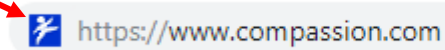


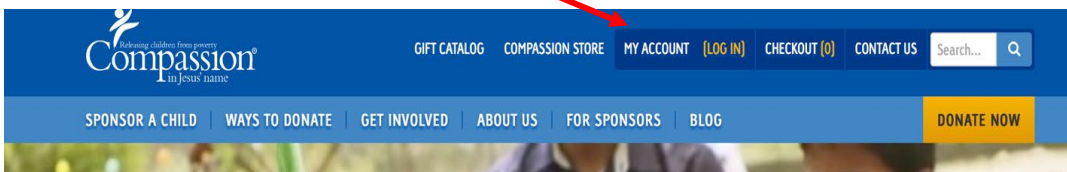
LETTER WRITING USER GUIDE

1. **ACCESS:** Type <https://www.compassion.com> into Google Chrome or Firefox. IE has issues.



<https://www.compassion.com>

2. **LOCATE MY ACCOUNT:**



3. **MY ACCOUNT:** Here you will either log in as an existing user or set up for “First Time” user

My Account

Log In to Your Existing Account

If you already have a Web account with us, you can simply log in to access your Compassion sponsor account.

Enter your username and password to log in to your Compassion account.

Username

Password

Remember me

Login >

or [did you forget your username or password?](#)

First Time Logging In?

Set Up Your Account

If you've donated to Compassion before, you can create a free Web account. All you need is your donor number or your e-mail address.

Create Account

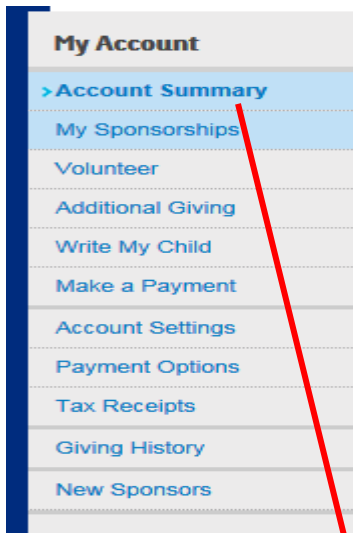
Career Opportunities

Use your skills to help children in poverty today.

[Apply for a Position >](#)

[View Application Status >](#)

4. MY ACCOUNT NAVIGATION TOOL BAR OVERVIEW:



NOTE:

There are 11 tabs in the **My Account** Navigation Tool Bar.

Take the time to click on each one and review the information. Compassion has done a wonderful job in teaching their service.

Account Summary

Welcome, Tom and Maria

My Messages

- Need something for the hard-to-shop-for?**
[Simply shop Compassion's Gift Catalog](#) and give gifts to honor your friends and family — all while releasing children from poverty in Jesus' name. You'll find gifts like [textbooks](#), [goats](#) and even [lifesaving surgery](#) for a precious child — you're sure to find a gift that will speak to the heart of your loved one. [Shop today!](#)
- A World of Gratitude for YOU!**
Happy Thanksgiving! We are grateful for you, and the host of caring adults you are standing beside — all to change a child's life. [Check out this video!](#)

Account Settings [Edit Settings](#)

Name: Tom and Maria Bramlett

Sponsor Number: [REDACTED]

Mailing Address:
[REDACTED]

Mobile Phone: [REDACTED]
(preferred)

Email: [REDACTED]

Username: [REDACTED]

Email & Text Preferences [Edit Settings](#)

We want to stay in touch, but only in ways that you find helpful.

Child Letter Preferences [Edit Settings](#)

How do you want letters from your child delivered?

Magazine Preferences [Edit Settings](#)

How would you like to receive your free copies of Compassion's Magazines?

5. **MY SPONSORSHIP:** Information on your child/children and all the links to navigate:



- a. Write a letter electronically.
- b. Ability for additional giving: Location for Birthday Gifting (instruction on page 8).
- c. View payment options: here you can edit payment plans, your credit card information etc.
- d. Review your giving history
- e. How to visit your child

Santiago Josue Olvera Malla
Sponsored since April 4, 2019

Birthday: Santiago will be 11 on July 1, 2020
Funding: Your commitment amount is \$38 per month
[Edit Automatic Payment Plan](#)

Gender: Male **Age:** 10
Location: Ecuador **Center:** Iglesia del Nazareno Esperanza Eterna "Español"
Child ID: EC044101110

[Write to Santiago](#) [Payment Options](#)
[Additional Giving](#) [Giving History](#)
[Visit Santiago](#)

6. **WRITE MY CHILD- HOW TO:**

My Account

- > Account Summary
- My Sponsorships
- Volunteer
- Additional Giving
- Write My Child**
- Make a Payment
- Account Settings
- Payment Options
- Tax Receipts
- Giving History
- New Sponsors

OVERVIEW: When you click on **Write My Child** in the **My Account** Navigation Tool Bar you will be directed to the **Letter Writing** Navigation Tool Bar.

- a. Compose a letter
- b. My Drafts
- c. My Letters
- d. My Archived Letters
- e. Letter Writing Tips

Letter Writing

- > **Compose Letter**
- My Drafts
- My Letters
- My Archived Letters
- Letter Writing Tips

My Account

- [Return to My Account](#)

6a. COMPOSING A LETTER- ELECTRONICALLY:

1: Select Template

2: Write Letter

3: Add Photos

4: Preview

5: Send Letter

- Select a Template:** There are 3 types
 - Letter:** Form that allows you to write the most words unless you upload your own.
 - Card:** Less words than the letter form.
 - Upload:** A handwritten vs typed format.

NOTE: For all three templates, you can upload pictures. If using a letter template only three will be on the Stationary and 4 plus will be on a separate page.
- Add Photos:** Note if multiple they might cover the stationary design on the bottom and only 3 will be on the page. Additional get posted on separate page.
- Preview:** Review and if you wish to **EDIT** click back to #2 Write Letter
- Send Letter:** You will receive a confirmation action before you hit send.

1: Select Template

Next >

Letter

Select from a variety of stationery and write your child a letter.

Send a Letter

Card

Choose a card to send to your child.

Send a Card

Upload

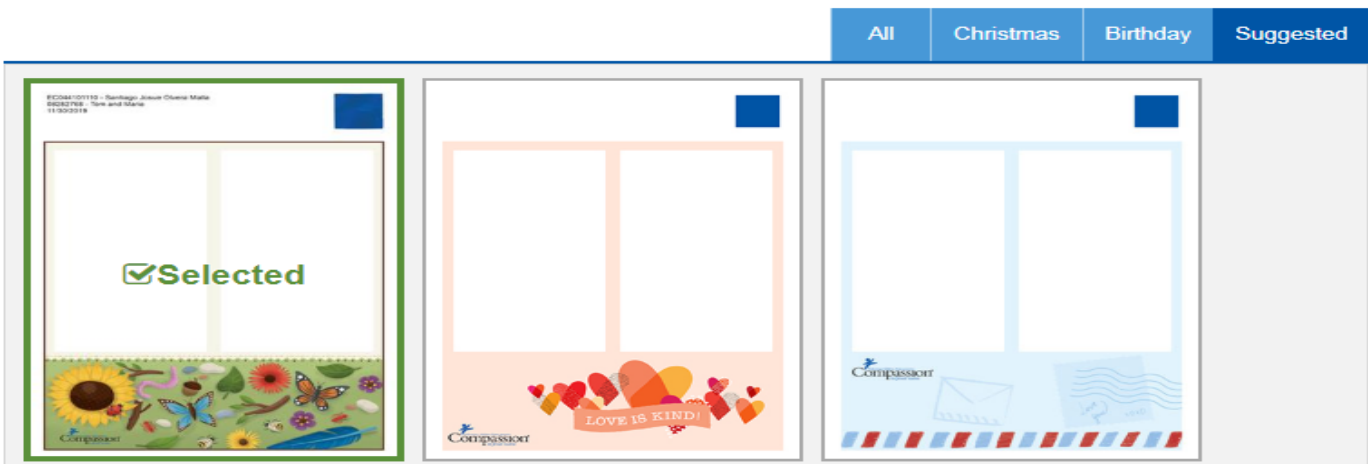
Upload a scanned letter to send to your child.

Upload a Letter

To select a template, simply click on an image and then click the "Next" button.

We have suggested templates for you, but if you would like to see other options, click on the "All" tab.

All Christmas Birthday Suggested



Continued: COMPOSING A LETTER- ELECTRONICALLY:

Note: After you have completed Step 5 (Send Letter) and try to write another, you will get a notice when you can send a new one.



Writing letter to:
Santiago Josue Olvera Malla

1: Select Template

2: Write Letter

3: Add Photos

4: Preview

5: Send Letter

Next >

You have written the maximum number of letters for this child in this time period.

You may edit and save a new draft but will not be able to send it for 23 more hour(s).

Write a letter to this child. Space is limited by amount of text & vertical space. [Sample Questions](#)

If you click on the blue SAMPLE QUESTIONS

Write a letter to this child. Space is limited by amount of text & vertical space. [Sample Questions](#)

- What do you want to be when you grow up?
- What do you like to study in school?
- What do you do when you go to the Compassion project?
- What is your favorite Bible verse?
- What is a national holiday you celebrate in your country? Can you tell me more about it?

If you log out of Compassion intentionally or not your letter will be saved in MY DRAFTS

Excellent place to search all questions you have regarding letter writing.



5

6b. **COMPOSING A LETTER - MANUALLY:**

If you choose to compose a letter manually Compassion provides stationary set up in the format where you can write your part and where the translator can write their part with the convenience of your coded bar scan and child's sponsorship number.

If you do not use this form and choose to use your own, please **REMEMBER** to write your child's full number on the letter. See example below.

Tom and Maria
Santiago Josue Olivera Malla
05620655
EC044101110



09020955-09282788-US-A-1811-1

09020955-09282788

YOUR LETTER

LEAVE THIS AREA BLANK FOR TRANSLATION



Do not write below this line

Letter to my Sponsored Child



Your note of encouragement will make such a difference in your child's life!

Many children say their sponsor's encouragement is what keeps them going and gives them hope. It's so important for your child to know that you believe in him or her. Your words — even just a few lines — can make all the difference.

Tom and Maria Bramlett
9618 Shale Ct
Elk Grove, CA 95624

You can find tips on the back to help you write. Also, if you'd like to include a monetary gift for your sponsored child, please indicate that below.

Gift amount \$ _____ (between \$10 and \$100)

Check enclosed

Add this one-time gift to my automatic payment plan
(Payment to be withdrawn immediately)

For: Birthday Christmas Other _____

Thank you again for encouraging your child!

Gift for child: EC-0441-01110

YOUR LETTER

LEAVE THIS AREA BLANK FOR TRANSLATION



Tips for writing to your child!



Encourage. Remind your child that he or she is special and loved. Let your child know you're praying for his or her entire family!



Tell your child about you. Your child is eager to learn about you! Describe your family, job, hobbies and even pets. Include prayer requests and tell them what God is teaching you.



Ask questions. Let your child know you want to learn about them. Some great questions to ask are: What do you want to be when you grow up? What's your favorite subject in school? What do you do for fun? How can I pray for you and your family?



Include a favorite Bible verse. Share an uplifting and encouraging Bible verse with your child as a reminder that God cares deeply for him or her.



Share photos. Your child loves getting pictures from you! Share a photo and include a "caption" letting him or her know what you were doing and who is pictured!



Send a digital note. You can write a note on your phone or tablet using the Compassion® app! It makes it easier than ever to upload photos and send your message. You can also write online by logging in to compassion.com/account and clicking the "Write My Child" button.

Mail Manual Letters To:

ATTN: Child Correspondence Dept.
COMPASSION INTERNATIONAL
Colorado Springs, CO 80997-0004

7. WHEN WRITING A LETTER and GIFTING – Additional Gifting:



Birthday Gift: Up to \$100.00 per year.

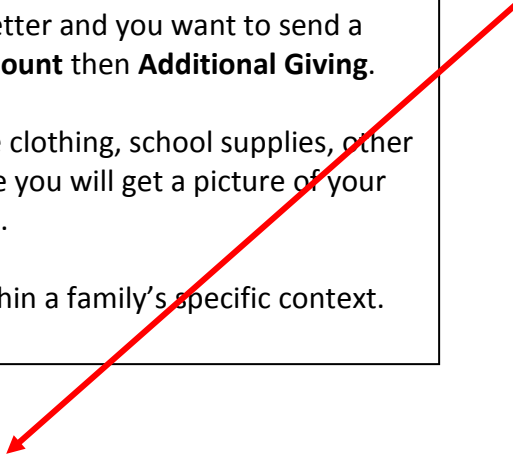
Child Gift: Up to \$100. Per year.

Family Gift: Up to \$1,000 throughout the year / minimum \$25.00

Birthday Gift: After writing a letter and you want to send a birthday gift; access by **My Account** then **Additional Giving**.

Child Gift: important items like clothing, school supplies, other necessities. For \$60.00 or more you will get a picture of your child with what was purchased.

Family Gift: to meet needs within a family's specific context.



My Account
Account Summary
My Sponsorships
Volunteer
> Additional Giving
Give a Gift FAQ
Write My Child
Make a Payment
Account Settings
Payment Options
Tax Receipts
Giving History
New Sponsors

Additional Giving

Child-related Gifts

[Santiago Josue Olvera Malla](#)

Born: July 01, 2009

Birthday Gift ▾	Child Gift ▾	Family Gift ▾
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Other Donations

Make a One-Time Gift to:

Choose a Compassion fund... ▾	0.00
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[+ Add another one-time gift](#)

Make a Monthly Commitment to:

Choose a Compassion fund... ▾	0.00 ▾
-------------------------------	--------

[+ Add another monthly gift](#)

Sponsor another Child for \$38.00 per Month

- No, thank you
- Please select the child who has been waiting the longest
- I prefer to specify gender, age, special needs and/or area for the child I will select

\$0.00 Total Due Today

\$0.00 Total Due Monthly

Continue

Additional On Line Letter Writing Resource:

<https://www.compassion.com/letter-writing/how-to-write-a-letter-to-a-child.htm>