UNITED@WORK QUICK-START GUIDE



Thank you for rallying your team's support of United Way of Metro Chicago! United@Work is a self-guided, easy-to-use tool that empowers you to plan, launch, and manage your employee giving campaign independently in just a few simple steps. This guide walks you through the full process, and our team is available to support you if needed.

STEP 1
Register Your Campaign

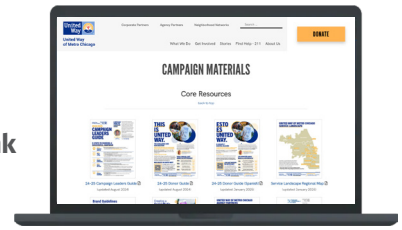
Complete the **Campaign Registration Form** to let us know you're launching an employee giving campaign. You can access the form using the QR Code or by visiting **LIVEUNITEDchicago.org/Register-Campaign**.

Once submitted, our team will activate your campaign and set you up for success.

STEP 2
Launch and Engage Your Team

Once activated, you'll receive everything you need to start your campaign, including:

- Access to the **Campaign Toolkit** — customizable posters, videos, and more
- Customizable campaign **email templates** to promote your campaign
- Your organization's unique **United Way Pledge Link**
- Guidance on messaging, timing, and employee engagement strategies



STEP 3
Track, Reflect, and Improve

Use your **Campaign Admin site** to:

- View real-time participation and giving reports
- Access final results after the campaign closes
- Complete a short feedback survey to help us improve your experience

Your leadership helps drive meaningful impact. United, we are building a stronger Chicago region. **Thank you for being a champion for change.**

QUESTIONS? WE'RE HERE TO HELP! Please contact **DonorHelp@LIVEUNITEDchicago.org** for support before, during, or after your campaign.

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