# Accessing the My Participant Center

**STEP 1:** From the Bike MS website select “My Participant Center” in the left-hand navigation bar or the right-hand box.

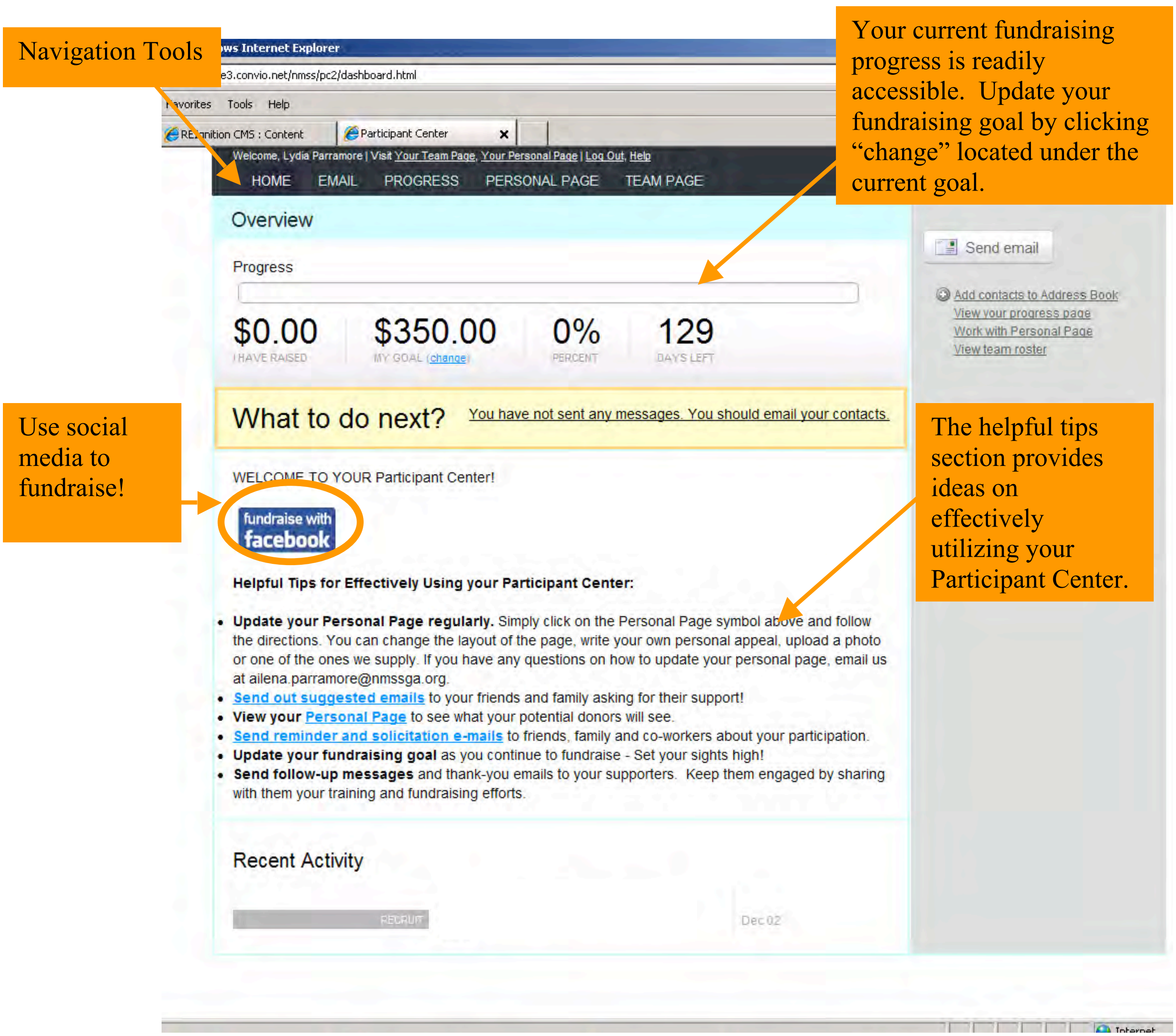

**STEP 2:** On the next page, you will be asked to enter your Username and password.

# My Participant Center - Overview

**The Overview page of the Participant Center acts as a "landing-page" and provides a quick look at your fundraising progress.**

At 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)

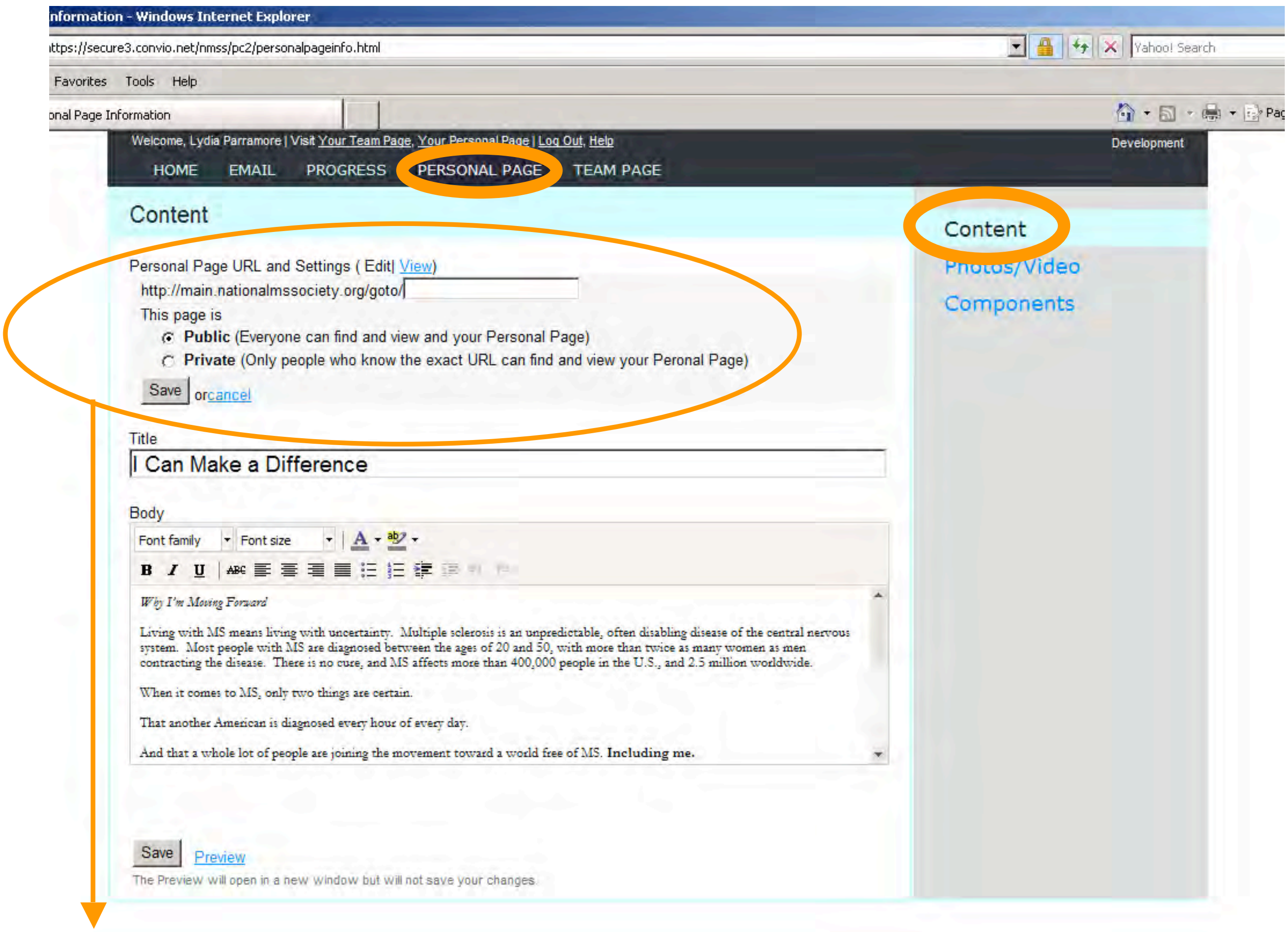


# Setting Up Your Personal Webpage

**From the Navigation Toolbar, select the Personal Page button. This section is comprised of three sections – content, photos/videos, and components.**

## CONTENT

**STEP 1:** Utilize the "Content" section to customize your Personal Page's text. Add your personal story or motivation for participating to, or instead of, the stock message. Preview your page and "Save" (at the bottom).

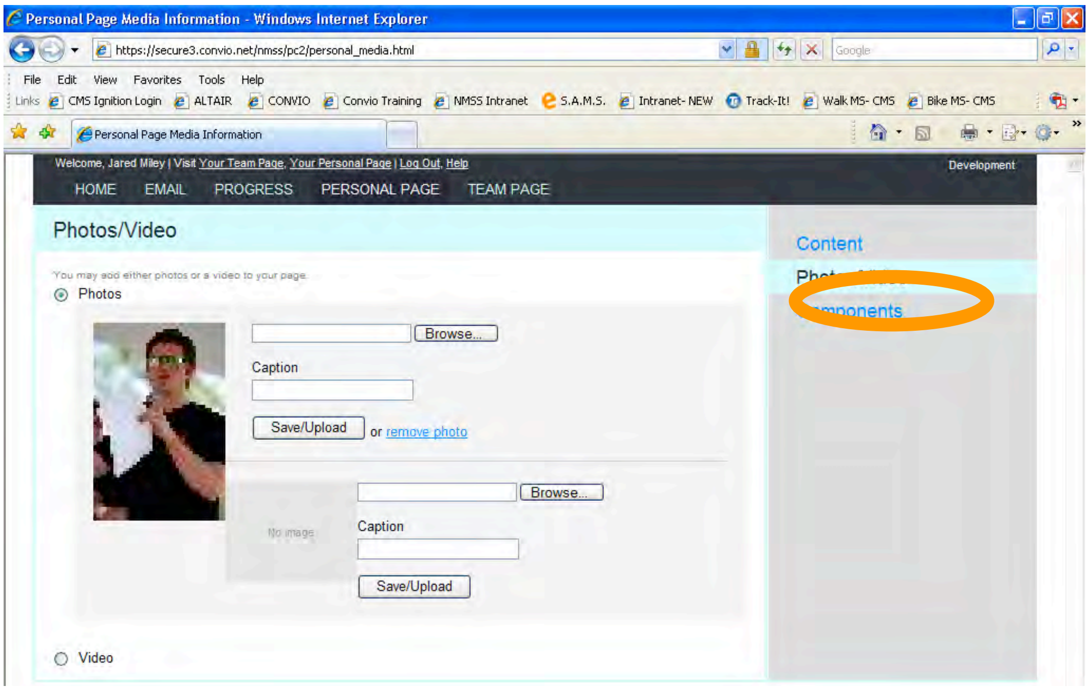



**STEP 2:** Create an easy-to-remember URL for your Personal Page.
**STEP 3:** Ensure that your Personal Page is made "Public". Private pages do not show up on the Team Roster and are not easily accessible for donors.

# Setting Up Your Personal Webpage

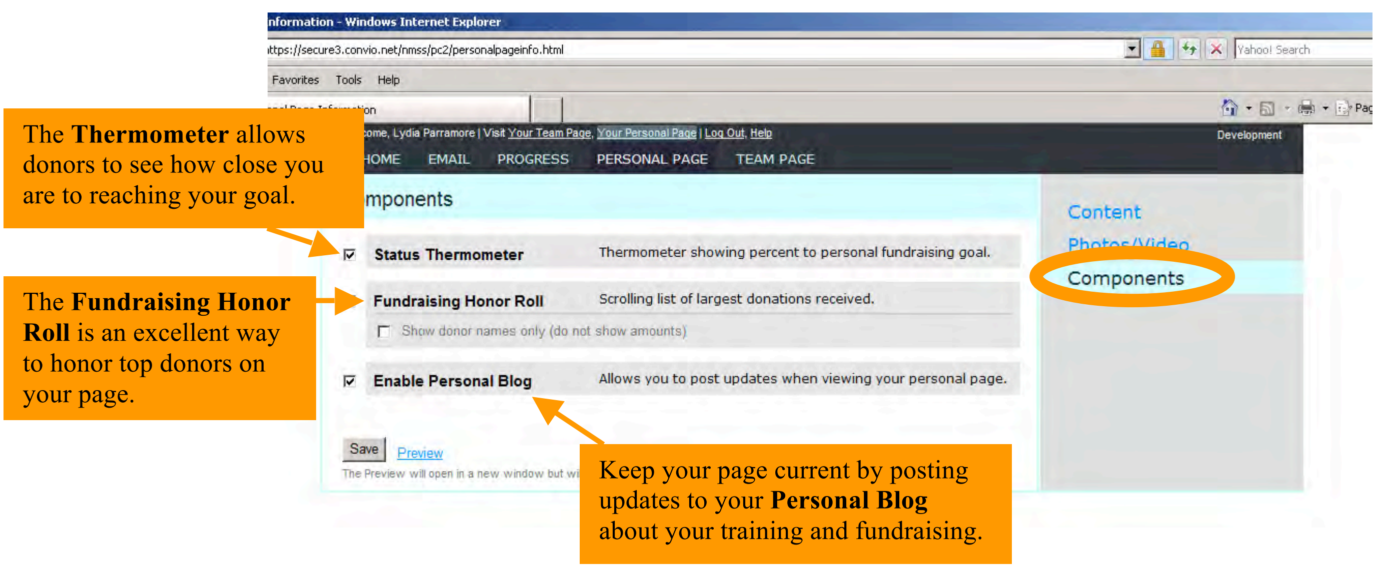
## PHOTOS/VIDEO

**STEP 1:** Utilize the "Photo/Video" section to personalize webpage with pictures of you, your family or your team. Images must be JPEG files and smaller than 200KB.
**STEP 2:** Upload a video of your Walk MS efforts or a personal thanks to your donors.




## COMPONENTS

**STEP 1:** The "Components" section allows you to choose which options will appear on your Personal Page. You must hit "save" to activate your choices.

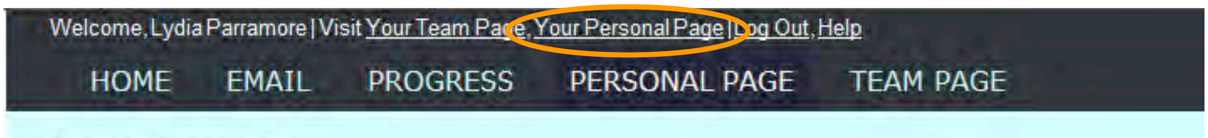


# Blogging on Your Personal Webpage

Keep your personal page fresh by adding a Blog to your personal webpage. Update your personal blog frequently with your training or fundraising progress or just with your daily thoughts. Encourage your friends to bookmark it and check frequently to see your latest updates.

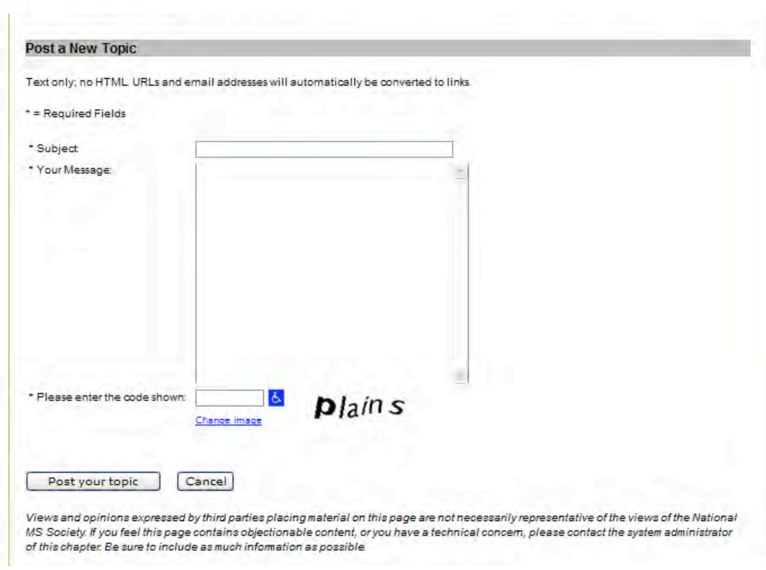
**STEP 1:** Enable the Personal Blog feature in the “Components” section of the “Personal Page”. *See previous page for more details.*

**STEP 2:** Access to your Blog is available only through your Personal Page. Choose “Your Personal Page” at the very top of the Navigation Toolbar to open your Blog.



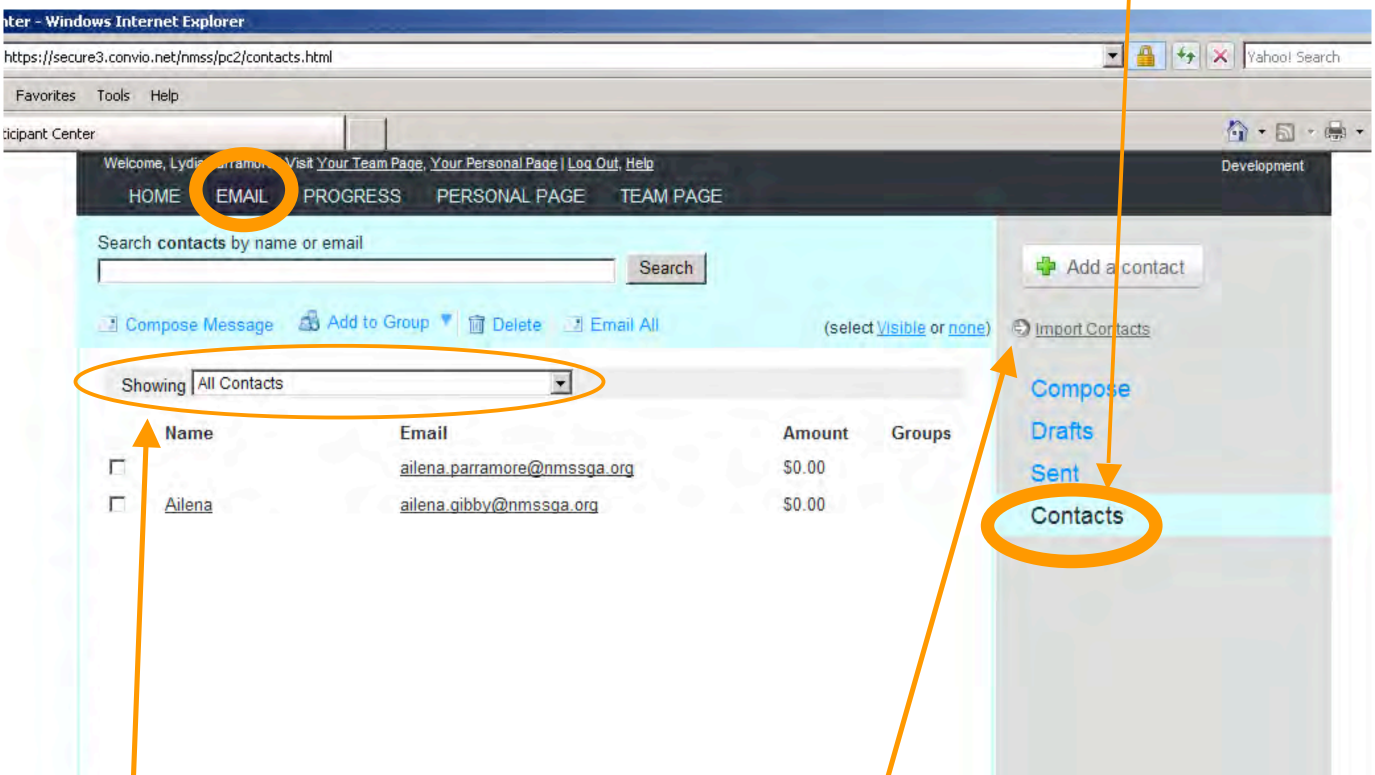

**STEP 3:** Your Personal Page will display in a second window. Scroll to the bottom of the page and choose “Post New Topic”.


**STEP 4:** Once you have entered your information, click “Post your topic” to submit your blog. This will now appear on personal page.



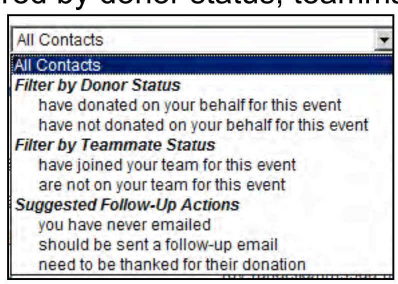
# Uploading Your Address Book

**STEP 1:** Click on “Email” in the navigation toolbar, then choose “Contacts”.




**STEP 2:** Click “Import Contacts” and follow the instructions to upload your address book from Outlook, Yahoo, AOL or a generic CSV file. Or click “Add a contact” to manually add contacts.

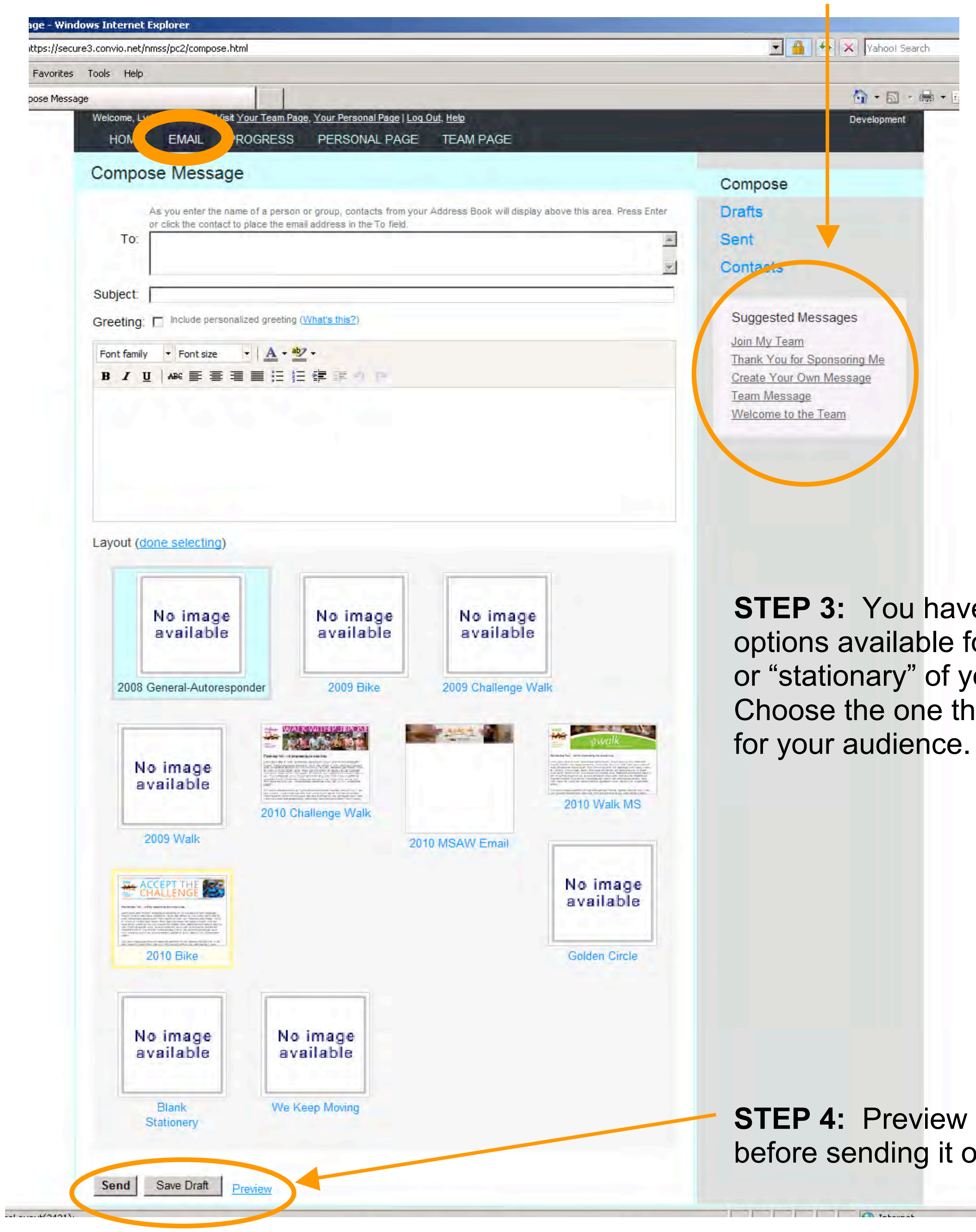
**STEP 3:** Once imported, contacts can be filtered by donor status, teammate status (team captains only) or the follow up needed.



# Sending Emails

**STEP 1:** Select "Email" in the navigation toolbar. 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.

**STEP 2:** You can use the template emails or draft your own personal message.



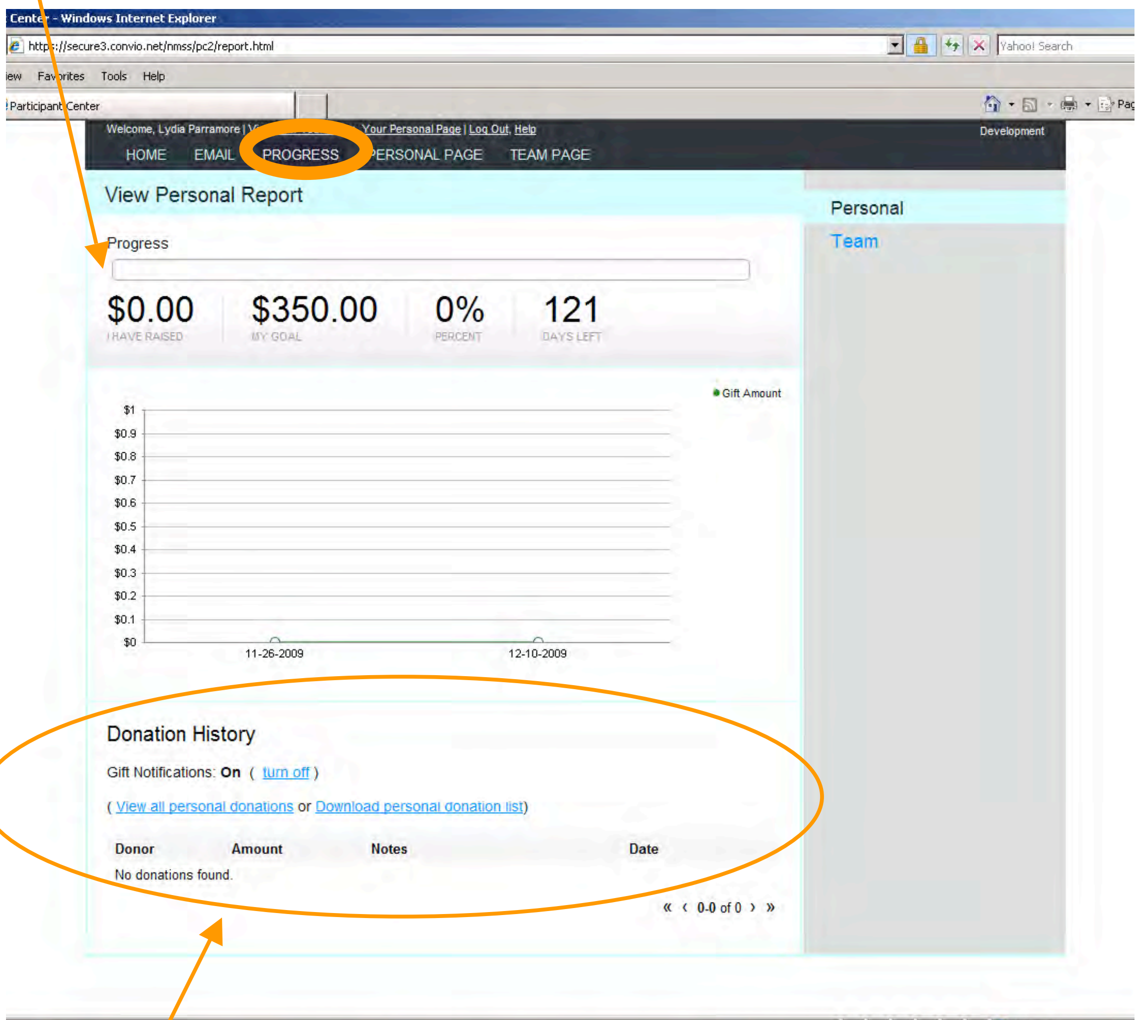

**STEP 3:** You have several options available for the layout or "stationary" of your email. Choose the one that works best for your audience.

**STEP 4:** Preview your email before sending it out.

# Tracking Your Progress

**STEP 1:** Choose "Progress" from the navigation tools.

**STEP 2:** The helpful tools allows you to easily track your fundraising progress. The "Progress" section gives a quick overview of your fundraising to date, your current goal (can be updated on the "Home" page), percentage to your goal and the number of days left until the event.



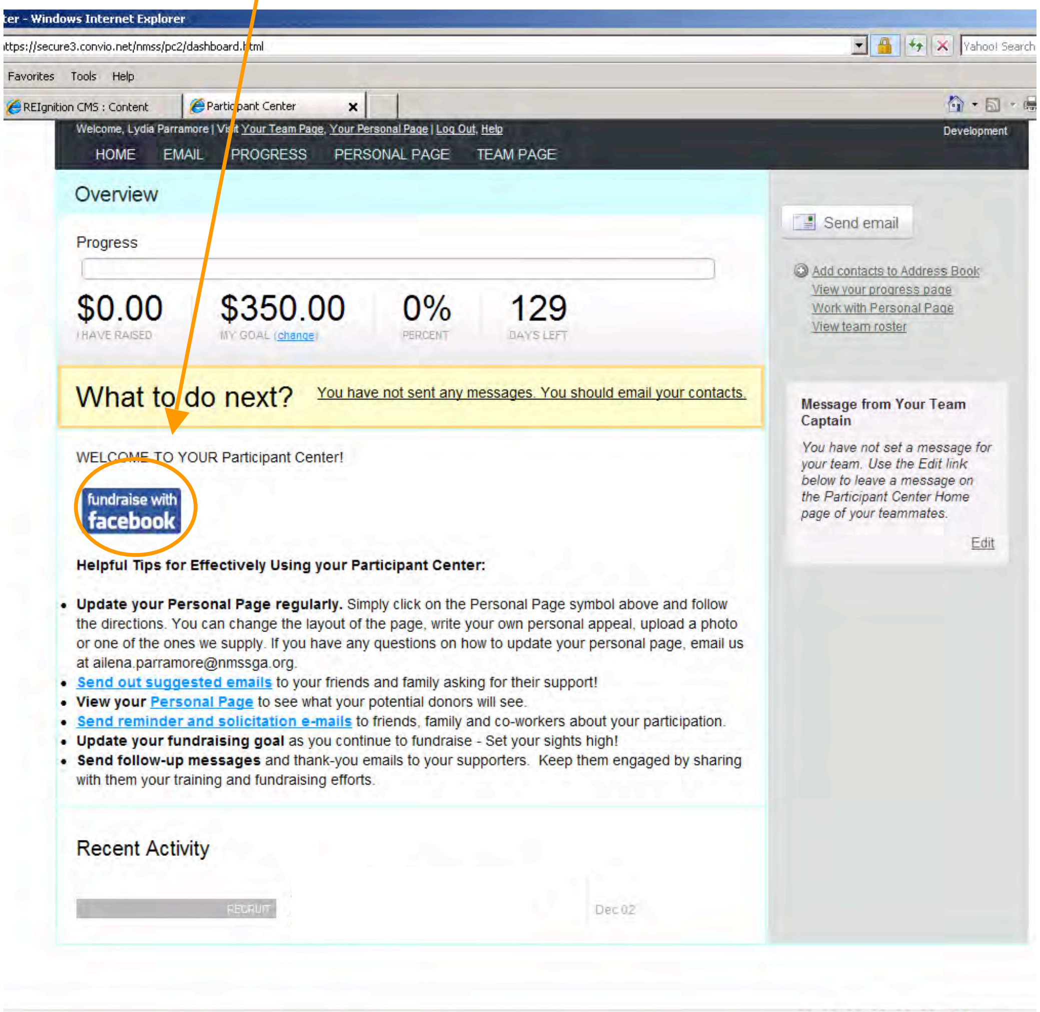

**STEP 3:** The "Donation History" section provides you with a complete list of donors. In this section, you can choose to receive or not to receive email notifications when a donation is made. You can also download your personal donation list for your future records.

# Fundraise with Facebook

## Linking your personal page to your Facebook page

If the Facebook application has been activated for your event, the logo will appear on the Home page.

**STEP 1:** After accessing your Participant Center Home page, click on the "Fundraise with Facebook" logo.




**STEP 2:** Enter your login information into the fields displayed. Follow the instruction that appear on the displayed Facebook page.

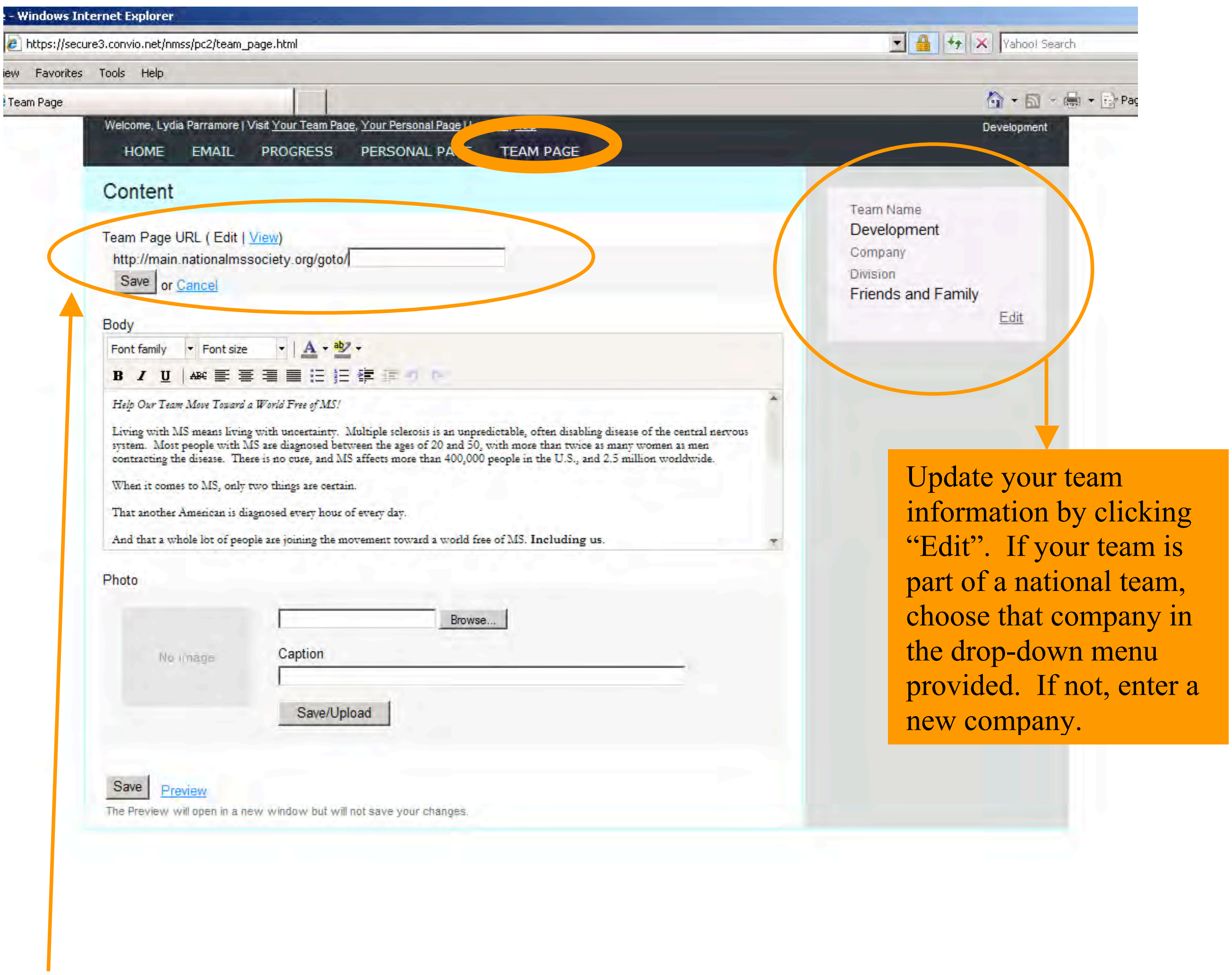
**STEP 3:** Highlight your fundraising efforts to all of your Facebook friends and watch your donations grow!

# TEAM CAPTAIN TOOLS

(Only Available to Team Captains)

## SETTING UP YOUR TEAM WEB PAGE

**STEP 1:** Choose “Team Page” from the navigation toolbar. From this section of the participant center, you can set up your team’s webpage. Add your team’s story or motivation for participating to, or instead of, the stock message. Include a picture of your team. Preview your page and “Save” (at the bottom).

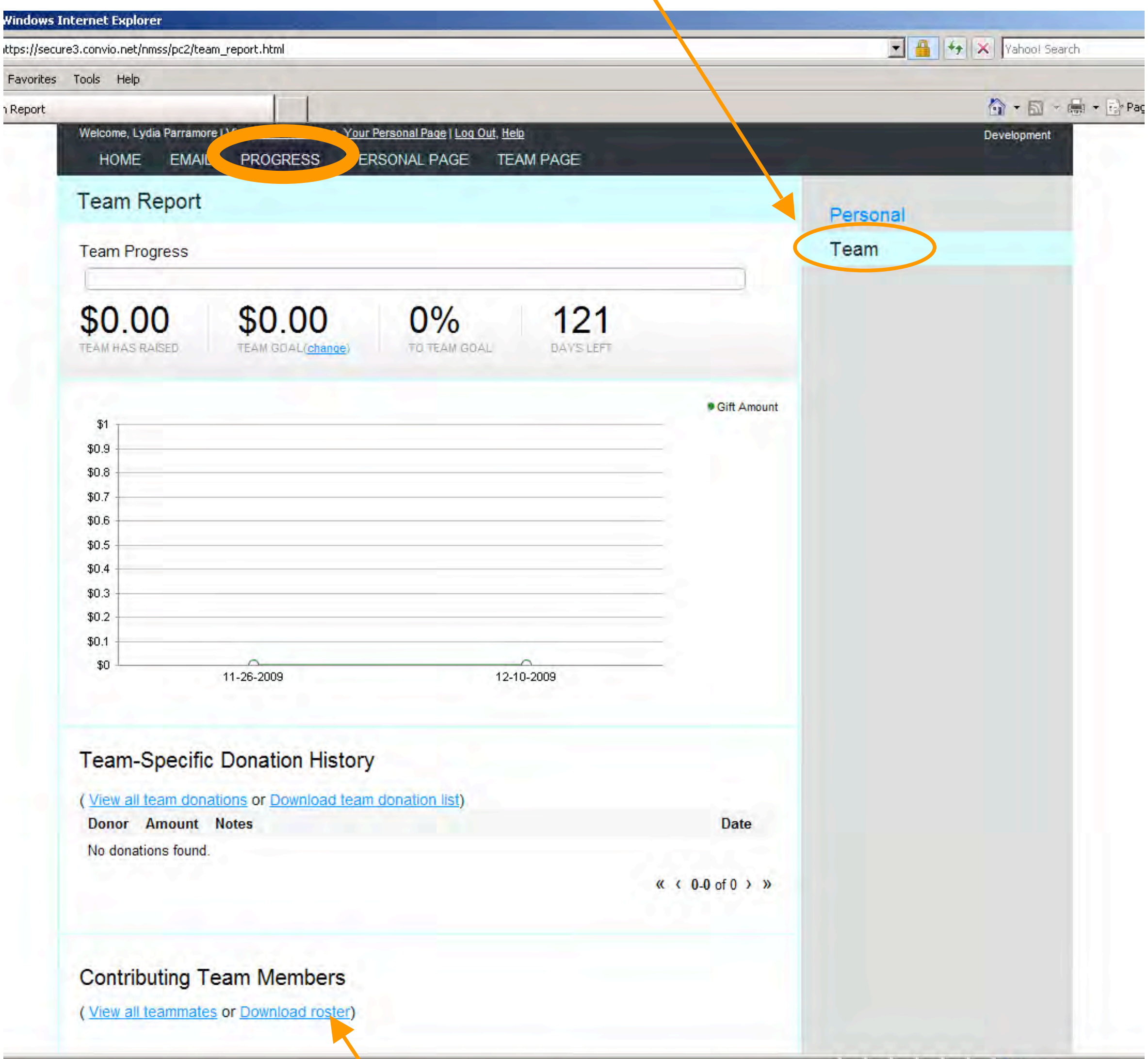



**STEP 2:** Create an easy-to-remember URL for your Team Page. Once you “save” the new web address, the full address will be listed at the top of the page. Copy and paste the link into your personal email signature so everyone you communicate with can check out your team’s page.

# TEAM CAPTAIN TOOLS
(Only Available to Team Captains)

## TRACKING YOUR TEAM PROGRESS

**STEP 1:** Under the "Progress" section of the Participant Center, select "Team" to track your team's progress, update your team's fundraising goal, and review/maintain your team roster.




**STEP 2:** Below the "Team-Specific Donation History", the "Contributing Team Members" section provides detailed information regarding your team and their individual fundraising efforts.

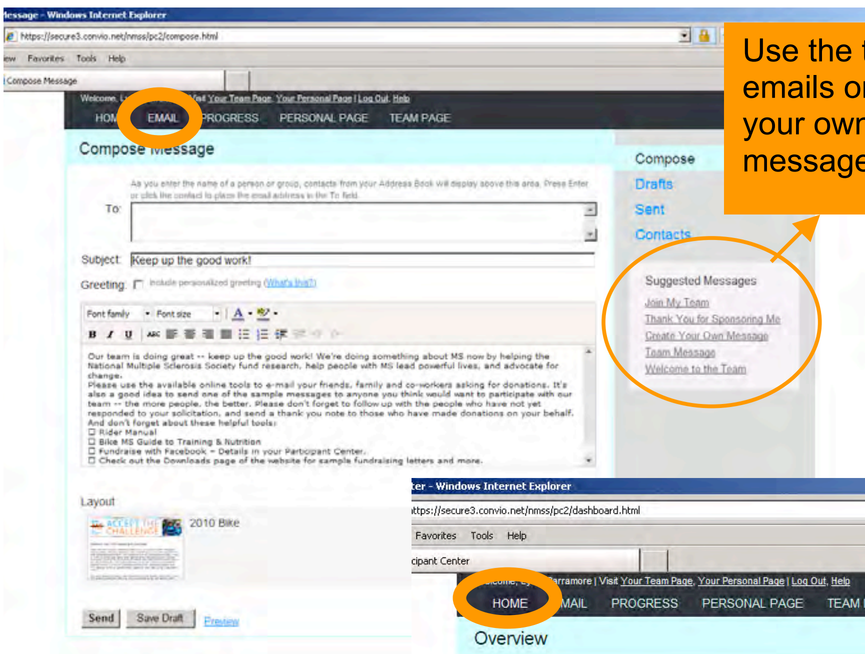
# TEAM CAPTAIN TOOLS

(Only Available to Team Captains)

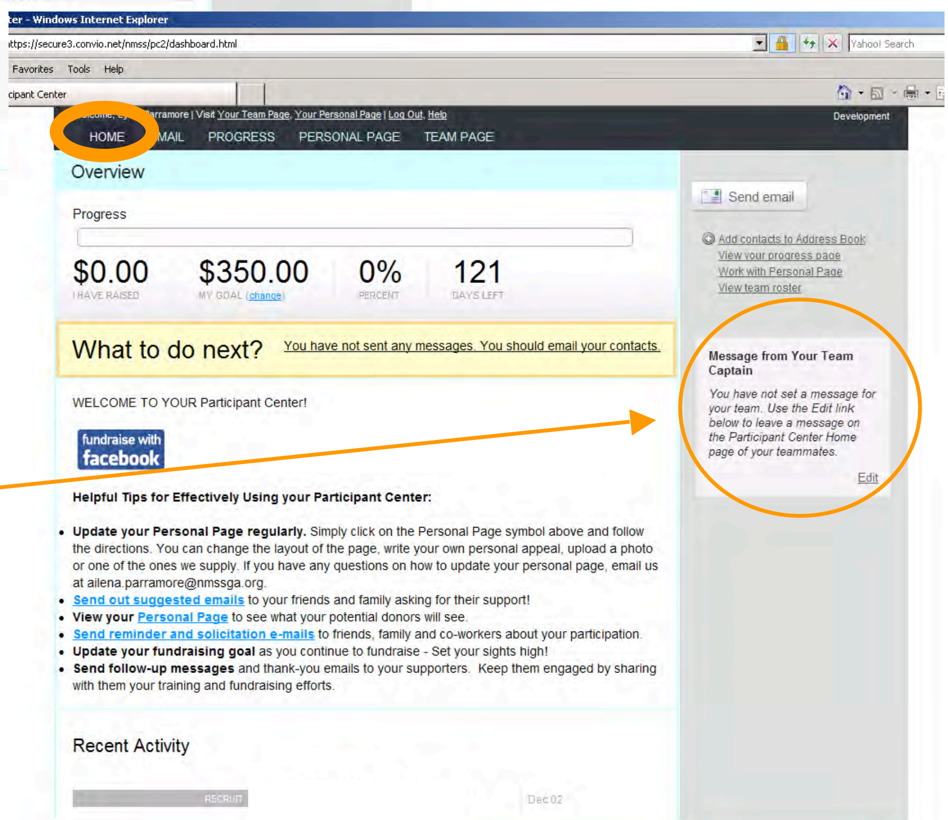
## COMMUNICATING WITH YOUR TEAM

Regular communication is fundamental to building a successful team. Develop a communications schedule and use the helpful Participant Center tools specially designed for Team Captains.

**STEP 1:** Under the "Email" section of the Participant Center you can send emails to potential team members encouraging them to "Join My Team" or send regular emails to your current members.




Use the template emails or draft your own personal message.




**STEP 2:** From the "Home" page, post a message to your team members welcoming them to the team, reminders about upcoming deadlines or announce a team challenge. Update regularly!