

Participant Center User's Guide

Your online Participant Center houses all the tools you'll need to begin fundraising for the Walk to End Alzheimer's. This guide provides the details you'll need to get started.

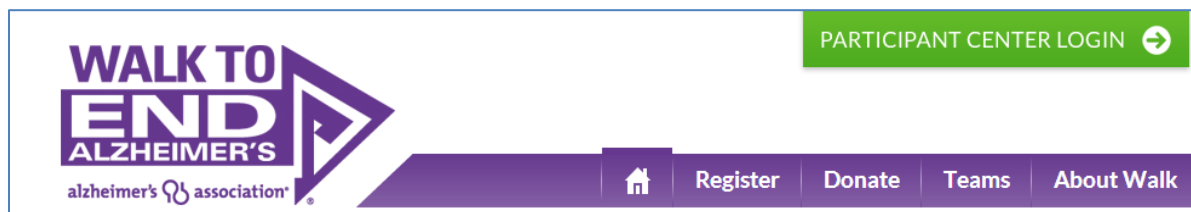
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Logging in

You can log in to your Participant Center using the username and password you created during the registration process.

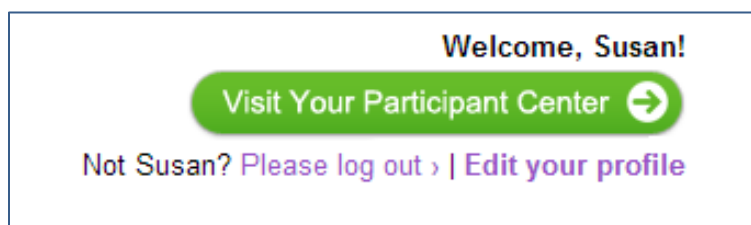
To get started, click one of the “Participant Center” links provided via email, or simply click the green “Participant Center Log in” button at the top right of the Walk site.



Enter your login credentials and click “Log In” or if you forgot your username/password you can login using Facebook, Twitter or LinkedIn.

The image shows a 'PARTICIPANT CENTER LOGIN' form. At the top is the title 'PARTICIPANT CENTER LOGIN' with a right-pointing arrow icon. Below it is the instruction 'Use your Participant Center account info:'. There are two input fields: 'Login Name' and a password field represented by dots. Below the password field is a green 'Login' button with a right-pointing arrow icon. To the left of the button is the text 'Forgot password? | Need Help?'. At the bottom, it says 'Or sign in with:' followed by three social media icons: Facebook, Twitter, and LinkedIn.

Once logged in, you'll either be taken directly to your participant center, or to a page to select which event's participant center you wish to visit, if you're registered for multiple events. If you are already logged in and return to the site, then you'll see the green button in the upper right.



Note: If you want to register a friend or family member, you must log out first, or you risk over-writing your own registration.

You can also click on Edit your profile, to update your biographical information, change your email preferences, edit your username and more.

Participant Center home page

On the home page (or dashboard) of your Participant Center, you will find a place to:

- Make a Personal Donation
- Update Your Personal Page
- Send Emails to Your Contacts
- Get Social – Fundraise with Facebook
- Find information on how/where to turn in cash and check donations
- Check Fundraising Progress
- Learn Event Details
- Check out more tools for fundraising
- Download the mobile application

The screenshot shows the 'WALK TO END ALZHEIMER'S' participant center dashboard. At the top, a navigation bar includes 'Summary', 'My Page', 'Send Email', and 'Check Progress'. A 'STEPS TO SUCCESS' section on the left lists tasks: 'Make a Personal Donation', 'Update Your Personal Page', 'Send Emails to Your Contacts', 'Get Social', and 'Turn In Cash and Check Donations'. A 'YOUR FUNDRAISING PROGRESS' section shows a progress bar and fundraising goals. A 'RECENT ACTIVITY' section at the bottom shows a recent event. On the right, a 'TOOLS' section includes links for 'Fundraise with facebook', 'More tools for fundraising', 'Fundraise with iPhone', and 'Fundraise with Android'. A 'WEBSITE' section at the bottom right features a video player. Callout boxes A through I point to specific features: A points to 'Make a Personal Donation', B to 'Update Your Personal Page', C to 'Send Emails to Your Contacts', D to 'Get Social', E to 'Turn In Cash and Check Donations', F to 'YOUR FUNDRAISING PROGRESS', G to 'Event Details', H to 'More tools for fundraising', and I to 'Fundraise with iPhone'.

WALK TO END ALZHEIMER'S
alzheimer's association

Welcome, Susan
Visit Your Participant Center
Profile | Not Susan? Please log out

Summary My Page Send Email Check Progress

Walk to End Alzheimer's » 2014 Travis Co. Walk to End Alzheimer's

STEPS TO SUCCESS

- ☐ **Make a Personal Donation**
Lead by example! Kickstart your fundraising campaign by making a self donation and show your friends you're serious about raising funds to end Alzheimer's. You'll earn a Personal Donation badge on your personal page.
- ☐ **Update Your Personal Page**
One of the best ways to get others to support your personal story about why you're walking. Whether it's to honor a person living with Alzheimer's, support a caregiver, or just to have fun with your company or community, write about it on your personal page and share it with others.
- ☐ **Send Emails to Your Contacts**
You can use the e-mail tools here in the participant center to import your contacts and send e-mails and track donations you received as a result of your emails. Or, if you'd prefer, you can use your own e-mail client and paste in your personal page URL: http://act.alz.org/site/TR/Walk2014/TX-CapitolTexas?px=8208271&pg=person&it_id=6433. Edit your personal URL.
- ☐ **Get Social**
Spread the word about Walk by downloading our 'Fundraise with Facebook' app that will automatically add updates to your friends' Facebook feeds leading up to walk. You can also download our new mobile app for iPhone or Android to keep track of your fundraising on the go!
- ☐ **Turn In Cash and Check Donations**
Got cash or check donations to turn in? Send in the money you've collected along with a printed donation form and watch your fundraising progress grow! Already turned in your cash and check donations? Click here to check this item off the list.

YOUR FUNDRAISING PROGRESS

100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100% 100%

\$0.00 I HAVE RAISED
\$100.00 MY GOAL (change)
0% PERCENT
145 DAYS LEFT

RECENT ACTIVITY

RECENT You joined 2014 Travis Co. Walk to End Alzheimer's May 20

TOOLS

Tell the world why you walk. Share your goals with family, friends and coworkers.

- Fundraise with **facebook**
- More tools for **fundraising**
- Fundraise with **iPhone**
- Fundraise with **Android**

WEBSITE

Walk to End Alzheimer's
View more videos
View Instruction Manual

Your Personal Fundraising Page

First, you should update your fundraising page. Your fundraising page is your own public-facing web page you can share with your friends and family, to tell them why you're participating in the Walk to End Alzheimer's.

Click My Page in the upper navigation bar. From here you can:

- A. View Personal Page
- B. Edit your URL Settings
- C. Edit your Personal Page content
- D. Add Photos/Videos

The screenshot shows the 'Personal Fundraising Page' interface for the 2014 Travis Co. Walk to End Alzheimer's. The top navigation bar includes 'Summary', 'My Page', 'Send Email', and 'Check Progress'. The main content area is divided into two columns. The left column contains the 'Personal Fundraising Page' title, a 'View Personal Page' link, and a section for editing the page content. The right column contains a 'Content' section with a 'Photos/Video' link, an 'EVENT DETAILS' section, and a 'TOOLS' section. Callout A points to the 'View Personal Page' link. Callout B points to the 'URL Settings' link. Callout C points to the 'Body' text editor. Callout D points to the 'Photos/Video' link.

WALK TO END ALZHEIMER'S
alzheimer's association

Welcome, Susan!
Visit Your Participant Center
Profile | Not Susan? Please log out

Summary My Page Send Email Check Progress

Walk to End Alzheimer's » 2014 Travis Co. Walk to End Alzheimer's

Personal Fundraising Page View Personal Page

Personal Page URL: http://act.alz.org/site/TR/Walk2014/TX-CapitalofTexas?px=5208271&pg=personal&fr_id=5433 URL Settings

This page is Public

Body

I'm walking to help reclaim the future for millions. By participating in the Alzheimer's Association Walk to End Alzheimer's®, I'm committed to raising awareness and funds for Alzheimer's research, care and support.

Currently, more than 5 million Americans have Alzheimer's and that number is expected to grow to as many as 16 million by 2050. Our future is at risk unless we can find a way to change the course of this disease.

I need your support to do my part! Please make a donation to help the Alzheimer's Association advance research into methods of treatment, prevention and, ultimately, a cure for Alzheimer's. For the millions already affected by the disease, the Association offers care, education, support and resources in communities nationwide.

Save Preview

The Preview will open in a new window, but will not save your changes.

Content
Photos/Video

EVENT DETAILS

2014 Travis Co. Walk to End Alzheimer's

Event Date
10/12/2014
Just 144 days to go!

Event Details ›
Change Team Membership ›

DONATE

TOOLS

Edit Your URL

Click URL Settings and then add some text (like your last name or team name – no spaces or punctuations) to create a shortened URL address that you can add to letters, post on Facebook, tweet on Twitter and much more.

The screenshot shows the 'URL Settings' form. It includes a 'Personal Page URL' field, a 'This page is' section with radio buttons for 'Public' and 'Private', and 'Save' and 'Cancel' buttons.

Personal Fundraising Page View Personal Page

Personal Page URL: <http://act.alz.org/goto/>

This page is

☒ Public (Everyone can find and view your Personal Page.)

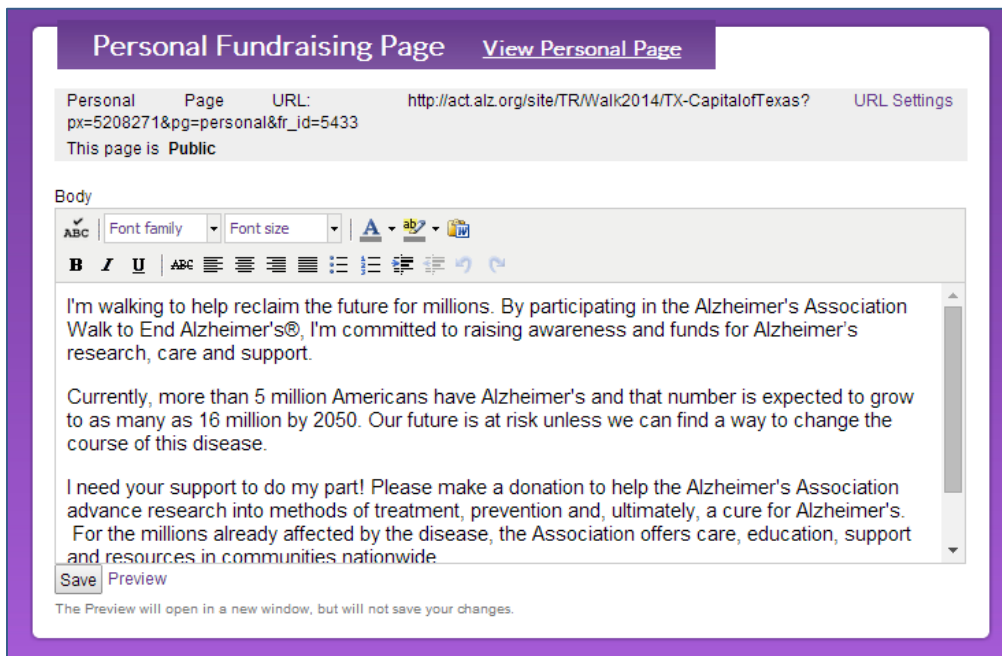
☐ Private (Only people who know the exact URL can find and view your Personal Page.)

Save or cancel


You can also make your page Public or Private.

Participant Page Content

Your fundraising page is your opportunity to tell others why and how you are participating in the Walk to End Alzheimer's. Edit the text that is already there, and save your work often.

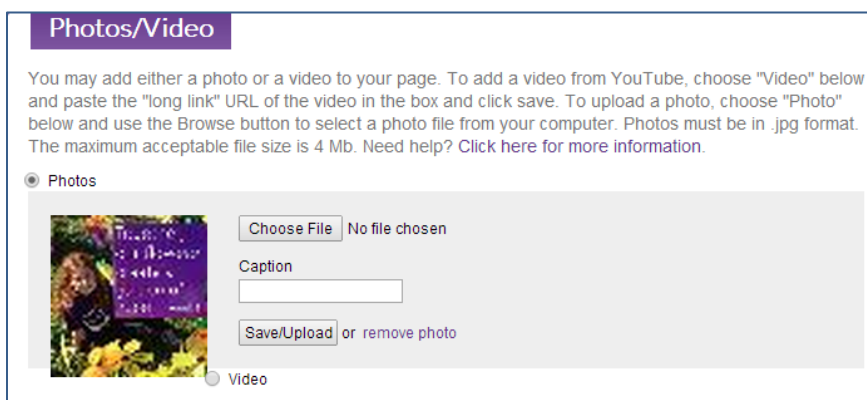


The screenshot shows the 'Personal Fundraising Page' editor. At the top, there's a header with 'Personal Fundraising Page' and a 'View Personal Page' link. Below this, a metadata bar shows 'Personal Page URL: http://act.alz.org/site/TR/Walk2014/TX-CapitalofTexas?' and 'URL Settings'. It also states 'This page is Public'. The main editing area is titled 'Body' and contains a rich text editor with a toolbar (font family, size, bold, italic, underline, bulleted list, numbered list, link, unlink, etc.). The text in the editor reads: 'I'm walking to help reclaim the future for millions. By participating in the Alzheimer's Association Walk to End Alzheimer's®, I'm committed to raising awareness and funds for Alzheimer's research, care and support. Currently, more than 5 million Americans have Alzheimer's and that number is expected to grow to as many as 16 million by 2050. Our future is at risk unless we can find a way to change the course of this disease. I need your support to do my part! Please make a donation to help the Alzheimer's Association advance research into methods of treatment, prevention and, ultimately, a cure for Alzheimer's. For the millions already affected by the disease, the Association offers care, education, support and resources in communities nationwide.' At the bottom of the editor are 'Save' and 'Preview' buttons. A small note at the very bottom says 'The Preview will open in a new window, but will not save your changes.'

Tip: If you want to paste text from a Word document, use the “Paste from Word” button  vs. pasting directly into the editor. This will help clean up code.

Upload a Photo

You can add a picture or a YouTube video to appear on your page by clicking the “Photos/video” link on the right. You can browse and upload a picture from your computer



The screenshot shows the 'Photos/Video' section of the fundraising page. It contains instructions: 'You may add either a photo or a video to your page. To add a video from YouTube, choose "Video" below and paste the "long link" URL of the video in the box and click save. To upload a photo, choose "Photo" below and use the Browse button to select a photo file from your computer. Photos must be in .jpg format. The maximum acceptable file size is 4 Mb. Need help? Click here for more information.' Below the text, there are two radio buttons: 'Photos' (selected) and 'Video'. Under the 'Photos' section, there is a 'Choose File' button, a text box showing 'No file chosen', a 'Caption' label with an empty text box, and 'Save/Upload' or 'remove photo' buttons. A small thumbnail image of a person is visible on the left.

Just be sure that the photo size is 4MB or less in a jpg format. If you need to resize your photo, you can use free websites like: <http://www.webresizer.com/>

Upload a Video

If you would rather upload a video instead of a photo on your site, chose video.

Your video MUST be a YouTube video, and you must use the “long link” URL format, not the YouTube format. The “long link” is what appears in the address bar when you view the video on YouTube.

Photos/Video

You may add either a photo or a video to your page. To add a video from YouTube, choose "Video" below and paste the "long link" URL of the video in the box and click save. To upload a photo, choose "Photo" below and use the Browse button to select a photo file from your computer. Photos must be in .jpg format. The maximum acceptable file size is 4 Mb. Need help? [Click here for more information.](#)

☐ Photos
☒ Video

YouTube Video URL (e.g. <http://www.youtube.com/watch?v=6D96wEuNvdA>)

Sending Email

Another option for sharing news of your participation in the Walk to End Alzheimer's is through the email tools provided in your Participant Center. Click on the “Send Email” tab at the top of the page. You will see the option to compose a message, as well as three links on the right navigation. To get started, you can simply start entering email addresses into the “To” line at the top of the page, or you can navigate to the “Contacts” link on the right side of the page.

**WALK TO
END
ALZHEIMER'S**
alzheimer's association

Welcome, Susan!
[Visit Your Participant Center](#)
[Profile](#) | [Not Susan? Please log out](#)

[Home](#) [Summary](#) [My Page](#) [Send Email](#) [Check Progress](#)

Walk to End Alzheimer's » 2014 Travis Co. Walk to End Alzheimer's

Compose Message
Remember to save your work often - you will be logged out if you do not save your work for more than 30 minutes. Make sure your browser allows pop-up notifications so you will be notified before you are logged out. Click "Save as Draft" at the top of the page to save your work. A link to your personal page will automatically be included at the end of your message.
[Send](#) [Save as draft](#) [Preview](#) [Save as template](#)
To:
Enter your friends name, email address, or choose from your contacts list
Subject:
[Use a template](#)
☐ Include personalized greeting (What's this?)
ABC Font family Font size

Compose
[Drafts](#)
[Sent](#)
[Contacts](#)

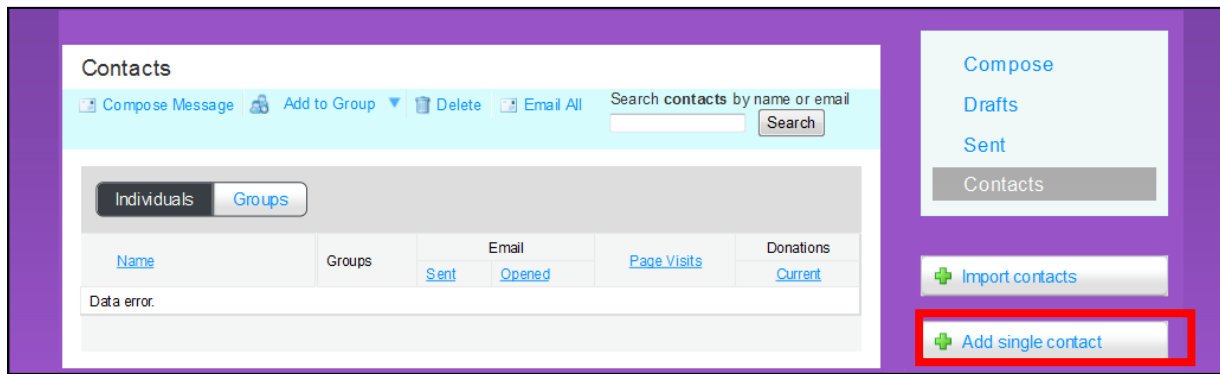
EVENT DETAILS
2014 Travis Co. Walk to End Alzheimer's
 Event Date
10/12/2014
Just 144 days to go!
[Event Details](#)
[Change Team Membership](#)
[DONATE](#)

TOOLS

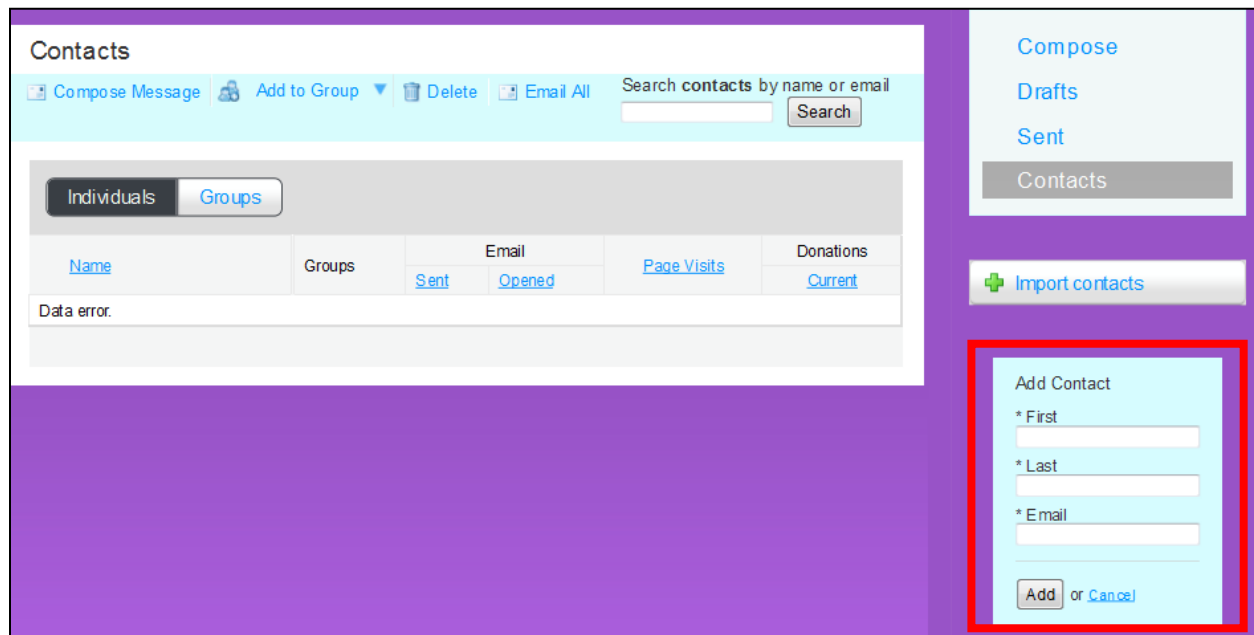
Tell the world why you walk.
Share your goals with family,
friends and coworkers.

[Share](#)

From the “Contacts” page, you can add contact one at a time by clicking the “Add a single contact” button on the right.

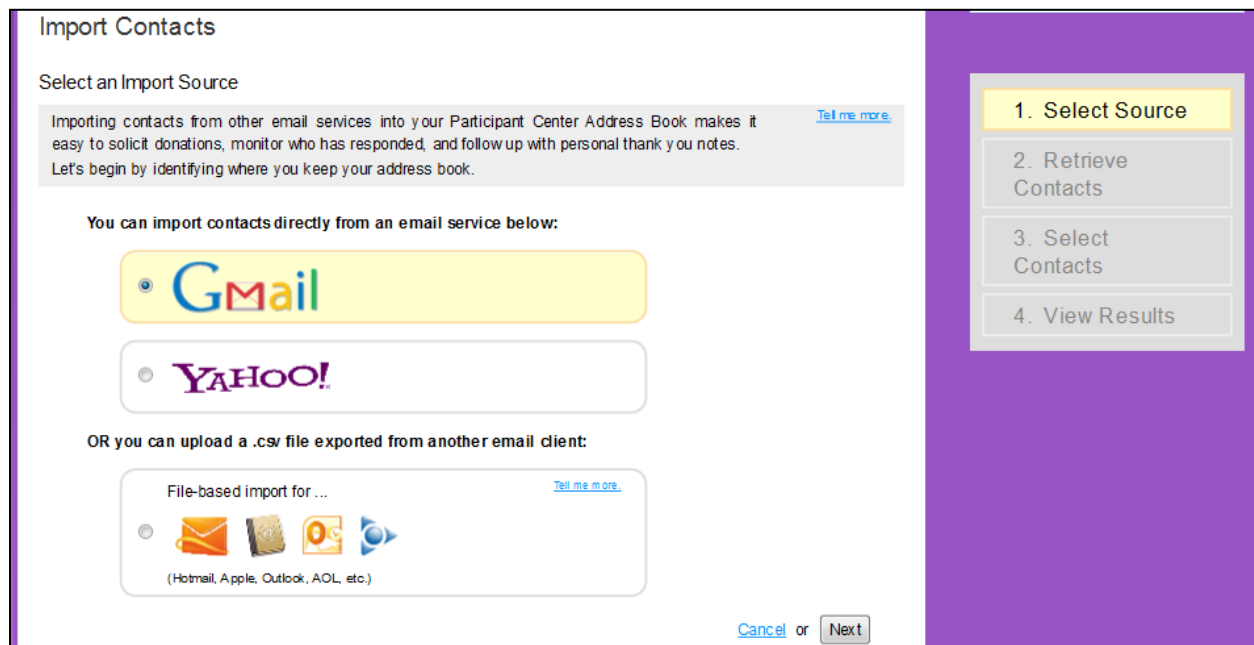
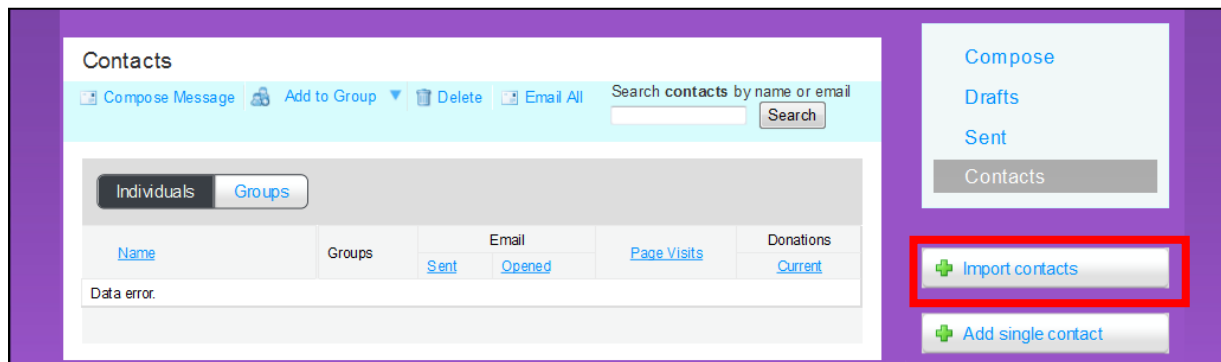


Enter the first name, last name, and email address of the contact and click “add.”



Importing Contacts

To import contacts from Gmail or Yahoo, or upload a spreadsheet of contacts to serve as the audience for your email messages, click the “Import contacts” button on the right and follow the instructions.



Once your contacts have been added, you can use the tools available in the “Contacts” page to arrange them into groups, and monitor whether they have opened your emails, visited your fundraising page, or made a donation.



Composing and Sending Messages

Next, you can compose an email to send to friends and family. From the “Contacts” page, select the contacts you’d like to send a message to, then click “compose message.”

Once on the “Compose” page, you can begin writing your message, or click the “use a template” link to find sample messages provided by ALZ. You can click the box to “Include personalized greeting” if you would like to include a salutation at the top of each message with the contact’s name (*Dear John*, for example). If you choose to use the personalized greeting, you do not need to include any other salutation.

You can also chose the stationary/picture you want to use for your email by choosing a layout.

From here, you can choose to send the message, save as draft, preview and/or save as template (a good idea for an email you plan on sending again to future friends/family). A link to your personal page will be included at the bottom of each message you send from your Participant Center.

Compose Message


Remember to save your work often - you will be logged out if you do not save your work for more than 30 minutes. Make sure your browser allows pop-up notifications so you will be notified before you are logged out. Click "Save as Draft" at the top of the page to save your work. A link to your personal page will automatically be included at the end of your message.

10.

Mail in Check Donations

Got cash or check donations to turn in? Send in the money you've collected along with a printed donation form (available in your participant center or on your personal page) and watch your fundraising progress grow!

☐



Turn in Cash and Check Donations ➔


Got cash or check donations to turn in? Send in the money you've collected along with a printed donation form and watch your fundraising progress grow!

Already turned in your cash and check donations? [Click here to check this item off the list.](#)

SUSAN SANDVICK'S WALK PAGE [Edit My Page >](#)

I'm walking to help reclaim the future for millions. By participating in the Alzheimer's Association Walk to End Alzheimer's®, I'm committed to raising awareness and funds for Alzheimer's research, care and support.

Currently, more than 5 million Americans have Alzheimer's and that number is expected to grow to as many as 16 million by 2050. Our future is at risk unless we can find a way to change the course of this disease.

 **Donate to My Walk**

MY WALK
2014 Travis Co. Walk to End Alzheimer's
10/12/2014

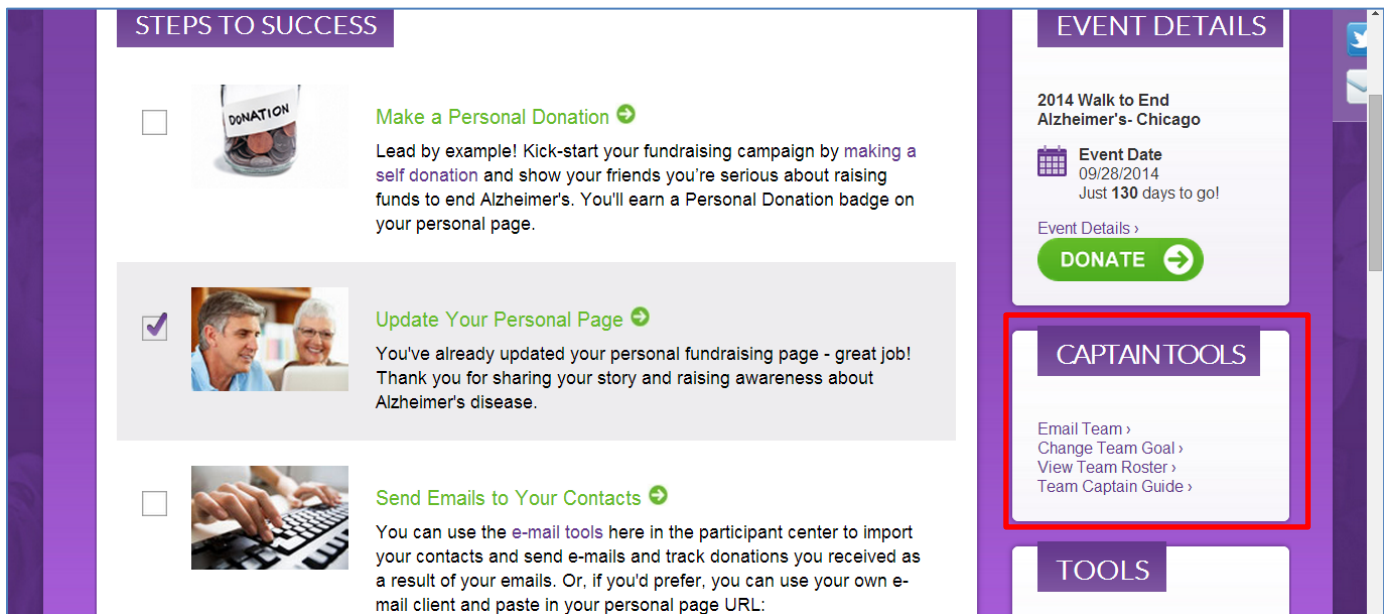
[Prefer to mail in your donation?](#)

Team Captain Tools

If you are a Team Captain, you will have some unique tools available to you.

On the right hand side you will find Captain Tools where you can:

- Email Your Team
- Change Your Team Goal
- View Your Team Roster
- Access Your Team Captain Guide



STEPS TO SUCCESS

- ☐ **Make a Personal Donation** →
Lead by example! Kick-start your fundraising campaign by making a self donation and show your friends you're serious about raising funds to end Alzheimer's. You'll earn a Personal Donation badge on your personal page.
- ☒ **Update Your Personal Page** →
You've already updated your personal fundraising page - great job! Thank you for sharing your story and raising awareness about Alzheimer's disease.
- ☐ **Send Emails to Your Contacts** →
You can use the e-mail tools here in the participant center to import your contacts and send e-mails and track donations you received as a result of your emails. Or, if you'd prefer, you can use your own e-mail client and paste in your personal page URL:

EVENT DETAILS

2014 Walk to End Alzheimer's- Chicago

Event Date
09/28/2014
Just 130 days to go!

[Event Details >](#)

DONATE →

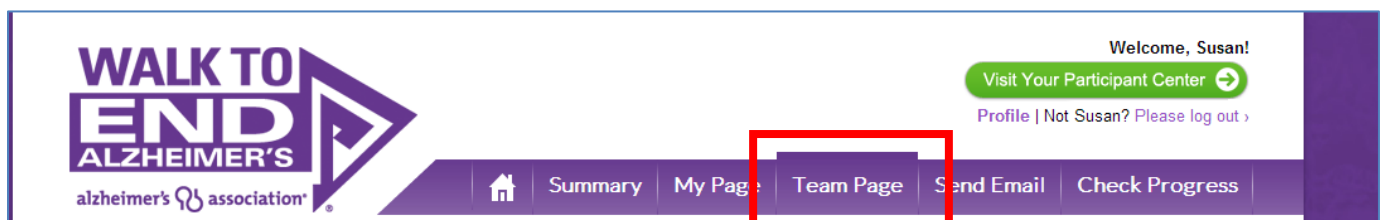
CAPTAIN TOOLS

- [Email Team >](#)
- [Change Team Goal >](#)
- [View Team Roster >](#)
- [Team Captain Guide >](#)

TOOLS

Edit Team Page

If you are a Team Captain, you will have the ability to update and edit your Team's page. To do this, click the "Team Page" tab at the top of the page.



WALK TO END ALZHEIMER'S
alzheimer's association

Welcome, Susan!

[Visit Your Participant Center](#) →

[Profile](#) | [Not Susan? Please log out >](#)

[Home](#) | [Summary](#) | [My Page](#) | **[Team Page](#)** | [Send Email](#) | [Check Progress](#)

On your team page, you can write a brief description of your team, and add a team photo or logo. A roster of all team members will appear automatically on the page.

The screenshot shows the 'Team Fundraising Page' for 'Team National - Winnie's Walkers'. The page has a purple header with the 'WALK TO END ALZHEIMER'S' logo and navigation tabs: Summary, My Page, Team Page (selected), Send Email, and Check Progress. A welcome message for 'Susan!' is in the top right. The main content area includes a 'Team Fundraising Page' title, a 'View Team Page' link, and a 'Team Page URL' field. Below this is a rich text editor with a 'Join our team' heading and a paragraph about the Alzheimer's Association Walk to End Alzheimer's. A photo upload section shows a photo of Winnifred Hurdle (aka Sue's Grandma) with a caption 'Winnifred Hurdle (aka Sue's Grandma) 1908-2012'. On the right, there's a 'Team Details' sidebar with fields for Team Name, Company, Activity, Recruiting Goal, and a 'View Team Roster' link. Below this is an 'EVENT DETAILS' section for the '2014 Walk to End Alzheimer's- Chicago' with an event date of 09/28/2014 and a 'DONATE' button.

To view your public-facing team page, click the “View your team page” link at the top of the page.

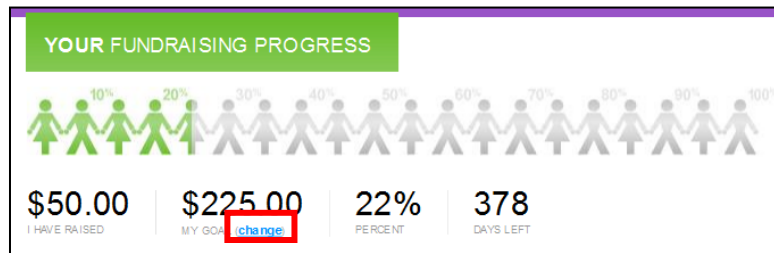
Team Emails

Teammates (and past teammates if this is a returning team) are automatically placed into an email group for easy targeting. To view this group, navigate to the “Send Email” tab, click the “Contacts” link on the right, click the “Groups” button, choose the “Teammates” option, and click “compose message.”

The screenshot shows a 'Groups' selection menu. At the top, there are two tabs: 'Individuals' and 'Groups' (selected). Below the tabs, there's a list of groups with checkboxes. The groups listed are: Donors, Non-Donors, **Teammates** (highlighted), Non-Teammates, Past Donors, Past Donors Who Have Not Donated This Time, Past Teammates (Team National - Winnie's Walkers), Past Teammates Not Registered for This Event (Team National - Winnie's Walkers), Never Emailed, Needs follow-up, and Unthanked Donors.

Checking your Progress

Once you begin sending messages and receiving donations, you can visit your Participant Center to review your progress and send thank you messages to your supporters. To check your progress, click the “Check Progress” tab. The progress bar across the top will display your progress to goal, and the number of days left until your Walk event.



To update your goal, locate the “my goal” section just below the progress bar, and click the “Change” link – a box will appear and prompt you to enter your new goal:

YOUR FUNDRAISING PROGRESS

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

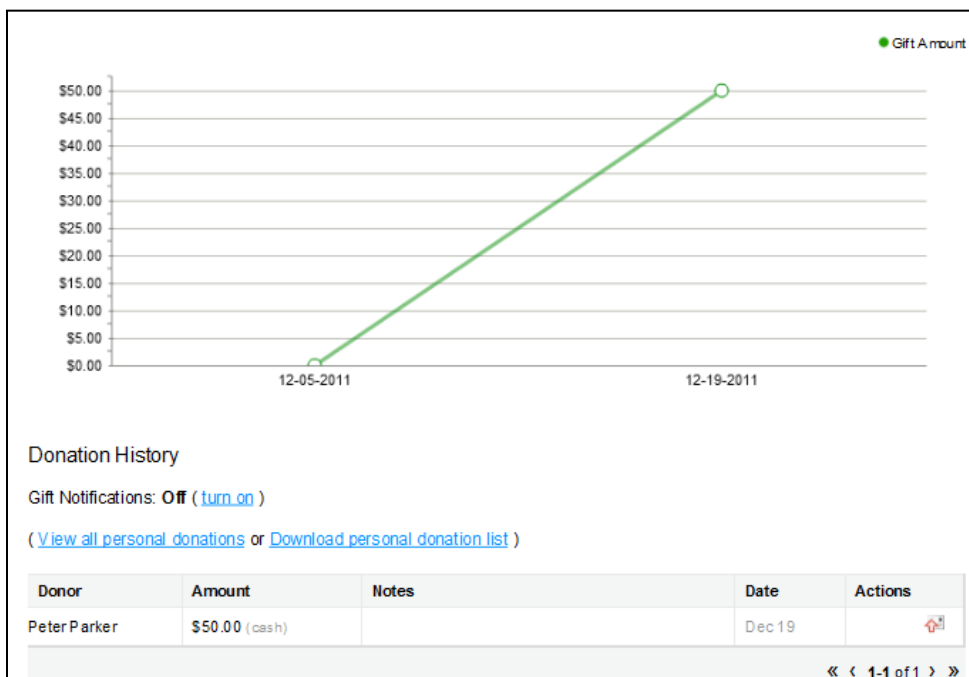
\$0.00 | \$225.00 | NaN% | Edit Goal

I HAVE RAISED | MY GOAL [change](#) | PERCENT | Goal:

Submit Cancel

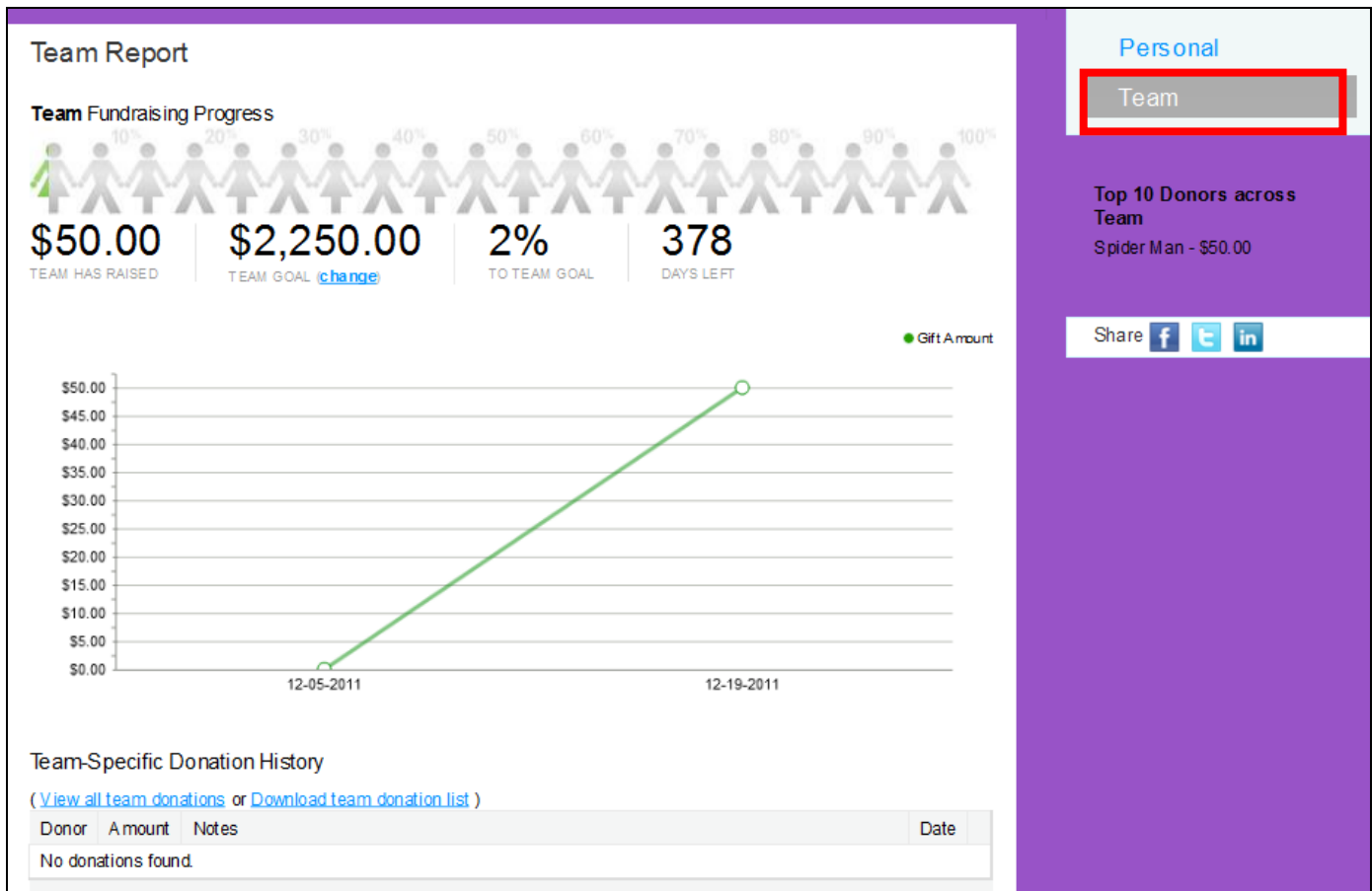
● Gift Amount

You can also monitor progress over time, turn on/off gift notification emails, or review all donations you have received at the bottom of the page:



Team Captains

Team Captains have the ability to check your team's fundraising progress. To do this, click on the "fundraising progress" tab at the top, then the "team progress" link on the right. You'll see a summary of all team fundraising, team gifts, and links to view or download your team roster.



Additional Tools

- A. Share your page
- B. Use our [Fundraise with Facebook app](#)
- C. Access more tools for fundraising
- D. Download our [Walk Mobile App](#)
- E. Watch our Video on how to use the Participant Center

