

2021 Civitan Breakthru Golf Participant Center Guide

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How to Access Your Participant Center Guide

What is the Participant Center?

The Participant Center is the online portal where you can check your fundraising progress, send email solicitations and thank you's, and update your Personal Fundraising Web Page.

On your Personal Fundraising Web Page, you can share your personal story, add a photo or a link to a YouTube video, and even add a blog. Then, you can share your webpage address with family and friends asking them to join you at the event or support your fundraising effort through a generous gift. For our team captains, the Participant Center is a great place to send encouragement to your team members by emailing them reminder emails and best practices as the event date draws closer.

Logging In From the Main Website

Step-1 Visit your event's main website: https://secure2.convio.net/civint/site/TR?fr_id=1040&pg=entry



STEP 2- Enter your username and password in the login area at the top of the page and tap enter on your keyboard.

-CONTINUE ON NEXT PAGE-

Breakthru Golf Tournament Participant Center Guide Page **| 3**

	Login LOG IN Have you previously donated to or fundraised for Clusername and password. Username jennifer Password Log in using one of your preferred sites aut. If C I I I I I I I I I I I I I I I I I	ivitan International? Log in below with your	FAQ	K
FORM A TEAM	JOIN A TEAM	REGISTER	DONATE	
become a team captain	to begin fundraising	as an individual	and make a difference	

STEP 3- Once you login, you'll see a welcome message at the top. Then, click "Participant Center."

					Welcome Jenny!	LOG OUT	PARTICIPANT CENTER	
	HOME	WHY CIVITAN	ABOUT EVENT -	DONATE -	SPONSORS -	FAQ		
-	-		_					

-CONTINUE ON NEXT PAGE-

STEP 4-Viola! Your Participant Center will open and you can begin to access its features.

verview	/				Send email
/our Fundraising Progress				Enter new gift	
	\$0.00 I Have Raised	\$0.00 My Goal (change)	0% Percent	D ays Left	Add Contacts View Your Progress Edit Personal Page Email Team View Team Roster Check In Online
hat to do next? Set up your Personal Page Customize your Personal Page with a story about why you are raising funds for this cause.					Message from Your Team Captain You did not set a message for your team. Use the Edit link to leave a message on the Participant Center Home page of your teammates. Edit
Add of Add	Contacts to Your Address contacts to email from your per	Book rsonal Address Book on our s	site.		
Send an Email Your last email was sent 2 days ago. Email more friends and family about your fundraising efforts.				• f 🔽	

How to Edit Your Personal or Team Page Content

Things to consider:

- Personal and Team Fundraising Pages have default content when you register for an event. However, we highly recommend that you personalize your page(s) to tell your own (or your team's) story and why the event is important to you.
- Only team captains will have access to edit the Team Fundraising Page from their Participant Center.

STEP 1- Login to your Participant Center

STEP 2- Click "Personal Page" or **"Team Page"** depending on which page you want to edit (Remember if you are not a Team Captain, you will not see the Team Page tab.

Overviev	M				Send email
Your Fund	raising Progress				Enter new gift
					Add Contacts
	\$0.00	\$0.00	0%	0	View Your Progress Edit Personal Page
					Email ream

-CONTINUE ON NEXT PAGE-

The Parts of the Page

Home Email Progress Personal Page Team Page	English (United States)
Edit Your Personal Fundraising Page (View Personal Page)	Content
Personal Page URL: (URL Settings) http://vateam.convio.net/site/TR/TestPrimaryType/General?px=1407728&pg=personal&fr_id=8200	Photos/Video
This page is Public	Components
Title	
Welcome to My Personal Page 3	- f 🛂 6
Body 4	
ABC Font family - Font size - A - 20 - 20	
B / U │ ARE 書 書 書 ⊟ 扫 律 律 ♥ ♥	
Thank you for visiting my personal fundraising page to support the American Health Society Walk event! Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	
The Preview will open in a new window, but will not save your changes.	

- **1.** Click to preview your page in a new window.
- 2. Click to edit your web address to share with others.
- **3.** Edit the heading/title of your page.
- **4.** Edit your message/personal story that appears on the page.
- 5. Click "Preview" to view your edits in a new window. Click "Save to publish them and make them "live" on the website
- 6. Share your page link with friends on Facebook or Twitter

-CONTINUE ON NEXT PAGE-

STEP 3-Edit your content

You can edit the **TITLE** and **BODY** of your personal and/or team fundraising page content. Simply enter your text in the appropirate field.

STEP 4-Preview and save your changes

- 1. Click **"Personal Page"** or **"Preview"** to open a new tab (see red arrows below) with your Personal Page to review your changes on your site.
- 2. Click **PREVIEW** at the bottom of the page to view your edits in a new window. Click **SAVE** to publish those changes and make them "live" on the webpage for the public to view.

(Follow the same steps for your Team Page if you made changes there. Reminder:only Team Captains will see the link to "Team Page" in their Participant Centers.)

Home Email Progress Personal Page Team Page	English (United States) 👻
Edit Your Personal Fundraising Page View Personal Page)	Content
Personal Page URL: (URL Settings) http://vateam.convio.net/site/TR/TestPrimaryType/General?px=1407728&pg=personal&fr_id=8200	Photos/Video
This page is Public	Components
itle	
Velcome to My Personal Page	• 🕂 🔽
lody	
ABC Font family 🔹 Font size 🔹 🛕 🗙 🏙 😨	
B/U│₩ ≣≣≣≣⊞₩≣≢♥?♥	
Thank you for visiting my personal fundraising page to support the American Health Society Walk event!	
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.	
Preview Save	
The Preview will open in a new window, but will not save your changes.	

-CONTINUE ON NEXT PAGE-

How to Upload a Photo or Video

Some things to consider:

- Please be sure your photo is saved as a JPG, GIF, or PNG file type.
- Files must be smaller than 4 megabytes.
- Only YouTube video links are supported
- You may choose either a photo or a video link, but not both.
- You can add a different photo and video link on your Personal Fundraising Page, and if you're a team captain, on your Team Fundraising Page.

STEP 1- Login to your Participant Center

STEP 2- Click "Personal Page" or "Team Page" depending on which page you want to edit.



STEP 3-On the links on the right, click "Photo/Video"



For a PHOTO

- **7.** Click the button next to **Photo.**
- 8. Click the **Browse** button.

Locate the file on your local computer or shared network resource and click it to display its name in the **Find/Open File** window. A green message saying, **"The Photo Information Was Updated"** will display across the top of the page if your photo successfully uploads.

igiisii (oniico states) 🔻	English (onited States)
	Content
deo	Photos/Video
nts	Components
	• 🗗 🔽

If you wish to change the photo click the **Remove Photo** link in the **Photo** area. Then repeat the steps above.



For a Video

Home Email Progress Personal Page Team Page	
notos/Video	Content
You may add either photos or a video to your page.	Photos/Video
) Photos) Video YouTube Video LIPL (c.o. http://www.voutube.com/watch?vz=%27th94Fapo)	Components
https://youtu.be/Zgt342ISUhU	• f 🔽

1. Click the button next to Video.

2. Enter a YouTube website address in the text entry field and click "Save."

STEP 4-Preview Your Changes

- 1. Click the "Personal Page" tab at the top or click "Content"
- 2. Click **"View Personal Page"** or **"Preview"** to open a new tab (see red arrows in image on next page) with your Personal Page to review your changes on the site.

(If you are a team captain, follow the same steps for your Team Page if you made changes there.)

Home Email Progress Personal Page Team Page	English (United States) 🗸
Edit Your Personal Fundraising Page (View Personal Page)	Content
Personal Page URL: (URL Settings)	Photos/Video
This page is Public	Components
ītle	
Nelcome to My Personal Page	• F 🔽
Body	
Ašc Font family · Font size · A · ♥ · Dia B I U A¥C 臣 吾 君 重 臣 臣 律 律 ♥ ♥	
Thank you for visiting my personal fundraising page to support the American Health Society Walk event!	
—	
Preview Save	
The Preview will open in a new window, but will not save your changes.	

How to Upload Contacts by CSV File

What is a CSV File?

A CSV, or comma-separated values, is a type of file that allows you to enter data in a table-structured format or spreadsheet. You will need a program like Microsoft Excel or Windows Notepad to create the file to upload in your Participant Center.

If you have a lot of email contacts that you'd like to migrate into your Participant Center, creating a CSV file for upload may be easier and save you time instead of manually entering each email contact.

NOTE: Yahoo and Gmail email users can directly import their contacts into the Participant Center without using a CSV file. View the next section to learn how.

Step-1 Prepare your CSV file

- A. Export your contacts list or address book from your email service that you use (follow your service provider's instructions to complete this step)
- B. Create a new CSV file using a text editor (such as Microsoft Windows Notepad) or a spreadsheet application (such as Microsoft Excel) that lets you save a document as a .CSV file type.
- C. Create three column headings: First, Last, Email
- D. Then, on the subsequent lines, enter the first name, last name and email address of each contact. (You can copy and paste this from the export that you did in Step 1 A.

For example, your document would look like:

First, Last, Email
Jane, Smith, janesmith@email.com
John, Smith, johnsmith@email.com

-CONTINUE ON NEXT PAGE-

	Login LOGIN Have you previously donated to or fundraised for Civitan International? Log in beloww username and password Username Password Log in Log in Log in Forgot Username or Password? Forgot Username or Password?	th your
FORM A TEAM	JOIN A TEAM REGISTER	DONATE and tasks a difference

STEP 2- Login to your Participant Center

STEP 3- On your Participant Center home page and click the "Email" tab to access the Email functionality.

Home	Email Progress	Personal Page			
verview	/				Send email
Your Fundr	aising Progress				Enter new gift
					Add Contacts
					View Your Progress
	\$0.00	\$0.00	0%	0	Edit Personal Page
	Ultra Drived		Breat	Deve lat	Check In Online
	I Have Raised	wy Goal (change)	Percent	Days Left	Change Team Membership
					Manage Your Display Name

STEP 4-Click "Contacts" in the links on the right-side of the screen.

Home Email Progress Personal Page	English (United 2
Compose Message	Compose
1 Configure 2 Compose 3 Set Recipients 4 Preview & Send	Drafts
	Sent
	Contacts

-CONTINUE ON NEXT PAGE-

STEP 5- Click "Import Contacts"

ontacts				Compose
Compose Message 🛛 🚓 Add to Group 🔻 📋 [Delete 📑 Email All			Drafts
Individuals Groups	Search Contacts		Search	Sent
Nome	Crowne	Email	Donations	Contacts
	Groups		Current	
Data error.				Import contacts
				Add single contact

STEP 6-Choose the button next to "File-based import for..."

1 Select Source 2	Retrieve Contacts $>$ (3	Select Contacts	
4 View Results			
Select an Import Source (Tell	me more)		
mporting contacts from other email sen donations, monitor who responded, and f	rices into your Participant Center Ad Ilow up with personal thank you note	ddress Book makes it easy to solicit s.	
Let's begin by identifying where you keep	your address book.		
You can import contacts directly from	an email service below:		
• Gmail			
• Ұдноо!			
OR you can upload a .csv file exporte	d from another email client:		
File-based import for			
• 🌉 🚺 💽 🍉			
(Hotmail, Apple, Outlook, AOL)			

-CONTINUE ON NEXT PAGE-

Next, browse your computer to find your prepared CSV file

File-based import for			
• 赵 🐚 💽 🍹	Þ.		
(Hotmail Apple Outlook AOL)		_	
Browse No file selecte	d.		

Once you select your file, you'll see the file name on the screen.



STEP 7- Click "Next" to continue



-CONTINUE ON NEXT PAGE-

Step 8- Preview the contacts from your file and ensure they are mapped to the correct fields (i.e. first name, last name, email address). If you are satisfied with the results, click NEXT. If you need to adjust the mapping, click "change the column mapping" to fix.

Home Email Prog	ress Personal Page TINUE (ON NEXT PAGE-
mport Contacts		
1 Select Source	2 Retrieve Contacts 3	Select Contacts
4 View Results		
Retrieve Contacts (Tell me	more)	
Contacts were retrieved from your .c	sv file. Review the CSV column mapping pr	eview and confirm that it is correct.
Does this preview look correct? f not, you can change the column ma	apping or the encoding.	
Proposed First Name	Proposed Last Name	Proposed Email
Jane	Smith	jane@outlook.com
Debbie	Hale	debbie@outlook.com
Jennifer	Pratt	jennifer@outlook.com
Linda	Jones	linda@outlook.com
	a	nd 0 additional contacts not displayed in the above preview.
		Cancel Next

STEP 9- Select Contacts to Import

In most cases you'll want to import all of the contacts that are in your uploaded file. To do so, select the first radio button that says "Import all # contacts into your Participant Center Address Book."

Personal Page
ieve Contacts
rt all or some of the retrieved contacts into your Participant Center
t Center Address Book. 9 your Participant Center Address Book.
Cancel
Cancel

-CONTINUE ON NEXT PAGE-

Or...if you only want to select certain contacts to transfer over, check the "Select box" next to the individuals that you do want in your Participant Center contacts.

Your co Address	ntacts were successfully r Book.	retrieved. Import all or some of the	retrieved contacts into your Participant Center
⊚ Ir ⊚ Ir elect :	mport all 5 contacts into y mport some of the retrieve all or none)	our Participant Center Address Boo d contacts into your Participant Cer	ok. nter Address Book.
	First Name	Last Name	Email
	Jane	Smith	jane@outlook.com
	Debbie	Hale	debbie@outlook.com
	Jennifer	Pratt	jennifer@outlook.com
	Linda	Jones	linda@outlook.com

-CONTINUE ON NEXT PAGE-

STEP 10-SUCCESS! You will see a yellow text box showing how many of your contacts were successfully imported to your address book. Then, click "Finished" on the bottom of the page. You're ready to start sending some emails!

 Select Source View Reserver View and Work with Select Source Select Source View Reserver Vie	th Results (Tell me more) port are listed in the sections be v Saved Contacts, 4 New	ontacts 3 Select Contacts	
 Successfully Sa 	ived Contacts		
This list shows the ret First Name	rieved contacts that were succe	ssfully saved into your Participant Center Add	ress Book.
This list shows the ret	rieved contacts that were succe	ssfully saved into your Participant Center Add	ress Book.
First Name	Last Name	Email	
Jane	Smith	jane@outlook.com	
This list shows the ret	rieved contacts that were succe	ssfully saved into your Participant Center Add	ress Book.
First Name	Last Name	Email	
Jane	Smith	jane@outlook.com	
Debbie	Hale	debbie@outlook.com	
This list shows the ret	rieved contacts that were succe	ssfully saved into your Participant Center Add	ress Book.
First Name	Last Name	Email	
Jane	Smith	jane@outlook.com	
Debbie	Hale	debbie@outlook.com	
Jennifer	Pratt	jennifer@outlook.com	
This list shows the ret	rieved contacts that were succe	ssfully saved into your Participant Center Add	ress Book.
First Name	Last Name	Email	
Jane	Smith	jane@outlook.com	
Debbie	Hale	debbie@outlook.com	
Jennifer	Pratt	jennifer@outlook.com	
Linda	Jones	linda@outlook.com	
This list shows the ret	rieved contacts that were succe	ssfully saved into your Participant Center Add	ress Book.
First Name	Last Name	Email	
Jane	Smith	jane@outlook.com	
Debbie	Hale	debbie@outlook.com	
Jennifer	Pratt	jennifer@outlook.com	
Linda	Jones	linda@outlook.com	

How to Upload Contacts from Gmail or Yahoo

NOTE: If you use Hotmail, Outlook or another email provider, please refer to the guide above for uploading

contacts with a CSV file.

STEP 1- Login to your Participant Center

	LOG IN Have you previously donated to or fundraised for O username and password. Username jennifer	Civitan International? Log in below with your	Real.
	Password	II	
	Forgot Username or Password?		
FORM A TEAM	JOIN A TEAM	REGISTER	DONATE and make a difference

STEP 2- On your Participant Center home page and click the "Email" tab to access the Email functionality.



-CONTINUE ON NEXT PAGE-

Compose Message Con ① Configure ② Compose ③ Set Recipients ④ Preview & Send	npose
1 Configure 2 Compose 3 Set Recipients 4 Preview & Send	
	fts
Sen	it
	itacts

STEP 3-Click "Contacts" in the links on the right-side of the screen.

STEP 4- Click "Import Contacts"

Home Email Progress Perso	onal Page			English (United States) 👻
ontacts				Compose
Compose Message 🛛 Add to Group 🔻 📋 Delete 📑 Email All				Drafts
Individuals Groups	Search Contacts		Search	Sent
Name	Crowns	Email	Donations	Contacts
	Groups		Current	
Data error.				Import contacts
				Add single contact

-CONTINUE ON NEXT PAGE-

			-	
(1) Select Source (2)	Retrieve Contacts	3 Select Conta	icts	
(4) View Results				
Select an Import Source (Tell n	e more)			
mporting contacts from other email servi donations, monitor who responded, and fol	es into your Participant Center	Address Book makes	it easy to solicit	
ot'a basin by identifying where you keen y	our addraaa baak			
Let's begin by identifying where you keep y	our address book.			
You can import contacts directly from a	n email service below:			
• Gmail				
• VAHOO!				
Tilesce				
OR you can upload a .csv file exported	from another email client:			
File-based import for				
• 🔀 🐚 💽 🍉				
(Hotmail, Apple, Outlook, AOL)				
			Cancel	Next

STEP 5-Choose the button next to either Gmail or Yahoo and click "Next"

-CONTINUE ON NEXT PAGE-

STEP 5-Login to your Yahoo or Gmail email account to link to the Participant Center



Yahoo or Google may request for you to authorize access. Click "Allow access" so that you confirm permission for your Participant Center to access your email contacts:

~ · · · ·	000	Yahoo Review and Continue	Share 🛉 🔁
() Select Source	https://api.login.yahoo.com/oauth	vv2/request_auth?&oauth_token=rvmaasy&crumb=tMnozHAuB8L&	
Monitoring Contact F	YAHOO!	Christina Help	
four consent is needed to acc automatically, click the link on	Authorizing acces	35	
1. Waiting for your consent	cluster3, hosted at secur following:	re3.convio.net, is requesting access to the	
	Yahoo! Contacts	You will allow this application to view, import and store your Yahoo! Address book information.	
	I agree to the Yahoo Additiona	al Terms of Service.	
-	Agree		
		Terms Privacy	

-CONTINUE ON NEXT PAGE-

STEP 7- Select Contacts to Import You can opt to import ALL of your contacts from your email address book.

Select Contacts to Import

Your contacts were successfully retrieved. Import all or some of the retrieved contacts into your Participant Center Address Book.

Import all 1819 contacts into your Participant Center Address Book.
 Import some of the retrieved contacts into your Participant Center Address Book.

*We recommend you review your contacts so you can select the email addresses that are current.

Click the check box next to the email addresses of the contacts you want to import into your Participant Center. Then, click the "Next" button.

elect a	nport some of the retrieved	contacts into your Participant Cer	nter Address Book.
	First Name	Last Name	Email
	Stan	1000	@gmail.com
	Christina		i@hotmail.com
	Jillian		@hotmail.com
	Lindsay	The second se	@yahoo.com
			@hotmail.com
			@emerson.edu
Select a	all Of none)		≪ < 1-100 of 635 → »

-CONTINUE ON NEXT PAGE-

STEP 8- Confirm and complete a final review of the contacts that will be imported. Review your imported email addresses:

2 Possible Dupli	cate Contacts to Resolve,	0 Resolved
Successfully Save	d Contacts	
his list shows the retriev	ed contacts that were successfully	saved into your Participant Center Address Book
First Name	Last Name	Email
imaeyen	1000	n@yahoo.com
Timothy		arthun@emerson.edu
Christopher		beck@milwaukeebrewe
Nancy		@journalsentinel.com

-

-CONTINUE ON NEXT PAGE-

If you have any duplicates to resolve, be sure to review.

Successfully Saved Contacts	s - 4			
Possible Duplicate Contacts	2			
is list shows the retrieved contacts v enter Address Book.	whose name or email address closely ma	atches an existing	g contact in yo	ur Participant
		Resolve	Possible Dup	licate?
GMAIL Contact	Possible Duplicate Contact	Add	Update	Ignore
Brett @yahoo.com	Brett	E	E.	-
John john@gmail.com	John I jc @gmail.com			-

Add-add to your import for your Participant Center Contacts

Update- Modify a current contact you have in your Participant Center Contacts **Ignore-** Do not add this contact to your Participant Center Contacts

STEP 9- After you click "Finished" on the bottom of the page, you're ready to start sending some emails.

How to Send an Email

STEP 1- Login to your Participant Center

STEP 2- On your Participant Center home page and click "Email" tab to access the Email functionality.

verviev	M				Send email
Your Fund	raising Progress				💷 Enter new gift
					Add Contacts
	\$0.00	\$0.00	0%	0	View Your Progress Edit Personal Page
	I Have Raised	My Goal (change)	Percent	Days Left	Change Team Membership Manage Your Display Name

STEP 3-Select an email message template.

ompose Message	Compose
Configure 2 Compose 3 Set Recipients	Drafts
Preview & Send	Sent
Select Email Template	Contacts
→ Thank You (2) × Recruiting (1)	Share 👔 🔁
Will You Join My Team? (Preview)	
Solicitation (2)	
> Other (1)	
Save message in your drafts Save message as a template Preview Next >	

STEP 4- Compose your message

-CONTINUE ON NEXT PAGE-

You can edit the SUBJECT line and the text in the BODY of the page. In our templates, you can just enter

your personalized information before you're ready to send. Otherwise, feel free to start from scratch and change all of the message to meet your specific needs.

If you are sending this message in bulk to all of your contacts or a specific group, click the "Include personalized greeting". This includes a default salutation and the first name of each recipient listed in the To line of an email message (for example, Dear Pat). If the recipient is not already a contact within your address book, the word "Friend" will display with the salutation instead. **Note:** *If you select to include the personalized greeting in your message, do not manually type in a greeting as well. (That is, you do not want the message to start with two lines that say "Dear Sue" or a "Dear Sue" line followed immediately by a "Hey Sue" line.)*

Be sure to put your name in the closing. You don't have to worry about pasting the URL to your fundraising page as that populates automatically upon sending the email. Click **NEXT**.

Compose Message	Compose
\checkmark Configure $>$ 2 Compose $>$ 3 Set Recipients $>$ 4 Preview & Send	Drafts
	Sent
Subject: Will You Help Me Reach My Fundraising Goal?	Contacts
Include personalized greeting (What's this?) Ase Image: Second state of the second sta	• f ⊻
Below you'll find the link to visit my Personal Fundraising Page. Donating through this site is simple, faast and secure. It is also the most efficient way to make a contribution to my fundraising efforts.	
Your contribution plays a critical role in helping people of all walks of life obtain healthcare resources to live a happy and prosperous life.	
Sincerely,	
Current layout: . Basic Template (responsive) (done selecting)	

Remember to SAVE your message often to prevent losing your work in case your session times out from inactivity. (Click "Save Message In Your Drafts" to save your work, see below for "How to access your saved drafts.")

-CONTINUE ON NEXT PAGE-

Click **NEXT** if you are ready to **SEND** your email message and select recipients.



How to Access Your Saved Drafts

When you return to your Participant Center, click on the "Send an Email" tab and click **DRAFTS** to review your saved messages in draft status.

Compose
Drafts
Sent
Contacts

All of your **SAVED DRAFTS** will appear in a list by the date they are created. Click on the **SUBJECT** to continue editing and finishing sending a message.

Home Email	Progress Personal Page		English (United States) 👻
Drafts			Compose
Recipients	Subject	Date	Drafts
	Will You Help Me Reach My Fundraising Goal?	10/21/16 🖷	Sent
		≪ < 1 -1 of 1 > ≫	
			Contacts
			• f 🗾

STEP 5- Select Recipients

Your available contacts will be available to select. If you want to add more contacts, you can import them from your Gmail or Yahoo accounts, or from a file upload for all other email service providers. (See our additional guide to complete this step, if needed)

-CONTINUE ON NEXT PAGE-

Compose Compose Message Drafts (3) Set Recipients Sent Add Contact Import Contacts Contacts Available Contacts **Recipient List** fy Contacts - Search James Brown james@email.com Edit X Ella Fitzgerald ella@email.com Edit X Jen Brown email@yahoo.com Katniss Eve... mockingjay@distri... Edit X Frank Camp email@sbcglobal.net Peeta Mellark mockingjay2@dist... Edit X 1 James Brown james@email.com Ella Fitzgerald ella@email.com David Bowie david@email.com Katniss Ever... mockingjay@district12.c. Peeta Mellark mockingjay2@district12. Jack Black jack@email.com Save as draft Save as template Preview Next

Otherwise, check the box next to the names of the recipients that you would like to receive your email message, and their names will show up in the **RECIPIENT LIST** on the right.

Then, click the "Next" button.

-CONTINUE ON NEXT PAGE-

STEP 6- Final Preview

You have a final opportunity to preview your message as it will appear to your email recipients. If you would like to make changes, click back on the **COMPOSE** step to make edits. Otherwise, click **SEND** at the bottom of the page to complete the email process and send your message.



If your message is one that you'd like to send frequently, you may want to create a **TEMPLATE**. A template provides you a starting point for your message so you don't have to compose the entire message from scratch when you return to send another message.

-CONTINUE ON NEXT PAGE-

To create a **TEMPLATE**, click "Save message as a template" **BEFORE** you hit the SEND button.

Save as draft Save as template	Send
--------------------------------	------

Accessing your saved templates

To access your SAVED TEMPLATES, click on SEND AN EMAIL. You will now see a section for YOUR SAVED EMAIL TEMPLATES. Select the appropriate template and complete the email creation steps as outlined above.

Compose Message	Compose
\checkmark Configure \checkmark Compose \checkmark Set Recipients \bigcirc (4) Preview & Send	Drafts
	Sent
Select Email Template	Contacts
Thank You (1)	
Other (1)	• 🕇 🔽
Your Saved Templates (1)	
● Will You Help Me Reach My Fundraising Goal? (Preview) (册)	
Save as draft Save as template Preview Next	

-CONTINUE ON NEXT PAGE-

STEP 7- View Sent Messages

Keep track of your sent email messages at any time. Just click the **EMAIL** tab and then the **SENT** tab on the right side of the page. All of your sent messages, along with recipients, and the date, will appear in a list.

arch sent n	nessages by name, email, or subject line			Drafts
	Search			Sent
	Subject	Recipients	Delete	
10/21/16	Will You Help Me Reach My Fundraising Goal?	mockingjay2@district12.com	Ť	Contacts
10/21/16	Will You Help Me Reach My Fundraising Goal?	mockingjay@district12.com	Ť	
10/21/16	Will You Help Me Reach My Fundraising Goal?	ella@email.com	Ť	
10/21/16	Will You Help Me Reach My Fundraising Goal?	james@email.com	Ť	
	·	«	< 1-4 of 4 > »	

How to Edit Your Unique Web Address

NOTE: Your Participant Center is the online portal where you can check your fundraising progress, send email solicitations and thank you's, update your Personal Fundraising Web Page and more!

What is the Unique Web Address?

Once you've created your personal fundraising page, you have your very own URL address to get there. By default this can look quite lengthy, but there is a feature inside your Participant Center allows you personalize this URL which makes it easier to share with supporters. Paste the URL inside emails, on your Facebook and Twitter pages, or create business cards with this friendly URL to give supporters

Step-1 Log into your Participant Center



Step 2-Click "Personal Page"



-CONTINUE ON NEXT PAGE-

|--|

Edit Your	Personal Fund	raising Page (View Personal Page)	
Personal Pag http://example.	e URL: (URL Settings) com/go			
This page is F	ublic			
Title				
Sample Pe	rsonal Page Title			

STEP 3-Insert your desired address in the text box (your name, nickname) and click "Save" to confirm changes.

Home Email Progress	Personal Page	
Edit Your Personal Fundra	sing Page (View Personal Page)	
Personal Page Uf C: ()	nd your Personal Page.) kact URL can hed and view your Personal Page.)	Cancel Save

-CONTINUE ON NEXT PAGE-

STEP 4- A green confirmation message will appear on the page if your change was successful.

Home	Email Pr	ogress	Personal Page]		
Edit You	ur Personal	Fundra	ising Page ແ	/iew Personal P	age)	
📀 The sh	ortcut was success	fully updated	d.			
The print	vacy setting was su	iccessfully u	pdated.			

NOTE: You may receive an error if your custom URL is already taken, so try a different word, phrase to create your address. Also avoid using spaces or special characters (e.g. %&^\$, etc.)

STEP 5-Copy and paste your new custom link to share with friends and family in your email messages or on social networks

Personal Page URL: (URL Settings) http://example.com/goto/sampleuser

STEP 6- If you are a team captain, repeat these same steps but on the "Edit Your Team Page" tab so that you can customize your Team Fundraising Page's website address.

How to Set Up Your FB Fundraising Page

Step 1- Log into the Participant Center.

Step2. Click the "Fundraise on Facebook" blue button on the far right bottom of your participant center page.

Welcome, Test Test	Profile Help Log Out
Home Email Progress Personal Page	English (United States)
Overview Your Fundraising Progress	Send email
\$0.00 \$2,000.00 0% 914 I Have Raised My Goal (change) Percent Days Left	Add Contacts View Your Progress Edit Personal Page Check In Online
What to do next? Set up your Personal Page Customize your Personal Page with a story about why you are raising funds for this cause.	Company No Company Association Edit
2 Add Contacts to Your Address Book Add contacts to email from your personal Address Book on our site.	Share
Send an Email You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.	Raise more money with Facebook Connect your fundralser to Facebook so you can raise money through your social network. The money you raise will count toward your goal.
Thank your Donors Thank your donors!	Fundraise on Facebook
Set a Goal	

Step 3. Click Create Fundraiser.

Step 4. The Facebook login page opens to enter the login information. The participant enters the login information, and the new Facebook Fundraiser is created.

Email or Phone:	
Password:	
	Log In
	Forgot account?
	Create New Account

Step 5. The Participant Center now contains a link to the newly created Facebook Fundraiser. The title and story for the Facebook Fundraiser are automatically populated with the Personal Page information.



The participant can copy/paste the Facebook Fundraiser link in an email to send out to their friends and family to ask for donations.

Or, click **Go to Facebook Fundraiser** to open the fundraiser in Facebook in a separate tab.