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.

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.

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

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

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

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.”
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.
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:
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:

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**Donation History**

Gift Notifications: Off (turn on)

(View all personal donations or Download personal donation list)

<table>
<thead>
<tr>
<th>Donor</th>
<th>Amount</th>
<th>Notes</th>
<th>Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Parker</td>
<td>$50.00</td>
<td>(cash)</td>
<td>Dec 19</td>
<td></td>
</tr>
</tbody>
</table>
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:
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.

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.”