

Three Steps to Successful Online Fundraising through your Participant Center

Step 1: Update your Personal Page

Your Personal page is a web page that your family and friends can visit to read about your personal fundraising efforts and make a donation that supports your fundraising goal. To update and customize your personal page:

- Step 1: Click Personal Page from the options along the top of the page.
- Step 2: Add your personal story in the body area of the text editor. You can use your personal page to pay tribute in honor or in memory of someone you know that has been touched by breast cancer. Optional default text is also provided for you to use on your personal page.
- Step 3: Change the title of your Personal Page by entering a new title in the Title field.
- Step 4: Click Preview (near the bottom of the page). A separate browser window opens to display your Personal Page. Make changes if necessary.
- Step 5: When finished, click Save. The *Personal Page content was successfully saved* message will display. Tip: Save often so your work is there if you are logged out of the system! To add a personal photo, see Photo section below.

Step 2: Upload your contact list

To make it easy to send emails to friends and family, you can use the Address Book widget to easily import contact information from another address book application that you use such as Gmail, Yahoo! or Outlook.

- Step 1: Click Email from the options along the top of the page
- Step 2: Click Import Contacts to access the online import tool
- Step 3: Select the Email Application you wish to import contacts from and click Next
- Step 4: Enter the appropriate login information and log into your email account selected
- Step 5: Follow the directions on the page and click Next. Click the Done button once complete.

To manually add contacts to your Address Book, Click on the Email tab, then click Add a Contact from the navigation on the right side of the page. Click the appropriate fields to enter the name and email address of the person and click Save.

Step 3: Send emails to your friends, family and coworkers

You have the option to customize and send email messages already available to you, or you can create your own email messages.

- Step 1: Click Email from the options along the top of the page
- Step 2: Click Contacts from the navigation on the right side of the page. The list of contacts from your address book displays. Select those you wish to address in your email by checking the box next to their name. Once contacts are selected, click Compose Message.

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- To email every contact in your address book, click Email All
- To email only contacts that you have not emailed yet, from the Showing drop-down list (below Compose Message,) then select *you have never emailed*, under *Suggested Follow-Up Action*
- To email only contacts that have not donated to you, from the Showing drop-down list, select *have not donated on your behalf to this event*, under *Filter by Donor Status*
- Step 3: To send an email you can either:
 - Click on one of the sample email messages available on left side of the page and customize it with your personal story and signature name.
 - Or enter your own email message directly into the blank email text space available.
- Step 4: To Preview your message, click Preview at the bottom of the page. To make changes to the message, click Edit.
- Step 5: click Send. *Your message was successfully sent* will display on the page.

Did you know you can do these things too?

Start a Blog

Step 1: Click Personal page from the options along the top of the page

Step 2: Click Components from the options on the right side of the page

Step 3: Here you have the ability to enable a person blog feature by selecting Enable Personal Blog.

The Components section of your Personal Page also allows you to enable a fundraising status thermometer and a Fundraising Honor Roll. Select the components you wish to enable, and click Preview to view these features. Then click Save .

Add a Photo

To make your web page more dynamic, you can upload a photo or even a link to a video clip that visitors to your page can view. Note: A link to report objectionable page content is automatically displayed on each page. To add a Photo (or Image):

- Step 1: Click Personal Page from the options along the top of the page
- Step 2: Click Photos/Video from the options on the right side of the page
- Step 3: To Upload a new image, click Browse. After locating the file on your computer, click on the file and click Open. The name of the file will display in the File Name field.
- Step 4: Click Save/Upload. The successful update message and the image will display.
- Step 5: You have the option to add a Caption. Click Preview to preview the changes to your page.

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Add a Video Clip

- Step 1: Click Personal Page from the options along the top of the page
- Step 2: Click Photos/Video from the options on the right side of the page
- Step 3: To insert a link to a YouTube Video, Click Video and manually enter the video link or copy and paste the path in the YouTube Video URL field and click Save.
- Step 4: Click Preview to preview the changes to your page. To change the video, close the preview page and repeat Step 3 with a new YouTube Video URL link.

Create a personalized web address (vanity URL)

To make your web page easier to find or remember, you can create a shortcut to the Web address URL on your page.

- Step 1: Click Personal Page from the options along the top of the page
- Step 2: In the Personal Page URL and Settings area, click Edit.
- Step 3: Enter text for the personalized Web address. You can use your name, team name or a nickname. To avoid any problems, do not leave any spaces in your customize URL name.
- Step 4: Click Save to save your changes. The successful update message and new personalized Web address should display. Note: You can copy the URL and paste it into an email.

Enter Offline Gifts

- Step 1: From the Participant Center Home Page, click Enter a new gift from the navigation area on the right side of the page.
- Step 2: Enter the Name, Email Address, Residential Address of the Donor, Gift Amount and Payment Type. Then select a Gift Category. This will most often be Pledge.
- Step 3: To Process this Transaction, Click Add. The Gift Entry page will close. **Be sure to follow Race procedure on how to submit offline gifts to the Race office for credit towards your fundraising goal.**

Send Thank You Notes to All of your Supporters

Team Captains: View Team Roster

After accessing your Participant Center Home page, click View team roster from the navigation on the right side of the page. To display more information, you can click Your Team Page from the top navigation area. Then click Display the Progress page of your Team. Here you can view details about the number of gifts and total amount raised by each of your teammates and download this list for print.

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Team Captains: Email Message to all Team Members

- Step 1: Click Email from the navigation on the right side of the page.
- Step 2: From the Showing drop-down list, (below Compose Email), click *have joined your team for this event*. Next click the checkbox next to each contact that should receive this email (or, click ALL from the selection area in the upper right corner).
- Step 3: Click Compose Message, located above the Showing drop-down list. The contacts selected will display in the To field. Compose your own message, or click on one of the sample message located on the right side of the page. If you use a sample message, be sure to personalize it before sending.
- Step 4: Click Preview (from the bottom of the page). A message window opens to display your content as it will look to a recipient. To make changes, click Edit.
- Step 5: Click Send, The *Your message was successfully sent* message will display.

Be sure to check your fundraising status so you know the impact you are having in our community!

FAQ:

How do I change my fundraising goal?

From the Home Page of your Participant Center, click the Change link located below the My Goal amount. Enter the new Goal amount and click Submit.

What is a Personal Page?

Your Personal page is a web page that your family and friends can visit to read about your personal fundraising efforts and make a donation that supports your fundraising goal.

How can I update my Personal Page?

To update your Personal Page, click Personal Page from the options along the top of the page. Next, add your personal story in the body area of the text editor. You can use your personal page website to pay tribute in honor or in memory of someone you know that has been touched by breast cancer. Optional default text is also provided for use on your personal page. To preview your page, click Preview (near the bottom of the page). A separate browser window opens to display your Personal Page. When finished, click Save. The *Personal Page content was successfully saved* message will display.

What is the Team Page?

Your Team page is a Web page that people can visit to find a team member or give a donation that supports the fundraising efforts of the entire team. Although the default Team page contains sample

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text and photos, your Team Captain can customize this page to make it a creative expression of the Team commitment to Komen and our fight against breast cancer.

How do I add or import contacts to my address book?

To make it easy to send emails to friends and family, you can use the Address Book widget to easily import contact information from another address book application that you use. Click Email from the options along the top of the page. Then Click Import Contacts to access the online import tool. Select the Email Application you wish to import contacts from and click Next. Enter the appropriate login information and log into your email account selected. Follow the directions on the page and click Next. Click the Done button once complete.

To manually add contacts to your Address Book, Click on the Email tab, then click Add a Contact from the navigation on the right side of the page. Click the appropriate fields to enter the name and email address of the person and click Save.

Do you have email messages that I can use?

Yes! Fundraising is easier than ever when you use the sample fundraising and recruitment messages available to you. If you use a sample email message, be sure to customize it with your name and include a personal ask before sending. The more you customize the email, the stronger your appeal and call to action will sound to the recipient. To view sample email messages, Click Email at the top of the page, then click Compose on the right side of the page. The sample email messages display on the bottom right side of the page.

What do I do with a gift that is cash or check?

Enter this as an offline gift to receive credit towards your online fundraising thermometer! To enter an offline gift, go to the Participant Center Home Page, and click Enter a new gift from the navigation area on the right side of the page. Enter the Name, Email Address, Residential Address of the Donor, Gift Amount and Payment Type. Then select a Gift Category. This will most often be Pledge. To Process this Transaction, click Add. The Gift Entry page will close. **Be sure to follow Race procedure on how to submit offline gifts to the Race office for credit towards your fundraising goal.**

Why don't I see all of my donors on the Honor Roll?

Donors have the option to not display the amount of their donation publicly at the time that they make the gift. They also have the option to make the gift anonymous.

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How do I upload a personal photo on my Personal Page? I keep receiving a file is too big error message?

Before you upload your image file, you may want to open it in your favorite graphics application and resize or crop the image for the best fit. To avoid distortion, the system also resizes your photo starting with the largest dimension of the height or width to equal the valid measurement. When you upload a .gif file, the system arranges the image in the space provided, which may take up a lot of your page space and push your other information down or display only part of the picture. Remember that the photo image must also be a graphics file format (jpeg, phn, gif, etc.).