

How-To Guide: Your Participant Center

walk



bike



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Getting Logged In

From the Walk, Bike or Mud Run homepages select “My Participant Center.”
Enter your Username and password to access your Participant Center.

User Login

Enter User Name and Password

* - Required Fields

* Username:

* Password:

Remember My Username and Password

Are you a new user?

[Create an account](#) to receive personalized content and stay informed with the latest information about multiple sclerosis and the National MS Society.

You must be a registered Participant to access your Participant Center. If you have not registered, go back to the Homepage and click on “Register Now!”

What's Available?

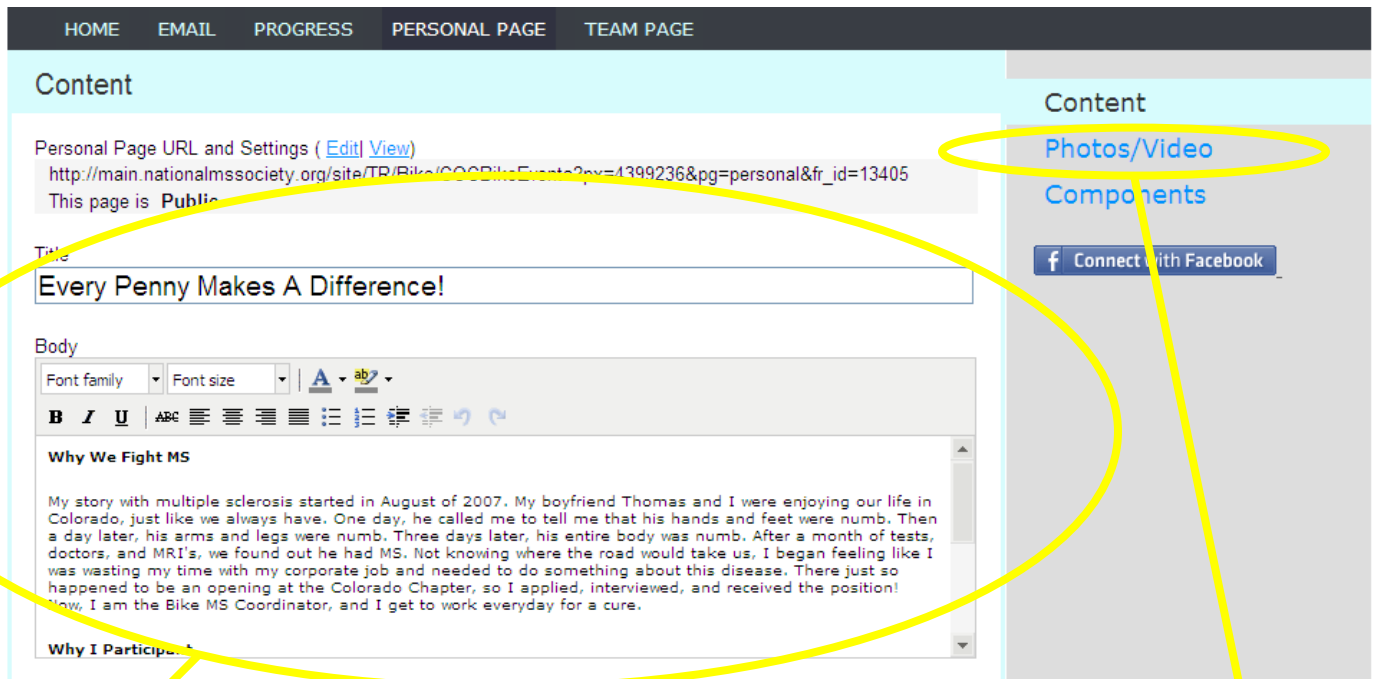
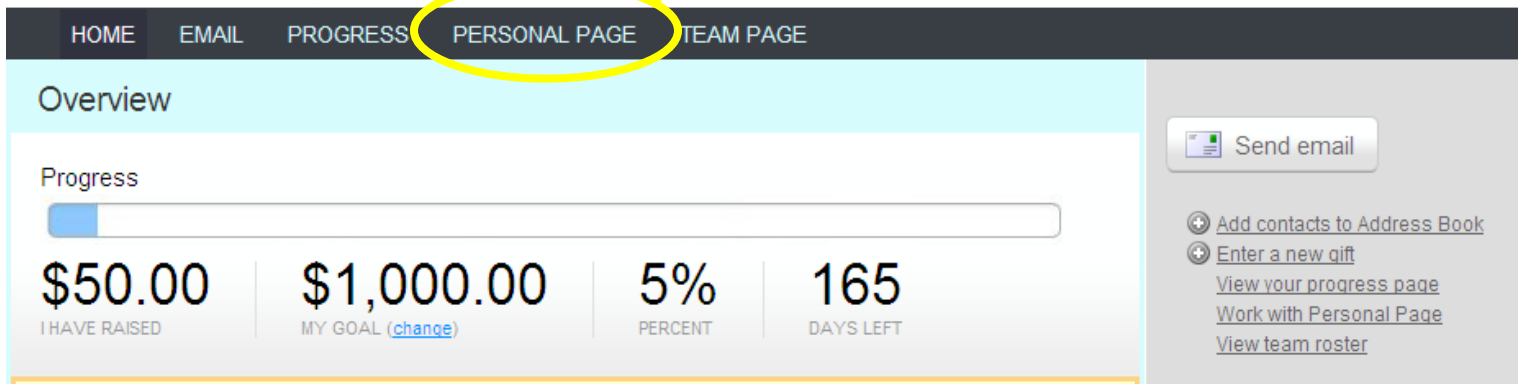
In your Participant Center you can:

- Set up your Personal Webpage
- Upload your email address book
- Send emails to solicit donations and to thank your donors
- Track emails sent and actions taken
- Track your fundraising progress
- Access your team information (only team captains have this icon)

The screenshot shows a web interface for a Participant Center. At the top, a dark navigation bar contains five menu items: HOME, EMAIL, PROGRESS, PERSONAL PAGE, and TEAM PAGE. A yellow oval highlights this entire navigation bar. Below the navigation bar is a light blue header section labeled 'Overview'. Underneath, there is a 'Progress' section with a horizontal progress bar. Below the progress bar, four data points are displayed in a grid: '\$50.00' (I HAVE RAISED), '\$1,000.00' (MY GOAL (change)), '5%' (PERCENT), and '165' (DAYS LEFT). On the right side of the interface, there is a grey sidebar containing a 'Send email' button and a list of links: 'Add contacts to Address Book', 'Enter a new gift', 'View your progress page', 'Work with Personal Page', and 'View team roster'. A yellow oval highlights the 'Send email' button and the list of links. A yellow line points from the 'Send email' button back to the list of actions in the text above.

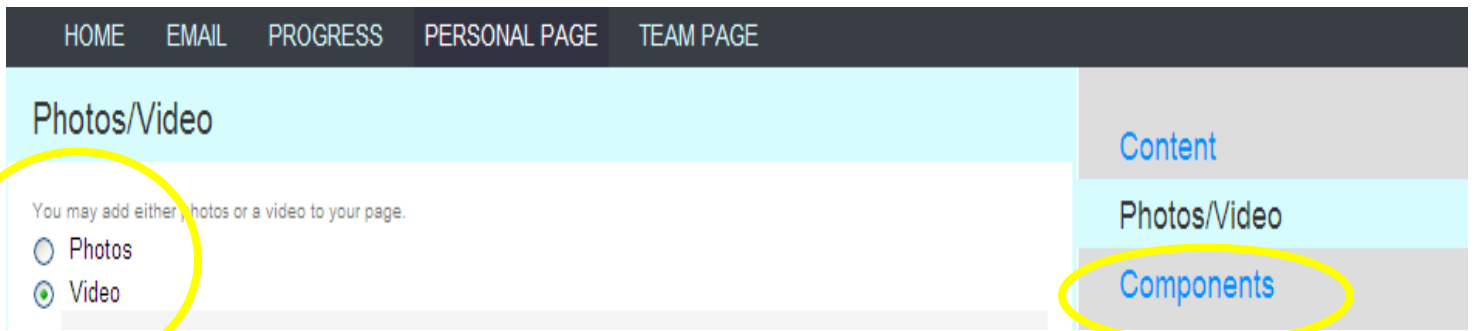
Setting up your Personal Webpage

STEP 1: From My Participant Center select the Personal Page button.



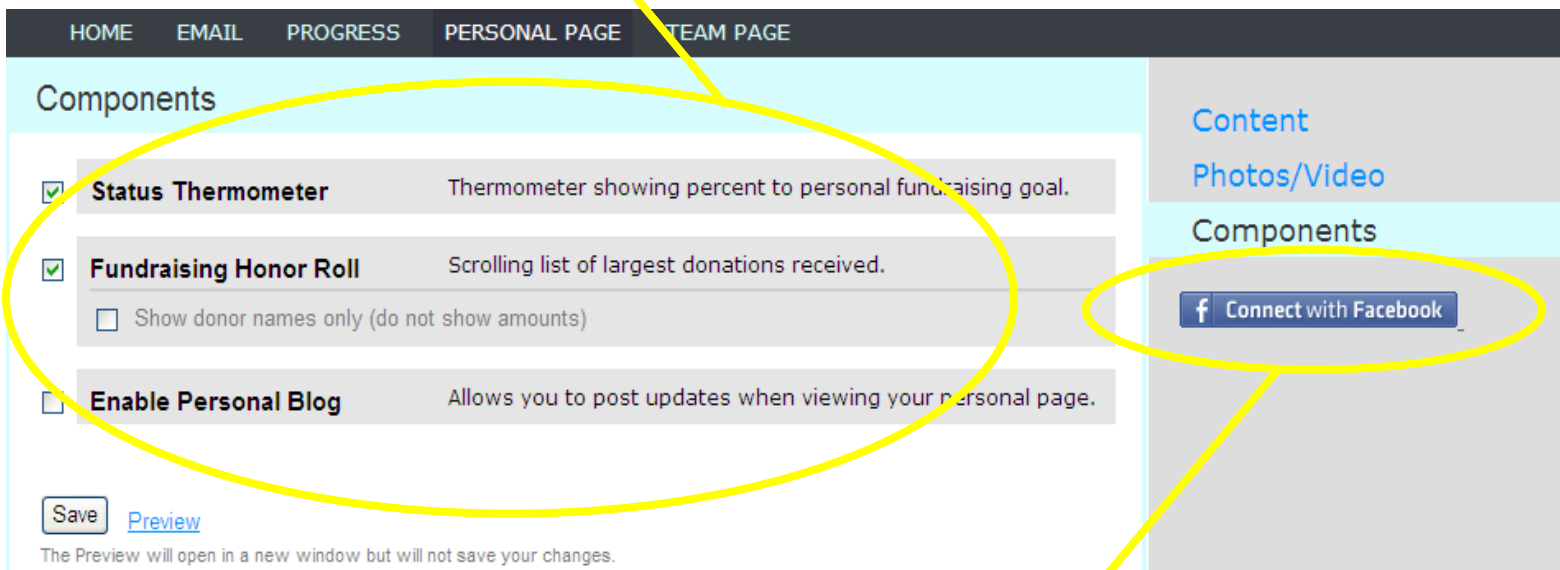
STEP 2: Utilize this page to change content of your Personal Page. You can customize your page by adding your personal story and telling potential donors why you ride. Be sure to save your changes before moving on to the next page!

STEP 3: To upload photos or YouTube videos, click on the “Photos/Video” link on the right hand side.



STEP 4: Once you open the page for editing, click on either “Photos” or “Videos” and you will be able to upload a photo from your computer or paste a YouTube video link.

STEP 5: By clicking on the “Components” link, you will be able to choose if you would like to have a Status Thermometer, Fundraising Honor Roll, and Blog present on your Personal Page. Remember to save your changes!



STEP 6: If you have a Facebook account, make sure to take advantage of our “Boundless Fundraising” application! Once clicking here, follow the instructions to have an icon placed on your Facebook page that will link potential donors directly back to your Personal Page.

Uploading your Address Book

STEP 1: From your Participant Center select the “Add contacts to Address Book” link.

HOME EMAIL PROGRESS PERSONAL PAGE TEAM PAGE

Overview

Progress

\$50.00 I HAVE RAISED | \$1,000.00 MY GOAL ([change](#)) | 5% PERCENT | 165 DAYS LEFT

Send email

- [Add contacts to Address Book](#)
- [Enter a new contact](#)
- [View your progress page](#)
- [Work with Personal Page](#)
- [View team roster](#)

STEP 2: You can add contacts or upload your address book from Outlook, Yahoo, AOL or a generic CSV file. Simply click on the “Import Contacts” link to upload your address book. A new window will pop-up and will prompt you to choose your email format.

HOME EMAIL PROGRESS PERSONAL PAGE TEAM PAGE

Search contacts by name or email

Search

Compose Message | Add to Group | Delete | Email All (select [Visible](#) or [none](#))

Add a contact

[Import Contacts](#)

Sending emails

STEP 1: From this section you can send emails to potential donors to solicit donations and send thank emails to those that have donated. You can also send emails to teammates.

From My Participant Center select the Email button. You can either draft your own email or use one of our many “Suggested Messages.”

The screenshot shows a web interface for composing an email. At the top, a navigation bar contains the following items: HOME, EMAIL (circled in yellow), PROGRESS, PERSONAL PAGE, and TEAM PAGE. Below the navigation bar is a light blue header for the 'Compose Message' section. The main content area includes a 'To:' field with a dropdown arrow, a 'Subject:' field, and a 'Greeting:' section with a checkbox for 'Include personalized greeting (What's this?)'. Below these fields is a rich text editor with a toolbar containing options for font family, font size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and undo. A large yellow oval highlights the entire 'Compose Message' form area. On the right side, there is a sidebar with a 'Compose' section containing 'Drafts', 'Sent', and 'Contacts'. Below this is a 'Suggested Messages' section with a list of message templates, including 'Join My Team', 'Donate to Me', 'Thank You for Your Donation', 'Team Captains - We've reached 75% of our Goal!', 'Create Your Own Message', 'Team Captains - Team Reminder #1', 'Team Captains - Weekly Team Update', and 'Team Captains - Team Reminder #2: 45 days to go!'. A yellow circle highlights this list of suggested messages. Two yellow lines originate from the text above: one points to the 'EMAIL' button in the navigation bar, and the other points to the 'Suggested Messages' section in the sidebar.

Following Up on Donations

You can use your Participant Center to assist you in thanking your donors once they make a donation!

STEP 1: On the Email page, click “Contacts” on the right side of the page.

HOME **EMAIL** PROGRESS PERSONAL PAGE TEAM PAGE

Compose Message

As you enter the name of a person or group, contacts from your Address Book will display above this area. Press Enter or click the contact to place the email address in the To field.

To:

Subject:

Compose
Drafts
Sent
Contacts

STEP 2: Once in your Contacts, you will see a drop down menu where you can sort your contacts by a number of categories. To see those who have donated to you and have not been thanked, click on “Need to be thanked for their Donation.”

HOME EMAIL PROGRESS PERSONAL PAGE TEAM PAGE

Search contacts by name or email

Search

Compose Message Add to Group Delete Email All (select [Visible](#) or [none](#))

Showing All Contacts

		Amount	Groups
<input type="checkbox"/>	Filter by Donor Status		
	have donated on your behalf for this event		
<input type="checkbox"/>	20 have not donated on your behalf for this event	\$0.00	
<input type="checkbox"/>	Filter by Teammate Status		
<input type="checkbox"/>	Ar have joined your team for this event	\$0.00	
<input type="checkbox"/>	Ol are not on your team for this event	\$50.00	
<input type="checkbox"/>	Filter by Prior Participation		
<input type="checkbox"/>	A donated on your behalf in the prior event	\$0.00	
<input type="checkbox"/>	were on your team in the prior event	\$0.00	
<input type="checkbox"/>	De donated on your behalf in the prior event but not this one	\$0.00	
<input type="checkbox"/>	were on your team in the prior event but not this one	\$0.00	
<input type="checkbox"/>	Suggested Follow-Up Actions		
<input type="checkbox"/>	Se you have never emailed	\$0.00	
<input type="checkbox"/>	Jo should be sent a follow-up email	\$0.00	
<input type="checkbox"/>	need to be thanked for their donation	\$0.00	



Tracking your progress

STEP 1: From your Participant Center select the Progress link. This section helps you keep track of all your donations.

HOME EMAIL **PROGRESS** PERSONAL PAGE TEAM PAGE

View Personal Report

Progress

\$50.00 I HAVE RAISED	\$1,000.00 MY GOAL	5% PERCENT	165 DAYS LEFT
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● Gift Amount

12-29-2009 01-12-2010

Personal
Team

Top 10 Donors
Olivia Buchan - \$50.00

[+ Enter a new gift](#)

STEP 2: This section automatically keeps track of your online donations and you can post any donations you receive offline. The Gift Summary shows your total fundraising to date. To post offline donations, click the “Enter a New Gift” link.