



2024 Civitan Breakthru
Golf Tournament
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

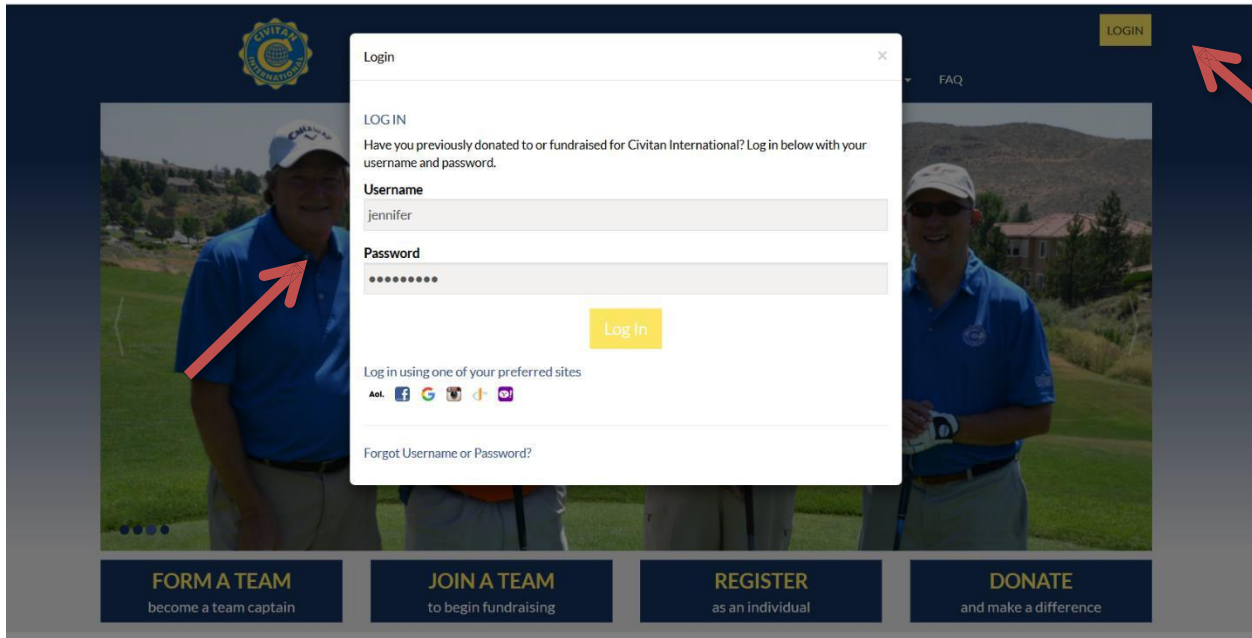
Step-1 Visit your event's main website: https://secure2.convio.net/civint/site/TR?fr_id=1191&pg=entry



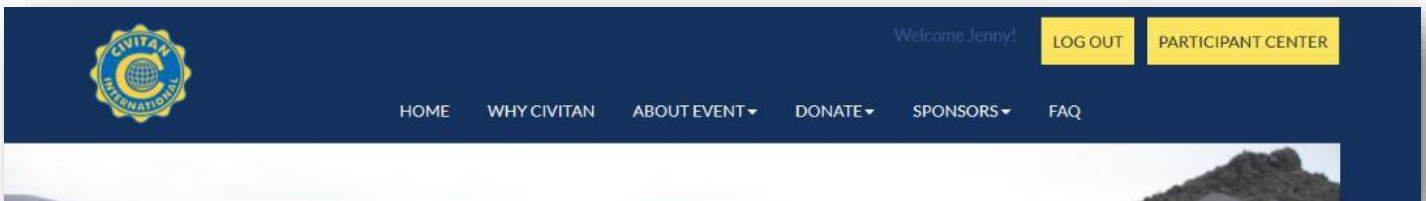
STEP 2- Enter your username and password in the login area at the top of the page and tap enter on your keyboard.

-CONTINUE ON NEXT PAGE-

Civitan International
bonita@civitan.org
scarlet@civitan.org
www.Civitan.org



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



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

Civitan International
bonita@civitan.org
scarlet@civitan.org
www.Civitan.org

English (United States)

Home Email Progress Personal Page Team Page

Overview

Your Fundraising Progress

\$0.00 I Have Raised	\$0.00 My Goal (change)	0% Percent	0 Days Left
-------------------------	----------------------------	---------------	----------------

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.
- [Add Contacts to Your Address Book](#)
Add contacts to email from your personal Address Book on our site.
- [Send an Email](#)
Your last email was sent 2 days ago. Email more friends and family about your fundraising efforts.
- [Thank your Donors](#)
Thank your donors!

[Send email](#)

[Enter new gift](#)

[Add Contacts](#)

[View Your Progress](#)

[Edit Personal Page](#)

[Email Team](#)

[View Team Roster](#)

[Check In Online](#)

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](#)

0

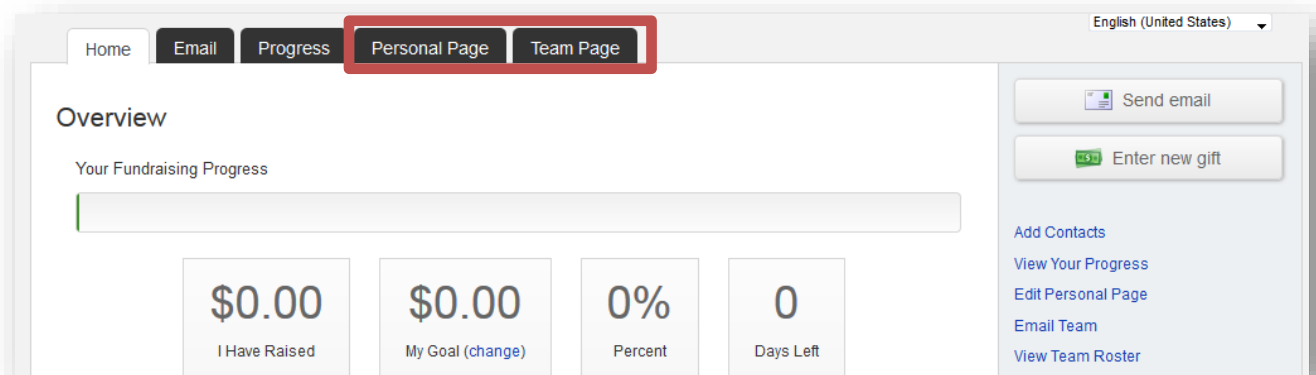
How to Edit Your Personal or Team Page Content

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).



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The Parts of the Page

The screenshot shows a web interface for editing a personal fundraising page. At the top, there are navigation tabs: Home, Email, Progress, Personal Page, and Team Page. A language dropdown menu is set to 'English (United States)'. The main heading is 'Edit Your Personal Fundraising Page' with a '(View Personal Page)' link. A red box highlights the 'Personal Page URL' field, which contains a long URL and a 'Public' status indicator. Below this is a 'Title' field with the text 'Welcome to My Personal Page'. The 'Body' section features a rich text editor with a toolbar and a text area containing a thank-you message and placeholder text. At the bottom, there are 'Preview' and 'Save' buttons. On the right side, there are sections for 'Content', 'Photos/Video', and 'Components', with social media sharing icons for Facebook and Twitter.

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-

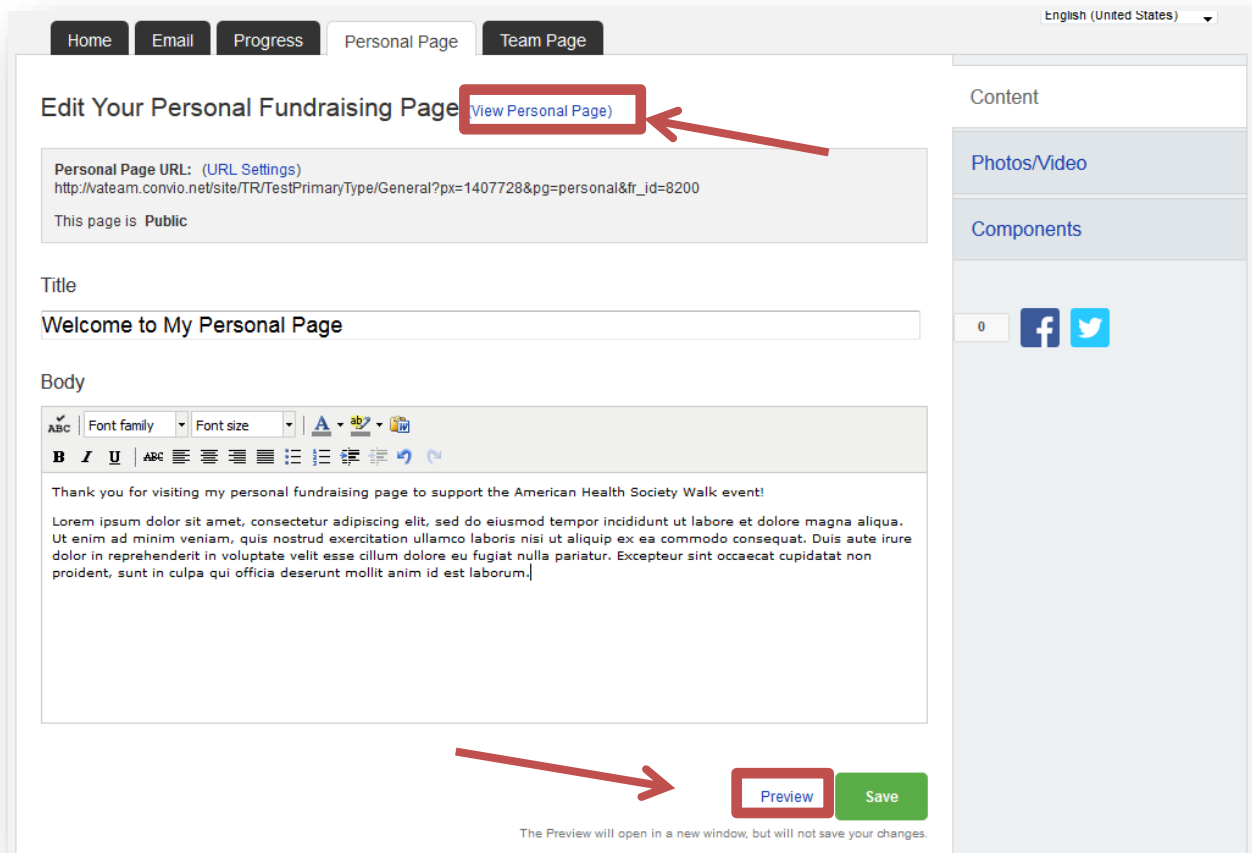
STEP 3-Edit your content

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



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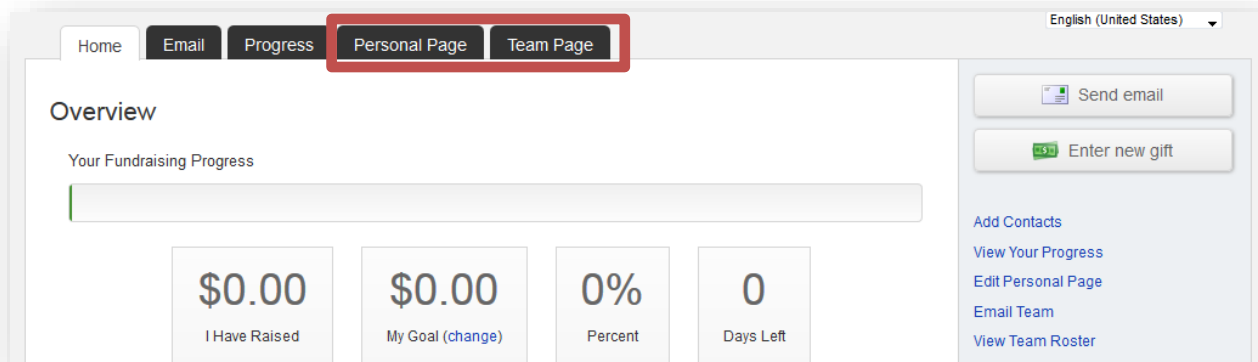
How to Upload a Photo or Video

Some things to consider:

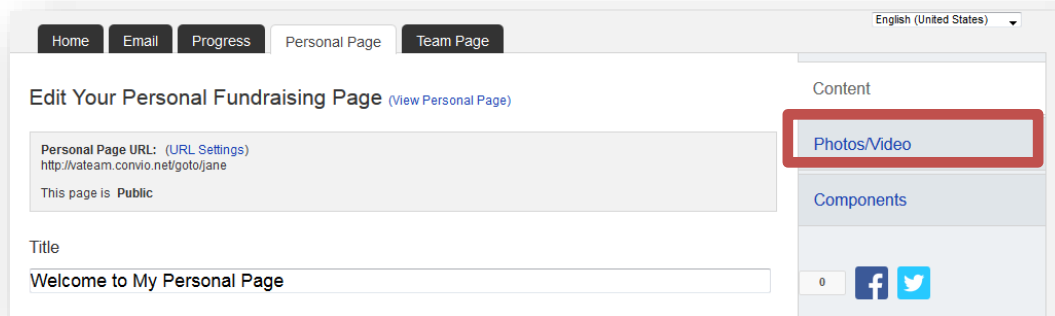
- Please be sure your photo is saved as a JPG, GIF, or PNG file type.
- Files must be smaller than 4 megabytes.
- Only YouTube video links are supported
- You may choose either a photo or a video link, but not both.
- You can add a different photo and video link on your Personal Fundraising Page, and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



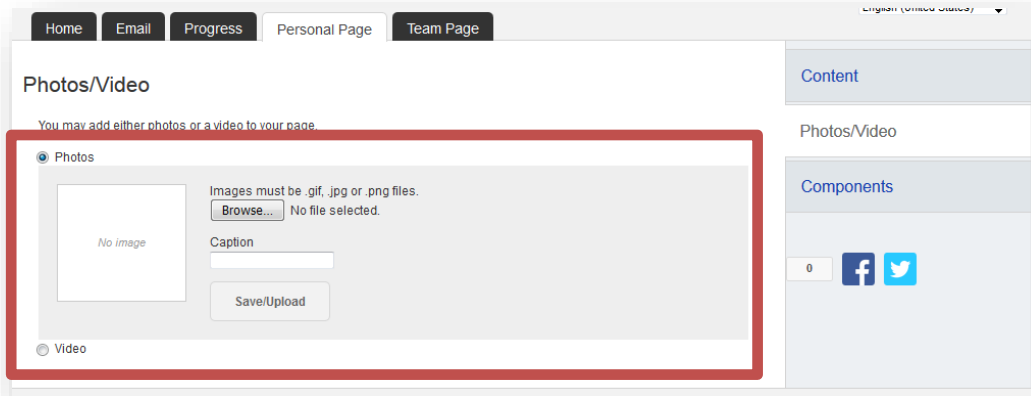
STEP 3- On the links on the right, click "Photo/Video"



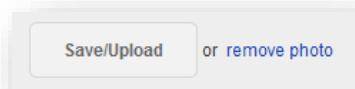
For a PHOTO

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

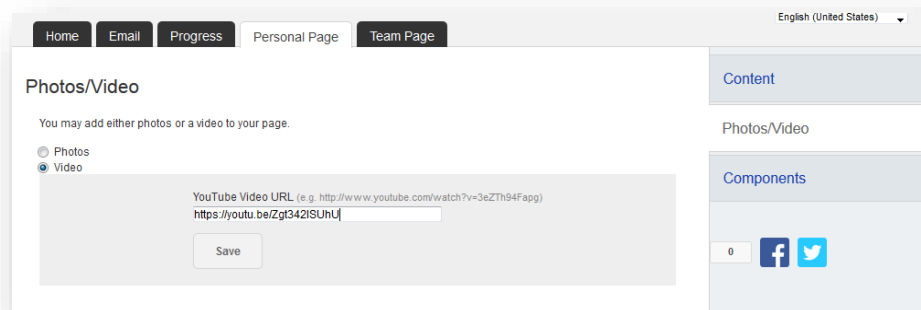
Locate the file on your local computer or shared network resource and click it to display its name in the **Find/Open File** window. A green message saying, **“The Photo Information Was Updated”** will display across the top of the page if your photo successfully uploads.



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



For a Video



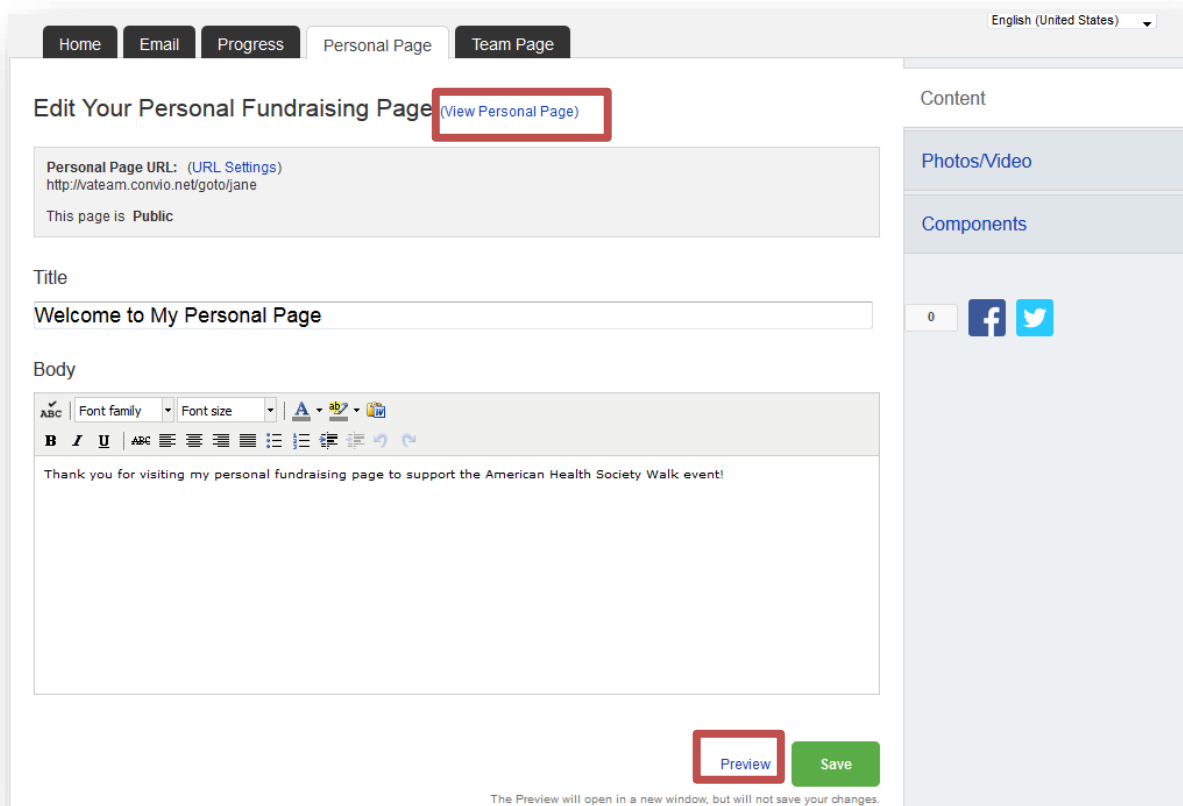
1. Click the button next to **Video**.

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.)



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

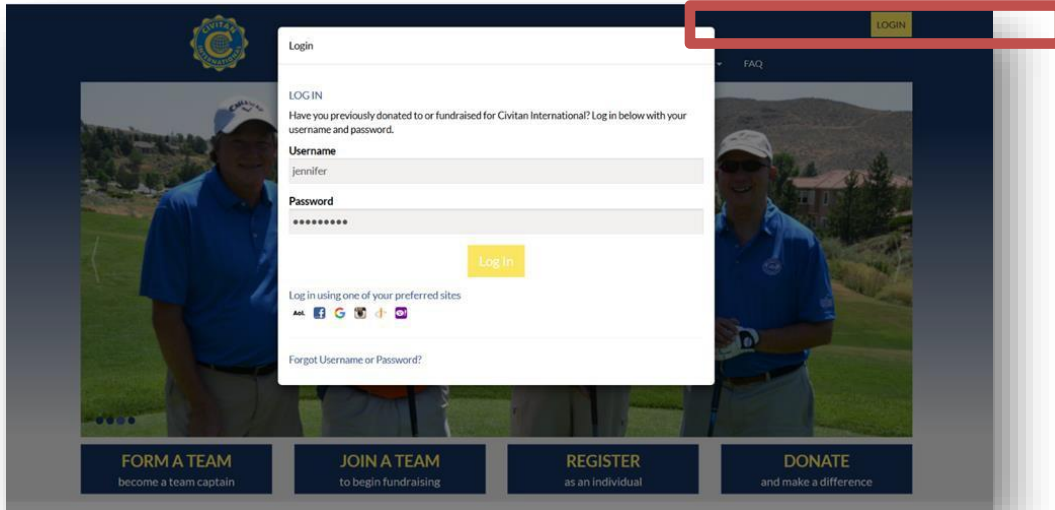
- A. Export your contacts list or address book from your email service that you use (follow your service provider's instructions to complete this step)
- B. Create a new CSV file using a text editor (such as Microsoft Windows Notepad) or a spreadsheet application (such as Microsoft Excel) that lets you 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:

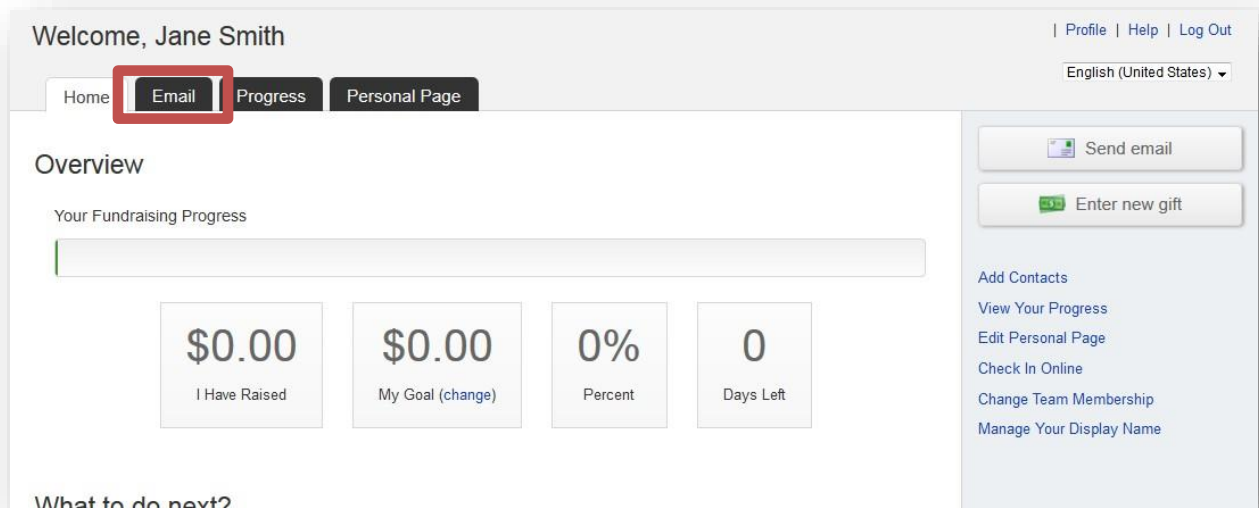
```
First, Last, Email
Jane, Smith, janesmith@email.com
John, Smith, johnsmith@email.com
```

-CONTINUE ON NEXT PAGE-

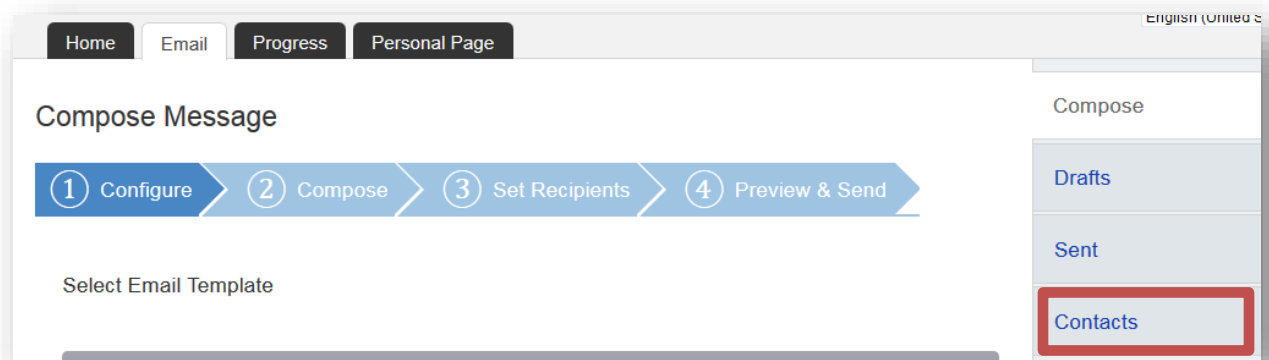
STEP 2- Login to your Participant Center



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

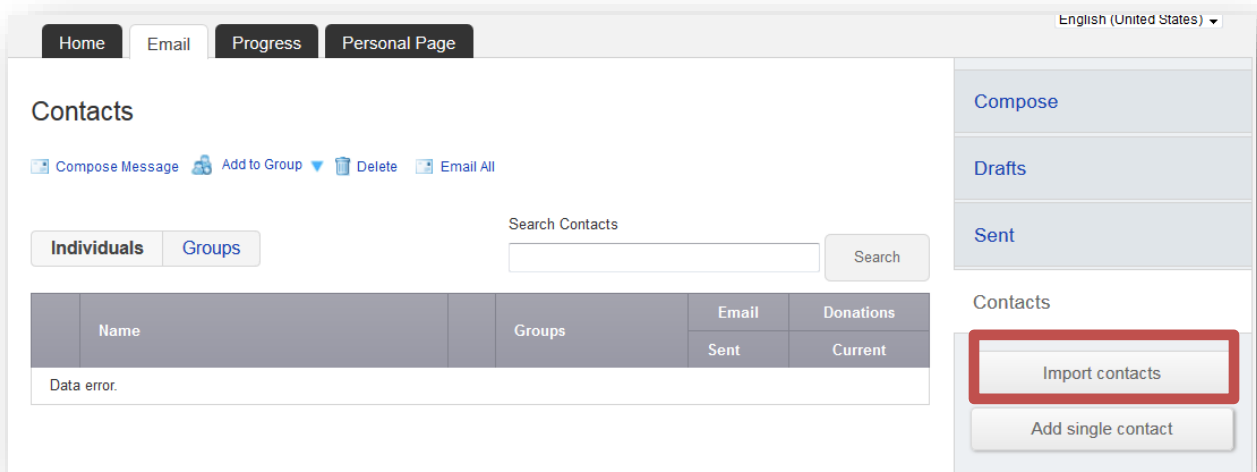


STEP 4-Click “Contacts” in the links on the right-side of the screen.

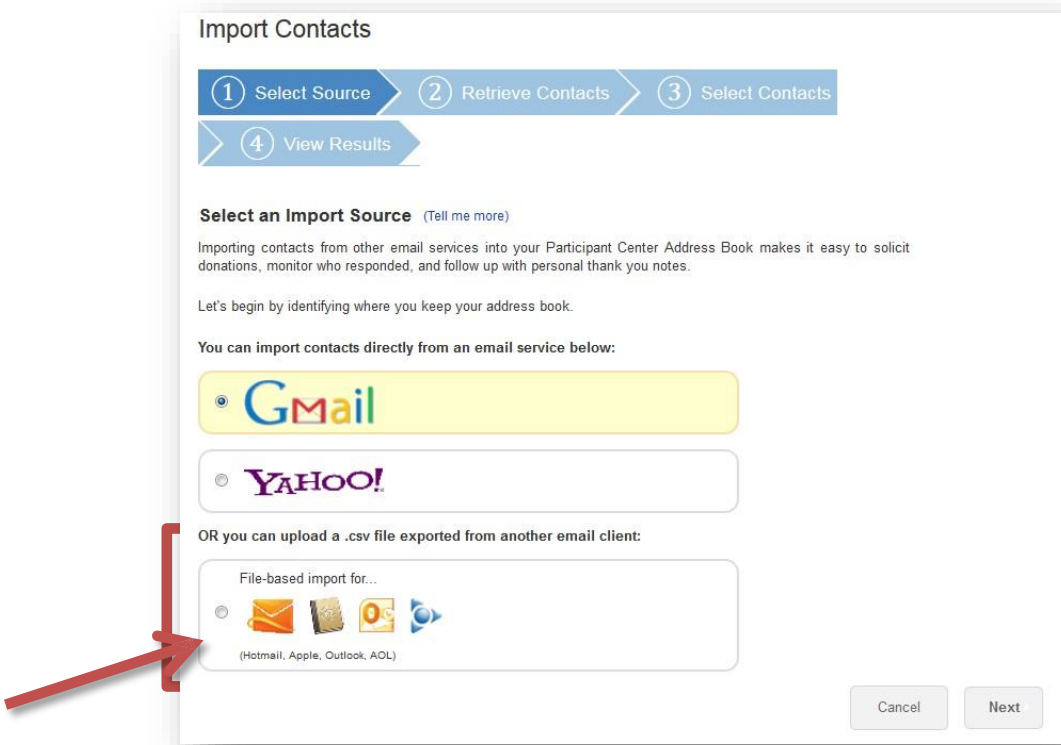


-CONTINUE ON NEXT PAGE-

STEP 5- Click “Import Contacts”



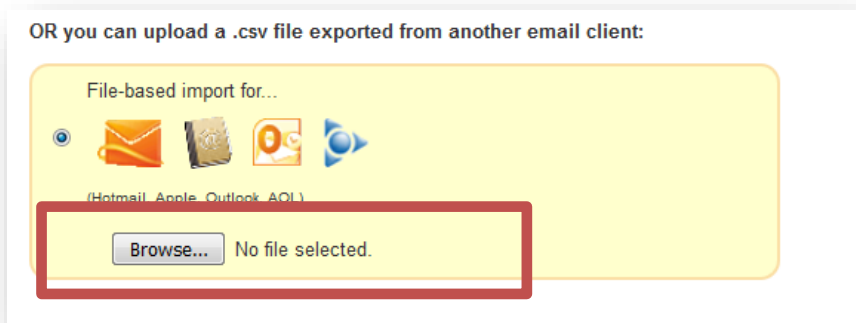
STEP 6-Choose the button next to “File-based import for...”



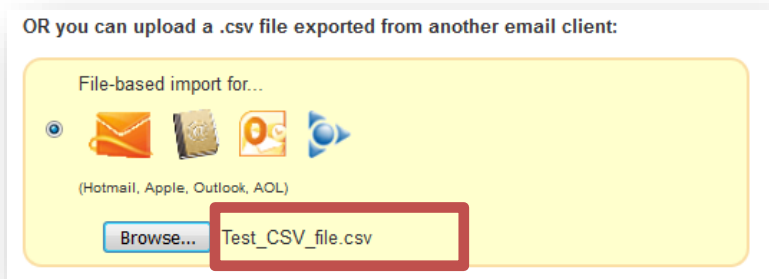
-CONTINUE ON NEXT PAGE-

Next, browse your computer to find your prepared CSV file

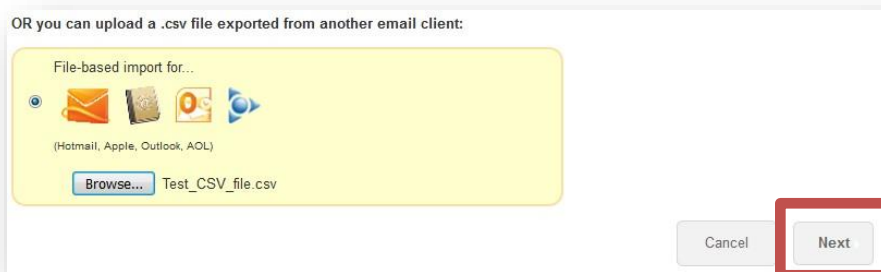
Civitan International
bonita@civitan.org
scarlet@civitan.org
www.Civitan.org



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 | Progress | Personal Page

CONTINUE ON NEXT PAGE-

Import Contacts

- 1 Select Source
- 2 Retrieve Contacts
- 3 Select Contacts
- 4 View Results

Retrieve Contacts [\(Tell me more\)](#)

Contacts were retrieved from your .csv file. Review the CSV column mapping preview and confirm that it is correct.

Does this preview look correct?
If not, you can [change the column mapping 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

... and 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."

Home | Email | Progress | Personal Page

Import Contacts

1 Select Source → 2 Retrieve Contacts → 3 Select Contacts → 4 View Results

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 5** contacts into your Participant Center Address Book.
- Import **some** of the retrieved contacts into your Participant Center Address Book.

Cancel | Next

-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.

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 5** contacts into your Participant Center Address Book.
- Import **some** of the retrieved contacts into your Participant Center Address Book.

(Select all or none)

	First Name	Last Name	Email
<input type="checkbox"/>			
<input type="checkbox"/>	Jane	Smith	jane@outlook.com
<input type="checkbox"/>	Debbie	Hale	debbie@outlook.com
<input type="checkbox"/>	Jennifer	Pratt	jennifer@outlook.com
<input type="checkbox"/>	Linda	Jones	linda@outlook.com



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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!

The screenshot shows the 'Import Contacts' interface. At the top, there is a progress bar with four steps: 1. Select Source, 2. Retrieve Contacts, 3. Select Contacts, and 4. View Results. Step 4 is currently active. Below the progress bar, there is a section titled 'View and Work with Results' with a link '(Tell me more)'. Underneath, it says 'Results of the contact import are listed in the sections below'. A yellow box with a green checkmark and the text '4 Successfully Saved Contacts, 4 New' is highlighted with a red border. Below this, there is a section titled 'Successfully Saved Contacts' with a dropdown arrow. It contains a table of contacts and a 'Finished' button at the bottom right, also highlighted with a red border.

Import Contacts

1 Select Source → 2 Retrieve Contacts → 3 Select Contacts
4 View Results

View and Work with Results [\(Tell me more\)](#)

Results of the contact import are listed in the sections below

✔ 4 Successfully Saved Contacts, 4 New

▾ **Successfully Saved Contacts**

This list shows the retrieved contacts that were successfully saved into your Participant Center Address Book.

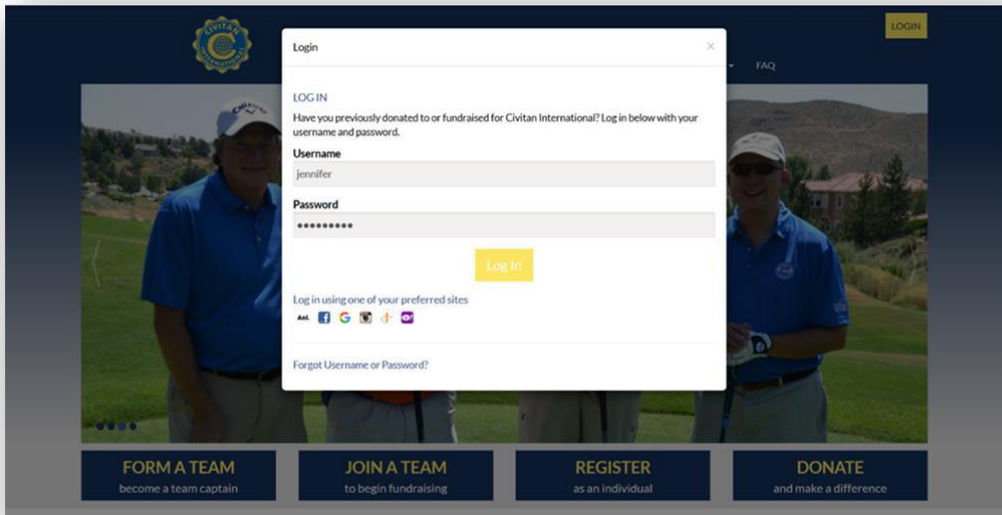
First Name	Last Name	Email
Jane	Smith	jane@outlook.com
Debbie	Hale	debbie@outlook.com
Jennifer	Pratt	jennifer@outlook.com
Linda	Jones	linda@outlook.com

Finished

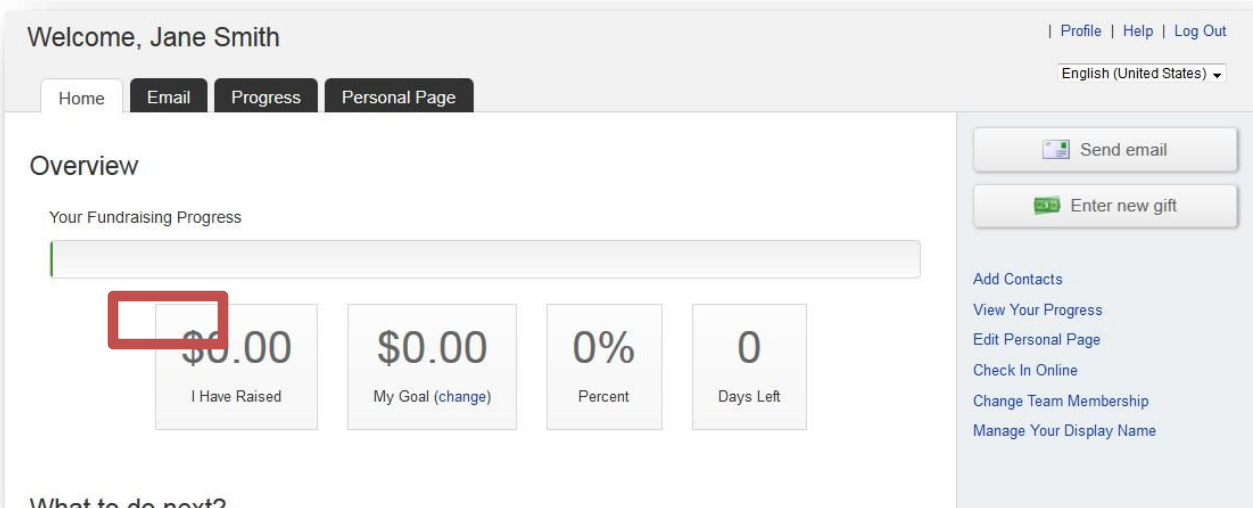
How to Upload Contacts from Gmail or Yahoo

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

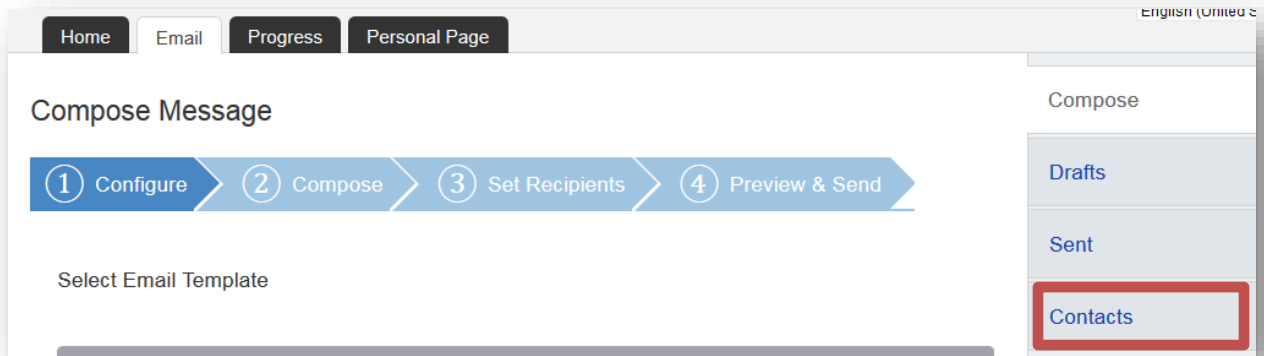


STEP 2- On your Participant Center home page and click the “Email” tab to access the Email functionality.

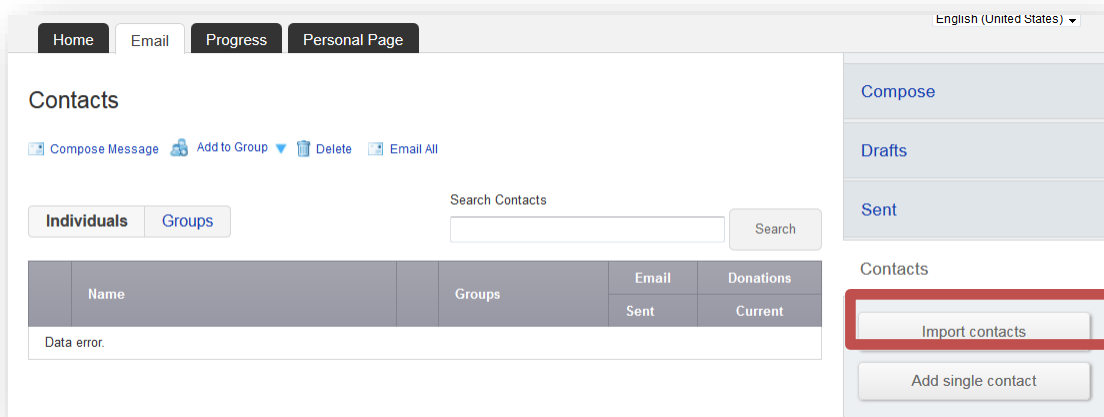


-CONTINUE ON NEXT PAGE-

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

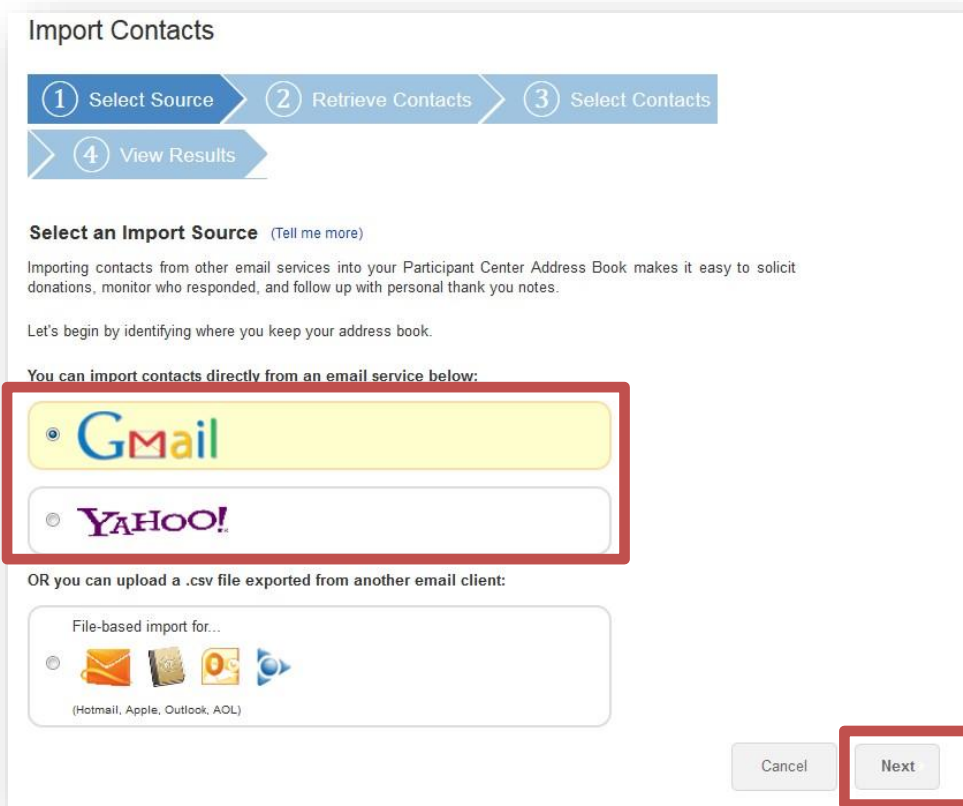


STEP 4- Click “Import Contacts”



-CONTINUE ON NEXT PAGE-

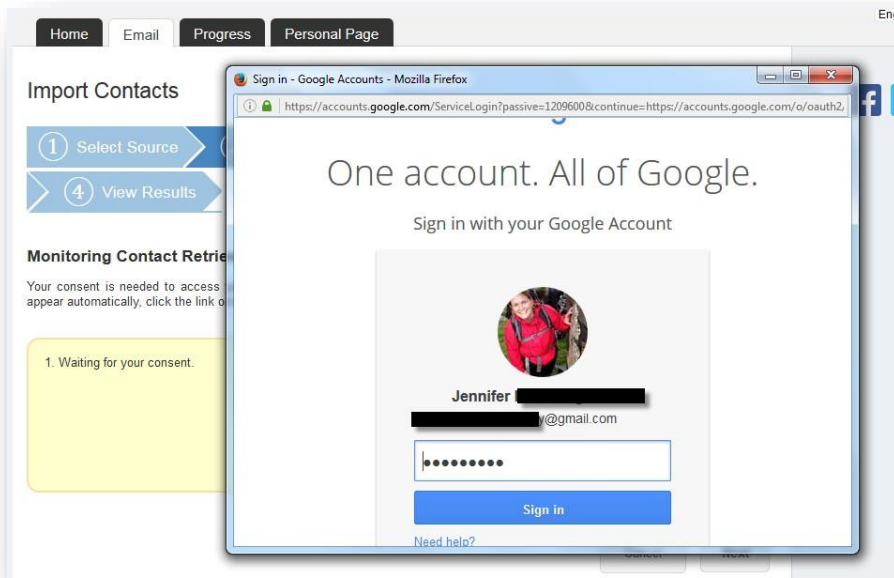
STEP 5-Choose the button next to either Gmail or Yahoo and click “Next”



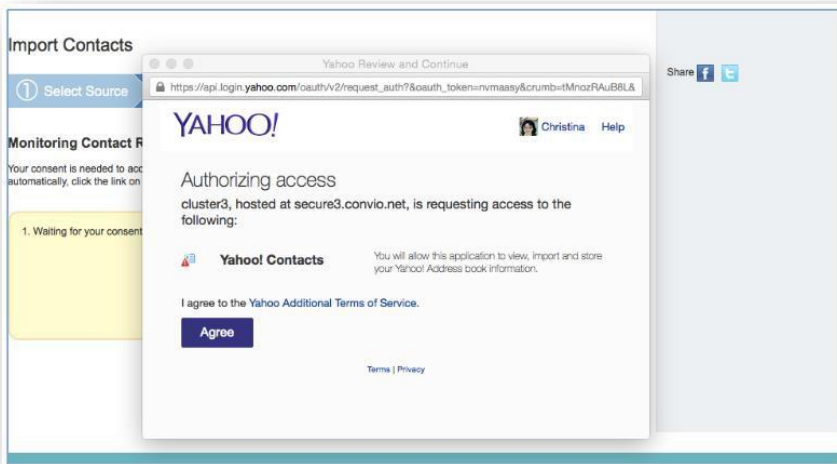
-CONTINUE ON NEXT PAGE-

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

Civitan International
bonita@civitan.org
scarlet@civitan.org
www.Civitan.org



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:



-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.

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 635 contacts into your Participant Center Address Book.
- Import some of the retrieved contacts into your Participant Center Address Book.

(Select all or none)

	First Name	Last Name	Email
<input checked="" type="checkbox"/>	Stan		@gmail.com
<input type="checkbox"/>	Christina		@hotmail.com
<input type="checkbox"/>	Jillian		@hotmail.com
<input type="checkbox"/>	Lindsay		@yahoo.com
<input type="checkbox"/>			@hotmail.com
<input type="checkbox"/>			@emerson.edu

(Select all or none) « < 1-100 of 635 > »

Cancel **Next >**

-CONTINUE ON NEXT PAGE-

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

View and Work with Results [\(Tell me more\)](#)

Results of the contact import are listed in the sections below.

✔ **4 Successfully Saved Contacts, 4 New**
⚠ **2 Possible Duplicate Contacts to Resolve, 0 Resolved**

Successfully Saved Contacts

This list shows the retrieved contacts that were successfully saved into your Participant Center Address Book.

First Name	Last Name	Email
Imaeyan	[REDACTED]	[REDACTED]@yahoo.com
Timothy	[REDACTED]	[REDACTED]arthur@omanson.edu
Christopher	[REDACTED]	[REDACTED]beck@milwaukeebrewer.com
Nancy	[REDACTED]	[REDACTED]@journal sentinel.com

Possible Duplicate Contacts


Finished


-CONTINUE ON NEXT PAGE-

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

View and Work with Results [\(Tell me more\)](#)

Results of the contact import are listed in the sections below.







 **4 Successfully Saved Contacts, 4 New**

 **2 Possible Duplicate Contacts to Resolve, 0 Resolved**

▶ **Successfully Saved Contacts**

▼ **Possible Duplicate Contacts**

This list shows the retrieved contacts whose name or email address closely matches an existing contact in your Participant Center Address Book.

GMAIL Contact	Possible Duplicate Contact	Resolve Possible Duplicate?		
		Add	Update	Ignore
Brett [redacted] da[redacted]@yahoo.com	Brett [redacted]			
John [redacted] john[redacted]@gmail.com	John I [redacted] jc[redacted]@gmail.com			

[Finished](#)

Add-add to your import for your Participant Center Contacts

Update- Modify a current contact you have in your Participant Center Contacts

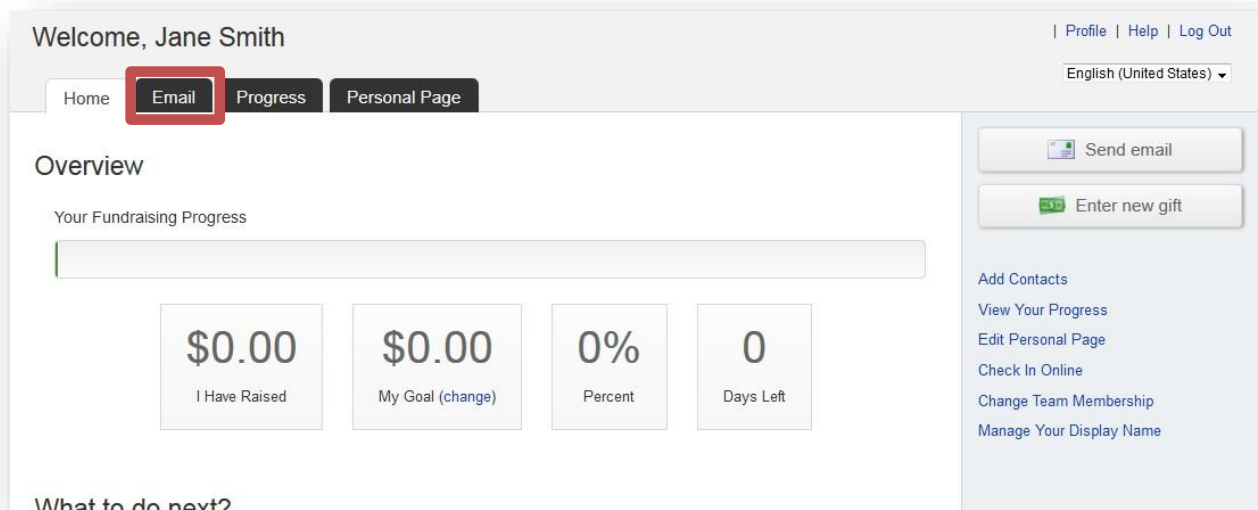
Ignore- Do not add this contact to your Participant Center Contacts

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

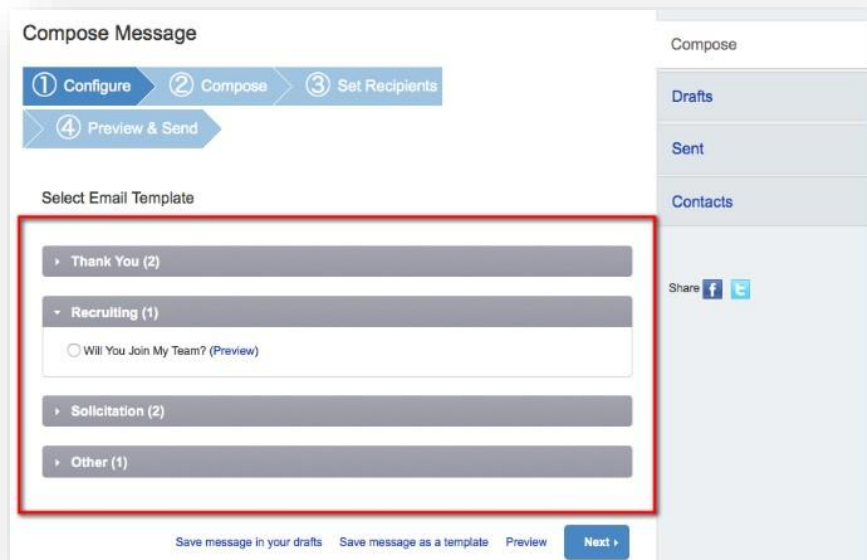
How to Send an Email

STEP 1- Login to your Participant Center

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



STEP 3-Select an email message template.



STEP 4- Compose your message

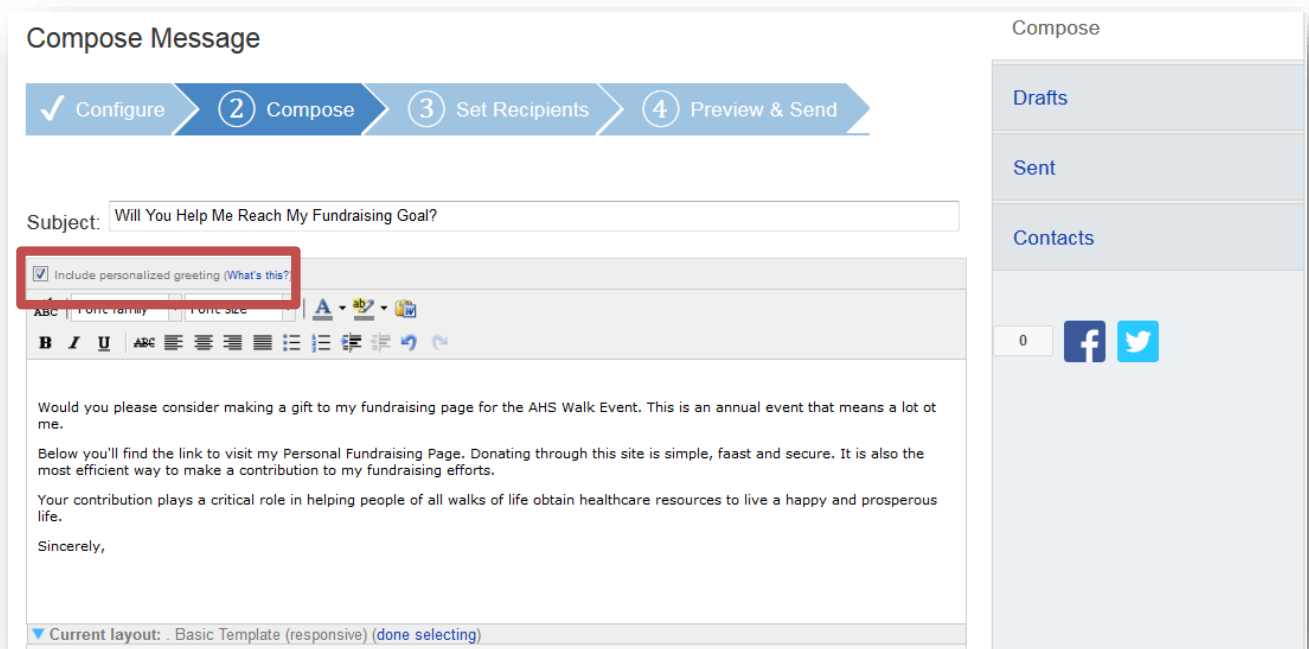
You can edit the SUBJECT line and the text in the BODY of the page. In our templates, you can just enter

Civitan International
bonita@civitan.org
scarlet@civitan.org
www.Civitan.org

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.)*

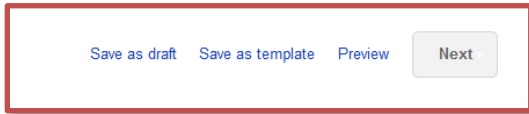
Be sure to put your name in the closing. You don't have to worry about pasting the URL to your fundraising page as that populates automatically upon sending the email. Click **NEXT**.



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.")

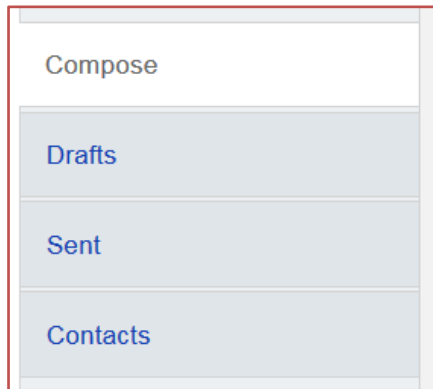
-CONTINUE ON NEXT PAGE-

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

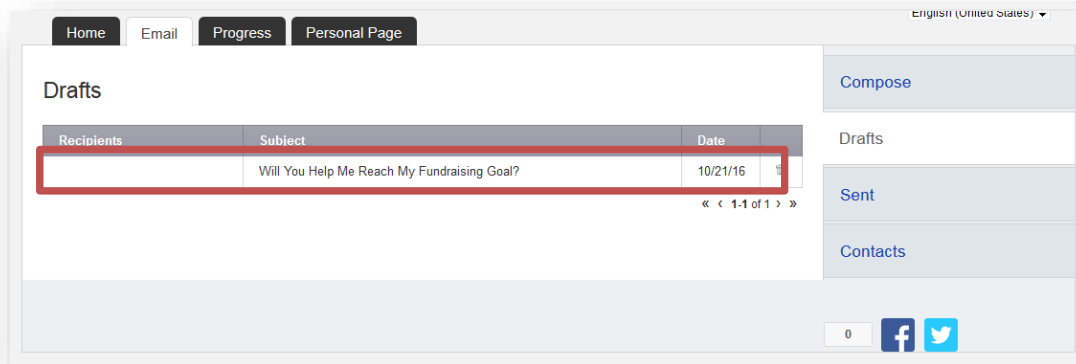


How to Access Your Saved Drafts

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.



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.

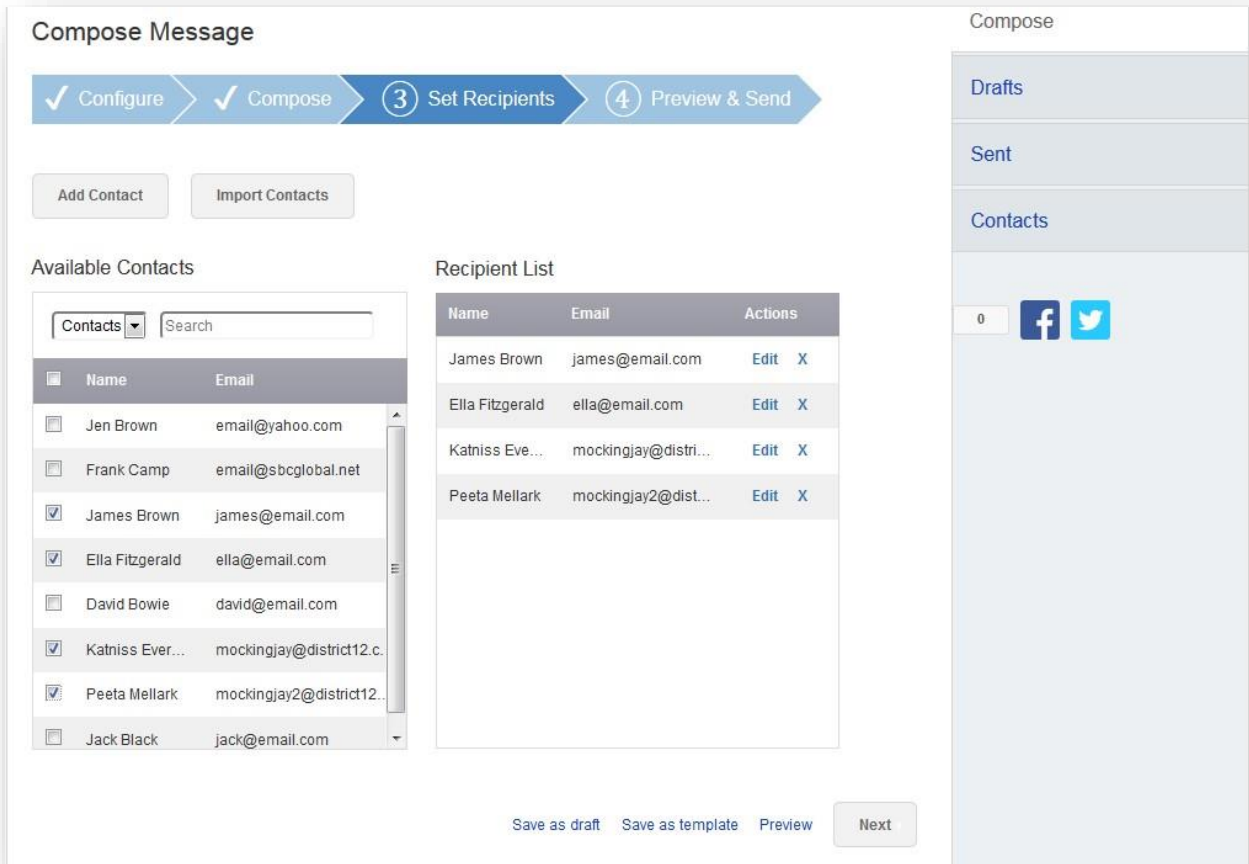


STEP 5- Select Recipients

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-

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.

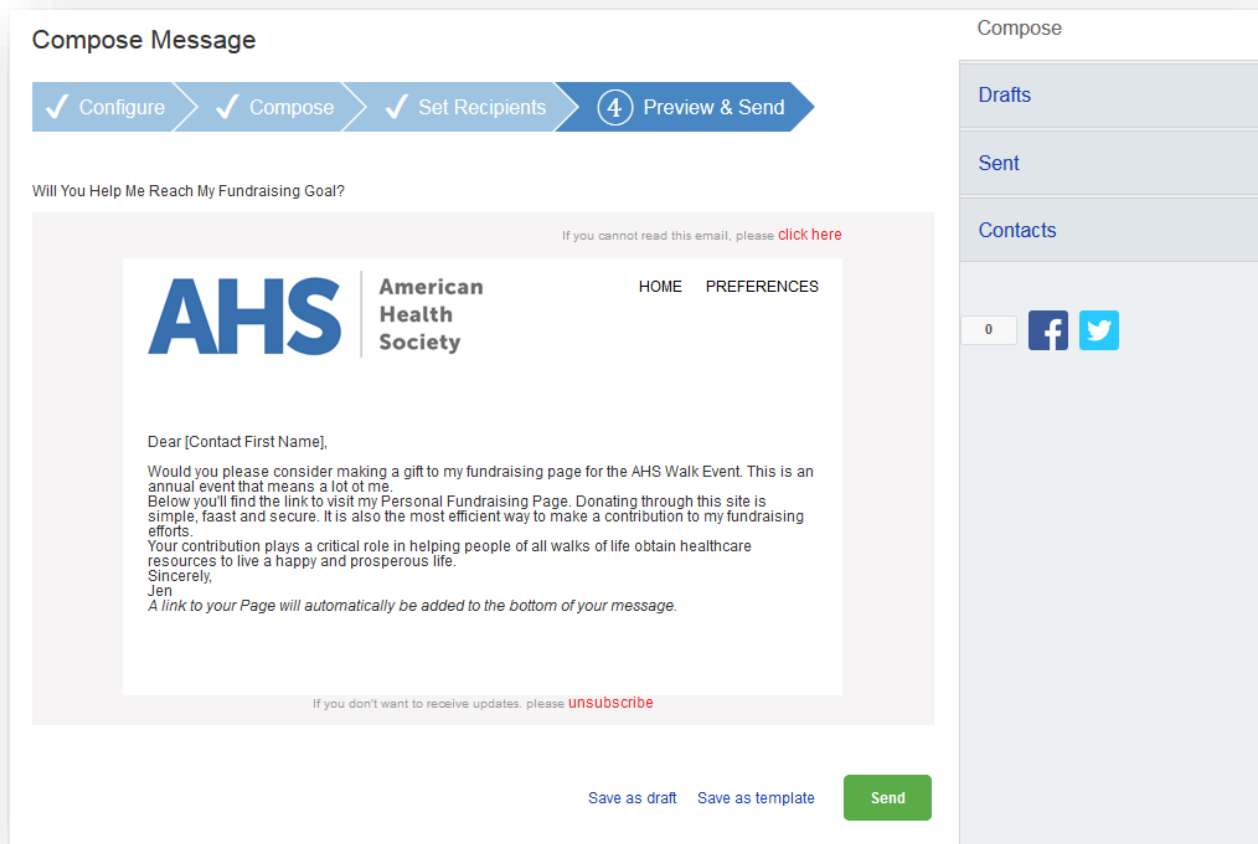


Then, click the “Next” button.

-CONTINUE ON NEXT PAGE-

STEP 6- Final Preview

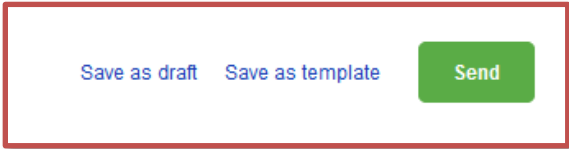
You have a final opportunity to preview your message as it will appear to your email recipients. If you would like to make changes, click back on the **COMPOSE** step to make edits. Otherwise, click **SEND** at the bottom of the page to complete the email process and send your message.



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.

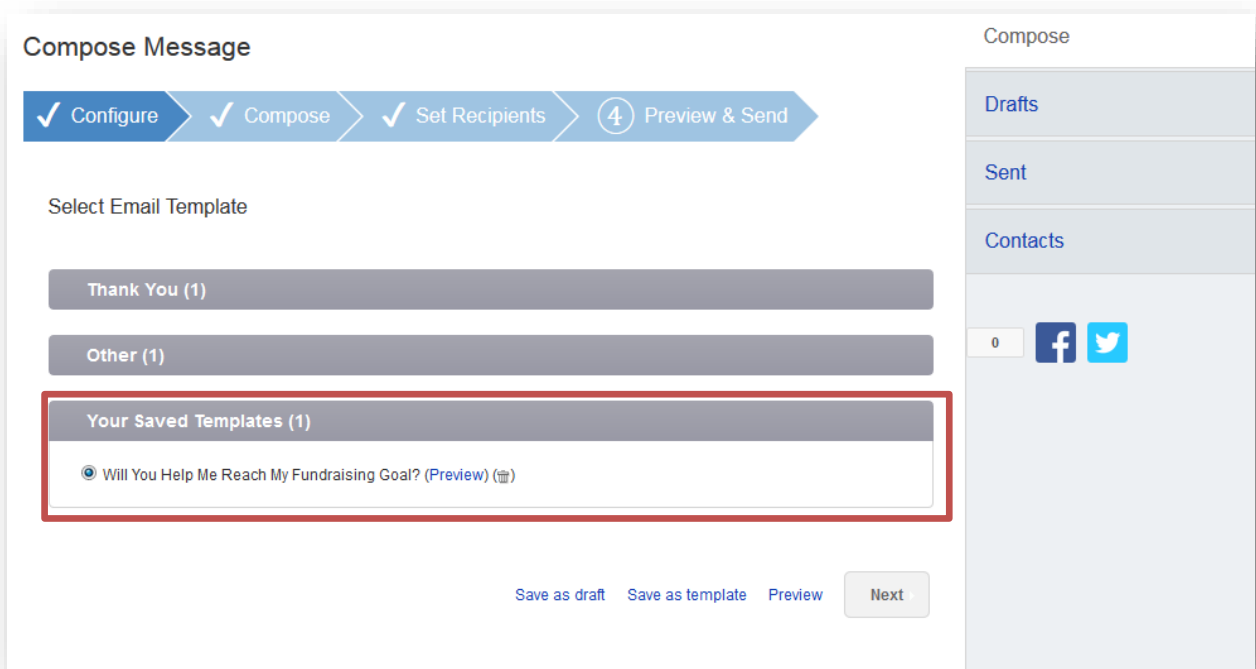
-CONTINUE ON NEXT PAGE-

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



Accessing your saved templates

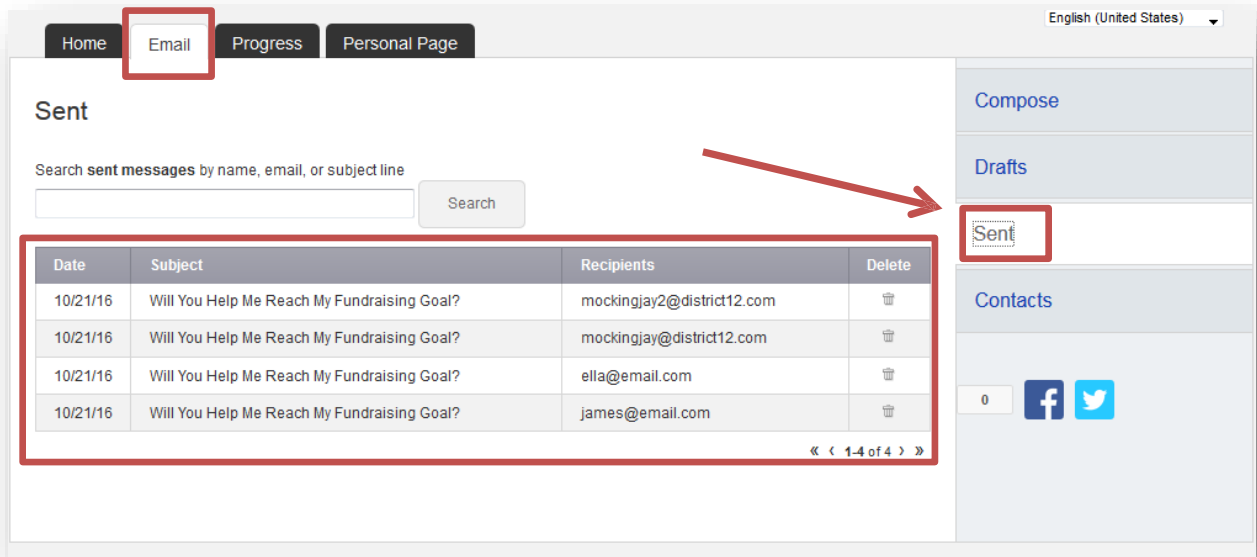
To access your SAVED TEMPLATES, click on SEND AN EMAIL. You will now see a section for YOUR SAVED EMAIL TEMPLATES. Select the appropriate template and complete the email creation steps as outlined above.



-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.



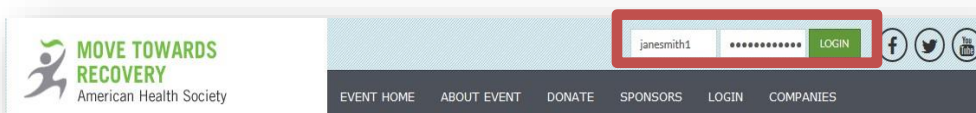
How to Edit Your Unique Web Address

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!

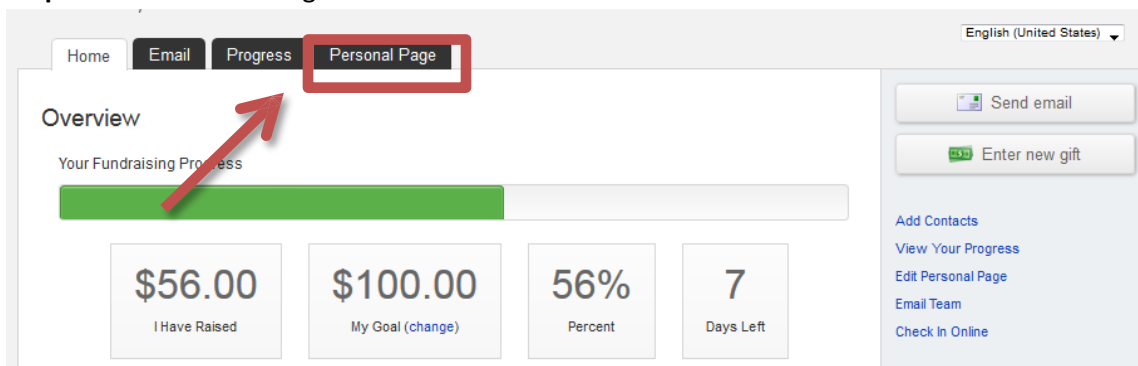
What is the Unique Web Address?

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

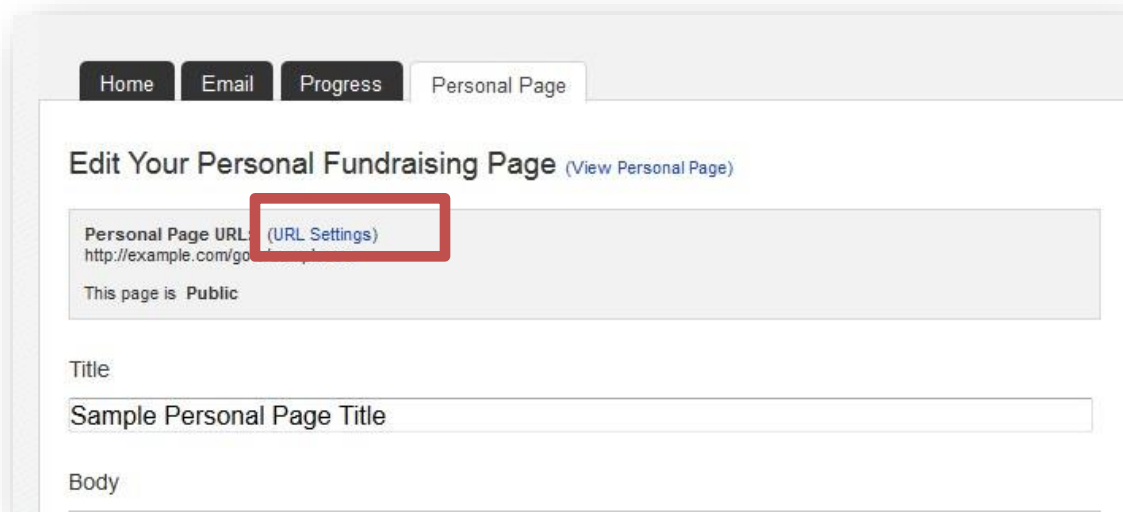


Step 2-Click "Personal Page"



-CONTINUE ON NEXT PAGE-

STEP 3- Click “URL Settings” in the red outlined box



Home Email Progress Personal Page

Edit Your Personal Fundraising Page [\(View Personal Page\)](#)

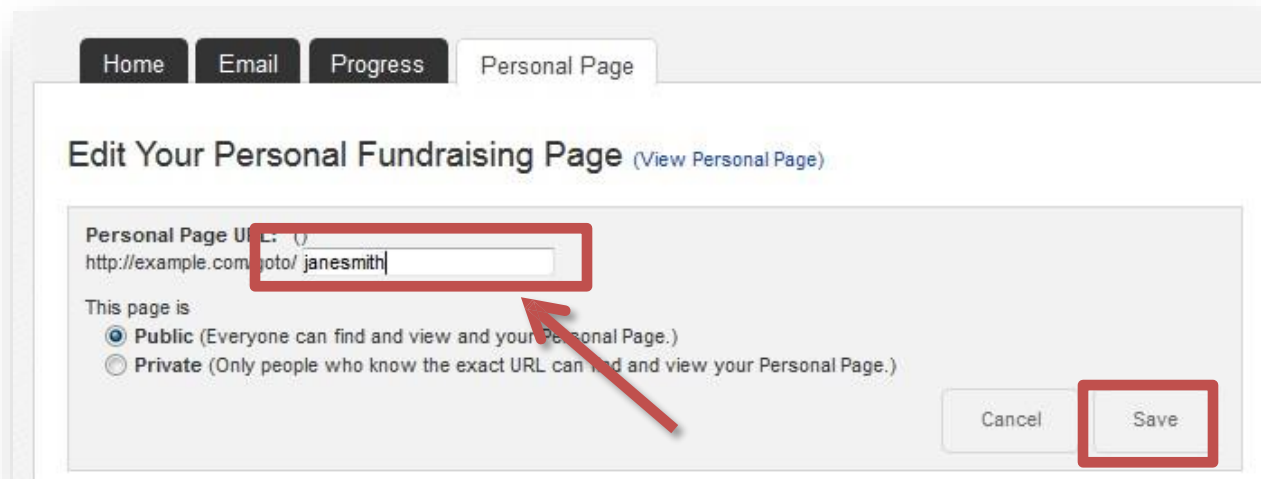
Personal Page URL: [\(URL Settings\)](#)
http://example.com/go/...

This page is Public

Title
Sample Personal Page Title

Body

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 Fundraising Page [\(View Personal Page\)](#)

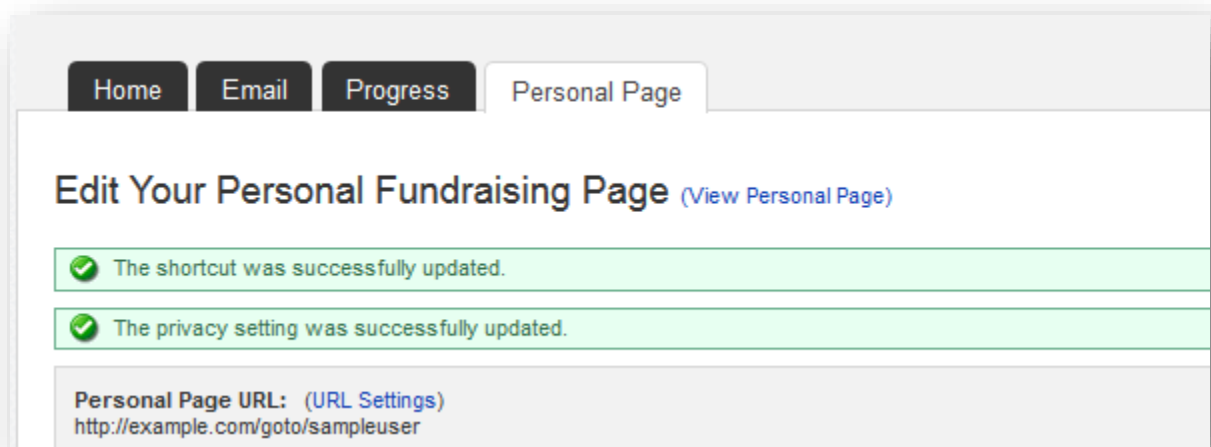
Personal Page URL:

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.)

Cancel Save

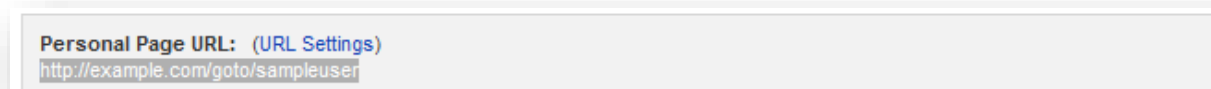
-CONTINUE ON NEXT PAGE-

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



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



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.

Step 2. Click the “Fundraise on Facebook” blue button on the far right bottom of your participant center page.

The screenshot shows the Participant Center dashboard for a user named 'Test Test'. The top navigation bar includes 'Home', 'Email', 'Progress', and 'Personal Page'. The 'Overview' section displays fundraising progress: \$0.00 raised, a \$2,000.00 goal, 0% completion, and 914 days left. A 'What to do next?' section lists tasks like setting up a personal page, adding contacts, sending emails, and thanking donors. On the right sidebar, there are buttons for 'Send email', 'Enter new gift', and a 'Company' section. At the bottom right, a blue box highlights the 'Fundraise on Facebook' button, with a red arrow pointing to it from the 'Send an Email' step in the 'What to do next?' section.

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.

 Facebook

Log into use your Facebook account with **Blackbaud Fundraiser Test App**.

Email or Phone:

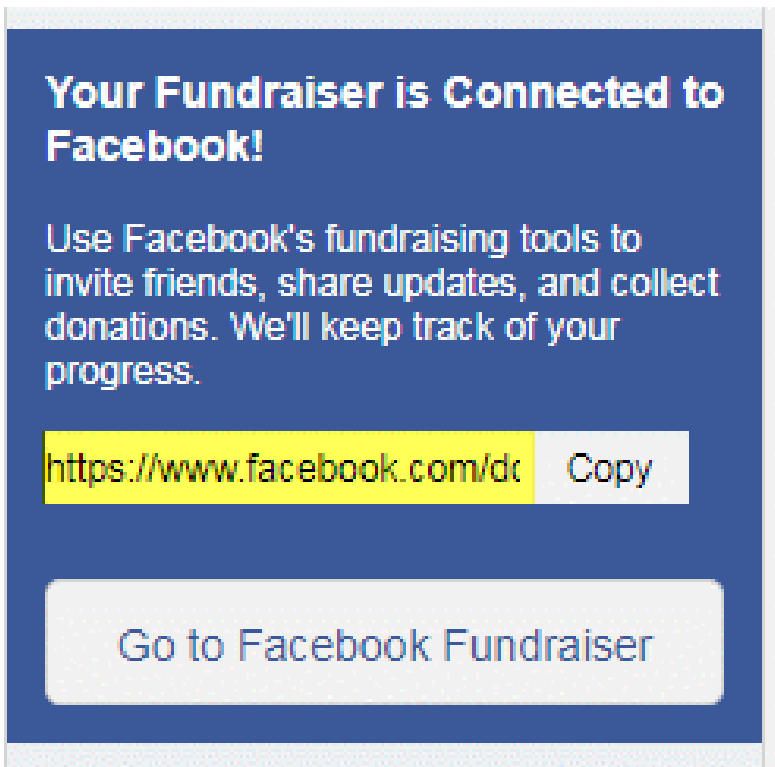
Password:

[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.



Your Fundraiser is Connected to Facebook!

Use Facebook's fundraising tools to invite friends, share updates, and collect donations. We'll keep track of your progress.

<https://www.facebook.com/dc> [Copy](#)

[Go to Facebook Fundraiser](#)

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.