How-To:
Participant Center Guide

challenge
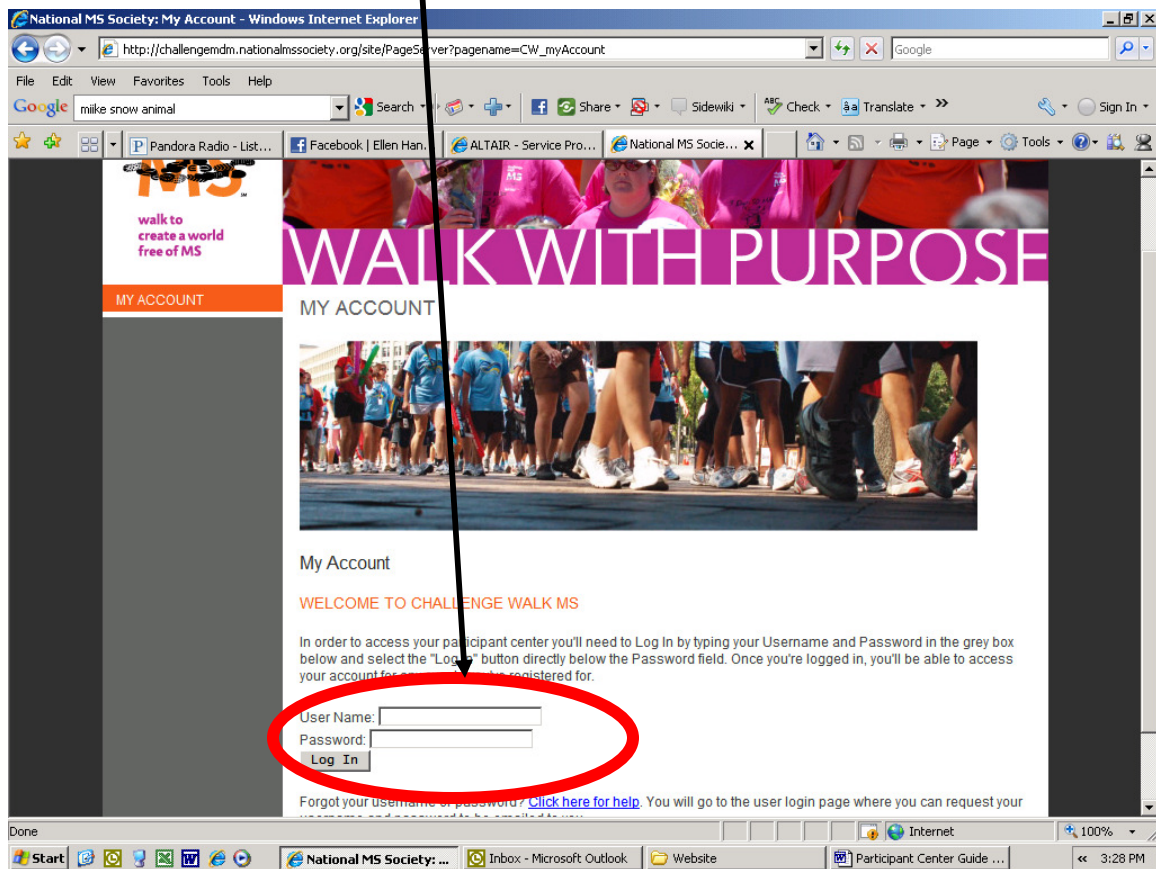walk

MS

walk to
create a world
free of MS

My Participant Center Tools

From the homepage at www.challengewalkMSmaryland.org , click **My Account** on the left side navigation bar.

**STEP 1**: Enter your username and password to access the **Participant Center**.

Please note that if you have forgotten your username or password, you can use the **Click here for help** hyperlink at the bottom of the screen to have that information emailed to you.

STEP 2: Click on the link for the event you are registered for.

STEP 3: The **Participant Center** allows you to do many things:

- Set up your personal webpage
- Upload your email address book
- Send emails to solicit donations and to thank those who have donated
- Track emails sent and actions taken
- Track your fundraising progress
- Connect your fundraising account to your facebook page
- Access your team information (only team captains have this icon)
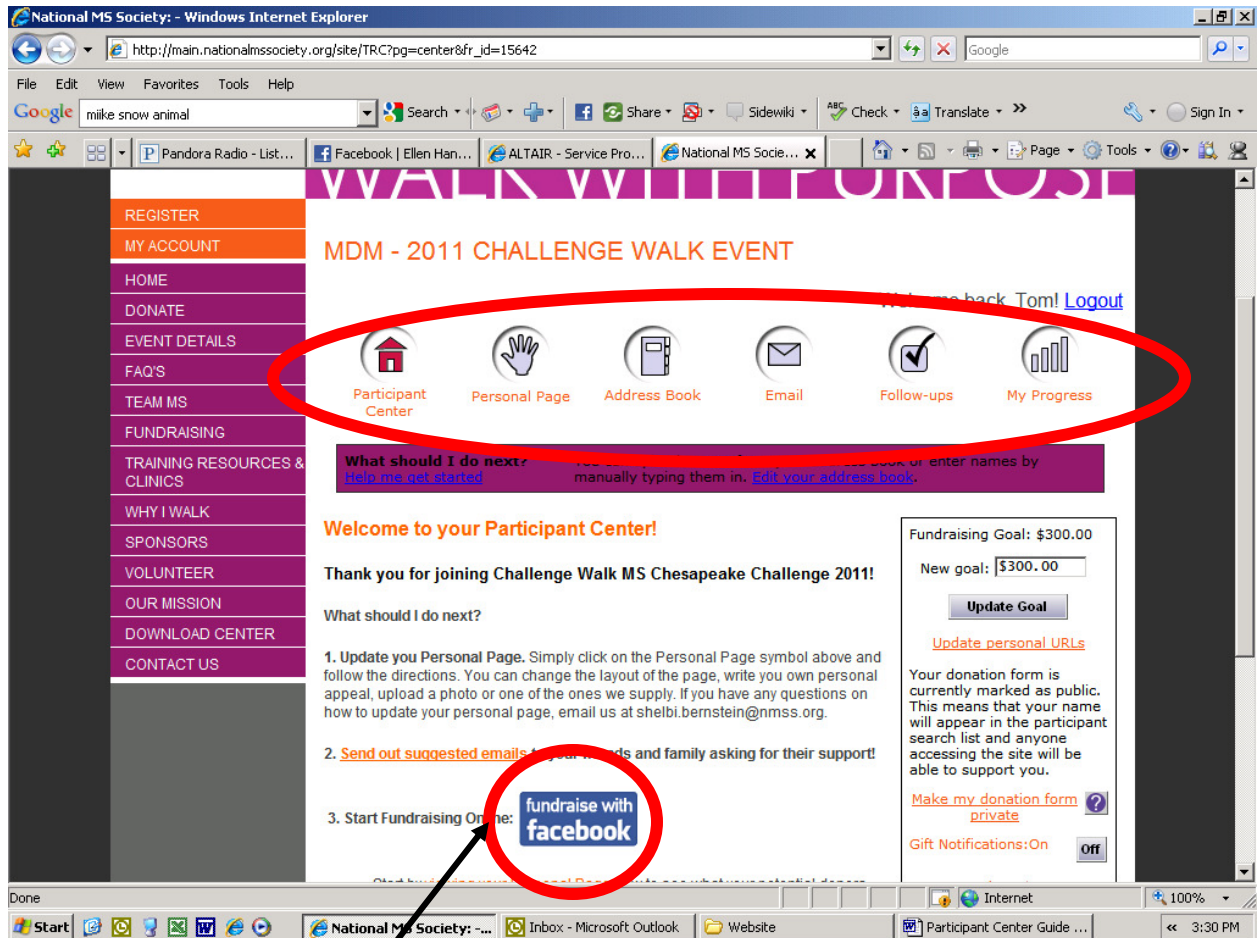
The **fundraise with facebook** icon allows you to connect your Challenge Walk MS fundraising page with your facebook account to reach even more people and spread the word about all your successes. When you click on the **fundraise with facebook** icon, it will prompt you to login to your faceboook account. Facebook will then walk you through the steps on how to make a tab on your profile or make a bookmark on your profile page.

Setting Up Your Personal Webpage

STEP 1: From the **Participant Center**, select the **Personal Page** button.
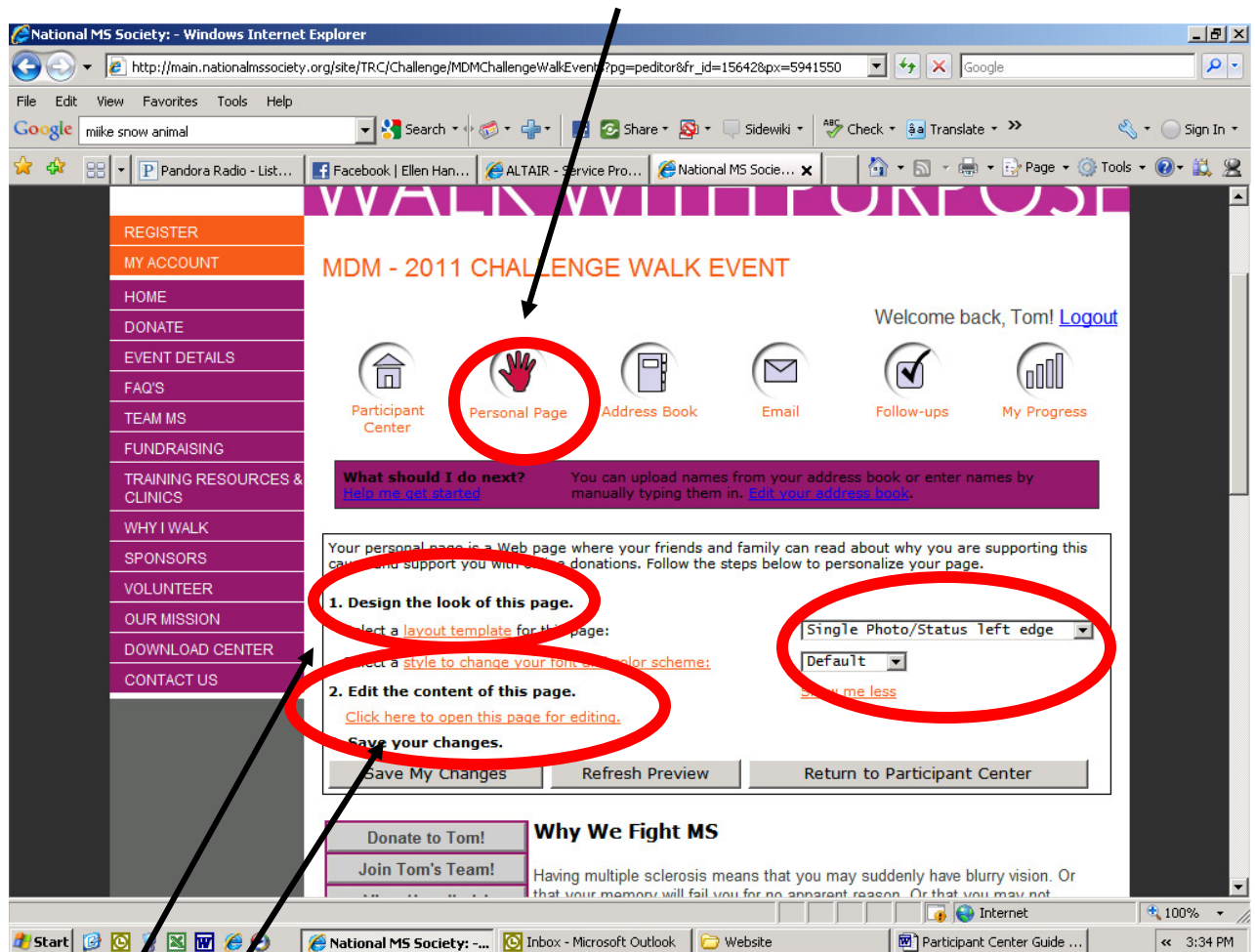
STEP 2: From here, you can customize your personal webpage using these easy tools.
1. Design the look of this page.
   a. change the template
   b. edit the font and color scheme.
   c. upload pictures
2. Open the page for editing. Be sure to **save your changes** before you log out!

STEP 3: Once you open the page for editing you can customize your page by adding your personal story and photos. All photos must be JPEG and smaller than 4 Mb

STEP 4: To edit the text on the **Personal Page**, click on the text box and begin typing. After you have made your changes, please make sure to click **save**!


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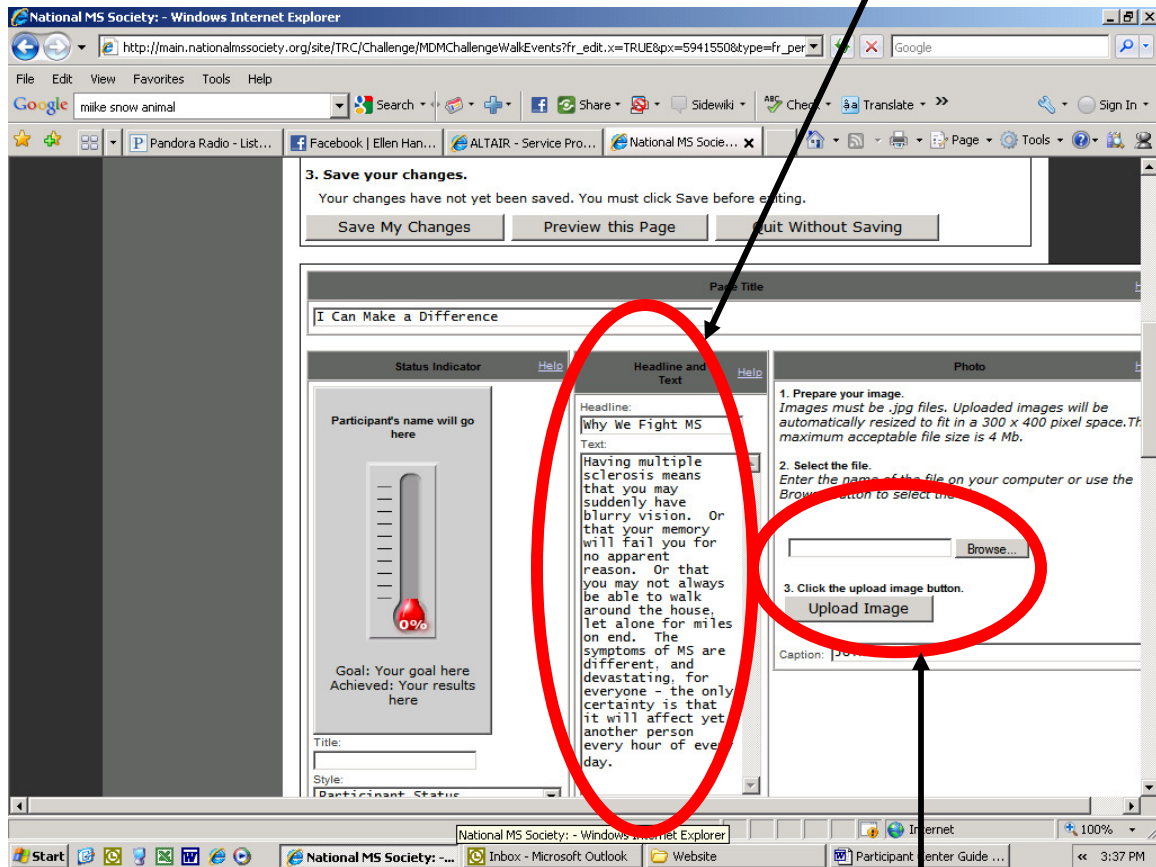
STEP 5: To pick a photo from your picture library, click on the **Browse** button to begin your search. After you have selected your photo, click on the **Upload Image** button to complete the selection.

Blogging on your Personal Webpage

Keep your **Personal Page** fresh by adding a web log (blog) on your personal webpage. Update your personal blog frequently with your training or fundraising progress. Encourage your friends to bookmark it and check frequently to see you latest updates.

STEP 1: The blogging feature is automatically enabled when you register for Challenge Walk MS. To customize the name of your blog or turn this feature off, open the personal page for editing and scroll to the bottom of the page. Don't forget to **save your changes**!
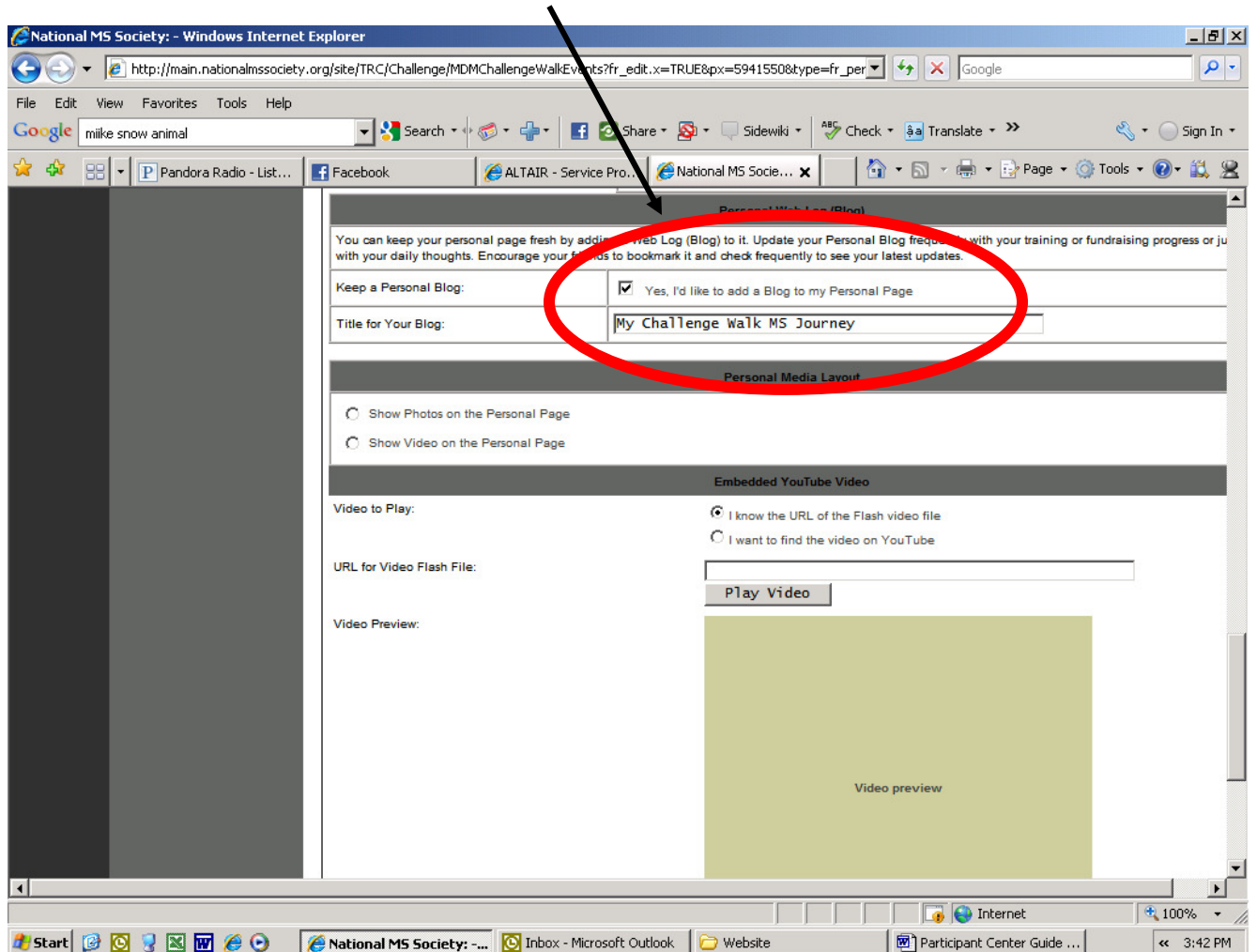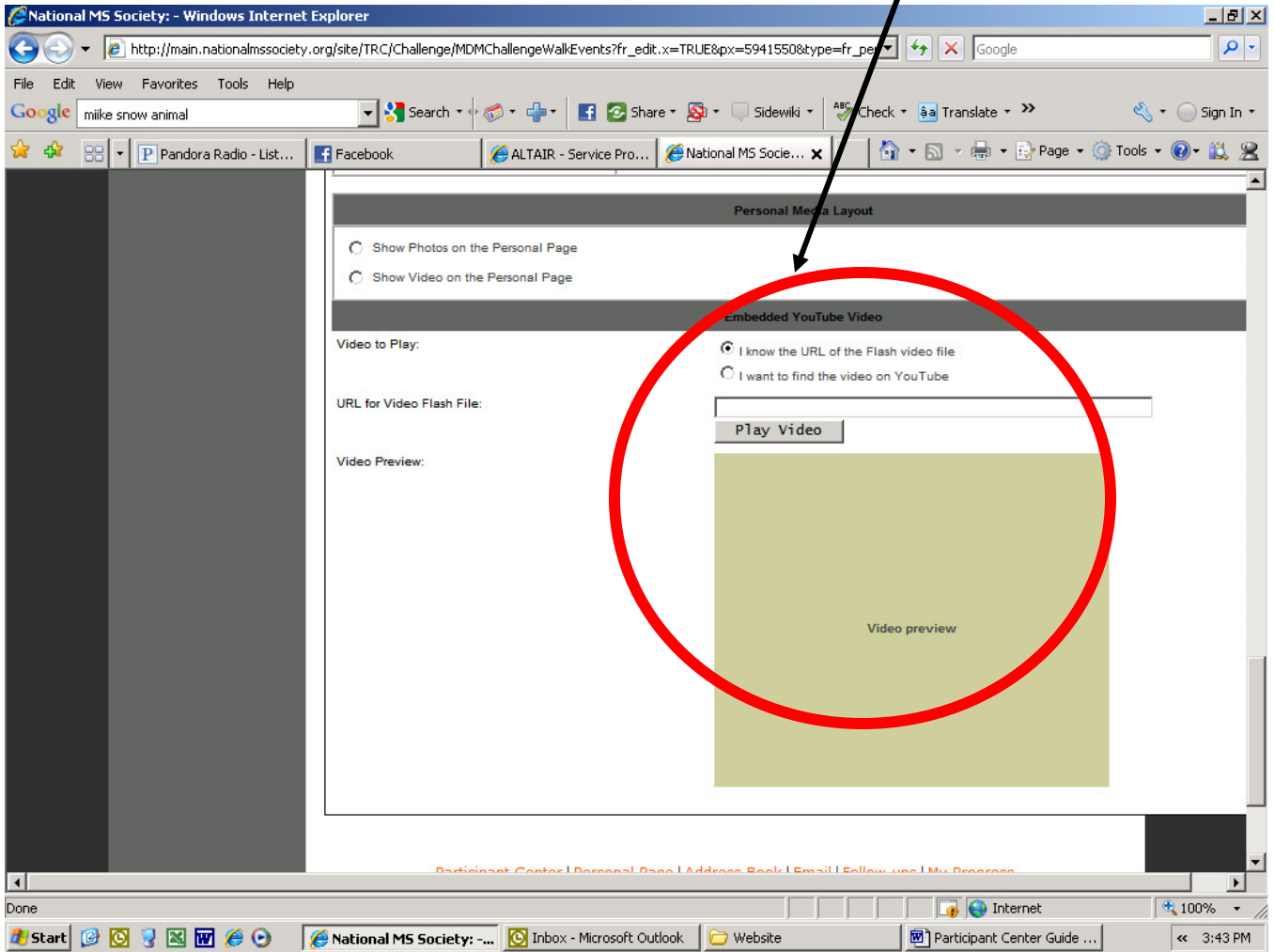
STEP 2: To post a new entry to your blog, scroll down to the bottom of your **Personal Page** and click **Post a New Topic** under **My Challenge Walk MS Blog**
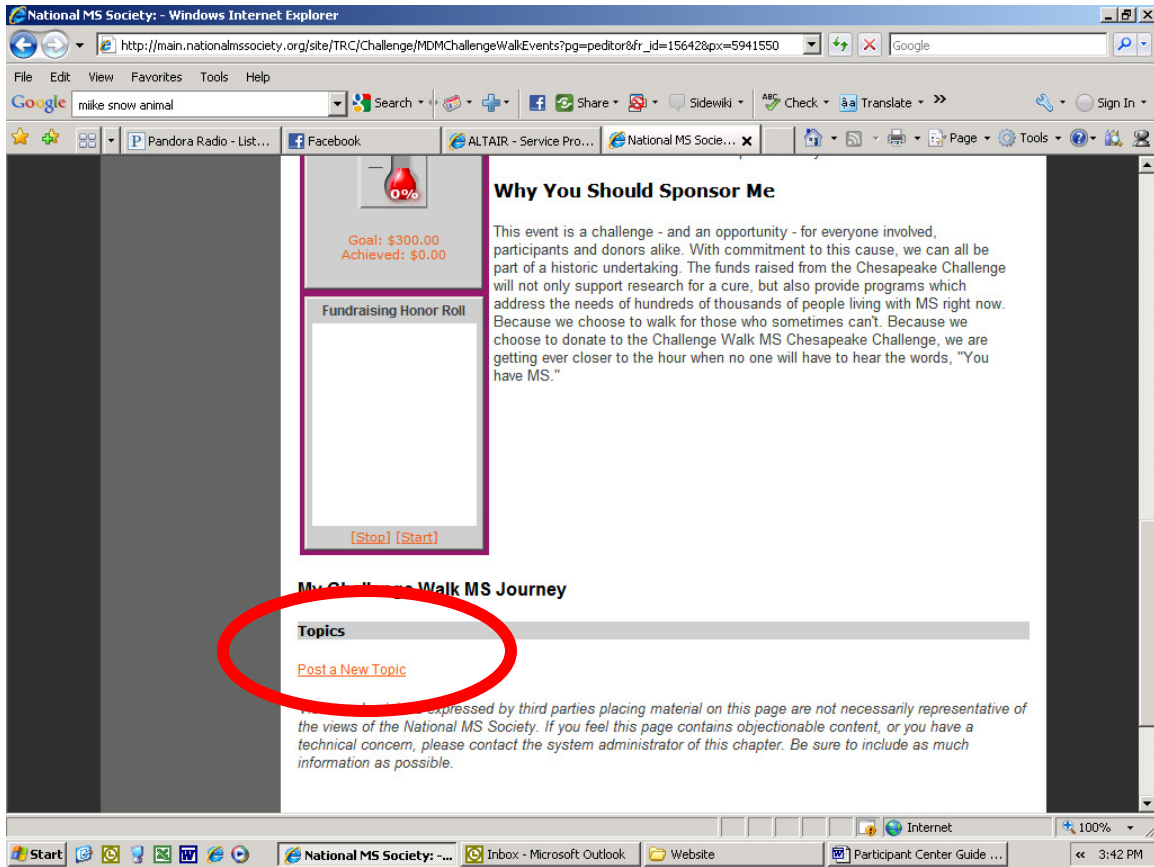
Be sure to enter your message and click on **Post New Topic** to add it to your blog.

When your **Personal Page** is open for editing, you can also upload videos to share with friends and family.
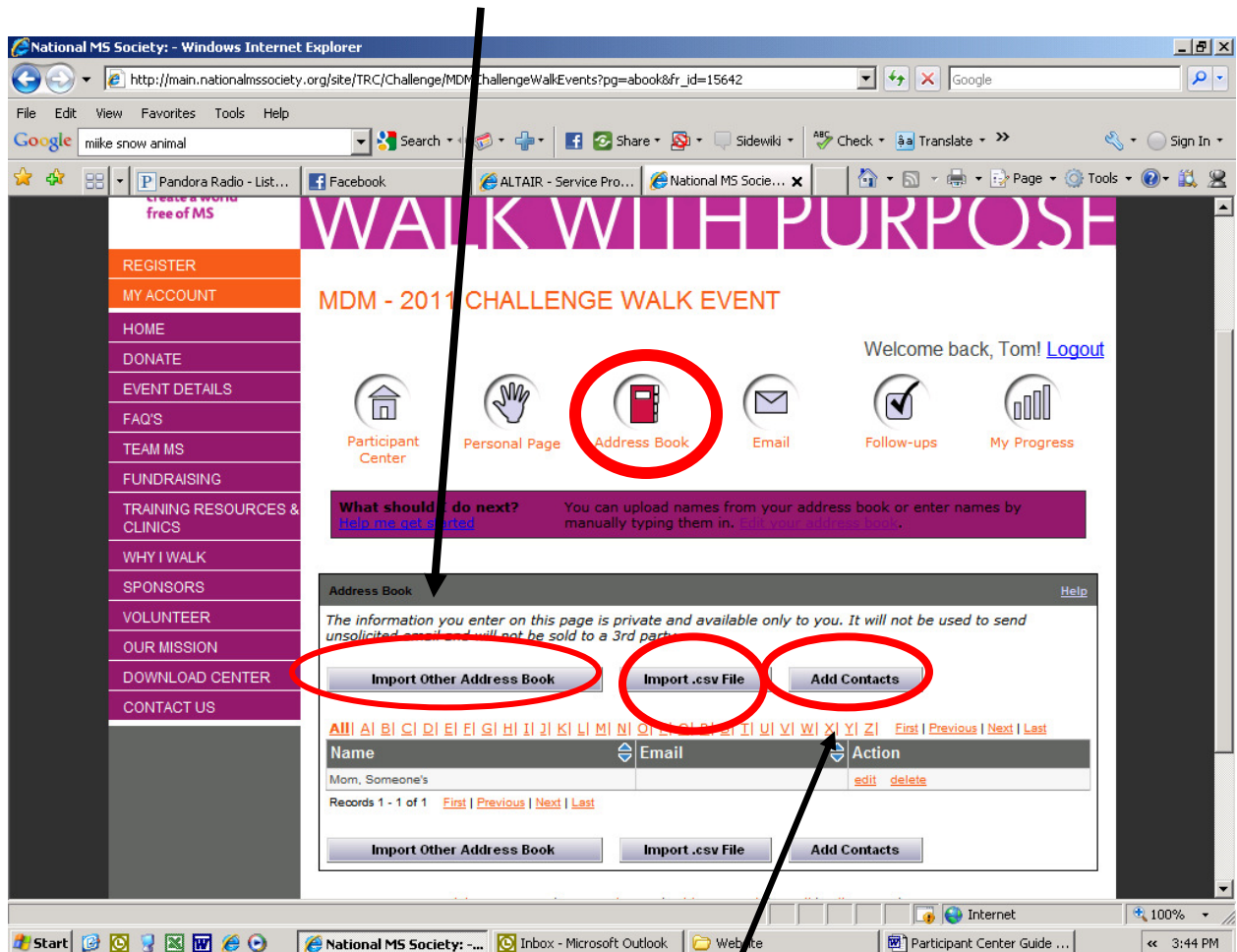
Uploading your Address Book

**STEP 1:** From **Address Book**, there are three different ways to add contact to your address book.

- You can upload your address book from Outlook, Gmail, Yahoo, AOL or Plaxo.
- You can import a generic CSV file
- You can manually type in your contacts one at a time.
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To import an address book, click **Import Other Address Book.**

To manually enter your contacts one at a time, click **Add Contacts** and type in the email addresses of your friends and family.

STEP 2: Click on **Add From My Address Book**
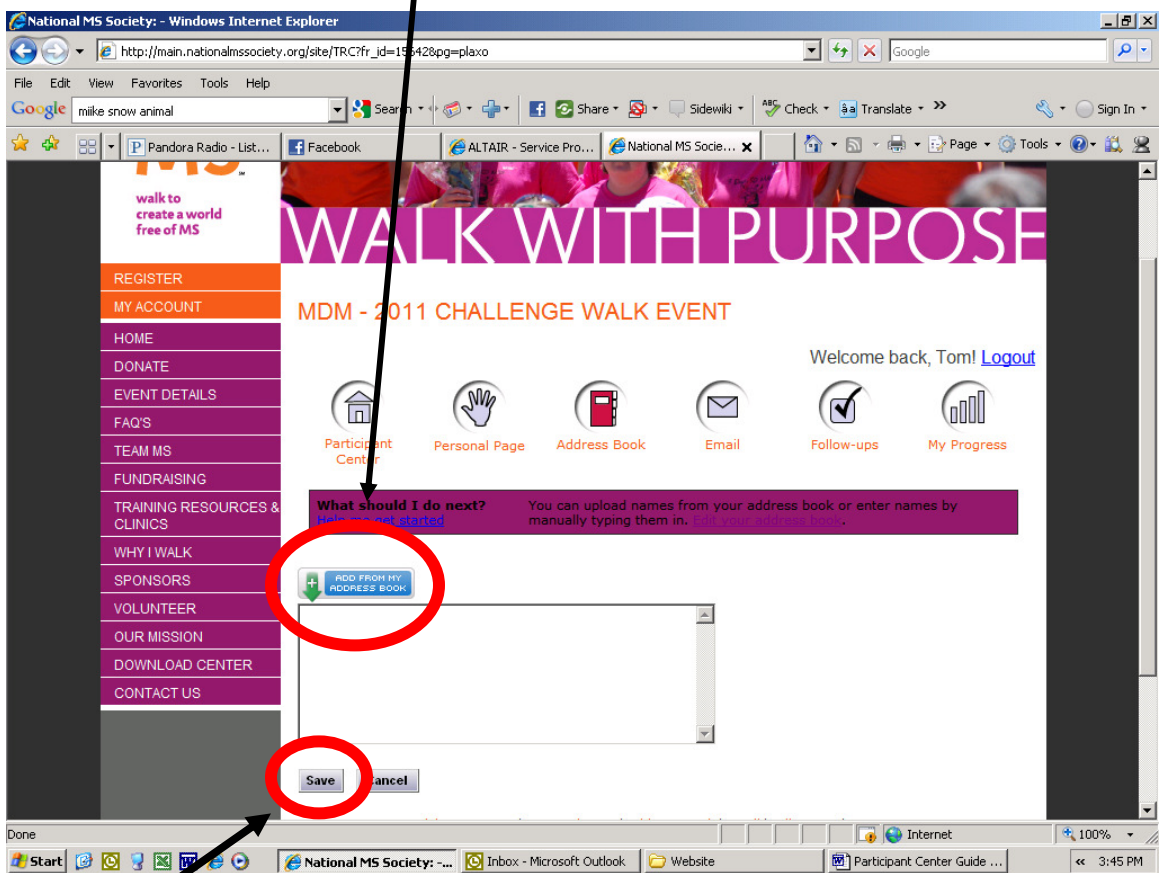
STEP 3: From the pop up, select the source of your address book.

STEP 4: Follow through the prompts of the pop up to select your contacts, click NEXT.
Don't forget to click Save when the pop up closes.

Sending Emails

STEP 1: From the **Participant Center**, select the **Email** button. You can use the template emails or draft your own personal message.
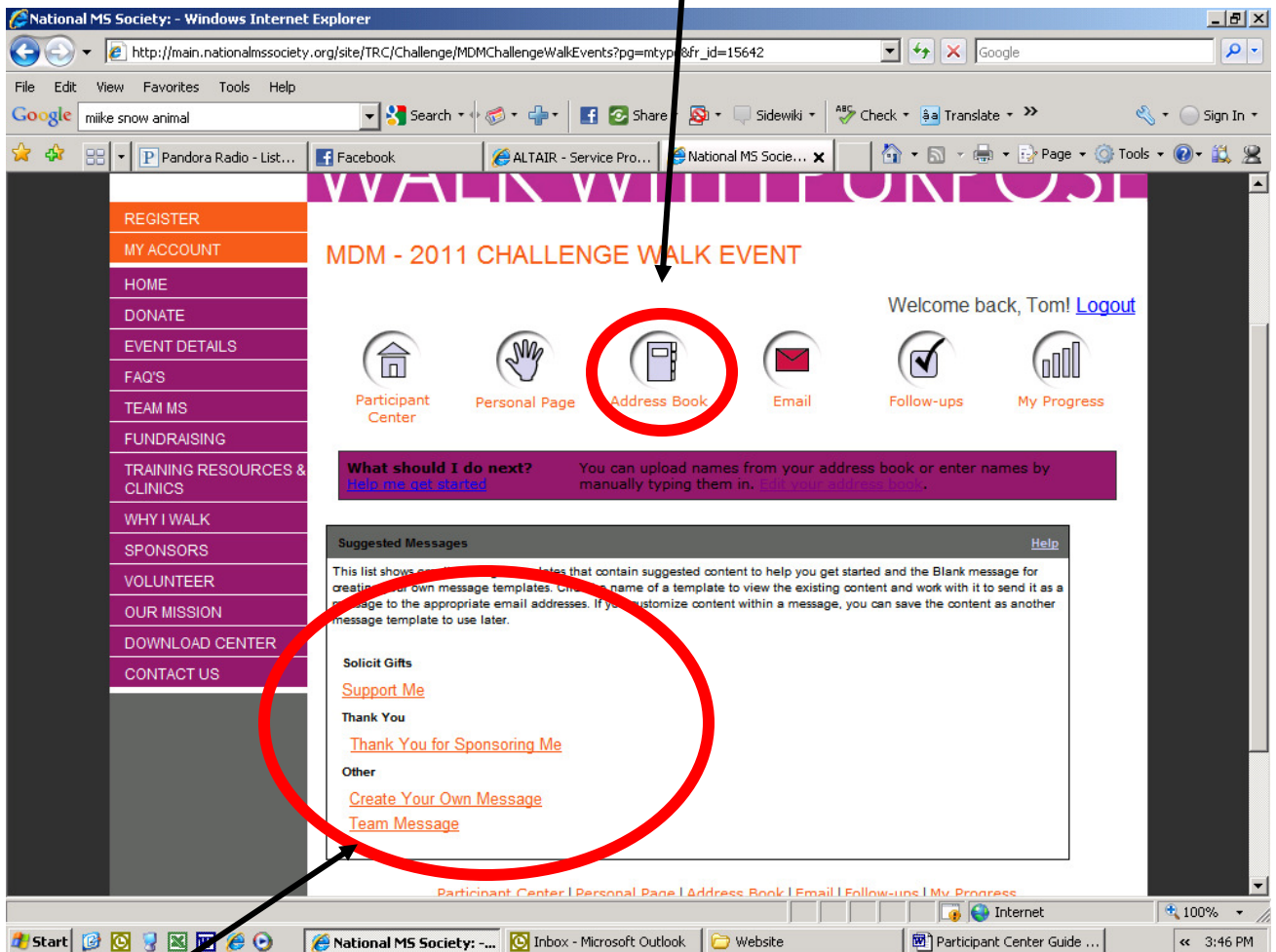
STEP 2: From this section, you can send emails to potential donors to solicit donations and to send thank you emails to those who have already donated. Team captains can also send email to fellow team members.

Following up on Your Communications

STEP 1: From the **Participant Center**, select the **Follow-Ups** button. This section keeps track of all your communication with your contacts.

STEP 2: The **To Do** column lets you know if you need to send any reminders, solicitations, or thank you emails to your contacts.

There are color coded flags next to your contacts' names to inform you of the type of follow up needed.

Tracking Your Progress

STEP 1: From the **Participant Center**, select the **My Progress** button. This selection helps to keep track of all your donations.

STEP 2: This section automatically keeps track of your online donations and also allows you to enter offline donations (these are cash and checks that you receive and will send into the National MS Society.) The gift summary shows your fundraising total to date. To post offline donations, click the **Enter Gifts Received Offline** link. Please feel free to refer to the included Offline Gift Guidelines.

Team Captains (only available to team captains)

STEP 1: From the **Participant Center**, select the **My Team** button. This feature will allow you to set up your team's webpage, track your team's progress, update your team's fundraising goal, review and maintain your team roster and email your team members.
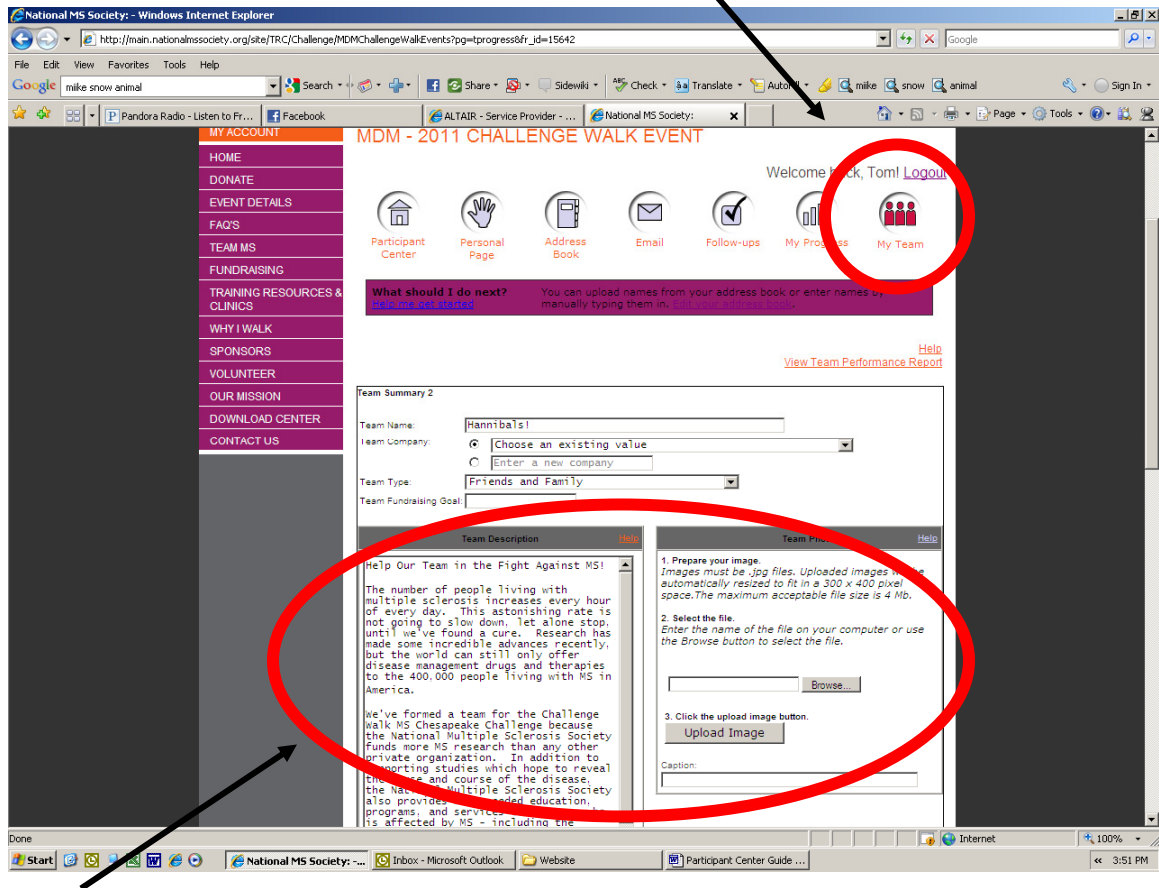
STEP 2: Utilize this page to edit text and upload pictures to your team webpage. All photo images must be JPEG files smaller than 4Mb. To pick a photo from your picture library, click on the **Browse** button to begin your search. After you have selected your photo, click on the **Upload Image** button to complete the selection. Be sure to save your changes before logging out.

STEP 3: Below the **Team Summary** section, the **Gift Summary** and the **Team Progress** sections provide detailed information and charts regarding your team's fundraising efforts.

STEP 4: The **Team Roster** allows you to maintain a detailed listing of registered team members and their current fundraising successes. From this section, you can print your team roster, download the team roster to an outside source and email individual team members or the entire team.