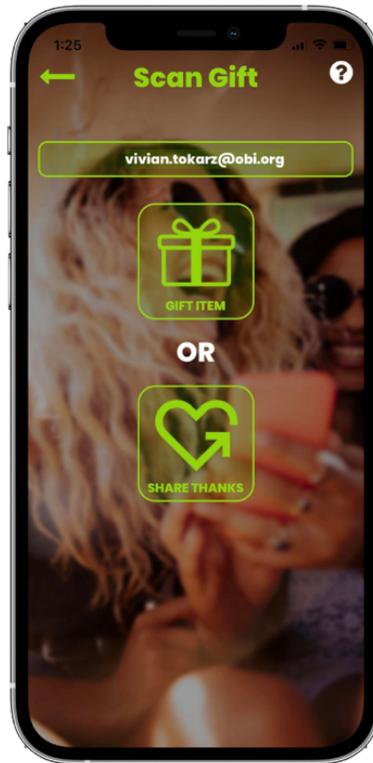
- **Note:** A barcode will be assigned to each gift. The barcodes will be provided by the partnering agency at the donation drop-off location.



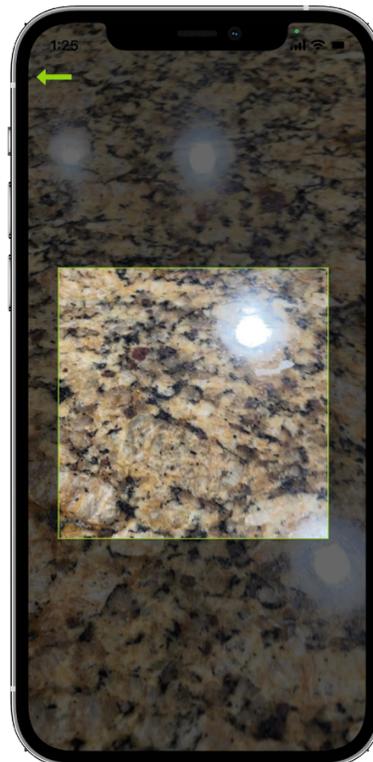
8. When the scan is successful, you will see this screen.



9. If you want to send an Appreciation message, enter your email address, and click the  button.



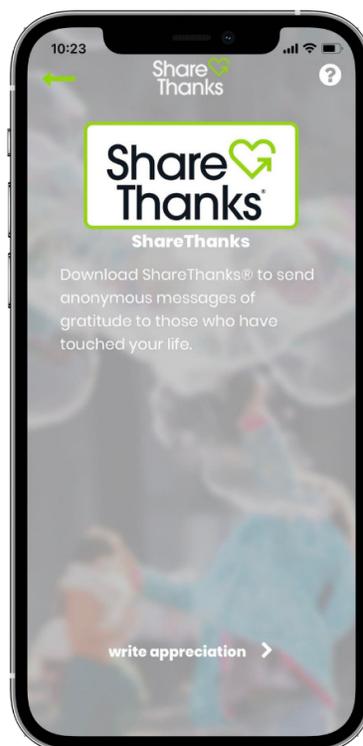
10. A camera screen will pop up.



11. You will be able to scan the barcode that is attached to your gift.



12. **Review** the campaign description and then swipe to begin writing your Appreciation.



13. Write your Appreciation.



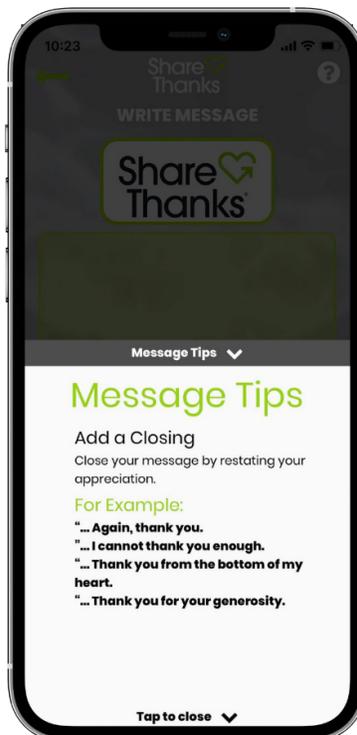
14. Need help **starting** your Appreciation? Message tips can help.



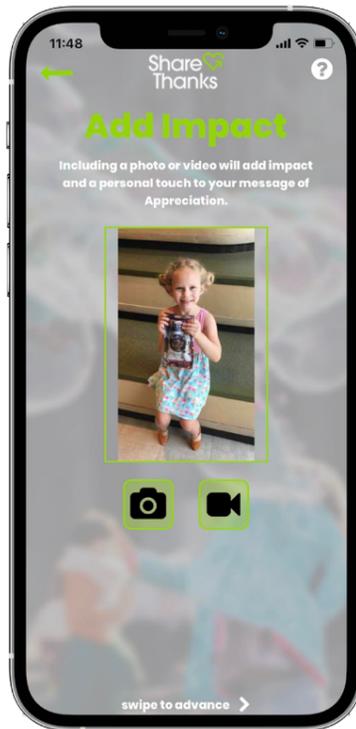
15. Not sure what the **middle** of your Appreciation should say?
Review our message tips.



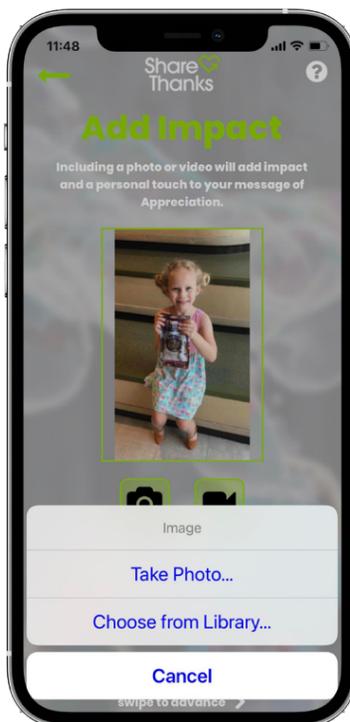
16. Don't know how to **end** your Appreciation? Check out our message tips.



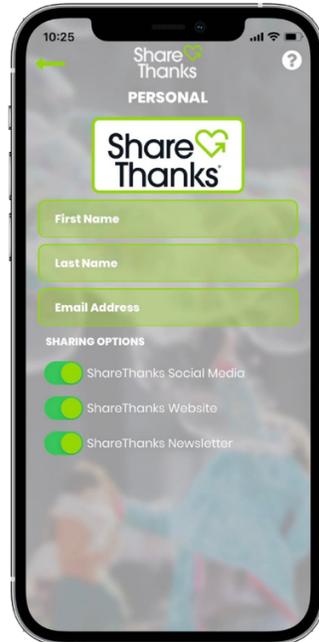
17. Interested in **adding impact** to your message? Upload a photo or video.



18. You can take a photo/video in the ShareThanks® app or upload a photo/video from your photo library.



19. Please include your **personal information** (first name, last name, email address). This information will remain confidential and will not be shared with your Appreciation message.



The screenshot shows the 'PERSONAL' form in the Share Thanks app. The form includes three input fields: 'First Name', 'Last Name', and 'Email Address'. Below these fields are three sharing options, each with a green toggle switch: 'ShareThanks Social Media', 'ShareThanks Website', and 'ShareThanks Newsletter'. The app's logo and the word 'PERSONAL' are visible at the top of the form.

20. If you are a parent, guardian, or family member filling out an Appreciation for a child, please include YOUR email address.

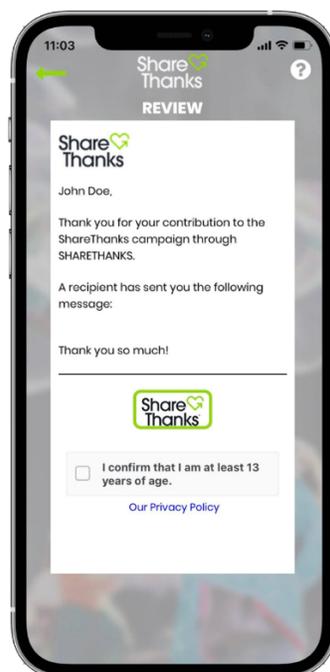


The screenshot shows the 'PERSONAL' form in the Share Thanks app with the following information filled in: First Name: Vivian, Last Name: Tokarz, and Email Address: vivian.tokarz@obl.org. The sharing options are the same as in the previous screenshot: 'ShareThanks Social Media', 'ShareThanks Website', and 'ShareThanks Newsletter', all with green toggle switches. The app's logo and the word 'PERSONAL' are visible at the top of the form.

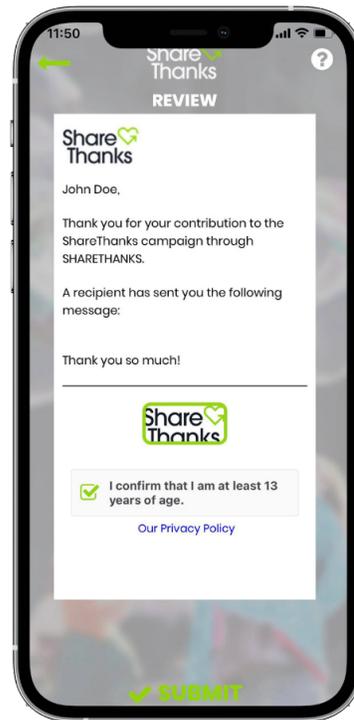
21. Next, please indicate whether we can **share your Appreciation** on ShareThanks® social media, the ShareThanks® website, or in the ShareThanks® newsletter.
- **NOTE:** When the selection bar is green, the permission is allowed. When the selection bar is gray, the permission is restricted.



22. After you have included your personal information, you will be able to **review** your message.



23. Once you have reviewed your message, please **confirm** that you are at least 13 years of age.



24. Finally, indicate whether you are **Interested** or **Not Interested** in receiving additional information from the organization.



Sending an Appreciation with an AppClip/InstantApp

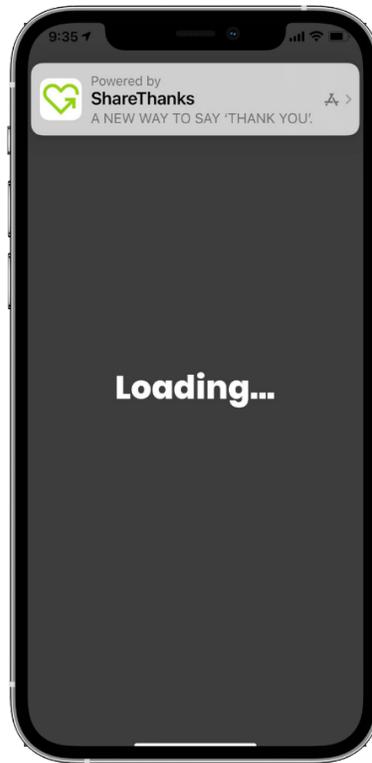
1. Open your phone camera and scan the QR code that is associated with the campaign.



2. This screen will pop up. Click the **Open** button.



3. The AppClip/InstantApp might take a few moments to **load**.



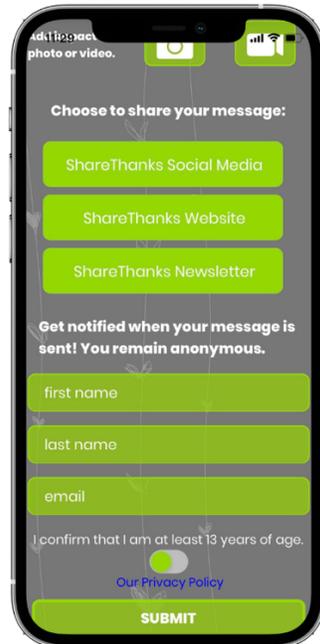
4. **Write** your Appreciation.

- *Include a photo or video, if desired.*



5. Complete your Appreciation.

- Please indicate whether we can **share your Appreciation** on ShareThanks® social media, the ShareThanks® website, or in the ShareThanks® newsletter.
- **Include** your First Name, Last Name, and Email Address.
- **Confirm** that you are at least 13 years of age.



Choose to share your message:

ShareThanks Social Media

ShareThanks Website

ShareThanks Newsletter

Get notified when your message is sent! You remain anonymous.

first name

last name

email

I confirm that I am at least 13 years of age.

Our Privacy Policy

SUBMIT

6. Once your Appreciation has been **submitted**, you will be taken to this screen.

