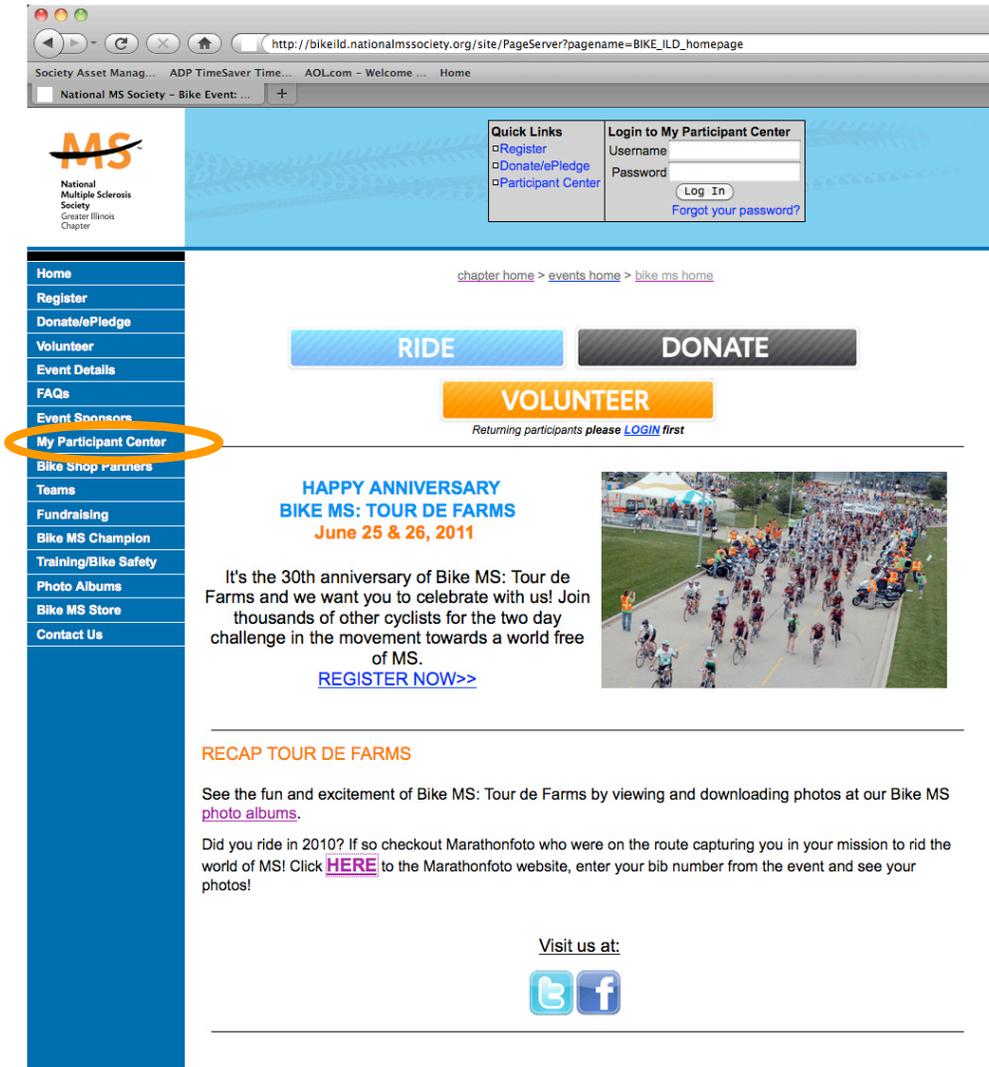


Accessing the My Participant Center

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



The screenshot shows a web browser window displaying the Bike MS website. The address bar shows the URL: http://bikeild.nationalmssociety.org/site/PageServer?pagename=BIKE_ILD_homepage. The page features a blue header with the MS logo and a navigation menu on the left. The 'My Participant Center' link is circled in orange. The main content area includes a 'RIDE' button, a 'DONATE' button, and a 'VOLUNTEER' button. Below these buttons is a section for the 'HAPPY ANNIVERSARY BIKE MS: TOUR DE FARMS' event, dated June 25 & 26, 2011. The text reads: 'It's the 30th anniversary of Bike MS: Tour de Farms and we want you to celebrate with us! Join thousands of other cyclists for the two day challenge in the movement towards a world free of MS. REGISTER NOW>>'. There is also a photo of a large group of cyclists on a road. At the bottom, there is a 'RECAP TOUR DE FARMS' section with text about viewing photos and a 'Visit us at:' section with social media icons for Twitter and Facebook.

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)

Navigation Tools

Your current fundraising progress is readily accessible. Update your fundraising goal by clicking “change” located under the current goal.

Use social media to fundraise!

The helpful tips section provides ideas on effectively utilizing your Participant Center.

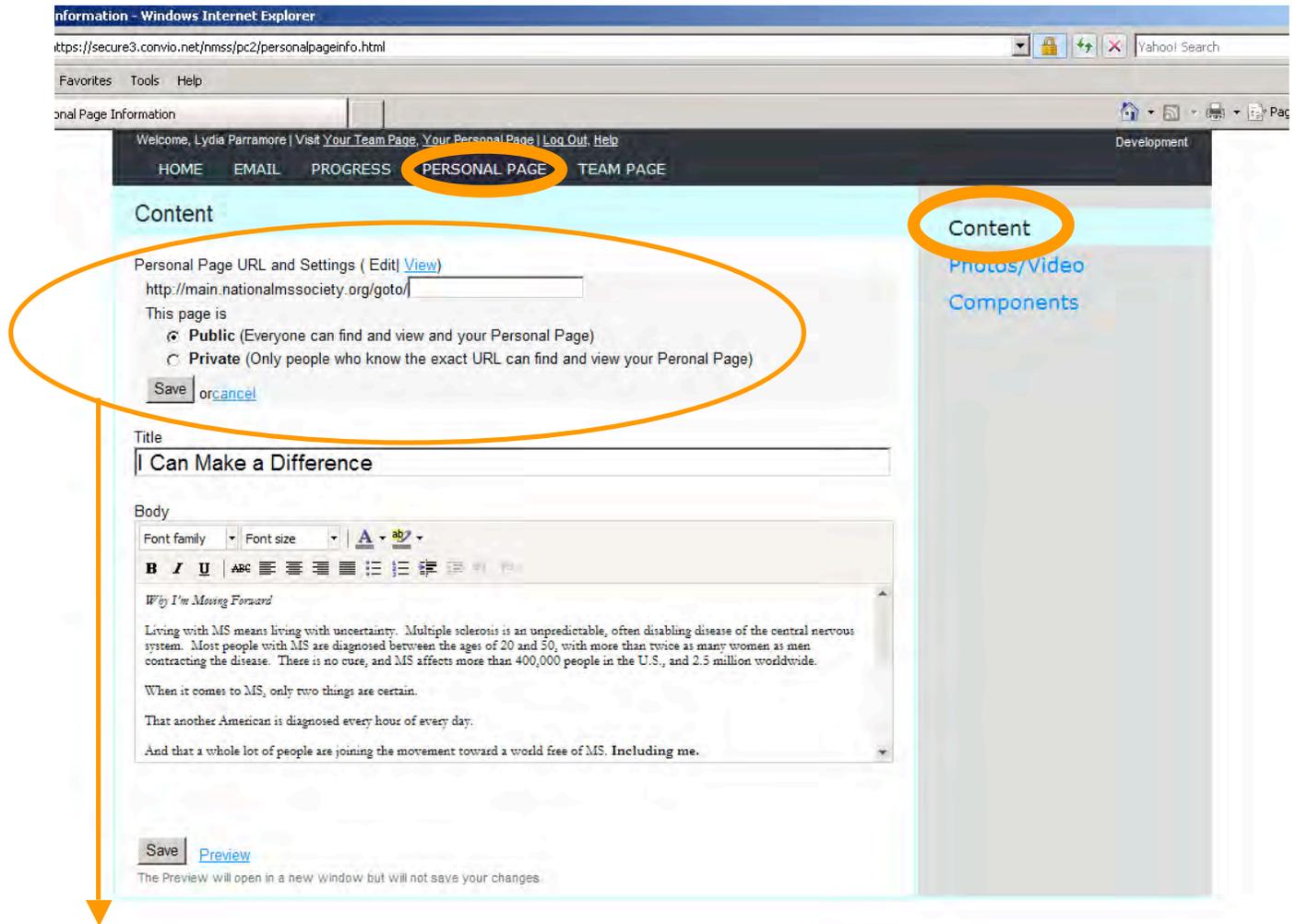
The screenshot shows the 'Overview' page of a Participant Center. At the top, there is a navigation bar with links for HOME, EMAIL, PROGRESS, PERSONAL PAGE, and TEAM PAGE. Below this is a progress bar showing fundraising statistics: \$0.00 (I HAVE RAISED), \$350.00 (MY GOAL), 0% (PERCENT), and 129 (DAYS LEFT). A 'change' link is visible under the goal amount. A yellow box highlights the 'What to do next?' section, which states: 'You have not sent any messages. You should email your contacts.' Below this is a 'fundraise with facebook' button. A 'Helpful Tips for Effectively Using your Participant Center:' section follows, listing several action items. A 'Recent Activity' section is at the bottom, showing a 'RECRUIT' button and the date 'Dec 02'. On the right side, there are links for 'Send email', 'Add contacts to Address Book', 'View your progress page', 'Work with Personal Page', and 'View team roster'. Callout boxes provide additional context: 'Navigation Tools' points to the top navigation bar; 'Use social media to fundraise!' points to the Facebook button; 'The helpful tips section provides ideas on effectively utilizing your Participant Center.' points to the tips section; and 'Your current fundraising progress is readily accessible. Update your fundraising goal by clicking “change” located under the current goal.' points to the 'change' link.

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.

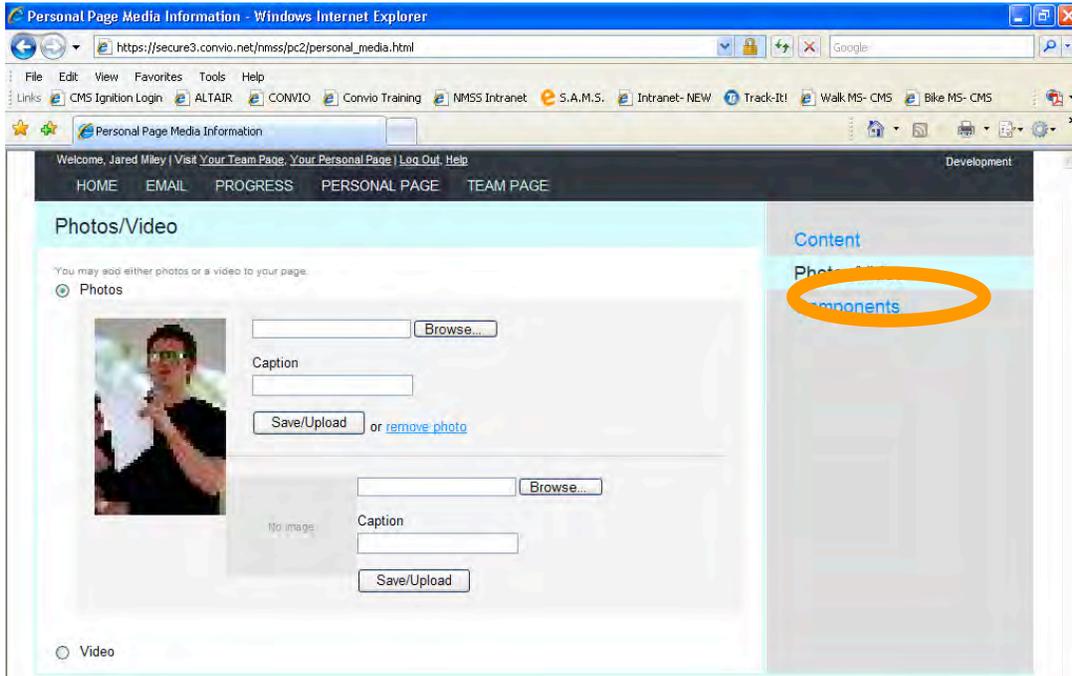
STEP 3: Ensure that your Personal Page is made “Public”. Private pages do not show up on the Team Roster and are not easily accessible for donors.

Setting Up Your Personal Webpage

PHOTOS/VIDEO

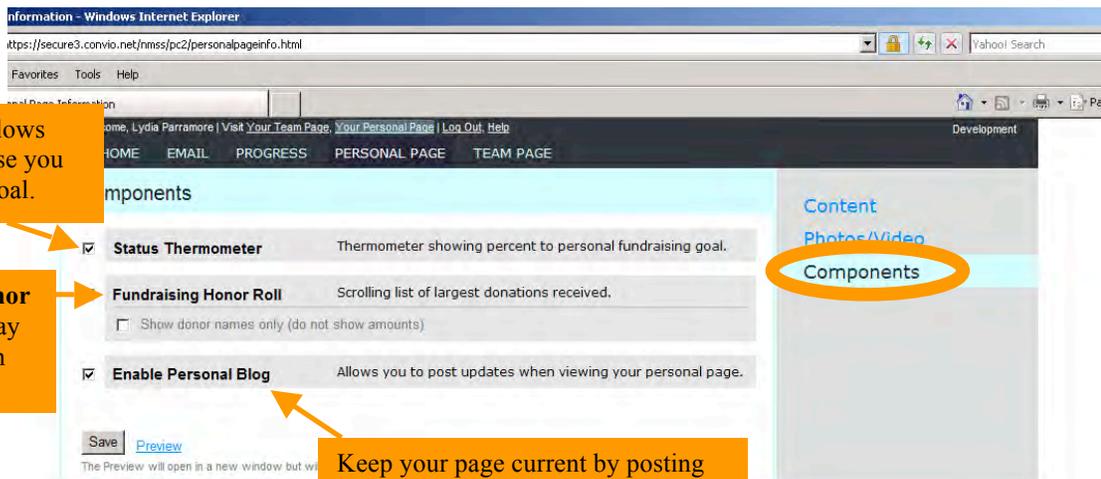
STEP 1: Utilize the “Photo/Video” section to personalize webpage with pictures of you, your family or your team. Images must be JPEG files and smaller than 200KB.

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.



The **Thermometer** allows donors to see how close you are to reaching your goal.

The **Fundraising Honor Roll** is an excellent way to honor top donors on your page.

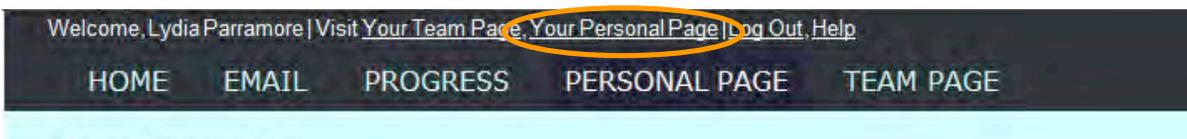
Keep your page current by posting updates to your **Personal Blog** about your training and fundraising.

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”.

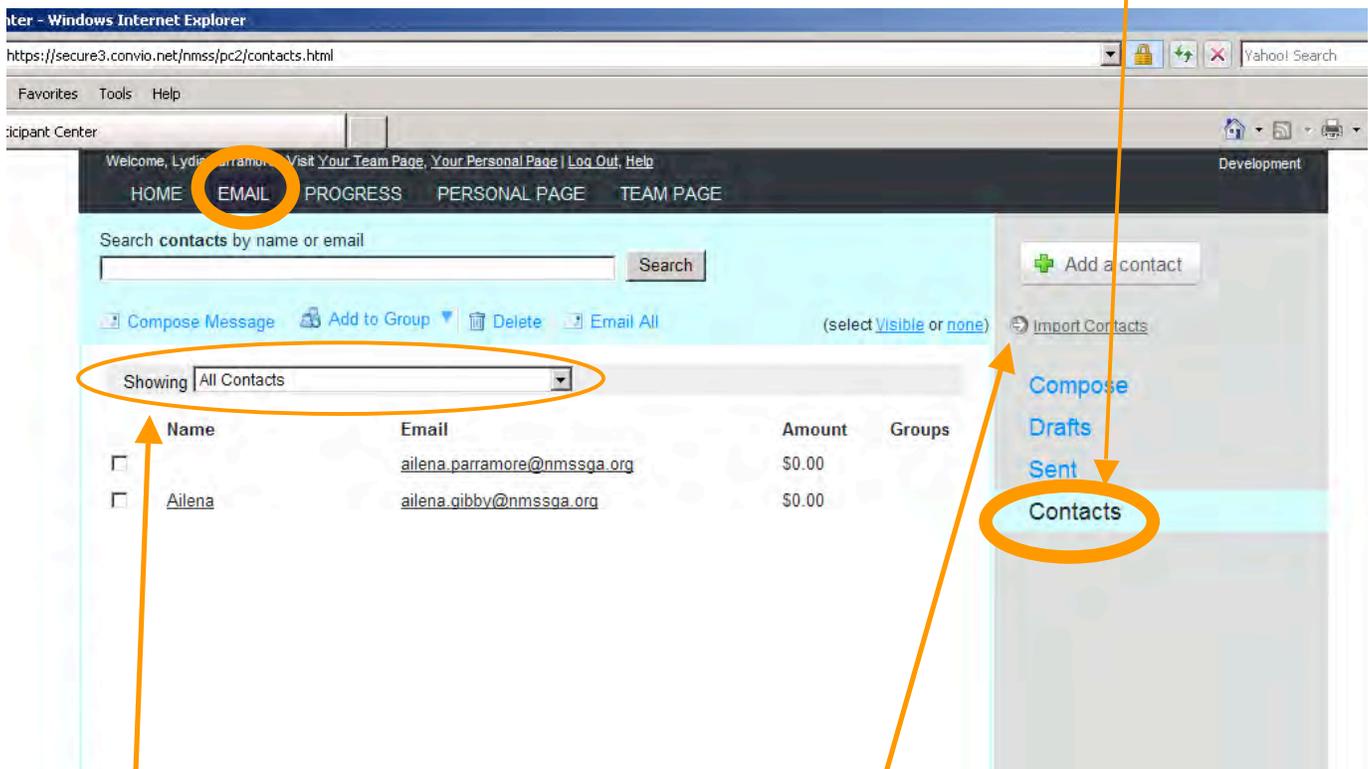


STEP 4: Once you have entered your information, click “Post your topic” to submit your blog. This will now appear on personal page.

A screenshot of a "Post a New Topic" form. The form has a title bar that says "Post a New Topic:". Below the title bar, there is a text area for the message. To the right of the text area, there are input fields for "Subject:" and "Your Message:". Below these fields, there is a CAPTCHA image showing the word "plain s" with a blue "i" icon. Below the CAPTCHA, there is a "Please enter the code shown:" label and a small input box. At the bottom of the form, there are two buttons: "Post your topic" and "Cancel".

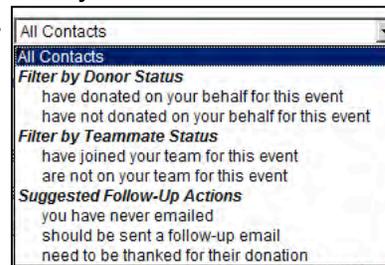
Uploading Your Address Book

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.

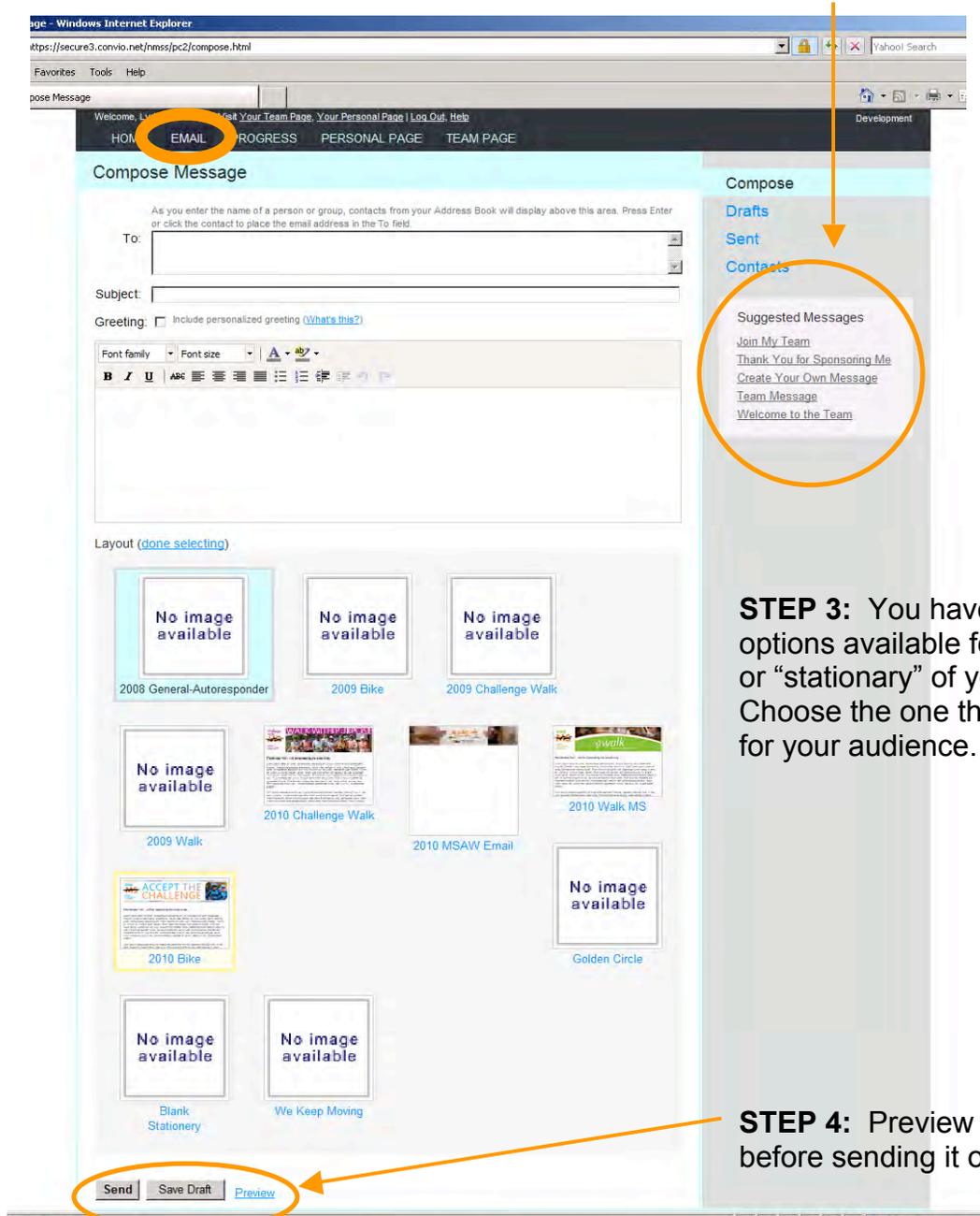
STEP 3: Once imported, contacts can be filtered by donor status, teammate status (team captains only) or the follow up needed.



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.

The screenshot displays a web browser window with the URL `http://secure3.convio.net/nmss/pc2/report.html`. The navigation menu includes **HOME**, **EMAIL**, **PROGRESS** (highlighted), **PERSONAL PAGE**, and **TEAM PAGE**. The main content area is titled "View Personal Report" and features a "Progress" section with a progress bar and the following statistics:

Amount	Goal	Percent	Days Left
\$0.00	\$350.00	0%	121
I HAVE RAISED	MY GOAL	PERCENT	DAYS LEFT

Below the statistics is a line graph titled "Gift Amount" showing fundraising progress from 11-26-2009 to 12-10-2009. The y-axis ranges from \$0 to \$1.00 in increments of \$0.10.

The "Donation History" section is highlighted with an orange circle and includes the following text:

Donation History
Gift Notifications: **On** ([turn off](#))
([View all personal donations](#) or [Download personal donation list](#))

Donor	Amount	Notes	Date
No donations found.			

Navigation controls at the bottom of the table show: « < 0-0 of 0 > »

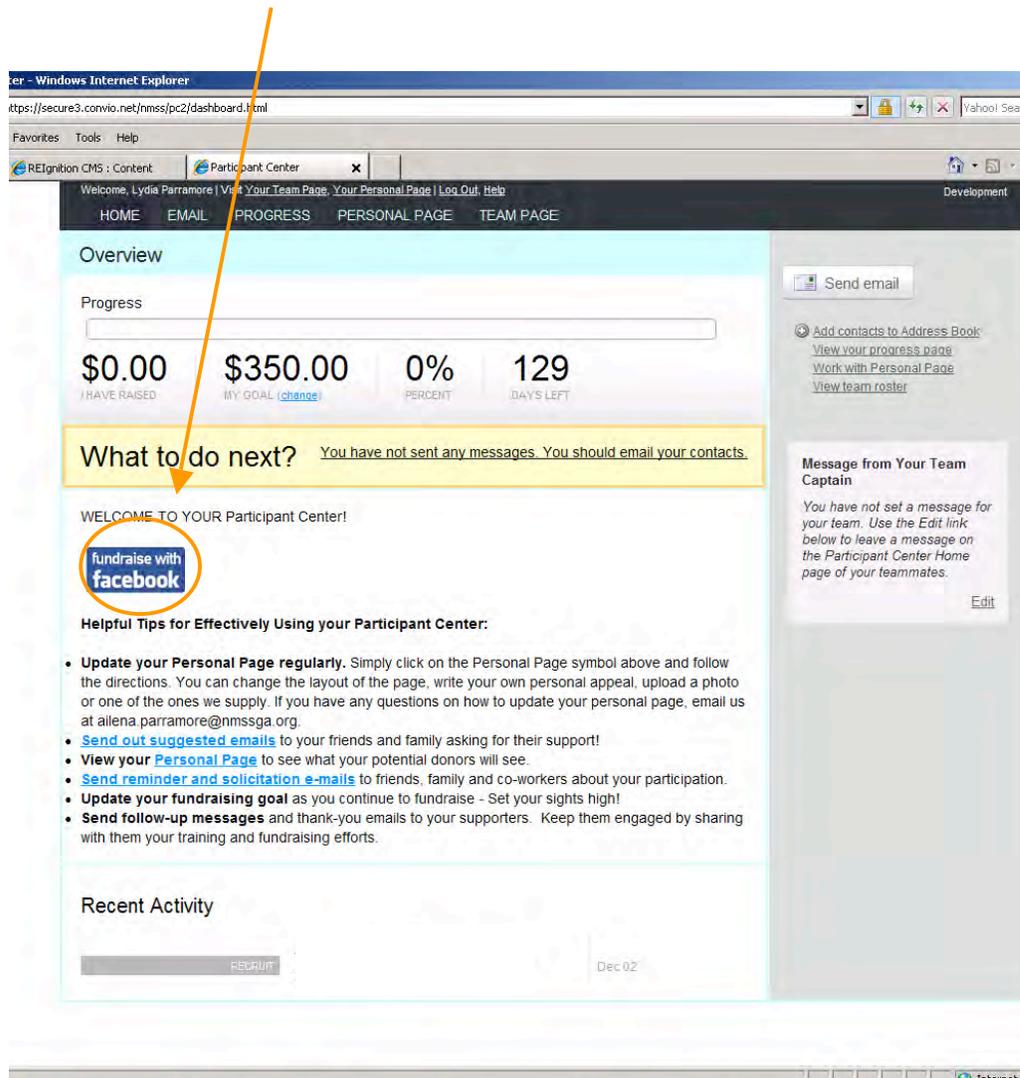
STEP 3: The “Donation History” section provides you with a complete list of donors. In this section, you can choose to receive or not to receive email notifications when a donation is made. You can also download your personal donation list for your future records.

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.

A screenshot of a web browser displaying the Participant Center Home page. The browser's address bar shows the URL 'https://secure3.convio.net/nmss/pc2/dashboard.html'. The page has a navigation menu with 'HOME', 'EMAIL', 'PROGRESS', 'PERSONAL PAGE', and 'TEAM PAGE'. The 'PERSONAL PAGE' tab is active. The main content area is titled 'Overview' and shows fundraising progress: '\$0.00 I HAVE RAISED', '\$350.00 MY GOAL (change)', '0% PERCENT', and '129 DAYS LEFT'. Below this is a yellow box with the text 'What to do next? You have not sent any messages. You should email your contacts.' A blue circle highlights the 'fundraise with facebook' logo. To the right, there is a 'Message from Your Team Captain' section with the text '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.' and an 'Edit' link. The bottom of the page shows a 'Recent Activity' section with a 'RECRUIT' button and the date 'Dec 02'.

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

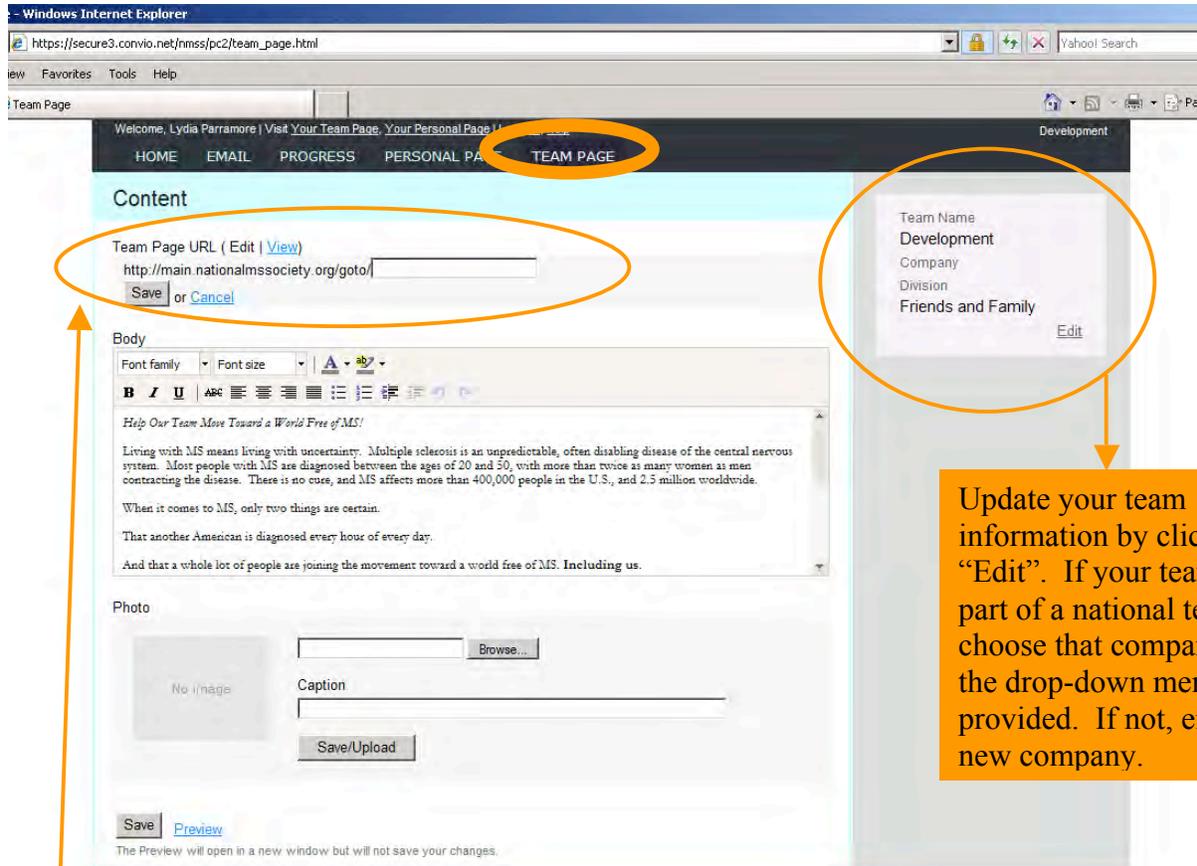
STEP 3: Highlight your fundraising efforts to all of your Facebook friends and watch your donations grow!

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.

Windows Internet Explorer
https://secure3.convio.net/hmss/pc2/team_report.html

Welcome, Lydia Parramore | Your Personal Page | Log Out | Help

HOME EMAIL **PROGRESS** PERSONAL PAGE TEAM PAGE

Team Report

Team Progress

\$0.00 TEAM HAS RAISED | **\$0.00** TEAM GOAL [\(change\)](#) | **0%** TO TEAM GOAL | **121** DAYS LEFT

Gift Amount

Team-Specific Donation History

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

Donor	Amount	Notes	Date
No donations found.			

« < 0-0 of 0 > »

Contributing Team Members

([View all teammates](#) or [Download 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.

What to do next? You have not sent any messages. You should email your contacts.

Message from Your Team Captain

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.

Helpful Tips for Effectively Using your Participant Center:

- **Update your Personal Page regularly.** Simply click on the Personal Page symbol above and follow the directions. You can change the layout of the page, write your own personal appeal, upload a photo or one of the ones we supply. If you have any questions on how to update your personal page, email us at aliena.parramore@nmssga.org.
- **Send out suggested emails** to your friends and family asking for their support!
- **View your Personal Page** to see what your potential donors will see.
- **Send reminder and solicitation e-mails** to friends, family and co-workers about your participation.
- **Update your fundraising goal** as you continue to fundraise - Set your sights high!
- **Send follow-up messages** and thank-you emails to your supporters. Keep them engaged by sharing with them your training and fundraising efforts.

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!