



**WALK FOR HOPE.  
WALK FOR HELP.  
WALK FOR LIFE.**



**PARTICIPANT CENTER  
USER GUIDE**



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We strongly encourage you to spend some time exploring the Participant Center. If you have questions or need help, please don't hesitate to contact us.

The Les Turner ALS Foundation Team  
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## ONLINE FUNDRAISING BENEFITS

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Online fundraising has dramatically increased over the past few years. There are many benefits to using online platforms to ask for support and raise funds. Did you know...

- Participants who update their personal fundraising page raise on average \$229.54 more than those who do not update their page?
- Participants who send emails raise on average \$252.47 more than those who do not send emails?
- Participants who send emails receive on average 4 more gifts than those who do not send emails?
- Facebook and other social media channels make it easier than ever to share why you are participating in the ALS Walk for Life, encourage your followers to join you and collect donations?

To help accommodate this growing trend, we have created a robust Participant Center for you to utilize. This online portal is designed to streamline your fundraising and recruitment efforts. There is a lot of functionality, most of which is explained in great detail throughout this packet.

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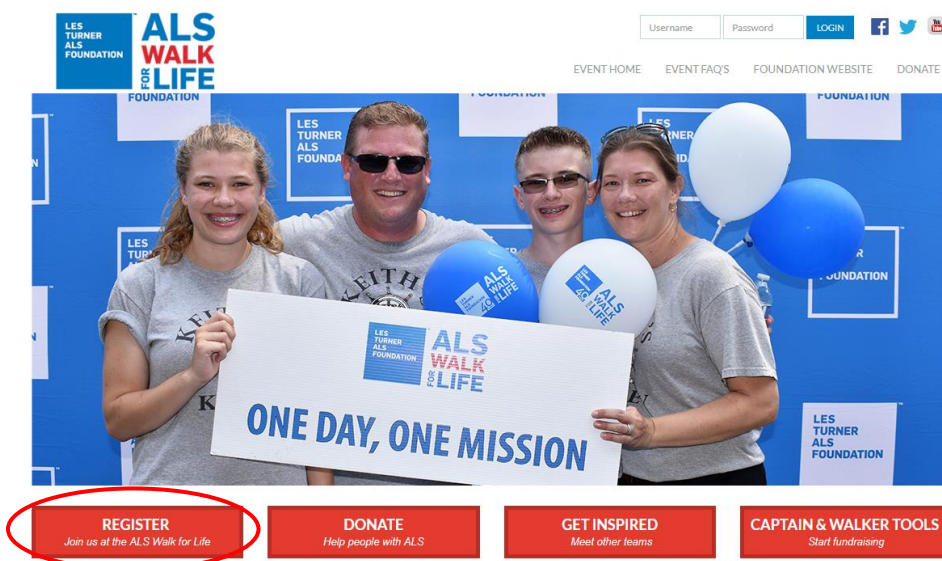
## PARTICIPANT CENTER OVERVIEW

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The **Participant Center (PC)** is available to every registered event participant. In order to access the PC, first time participants will need to create a username and password and returning participants will need to enter their existing information during the event registration process. **Write down your username and password and store it in a place that you can easily reference.**

### Username and Password

For new and repeat participants, click the **'Register' button** on the Walk home page to begin.



Then, select the appropriate registration option.

Choose from one of the registration types below and get started on your fundraising for people living with ALS and their families! Completing registration will allow you to fundraise, be considered for our awesome incentives and prizes and ensure you receive important updates regarding the event.

#### [Register as a Team Captain](#)

Start your team and fundraising here!

#### [Register to join a Team](#)

If you are interested in joining a Walk team that has already been created, use this link to find your team and register as a member. To see if your team is already registered, [click here to see a full listing of registered teams](#).




#### [Register as an Individual Walker](#)

If you are participating in the Walk, but not part of a team, use this option to register.

**First time event participants** will be asked to create a Participant Center username and password during registration. To begin, select 'Join as a new participant'.

Complete the steps as directed. During the registration process, in the Participant Center Login Information section, you will indicate your username and password. As a reminder, we recommend you write down your username and password and store it in a place that you can easily reference.

LES TURNER ALS FOUNDATION **ALS WALK FOR LIFE**

Username Password LOGIN   

EVENT HOME EVENT FAQ'S FOUNDATION WEBSITE DONATE

### 2018 ALS Walk for Life

#### Returning Participant or User Login

[New User](#) \*Indicates Required

**JOIN AS A NEW PARTICIPANT**

Returning User

\*User Name:

\*Password:

**LOG IN**

[Email me my login information](#)

#### Participant Center Login Information

\*User Name:   
5 to 60 characters

\*Password:   
5 to 20 characters

\*Repeat Password:

**Returning participants** will need to enter the username and password that they previously created in order to begin the registration process. If you forgot your username and/or password, click 'Email me my login information' and follow the instructions in the email.

### Returning Participant or User Login

New User

JOIN AS A NEW PARTICIPANT

Returning User

\*User Name:

\*Password:

LOG IN

Email me my login information

\*Indicates Required

### Log in

To **log in to your Participant Center**, simply enter the username and password you created during registration at the top of the event home page. You can also log in directly from the confirmation screen or email you receive after completing registration.

The screenshot shows the top navigation bar of the ALS Walk for Life website. On the left is the logo for the Les Turner ALS Foundation. In the center, there are input fields for 'Username' and 'Password', followed by a red 'LOGIN' button which is circled in red. To the right of the login button are social media icons for Facebook, Twitter, and YouTube. Below the navigation bar is a large banner image of four people (two men and two women) smiling and holding a sign that says 'ONE DAY, ONE MISSION'. The sign also features the ALS Walk for Life logo. Below the banner are four red buttons: 'REGISTER' (with subtext 'Join us at the ALS Walk for Life'), 'DONATE' (with subtext 'Help people with ALS'), 'GET INSPIRED' (with subtext 'Meet other teams'), and 'CAPTAIN & WALKER TOOLS' (with subtext 'Start fundraising').



## PARTICIPANT CENTER HOME PAGE

All registered participants will receive a **Personal Fundraising Page**. Team captains will also receive a **Team Fundraising Page**. Both types of pages are public websites designed to help with recruitment and fundraising efforts.

If you participated last year, you will have access to last year's participant center information as well as any personalized text and/or photos you uploaded to your Personal Fundraising Page. All other Personal and Team Pages will automatically have generic event text but **we strongly encourage you to customize your page(s)**. Fundraising pages with photos/videos and unique stories are proven to be more compelling and as a result, yield larger and more frequent donations.

When you log in to your Participant Center, you will automatically be on the **'Home' tab**. This dashboard includes **shortcuts to the most frequently used tools**, including:

1. Customizing your fundraising page(s)
2. Adding contacts to your PC address book
3. Sending emails
4. Thanking your donors
5. Linking a Facebook fundraiser to your participant center
  - o For more information on integrating Facebook fundraisers to your participant center, see the Facebook Fundraising guide in the Runner Toolkit.
6. Viewing your recent activity

The screenshot shows the Participant Center Home Page dashboard. At the top, there are navigation tabs for 'Home', 'Email', and 'Profile'. The main content area is divided into several sections:

- What to do next?**: A list of tasks with numbered callouts 1 through 6:
  - 1. Set up your Personal Page: Customize your Personal Page with a story about why you are raising funds for this cause.
  - 2. Add Contacts to Your Address Book: Add contacts to email from your personal Address Book on our site.
  - 3. 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.
  - 4. Thank your Donors: Thank your donors!
  - 5. Set up your Personal Page: Your last Personal Page update was 5 days ago. Consider updating it now with new information.
  - 6. Reach Out: You have 1 contacts that you have not emailed. Consider contacting them about your fundraising effort.
- REACH YOUR GOAL FASTER**: RAISE MONEY DIRECTLY ON FACEBOOK. A blue box with a numbered list of steps:
  - 1. Update your personal page content to configure the content of your Facebook Fundraiser.
  - 2. Connect this fundraiser to Facebook.
  - 3. Invite friends, share updates and collect donations on Facebook.
  - 4. Keep track of your progress. The money you raise on Facebook will count toward your goal.An 'Edit Fundraiser Content' button is located below the list.
- Share**: Social sharing icons for Facebook, Google+, Facebook, Twitter, and LinkedIn.
- Recent Activity**: A section with a numbered callout 6, showing 'You joined 2023 ALS Walk for Life' with a date of 'Mar 07'.

## Personal Page Customization

To **customize your Personal Page**, scroll down on the homepage and make sure you're on the **'Me' tab** when logged in to your PC. You will automatically be directed to the **'Content' sidebar**. From here, you can complete the following actions:

1. Review your fundraising progress
2. Update your fundraising goal
3. View fundraising Badges
4. View personal donations
5. View your current Personal Page
6. Create a user-friendly URL to make it easier for people to visit and find your page
7. Add a personalized title/greeting
8. Personalize the text by sharing why you are participating and edit the text format
9. Upload pictures

The screenshot displays the 'Me' tab interface for 'My Team'. It is divided into two main columns. The left column contains three sections: 'Your Fundraising Progress' (with a progress bar from \$0.00 to \$200.00 and an 'Edit Goal' button), 'Badges' (with the text 'Badges are fun things you can earn.'), and 'Personal Donations' (with the text 'No donations found.'). The right column contains the 'Personal Page' section, which includes a 'Personal Page URL' (with a 'URL Settings' button), a 'Title' (with an 'Edit Content' button), a 'Body' text area containing a personal message about participating in the 22nd Anniversary ALS Walk for Life, and a 'Photos/Video' section (with an 'Update Media' button) featuring a blue flower image. Blue numbered callouts (1-9) are placed over the interface to correspond with the list of actions.

## Team Page Customization

Only captains are given access to update the Team Page. To do so, captains should click on the 'My Team' tab when logged in to their PC. From here, the following actions can be completed:

The screenshot shows the 'My Team' page with the following elements and callouts:

- 1**: Message To Your Team section with an 'Edit' button and a 'Team Name' dropdown.
- 2**: Team Progress section showing a progress bar from \$0.00 to \$1,000.00, with an 'Edit Goal' button.
- 3**: Callout for the 'Edit Goal' button.
- 4**: Team Badges section with the text 'Badges are fun things your team can earn.'
- 5**: Team Donations section with the text 'No donations found.'
- 6**: Team Page URL section with a 'URL Settings' button.
- 7**: Callout for the 'URL Settings' button.
- 8**: Body section with 'Edit Content' button and text describing the team's participation in the 22nd Anniversary ALS Walk for Life.
- 9**: Photo section with an 'Update Photo' button and a photo of blue cornflowers.
- 10**: Team Roster section with 'Manage Captains' button and a download icon, showing the name 'LTALSF TEST'.

1. Set a message for your team
2. Review your fundraising progress
3. Update your fundraising goal
4. View fundraising Badges
5. View team donations
6. View your current Team Page
7. Create a user-friendly URL to make it easier for people to visit and find your page
8. Personalize the text by sharing why your team is participating and edit the text format
9. Upload Pictures
10. View Team Roster and manage Team Captain(s)



# FUNDRAISING PAGES

## Personal Page Summary

After personalizing your personal fundraising page, you can use your personal page URL to view your page. This is the page people will see when they click the custom personal page URL or search your name on the ALS Walk for Life homepage. Here are the following:

1. Customizable text, photos/video and greeting line
2. Link to donate to you as an individual
3. Link to register to join your team
4. Link to your Team Page
5. Your personal fundraising progress compared to your original goal
6. Honor roll of donors who contributed to you and designated that their gift can be made public during the donation process
7. Shortcuts for you to share a direct link to your Personal Page on your various social media accounts

Walk for Hope. Walk for Help. Walk for Life.

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Join me as I participate in Les Turner ALS Foundation's 22nd Anniversary ALS Walk for Life!

I believe in the mission of the Les Turner ALS Foundation. I believe in providing the best comprehensive care to people living with ALS and their families and I believe that the money we raise together will lead to treatments and a cure for ALS. This cause is important to me and people living with ALS need your help!

ALS is scary. Really scary. Its rapid progression can mean tomorrow is often worse than today. As a result, people living with ALS are overwhelmed and unsure of what questions to ask and what to do next. But that's where the Les Turner ALS Foundation comes in. They exist to care for those affected by the disease, guide them to answers, support them and their loved ones and provide hope through scientific research.

I'm proud to be a member of the Les Turner ALS family. Join me as we work to support people living with ALS and those who love them every step of the way! Please consider making a donation to help me reach my fundraising goal. Together, we can create a world free of ALS!

DONATE TO LTALSF

2

JOIN LTALSF'S TEAM!

3

LTAF Test Team

4

Achievements

No Badges Have Been Earned

PERSONAL PROGRESS:

5

0%  
of Goal

\$0  
Raised

FUNDRAISING HONOR ROLL

6

SHARE



7

## Team Page Summary

As mentioned above, a Team Page will be automatically be generated when a team registers. This page includes the following information:

1. Customizable text and photos/video
2. Link for visitors to donate to the team (gifts made through this link are not attributed to an individual participant, therefore, they are considered general team gifts and will be included in the Team Gifts total).
3. Link for visitors to register to join the team
4. A team roster that indicates the total amount raised by each participant and includes clickable links to individuals' Personal Pages
5. Team's overall fundraising progress compared to its original goal
6. Honor roll of all team donors (both general team and specific individuals) who designated that their gift can be made public during the donation process
7. Shortcuts for anyone to share a direct link to the Team Page on their various social media accounts

### 2023 ALS Walk for Life

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#### LTAF TEST TEAM

Our team is participating in the 22nd Anniversary ALS Walk for Life because we believe in the mission of the Les Turner ALS Foundation!

We believe in providing the best possible care to people living with ALS and their families and we believe that the funds we raise together will lead to a cure for ALS. This cause is important to us and we would greatly appreciate your support!

ALS is scary. Really scary. Its rapid progression can mean tomorrow is often worse than today. As a result, people living with ALS are overwhelmed and unsure of what questions to ask and what to do next. But that's where the Les Turner ALS Foundation comes in. They exist to care for those affected by the disease, guide

them to answers, support them and their loved ones and provide hope through scientific research.

We are proud to be members of the Les Turner ALS family. Join us as we work to support people living with ALS and those who love them every step of the way! Please join our team on event day or consider making a donation to help us reach our fundraising goal. Together, we can create a world free of ALS.

**DONATE TO TEAM** 2

**JOIN TEAM** 3

**TEAM ROSTER** 4

|             | RAISED |
|-------------|--------|
| LTALSF TEST | \$0    |
| Team Gifts  | \$0    |

Denotes a Team Captain

**Achievements**  
No Badges Have Been Earned

**TEAM PROGRESS** 5

0% of Goal \$0 Raised

**TEAM HONOR ROLL** 6

**SHARE** 7

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## EMAIL

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Within the **'Email' tab**, you can complete the following actions:

- Create and send emails
- View a log of sent emails
- Import contacts into your PC address book

Please note: A link to your Personal Page will automatically be included at the footer of every email you send. This ensures your friends and family can donate directly to your personal fundraising total.

### Composing Emails

We strongly encourage you to explore the participant center email functions. Here are some of the email functions available in in the participant center:

#### 1. **Manage contact information**

- Under "All Contacts" you can enter contact information manually or import a group of contacts from Gmail, Yahoo Mail, or a generic .csv file. From here, you can select multiple or all your contacts to include in your email.
  - Under "Never Emailed," you can see which contacts you haven't emailed yet
  - "Needs follow-up" shows you the list of responses to your emails that you may need a reply.
  - "Unthanked Donors" lists contacts that have donated to your personal page but have not yet been thanked.
  - The "Donors" tab lists each person who have donated to your personal page
  - Lastly, the "Non-Donors" tab lists people from your contact list who have not donated.
- Enter email recipients individually. If multiple email addresses, separate with a comma.
  - If desired, you can select an **email template** from this drop-down window. You can customize the content of any template. You will also notice that certain fields are highlighted in yellow. These fields should be customized as indicated in the template prior to sending to potential donors or supporters
  - Use template subject line or write your own.
  - Type your own email message or edit the content of one of our email templates.
  - Preview** and send emails
  - You can view, edit/send and delete previously saved drafts by clicking on the **'Drafts'** tab.
  - View previously sent emails by clicking on the **'Sent'** tab.

Please note: If you want to finish your email at a later time, you can select 'Save as draft'. You can also save the revised email as a template for future use by selecting 'Save as template'.

Home **Email** Profile

**Compose Message**

Drafts **7** **0**

Sent Messages **8** **0**

Contacts

All Contacts **1** **16**

Never Emailed **16**

Needs follow-up **0**

Unthanked Donors **0**

Donors **0**

Non-Donors **16**

Past Donors **0**

Past Donors Who Have Not Donated This Time **0**

Teammates **0**

Non-Teammates **16**

Past Teammates **0**

Past Teammates Not Registered for This Event **0**

Recipients (separate multiple email addresses with a comma) **2**

Support Me #2 **3**

Can I count on you to help people living with ALS? **4**

Include personalized greeting What's this?

H1 H2 H3 P **B** I U

Dear friends and family, **5**

I'm excited to tell you that this September, I'll be participating in the Les Turner ALS Foundation's **22nd Anniversary ALS Walk for Life!**


The Les Turner ALS Foundation provides personalized care visits by ALS support services coordinators, support meetings, educational materials and programs, access to medical equipment and communication devices and need-based grants. They exist to care for those affected by the disease, guide them to answers, support them and their loved ones and provide hope through scientific research.

Just as the Foundation is committed to supporting people living with ALS, I'm committed to raising awareness and funds for this important cause. Can I count on you to join?

To support me, please visit my personal fundraising page (link below) to make a donation or visit [alswalkforlife.org](http://alswalkforlife.org) to download and print a paper donation form available to mail in with a check..

Thank you for your support!

Current layout:



2023 ALS Walk for Life

Preview & Send **6**

Save as template

Please note: If you want to finish your email at a later time, you can select 'Save as draft'. You can also save the revised email as a template for future use by selecting 'Save as template'.

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## FAQ

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### How can I edit my Team's page?

- Only team captains can edit team pages. If you are a team captain, log into your participant center, scroll down to the customization section, and switch the tab to "My Team."

### I can't remember my log in...

- Click the LOGIN button in the top left corner. You will be prompted to a screen with the "Forgot Password" and "Forgot Username" options where you can reset your password.

### I want to change who's captain of my team...

- Team captains can change who is the team captain of their team under the tab "Team Roster" at the bottom of their team page customization section in their participant center. There can be up to 3 team captains per team.

### I have an event day question...

- Check out the Event FAQs page on the ALSWalkForLife.com homepage.

### I need more help!

- Please don't hesitate to reach out to our events staff with any questions. You can reach us at [events@lesturnerals.org](mailto:events@lesturnerals.org) or 847-679-3311.