

## Participant Center User's Guide

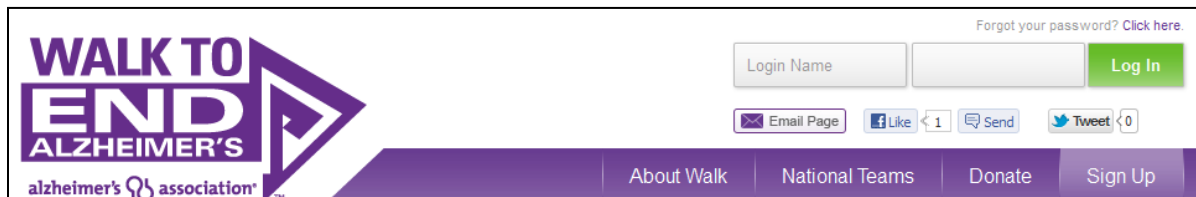
Your online Participant Center houses all the tools you'll need to begin fundraising for the Walk to End Alzheimer's. This guide provides the details you'll need to get started.

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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 e-mail, or simply click the “Log in” button at the top right of the walk site.

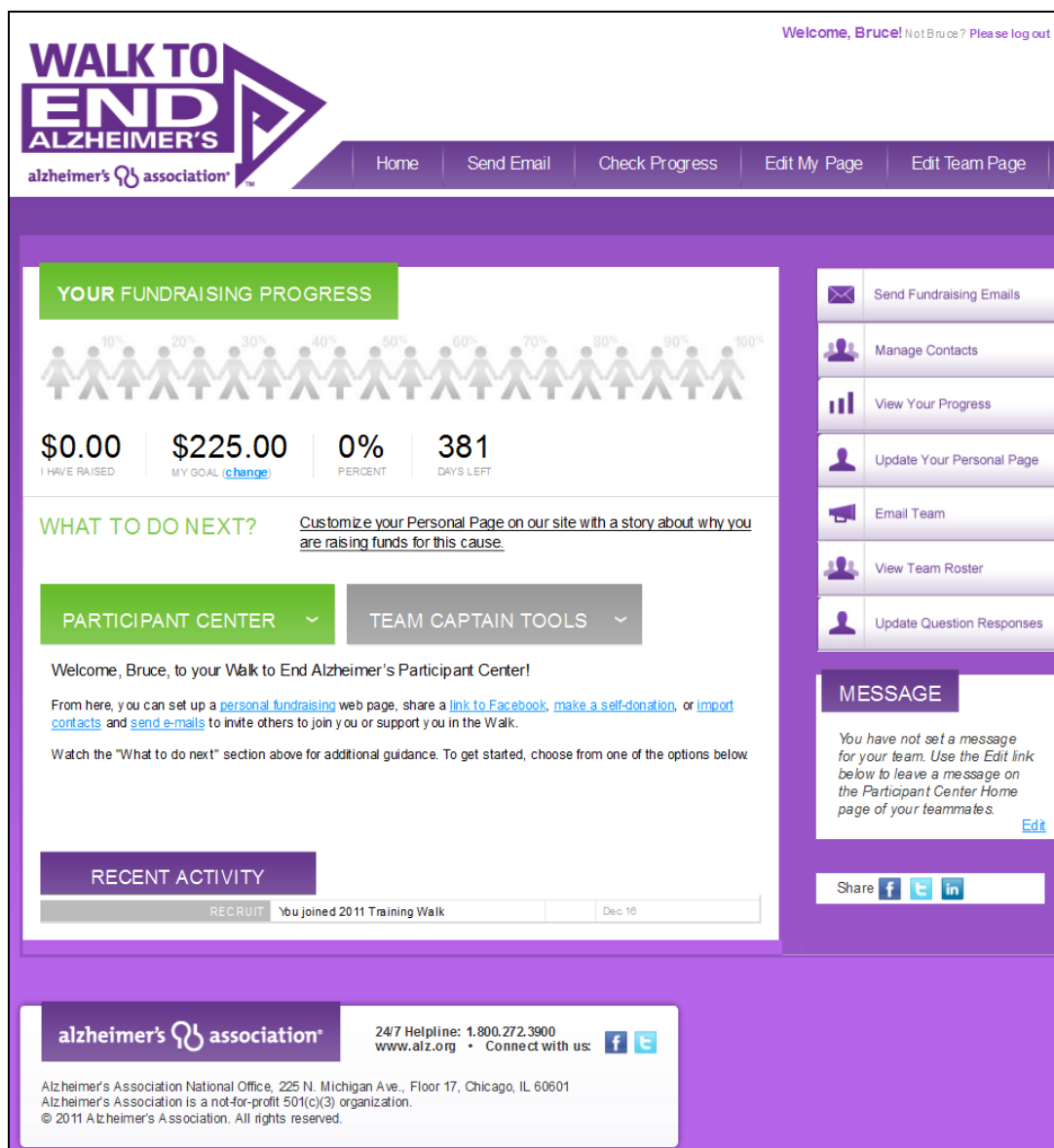
A screenshot of the Walk to End Alzheimer's website showing the login form. The form includes a "Login Name" field, a password field, and a "Log In" button. Above the password field is a link that says "Forgot your password? Click here." Below the login fields are social media links for "Email Page", "Like" (with a count of 1), "Send", and "Tweet" (with a count of 0). At the bottom of the page is a navigation bar with links for "About Walk", "National Teams", "Donate", and "Sign Up".

Enter your login credentials and click “Log In.”

Once logged in, you will automatically be taken to the home page of your Participant Center.

## Participant Center home page

On the home page of your Participant Center, you will find an overview of your fundraising progress to date, as well as tips revealing what steps you should take to get started with your fundraising efforts. Note that each time you complete a task; a new tip will appear to coach you on to the next step.



The screenshot shows the Participant Center home page for a user named Bruce. The page features a purple header with the Walk to End Alzheimer's logo and navigation tabs: Home, Send Email, Check Progress, Edit My Page, and Edit Team Page. A welcome message at the top right says "Welcome, Bruce! Not Bruce? Please log out".

The main content area is divided into two columns. The left column contains:

- YOUR FUNDRAISING PROGRESS:** A progress bar showing 100% completion with 100 stick figures. Below it, statistics show \$0.00 raised, a goal of \$225.00, 0% completion, and 381 days left.
- WHAT TO DO NEXT?** A section with a link to "Customize your Personal Page on our site with a story about why you are raising funds for this cause."
- PARTICIPANT CENTER** and **TEAM CAPTAIN TOOLS** tabs.
- A welcome message: "Welcome, Bruce, to your Walk to End Alzheimer's Participant Center!" followed by instructions on how to set up a fundraising page, share links, and send emails.
- RECENT ACTIVITY:** A table showing "RECRUIT" activity for "You joined 2011 Training Walk" on Dec 16.

The right column contains a sidebar with the following links:








- Send Fundraising Emails
- Manage Contacts
- View Your Progress
- Update Your Personal Page
- Email Team
- View Team Roster
- Update Question Responses

Below the sidebar is a **MESSAGE** section with a note: "You have not set a message for your team. Use the Edit link below to leave a message on the Participant Center Home page of your teammates." with an [Edit](#) link.

At the bottom, there is a footer with the Alzheimer's Association logo, contact information (24/7 Helpline: 1.800.272.3900, www.alz.org), and social media links for Facebook and Twitter.

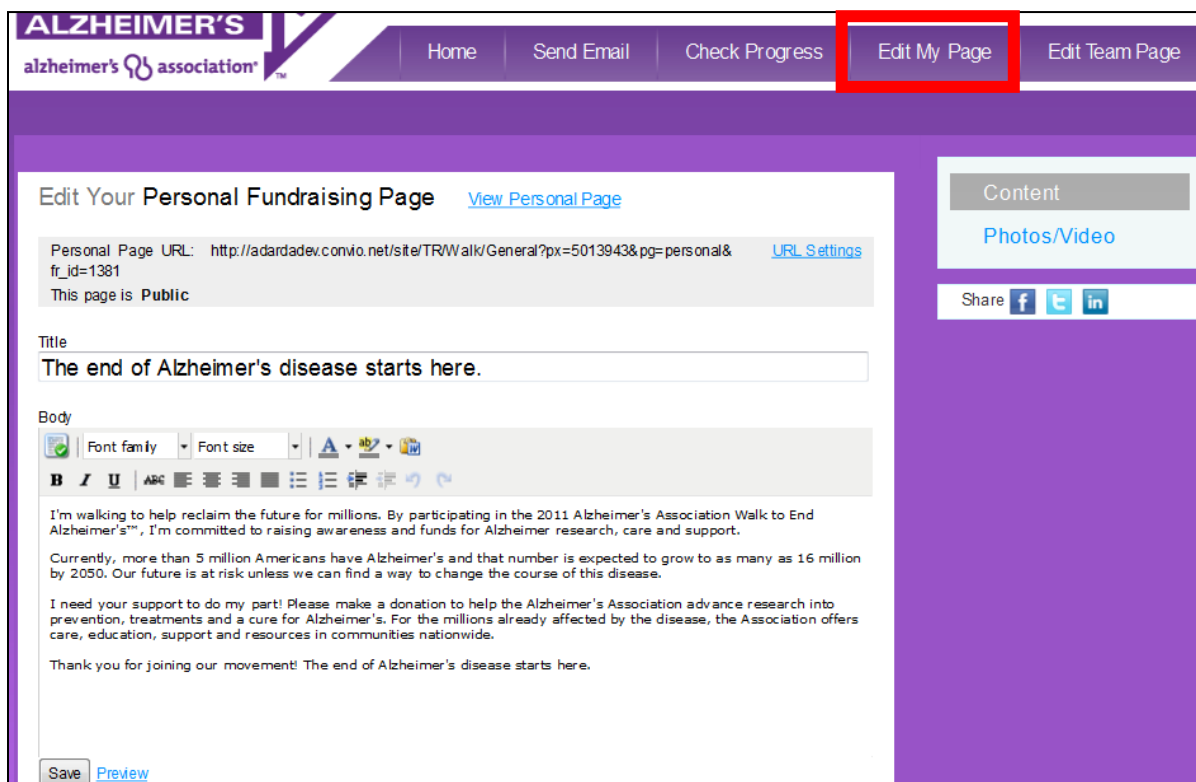
You will also find relevant information and updates about your local event on this page. Use the tabs at the top or the links on the right-side navigation to explore your Participant Center.

## Things to Do in the Participant Center

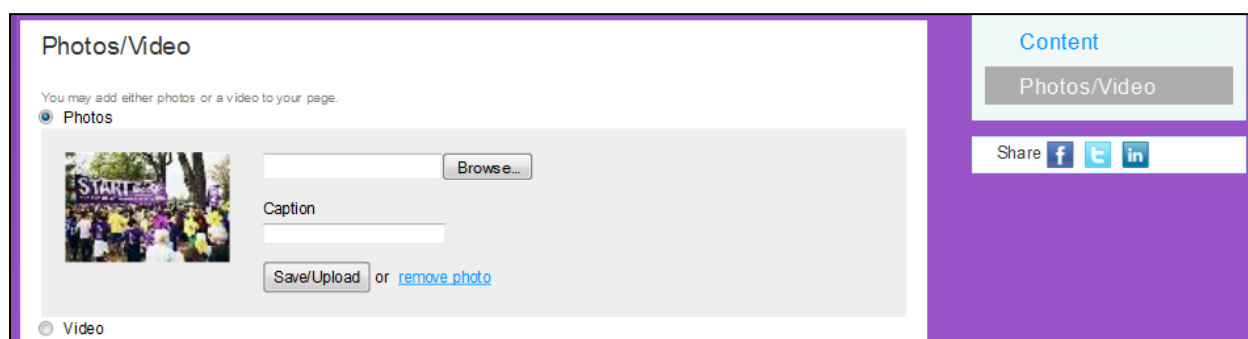
 Send Fundraising Emails	Send emails to your friends and family in order to raise funds or recruit team members if you are team captain
 Manage Contacts	Upload your address book for easy access to your contacts
 View Your Progress	Track the progress to your fundraising goals
 Update Your Personal Page	Edit your personal event page to tell your story
 Email Team	If you are a team captain you can send messages to all members on your team
 View Team Roster	Team captains can see a list of participants that have registered on their team
 Update Question Responses	Change answers to additional questions such as t-shirt size

## Your 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. If you'd like to preview the public-facing version of your page, you can click the "View your fundraising page" link at the top of the page.



You can add a picture or a YouTube video to appear on your page by clicking the "Add photos/video" link on the right. You can browse and upload a picture from your computer:




Or, you can choose the “video” option to provide a link to a YouTube video:

### Photos/Video

You may add either photos or a video to your page.

☐ Photos  
☒ Video




 Successfully saved video URL


YouTube Video URL (e.g. <http://www.youtube.com/watch?v=3eZTh94Fapg>)

Save




### Content

Photos/Video

Share   



WALK TO  
END  
ALZHEIMER'S  
alzheimer's association

[About Walk](#) [National Teams](#) [Donate](#) [Sign Up](#)

**The end of Alzheimer's disease starts here.**


I'm walking to help reclaim the future for millions. By participating in the 2011 Alzheimer's Association Walk to End Alzheimer's™, I'm committed to raising awareness and funds for Alzheimer 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 prevention, treatments and a cure for Alzheimer's. For the millions already affected by the disease, the Association offers care, education, support and resources in communities nationwide.

Thank you for joining our movement! The end of Alzheimer's disease starts here.

I prefer to mail my donation.

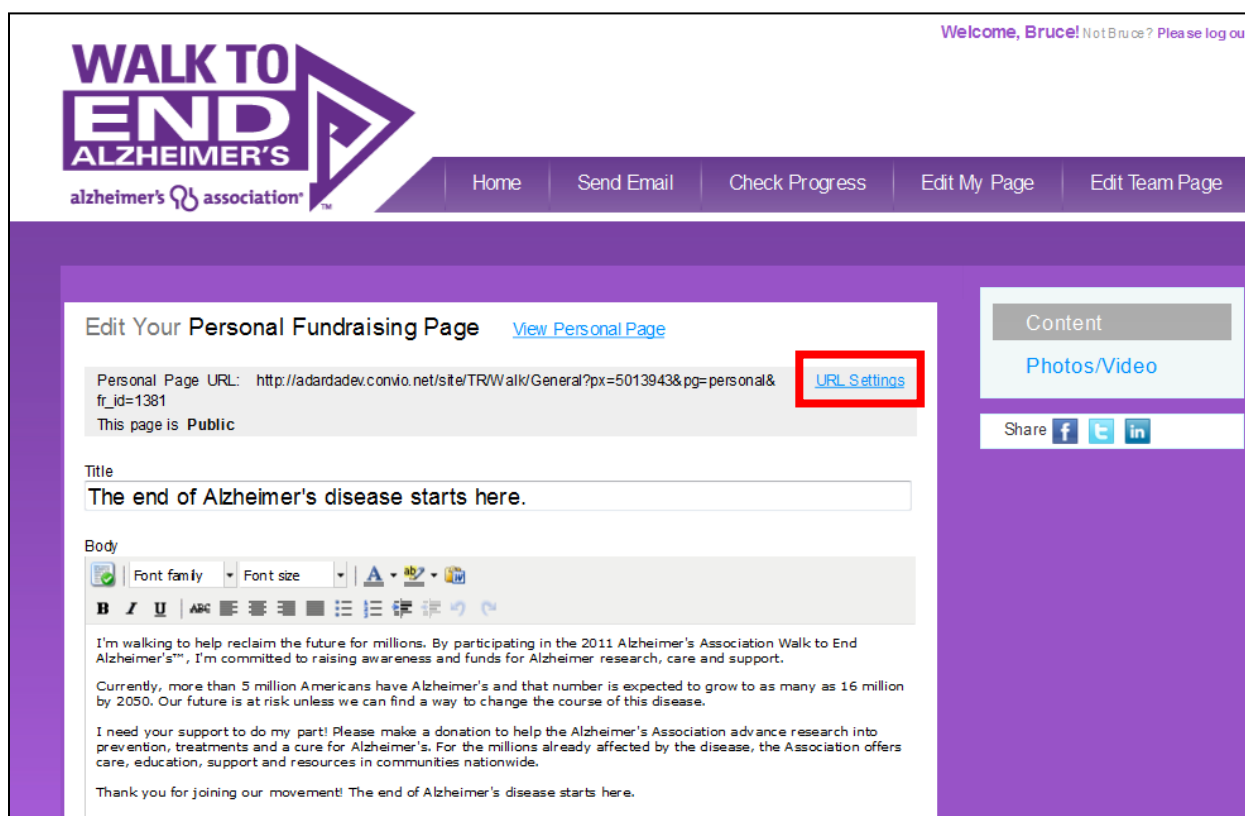


Support Me

Sign Up

## Sharing your page

If you would like to set your page to *private*, or only visible to people with whom you share a link, you can set your page to private by clicking the “URL Settings” link:



Welcome, Bruce! Not Bruce? Please log out

WALK TO  
END  
ALZHEIMER'S  
alzheimer's association

Home Send Email Check Progress Edit My Page Edit Team Page

Edit Your Personal Fundraising Page [View Personal Page](#)

Personal Page URL: [http://adardadev.convio.net/site/TRWalk/General?px=5013943&pg=personal&fr\\_id=1381](http://adardadev.convio.net/site/TRWalk/General?px=5013943&pg=personal&fr_id=1381) [URL Settings](#)

This page is Public

Title  
The end of Alzheimer's disease starts here.

Body

Font family Font size

I'm walking to help reclaim the future for millions. By participating in the 2011 Alzheimer's Association Walk to End Alzheimer's™, I'm committed to raising awareness and funds for Alzheimer 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.

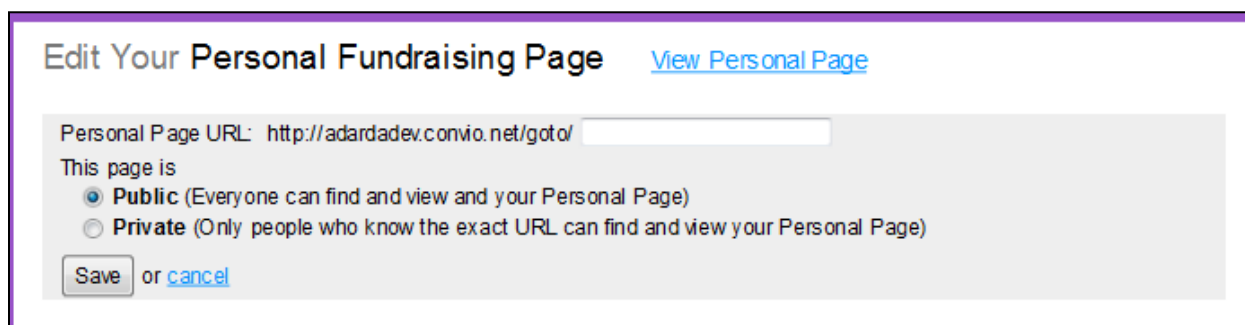
I need your support to do my part! Please make a donation to help the Alzheimer's Association advance research into prevention, treatments and a cure for Alzheimer's. For the millions already affected by the disease, the Association offers care, education, support and resources in communities nationwide.

Thank you for joining our movement! The end of Alzheimer's disease starts here.

Content  
Photos/Video

Share [f](#) [t](#) [in](#)

You can also create a shortcut URL to share with friends and family, to make it easier to share your page.



Edit Your Personal Fundraising Page [View Personal Page](#)

Personal Page URL: <http://adardadev.convio.net/goto/>

This page is

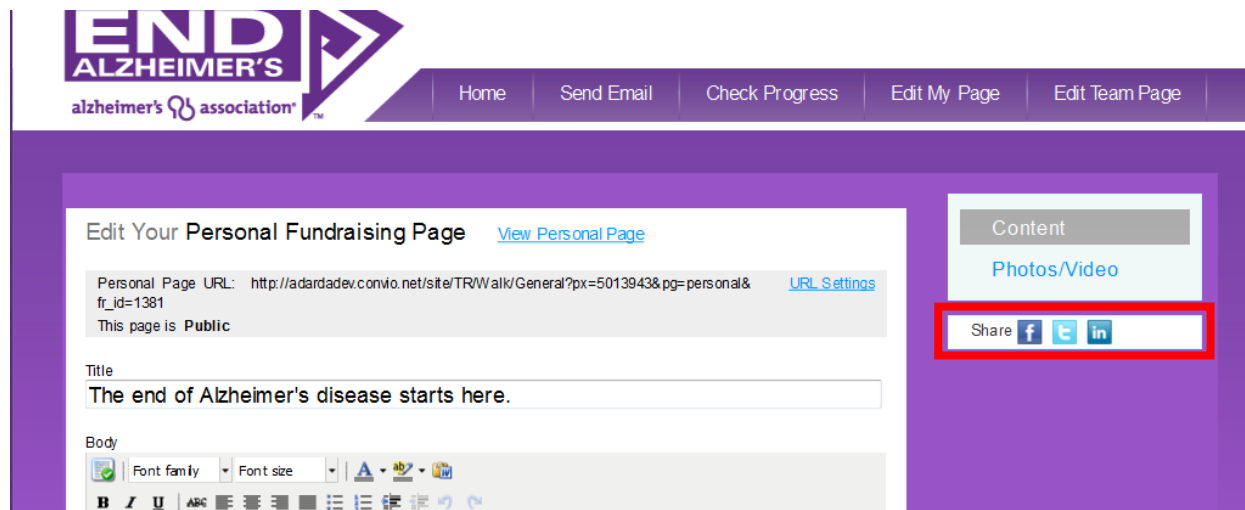
☒ Public (Everyone can find and view and your Personal Page)

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

Save or [cancel](#)

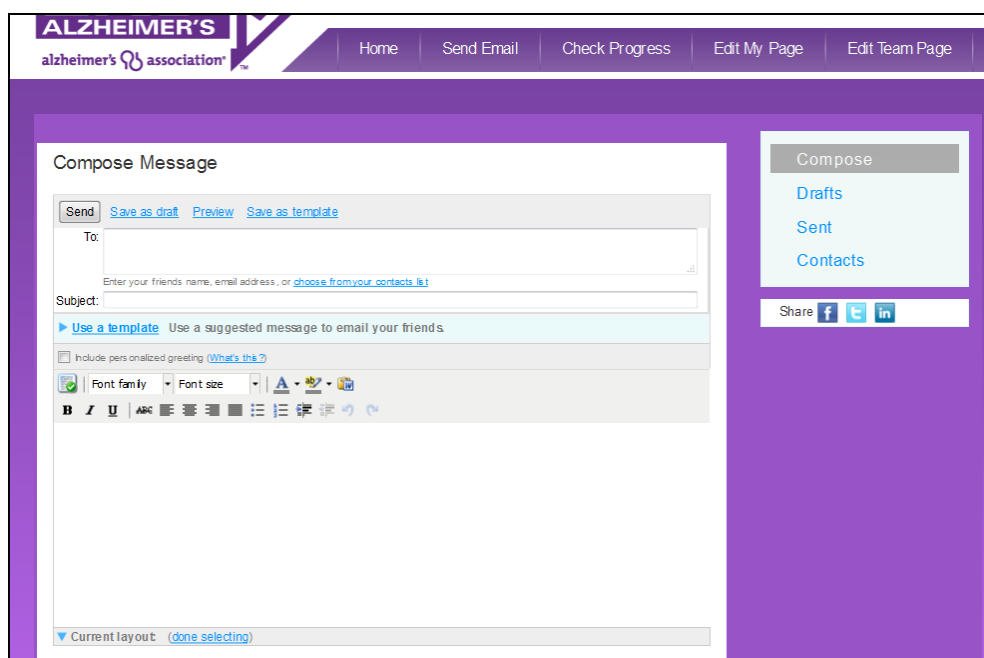
From here, you can copy the link to share your page on your social network of choice, or paste it into your e-mail signature.

You can also quickly and easily share your personal page via Facebook, Twitter and LinkedIn



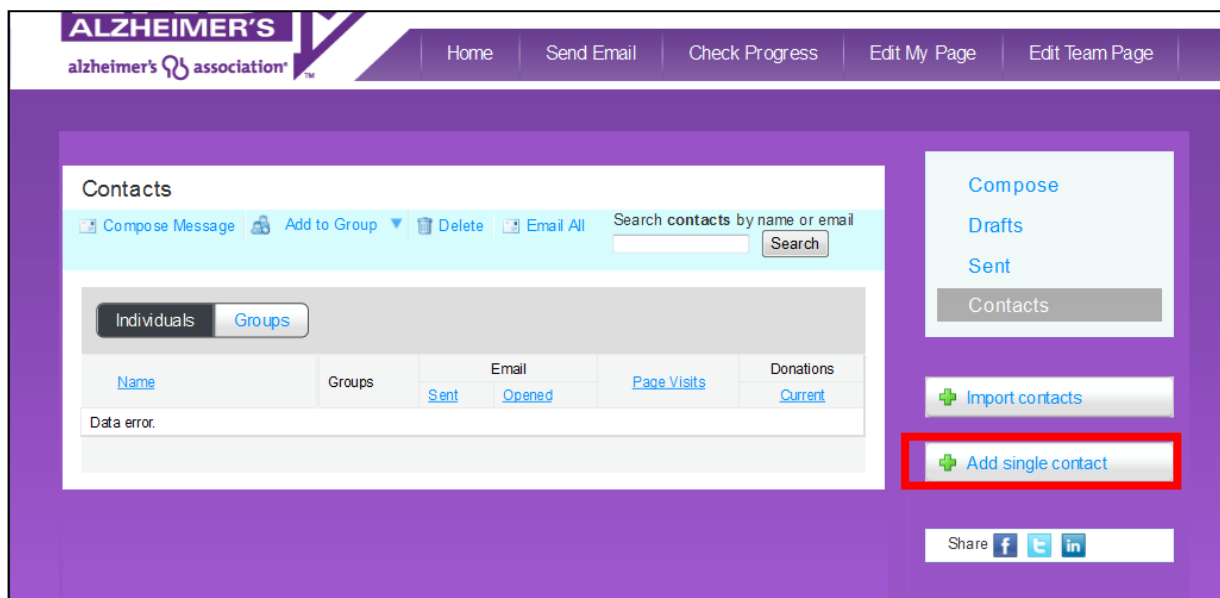
## Email Tools

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 e-mail 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.





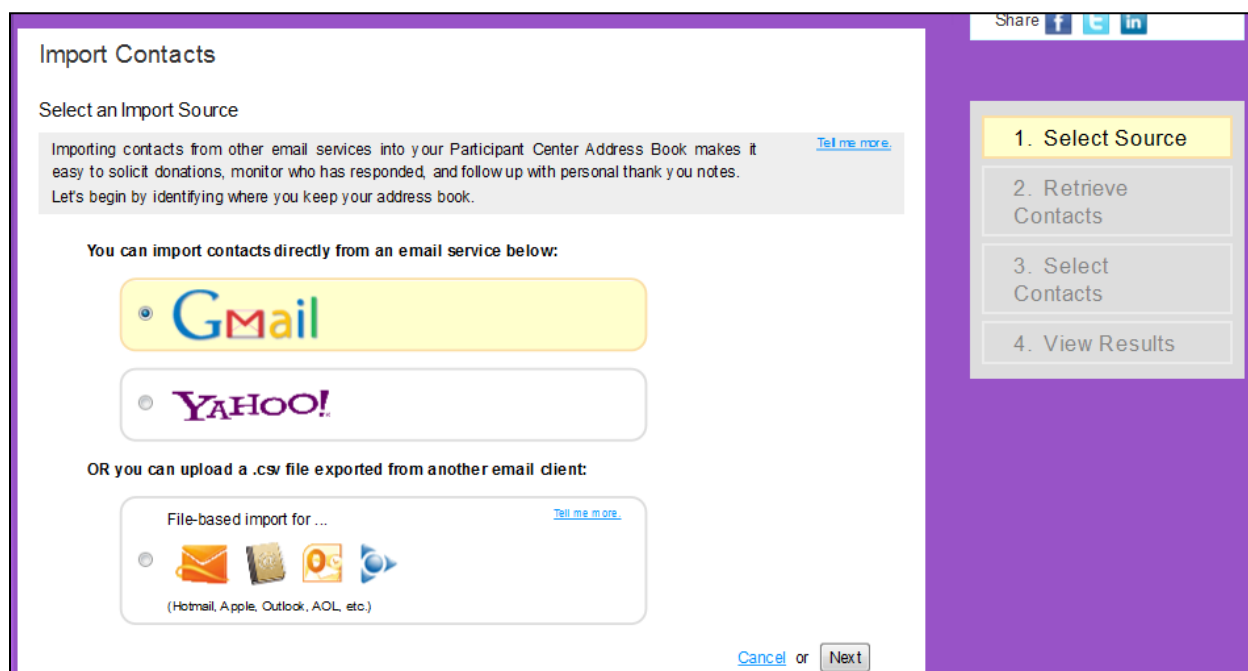
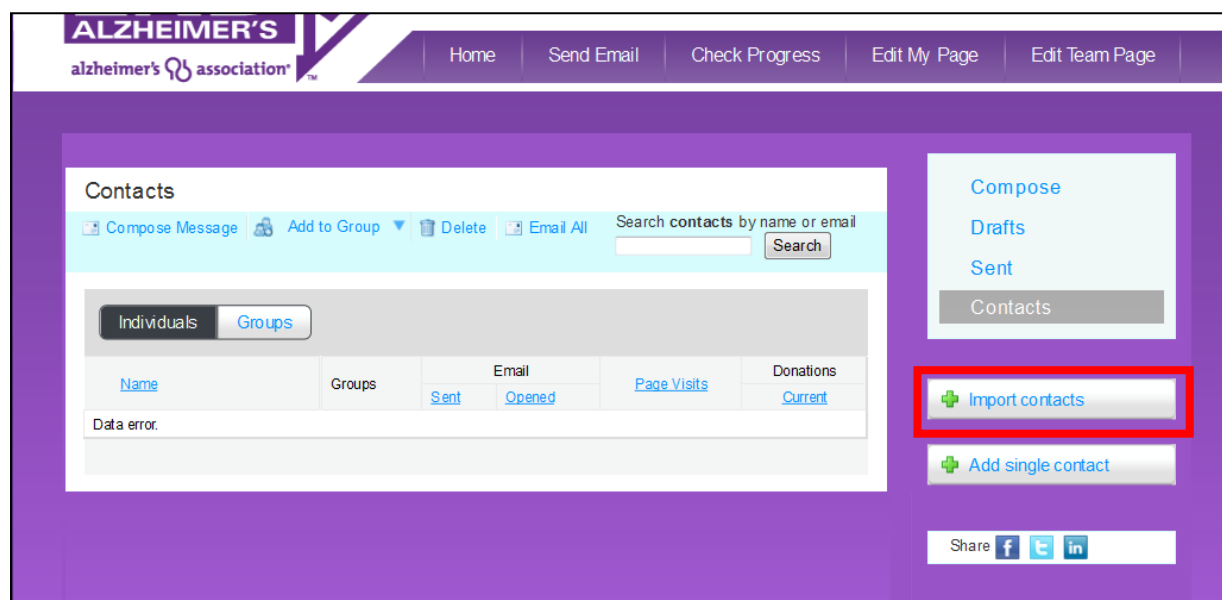
From the “Contacts” page, you can add contact one at a time by clicking the “Add a single contact” button on the right.



Enter the first name, last name, and e-mail address of the contact and click “add.”

The screenshot shows the 'Add Contact' form in the Alzheimer's Association Convio system. The form is located in the right sidebar of the 'Contacts' page. It is titled 'Add Contact' and contains three required fields: '\* First', '\* Last', and '\* Email'. Below these fields are 'Add' and 'Cancel' buttons. The entire form is highlighted with a red rectangle. The background of the page shows the same 'Contacts' page as the previous screenshot, but the 'Add single contact' button is no longer highlighted.

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



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

## Composing and sending messages

Next, you can compose an e-mail 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.

### Compose Message

[Send](#)
[Save as draft](#)
[Preview](#)
[Save as template](#)

To:

Enter your friends name, email address, or [choose from your contacts list](#)

Subject:

▼ [Hide templates](#)

**Suggested Message Templates**

[Recruit Team Members](#)
[Join a team](#)
[Solicit Gifts](#)
[ALZ fundraising email #1](#)
[ALZ fundraising email #2](#)
[ALZ fundraising email #3](#)
[Team fundraising email #1](#)
[Team fundraising email #2](#)
[Thank You](#)
[Thank you for your donation - Individual](#)
[Thank you for donation - team member](#)
[Blank Message](#)

☐ Include personalized greeting ([What's this?](#))

Font family

Font size

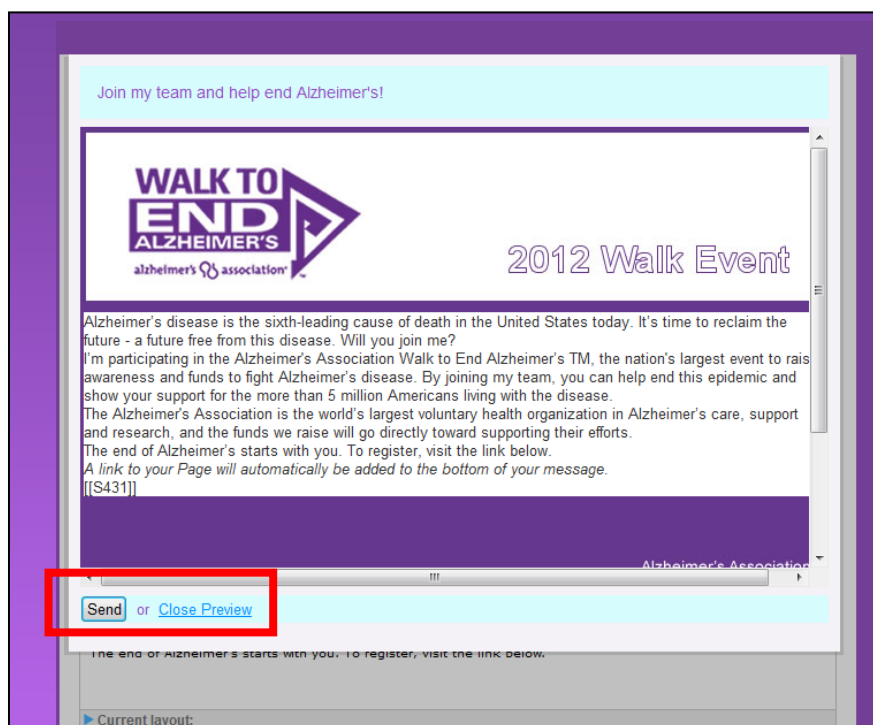
A

ab

W

▼ Current layout: [\(done selecting\)](#)

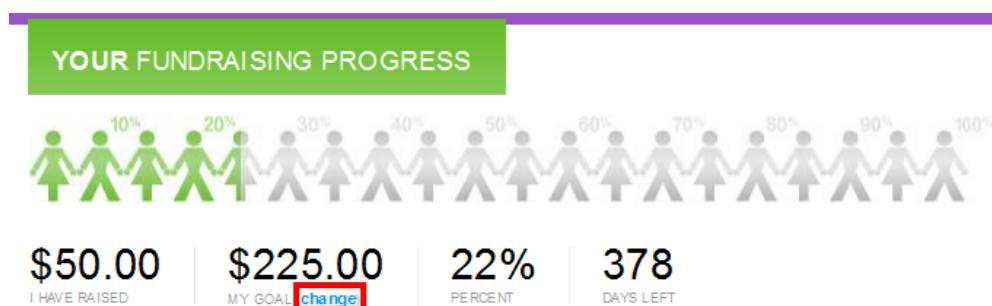
Once your draft is complete, click “Preview” at the top to see the finished product. Your message will automatically be placed on Walk to End Alzheimer’s letterhead.



From here, you can choose to send the message, or click “Close Preview” to continue editing your message. A link to your personal page will be included at the bottom of each message you send from your Participant Center.

## 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 Relay 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%

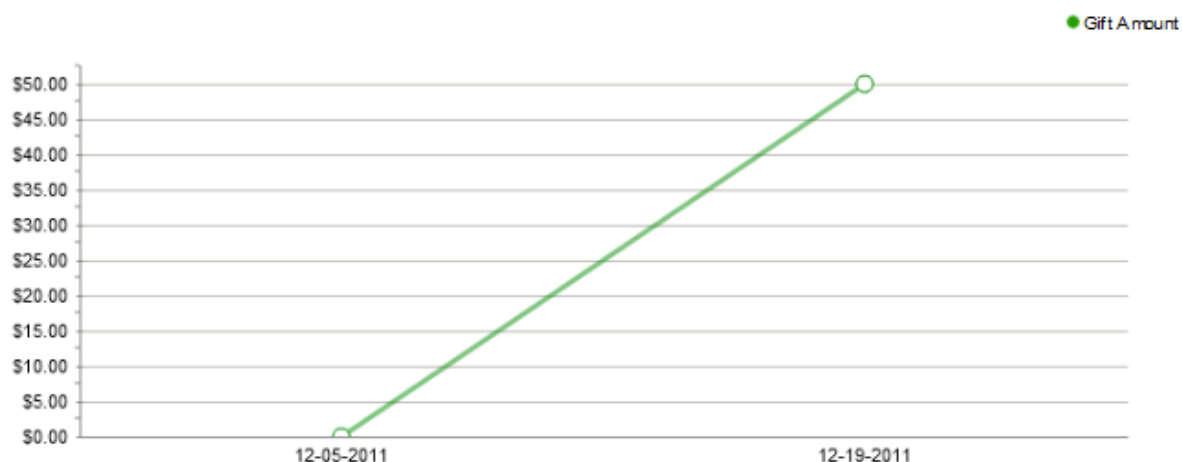
**\$0.00** | **\$225.00** | **NaN%**  
I HAVE RAISED | MY GOAL [change](#) | PERCENT

Edit Goal

Goal:

● Gift Amount


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



### Donation History

Gift Notifications: **Off** ([turn on](#))

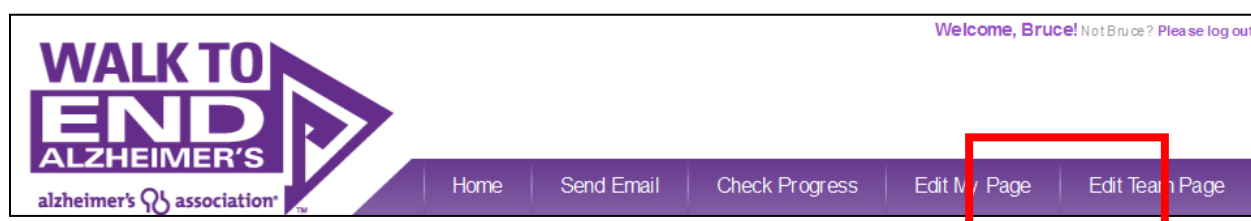
( [View all personal donations](#) or [Download personal donation list](#) )

Donor	Amount	Notes	Date	Actions
Peter Parker	\$50.00 (cash)		Dec 19	

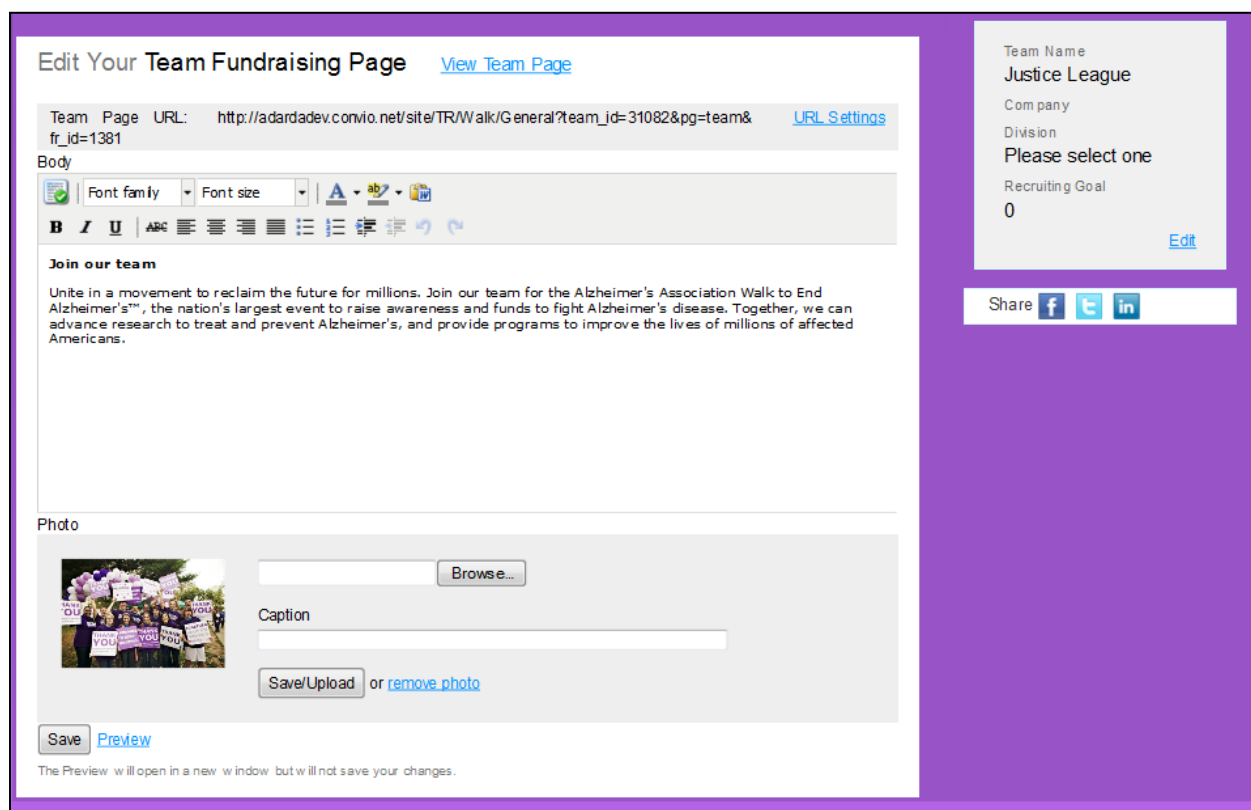
« < 1-1 of 1 > »

## Team Captain Tools

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

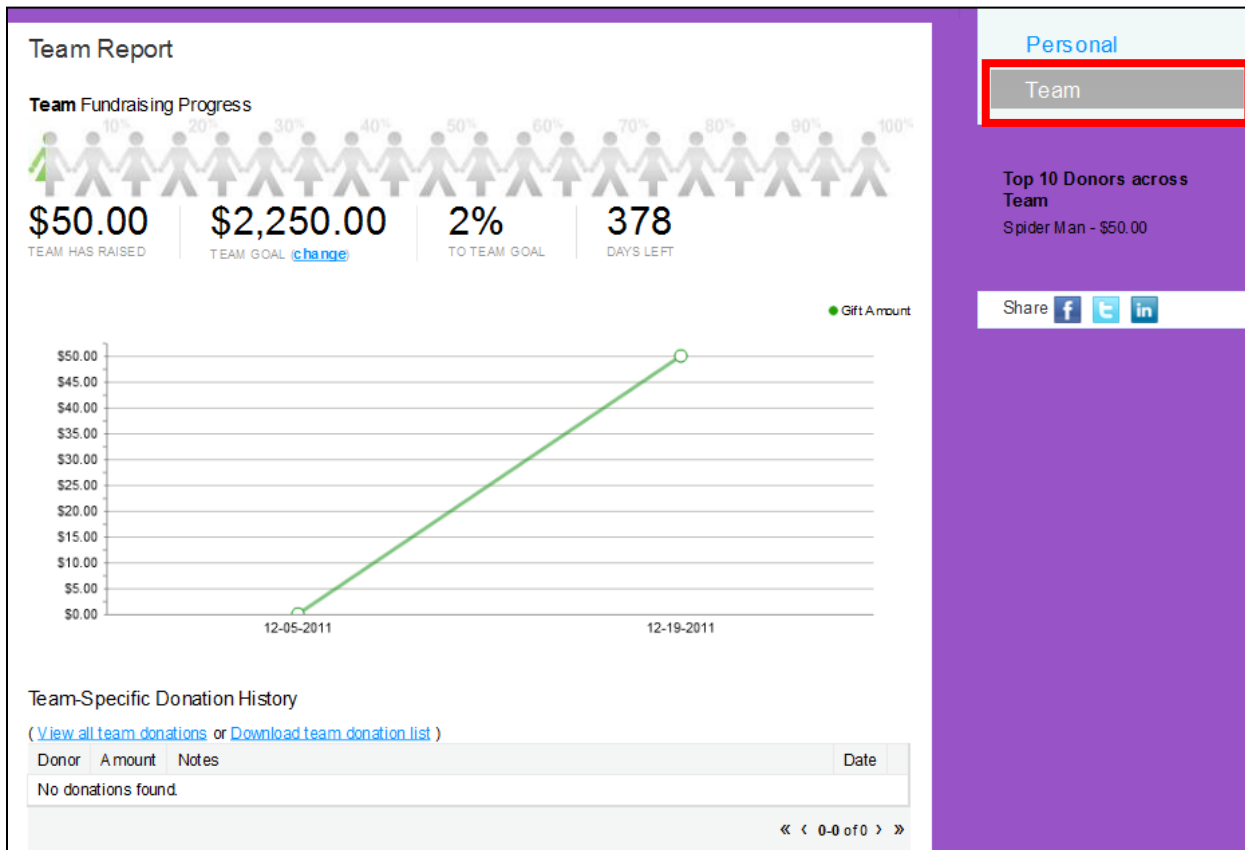


On your team page, you can write a brief description of your team, and add a team photo or logo. A roster of all team members will appear automatically on the page.



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

Team captains also have access to a few additional tools for team management – the first is 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.





Team captains can also update a message on the Participant Center home page that all team members will see when they log in to their Participant Center:

**ALZHEIMER'S**  
alzheimer's association

Home Send Email Check Progress Edit My Page Edit Team Page

### YOUR FUNDRAISING PROGRESS

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

**\$50.00** I HAVE RAISED  
**\$225.00** MY GOAL [change](#)  
**22%** PERCENT  
**378** DAYS LEFT

### WHAT TO DO NEXT?

You have not sent any emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.

**PARTICIPANT CENTER** **TEAM CAPTAIN TOOLS**

Welcome, Bruce, to your Walk to End Alzheimer's Participant Center!

From here, you can set up a [personal fundraising](#) web page, share a [link to Facebook](#), [make a self-donation](#), or [import contacts](#) and [send e-mails](#) to invite others to join you or support you in the Walk.

Watch the "What to do next" section above for additional guidance. To get started, choose from one of the options below

### RECENT ACTIVITY

DONATION	Peter Parker donated \$50.00 Cash	Dec 19
RECRUIT	You joined 2011 Training Walk	Dec 16

Send Fundraising Emails  
Manage Contacts  
View Your Progress  
Update Your Personal Page  
Email Team  
View Team Roster  
Update Question Responses

### MESSAGE

I can add a message here for my team members to see.

Save or Cancel

Share [f](#) [t](#) [in](#)

Finally, Team Captains also have additional e-mail tools to be able to e-mail teammates. To send an e-mail to all members of a team, navigate to the “Home” tab in the Participant Center and click “Email your Team” on the right side of the page.

**ALZHEIMER'S**  
alzheimer's association

Home **Send Email** Check Progress Edit My Page Edit Team Page

**YOUR FUNDRAISING PROGRESS**

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

**\$50.00** **\$225.00** **22%** **378**  
I HAVE RAISED MY GOAL [change](#) PERCENT DAYS LEFT

**WHAT TO DO NEXT?** You have not sent any emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.

**PARTICIPANT CENTER** TEAM CAPTAIN TOOLS

Welcome, Bruce, to your Walk to End Alzheimer's Participant Center!

From here, you can set up a [personal fundraising](#) web page, share a [link to Facebook](#), [make a self-donation](#), or [import contacts](#) and [send e-mails](#) to invite others to join you or support you in the Walk.

Watch the "What to do next" section above for additional guidance. To get started, choose from one of the options below.

Send Fundraising Emails  
Manage Contacts  
View Your Progress  
Update Your Personal Page  
**Email Team**  
View Team Roster  
Update Question Responses

**MESSAGE**  
I can add a message here for my team members to see.

A blank message will automatically appear, and your teammates will be automatically populated in the “To:” line. Additionally, teammates are automatically placed into an e-mail group for easy targeting. To view this group, navigate to the “Your Walk to End Alzheimer’s Email” tab, click the “Contacts” link on the right, click the “Groups” button, choose the “Teammates” option, and click “compose message.”

**Compose Message**

Send Save as draft Preview Save as template

To: catwoman@gotham.com, robin@batcave.com

Enter your friends name, email address, or [choose from your contacts list](#)

Subject: Donate now to help my team end Alzheimer's!

[Use a template](#) Use a suggested message to email your friends.

☐ Include personalized greeting ([What's this?](#))

Font family Font size

**B I U** ABC [icons]

Alzheimer's is the sixth-leading cause of death in the United States today. To help end this epidemic, I'm participating in the Alzheimer's Association Walk to End Alzheimer's TM, an event that raises funds and awareness to fight this devastating disease.

Since 1989, walkers and donors have raised \$389 million for Alzheimer's care, support and research. My team hopes to raise at least [amount] to help support this cause. I want to do my part – but I can't do it without your help!

You can donate by clicking the link below. The end of Alzheimer's starts here – with a gift from you. Together, we can make a difference!

**Compose**  
Drafts  
Sent  
Contacts

Share [f](#) [t](#) [in](#)