

# 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)

## 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 'My Participant Center' dashboard in an Internet Explorer browser. The page has a navigation bar with links: HOME, EMAIL, PROGRESS, PERSONAL PAGE, and TEAM PAGE. The main content area is titled 'Overview' and features a 'Progress' section with a progress bar and four data points: \$0.00 (I HAVE RAISED), \$350.00 (MY GOAL), 0% (PERCENT), and 129 (DAYS LEFT). Below this is a 'What to do next?' section with a message: 'You have not sent any messages. You should email your contacts.' A 'fundraise with facebook' button is highlighted with an orange circle. To the right of the progress bar is a 'Send email' button and a list of links: 'Add contacts to Address Book', 'View your progress page', 'Work with Personal Page', and 'View team roster'. Below the 'What to do next?' section is a 'WELCOME TO YOUR Participant Center!' message and a 'Helpful Tips for Effectively Using your Participant Center:' section. The tips include: 'Update your Personal Page regularly', 'Send out suggested emails', 'View your Personal Page', 'Send reminder and solicitation e-mails', 'Update your fundraising goal', and 'Send follow-up messages'. At the bottom is a 'Recent Activity' section with a 'RECRUIT' button and a date 'Dec 02'.

Navigation Tools

Progress

\$0.00 I HAVE RAISED

\$350.00 MY GOAL [change](#)

0% PERCENT

129 DAYS LEFT

What to do next? [You have not sent any messages. You should email your contacts.](#)

WELCOME TO YOUR Participant Center!

[fundraise with facebook](#)

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 [ailena.parramore@nmssga.org](mailto:ailena.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.

Recent Activity

RECRUIT

Dec 02

Send email

[Add contacts to Address Book](#)

[View your progress page](#)

[Work with Personal Page](#)

[View team roster](#)

# 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).

Information - Windows Internet Explorer  
https://secure3.convio.net/nmss/pc2/personalpageinfo.html  
Favorites Tools Help  
Personal Page Information  
Welcome, Lydia Parramore | Visit Your Team Page, Your Personal Page | Log Out, Help  
HOME EMAIL PROGRESS **PERSONAL PAGE** TEAM PAGE  
Development  
Content  
Personal Page URL and Settings ( Edit | View )  
http://main.nationalmssociety.org/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  
Title  
I Can Make a Difference  
Body  
Font family Font size A ab  
B I U ABC [bulleted list] [numbered list] [link] [unlink] [undo] [redo]  
Why I'm Moving Forward  
Living with MS means living with uncertainty. Multiple sclerosis is an unpredictable, often disabling disease of the central nervous system. Most people with MS are diagnosed between the ages of 20 and 50, with more than twice as many women as men contracting the disease. There is no cure, and MS affects more than 400,000 people in the U.S., and 2.5 million worldwide.  
When it comes to MS, only two things are certain.  
That another American is diagnosed every hour of every day.  
And that a whole lot of people are joining the movement toward a world free of MS. Including me.  
Save Preview  
The Preview will open in a new window but will not save your changes.

**STEP 2:** Create an easy-to-remember URL for your Personal Page.

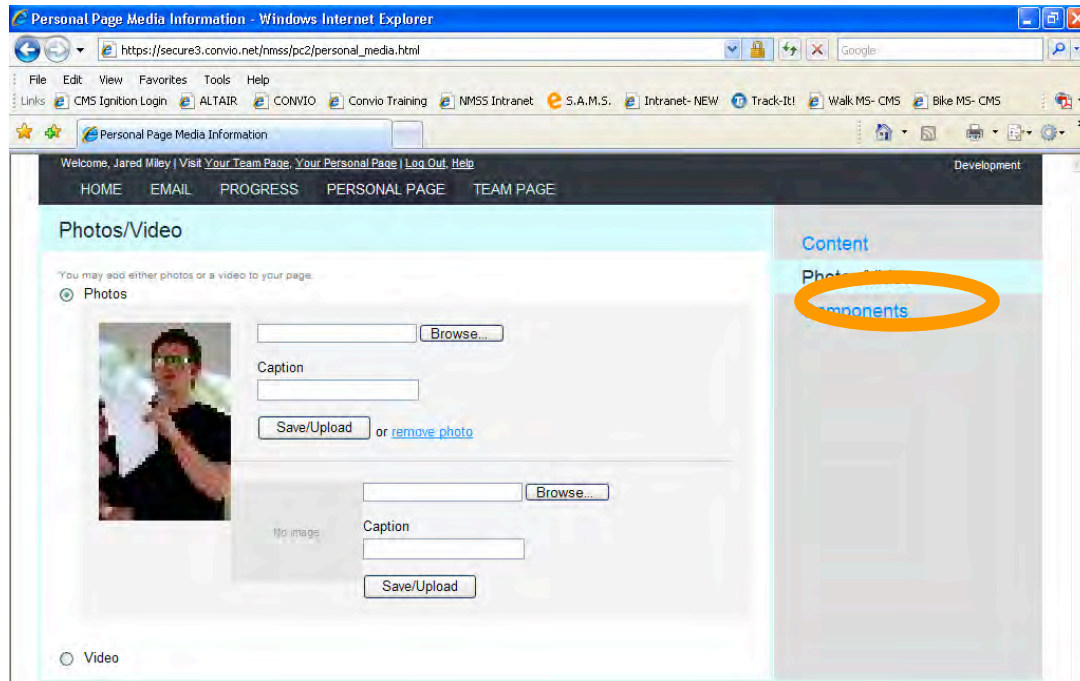
**STEP 3:** Ensure that your Personal Page is made “Public”. Private pages do not show up on the Team Roster and are not easily accessible for donors.

# Setting Up Your Personal Webpage

## PHOTOS/VIDEO

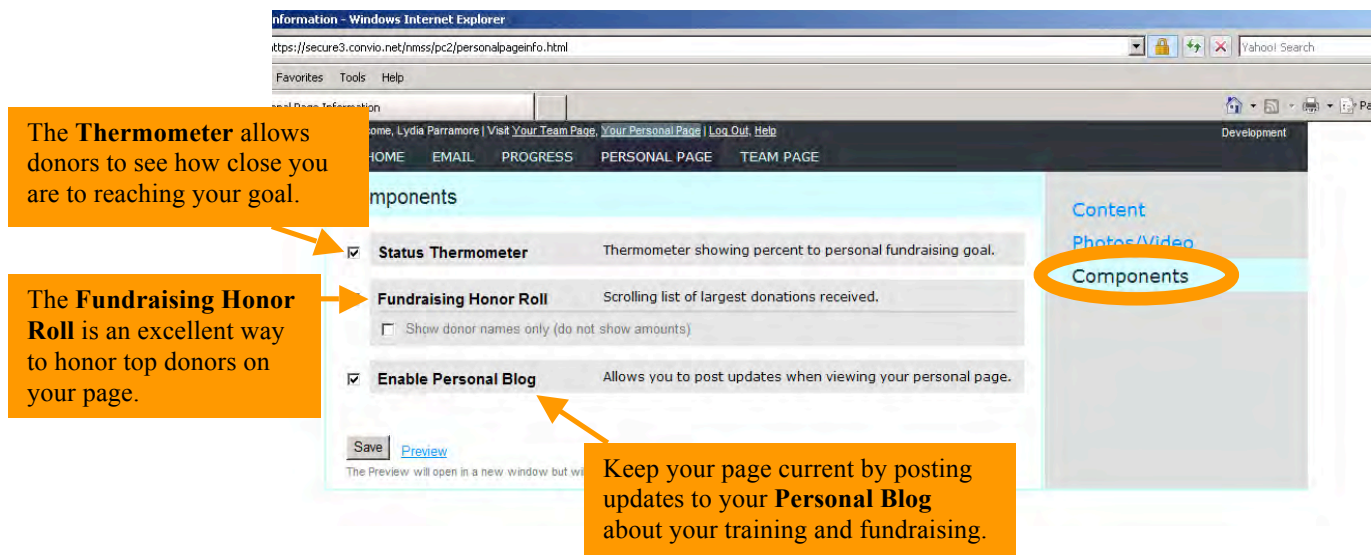
**STEP 1:** Utilize the “Photo/Video” section to personalize webpage with pictures of you, your family or your team. Images must be JPEG files and smaller than 200KB.

**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.



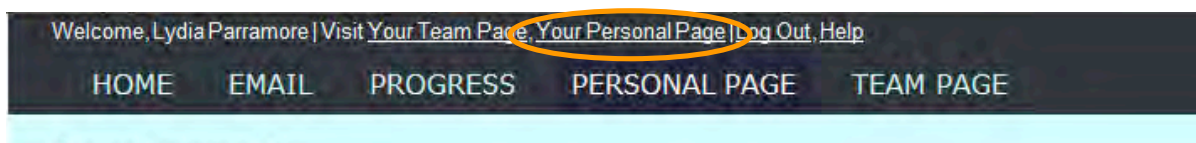


# Blogging on Your Personal Webpage

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.



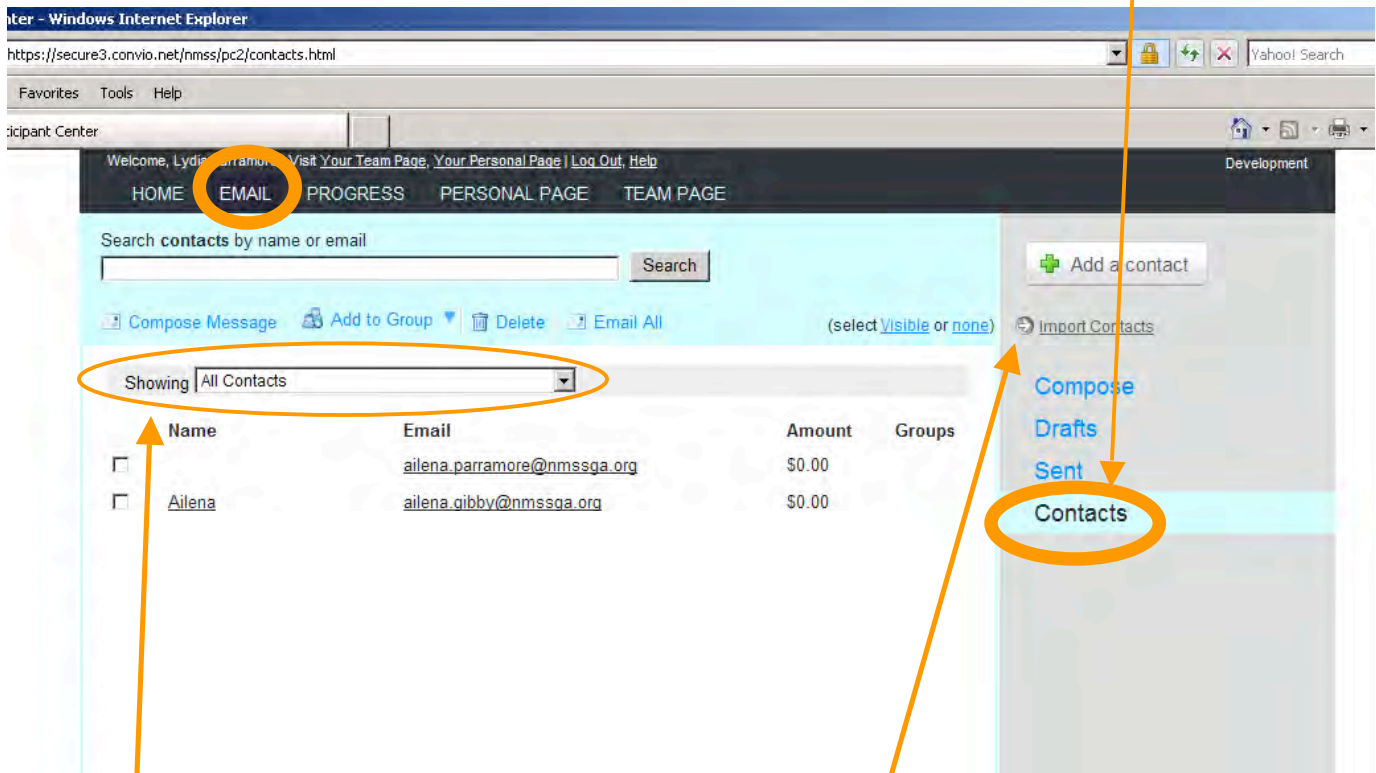
**STEP 3:** Your Personal Page will display in a second window. Scroll to the bottom of the page and choose “Post New Topic”.



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

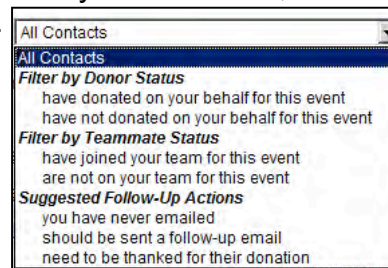
# Uploading Your Address Book

**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.

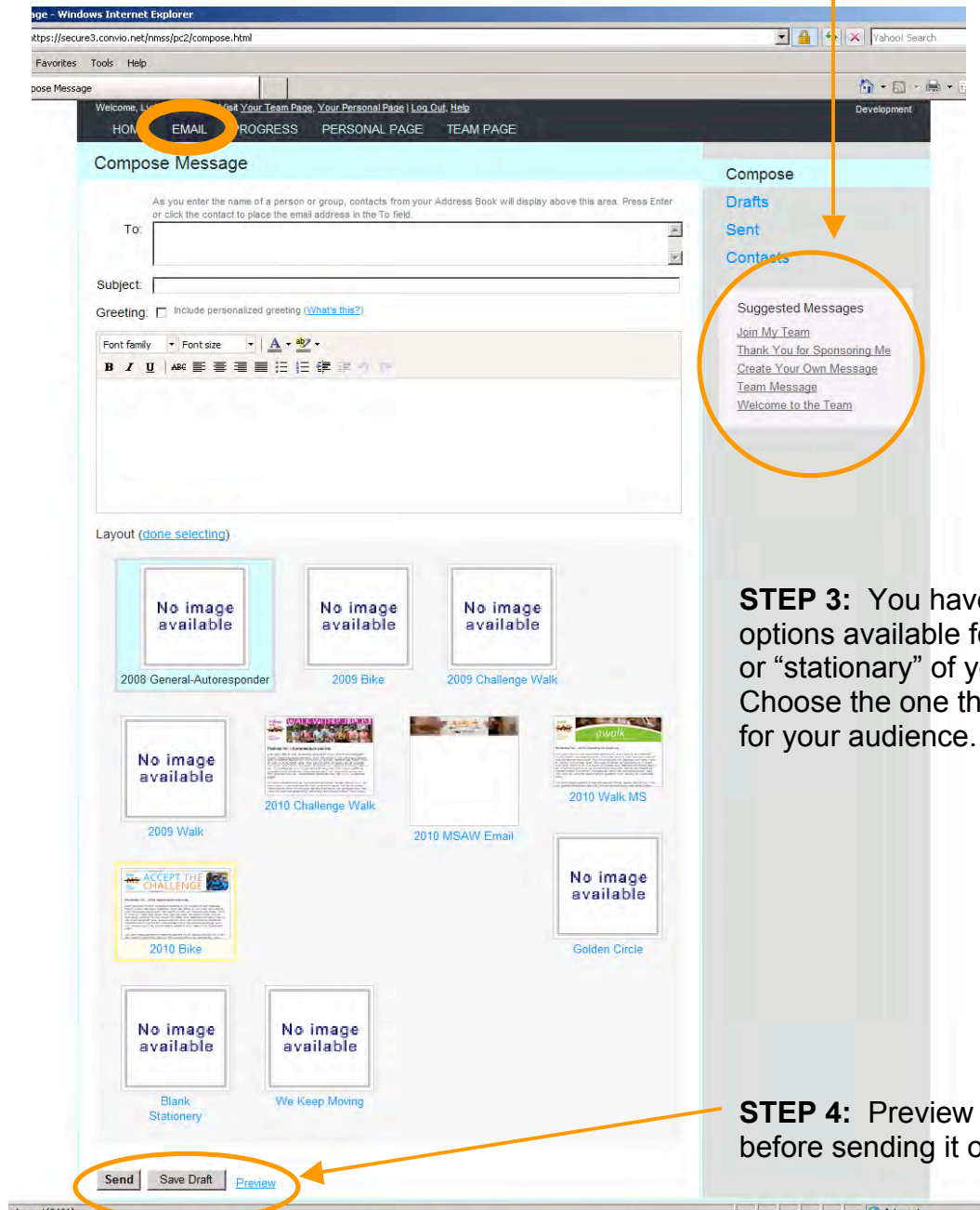
**STEP 3:** Once imported, contacts can be filtered by donor status, teammate status (team captains only) or the follow up needed.



# 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.



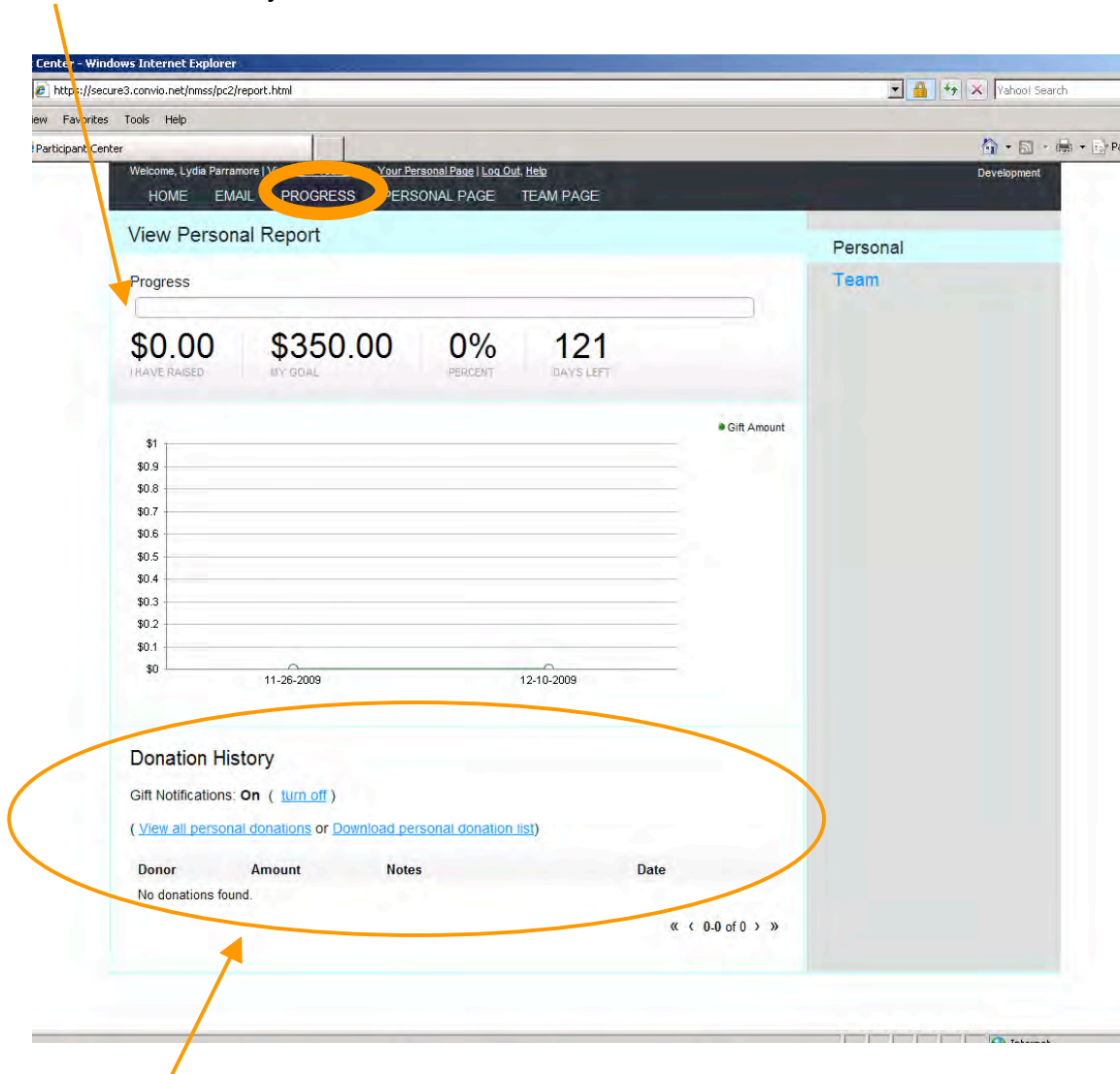
**STEP 3:** You have several options available for the layout or “stationary” of your email. Choose the one that works best for your audience.

**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.

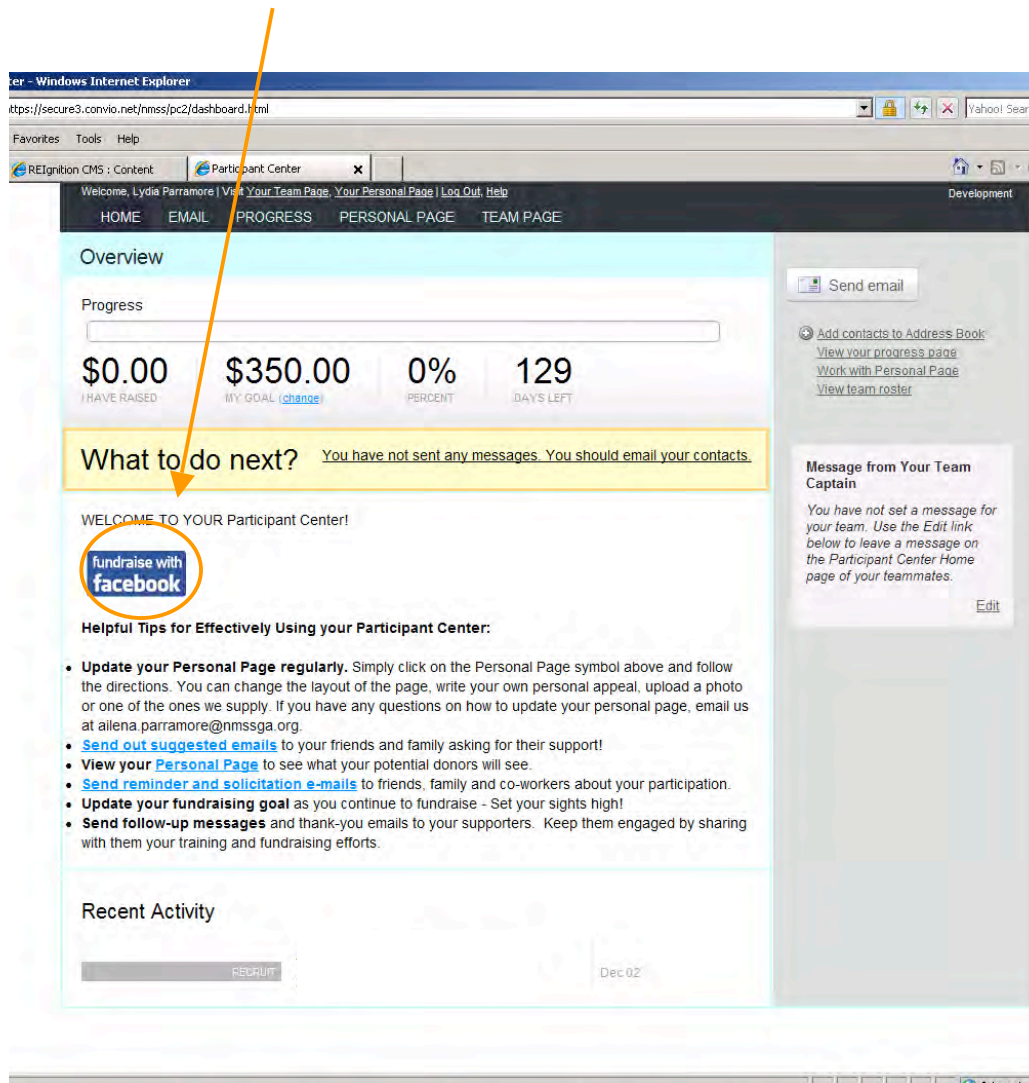


# Fundraise with Facebook

## 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).

Update your team information by clicking “Edit”. If your team is part of a national team, choose that company in the drop-down menu provided. If not, enter a new company.

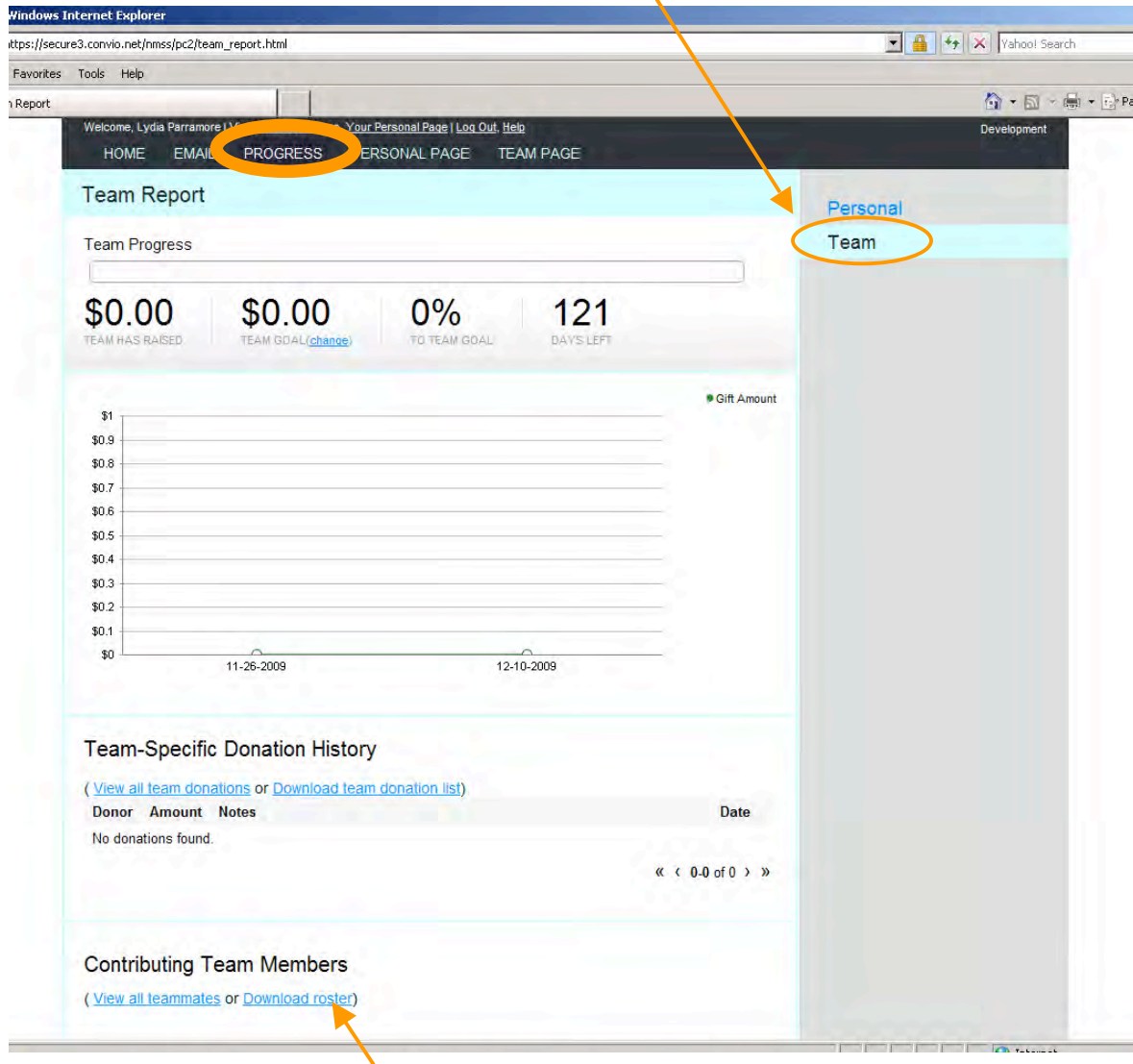
**STEP 2:** Create an easy-to-remember URL for your Team Page. Once you “save” the new web address, the full address will be listed at the top of the page. Copy and paste the link into your personal email signature so everyone you communicate with can check out your team’s page.

# 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.

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](mailto: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.