

Using your Participant Center

If you've already registered for the event, a Participant Center has already been created. All you need to do is Login to the site using the button in the top-right corner to personalize and share your story.

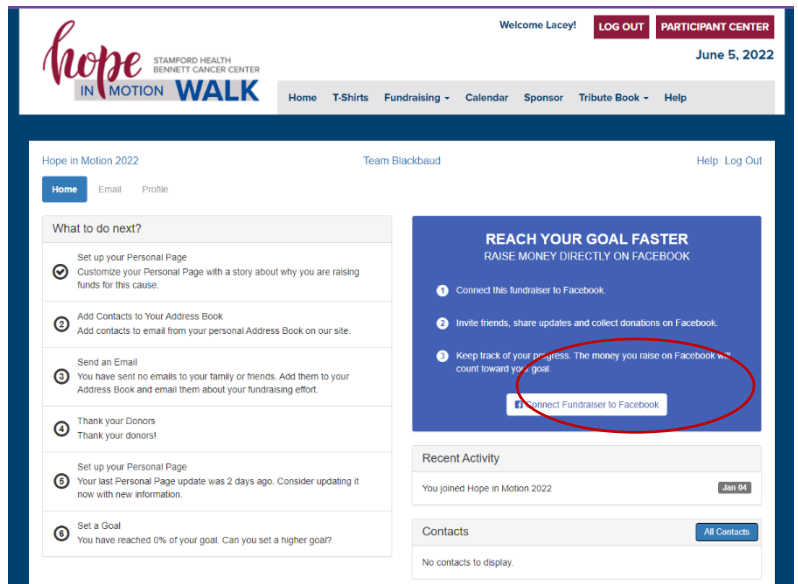
From your online Participant Center, you can:

- Customize your personal fundraising page with a story and photo
- Send fundraising and recruitment emails (there are pre-written templates that you can use)
- Track your progress
- Share your page on social media using the share tools
- Edit your username, password, and fundraising goal

How to Set Up Fundraise with Facebook

- You must be registered for the Walk & Run
- Once registered, log in to your Participant Center
- Click on the "Connect Fundraiser to Facebook" button in the blue Facebook box on the right-hand side
- Follow the easy steps to activate your fundraiser
- Once activation is confirmed you can begin your fundraising from Facebook

The fundraising goal thermometers are kept in sync, making it easy for you to track your goal progress across both systems.

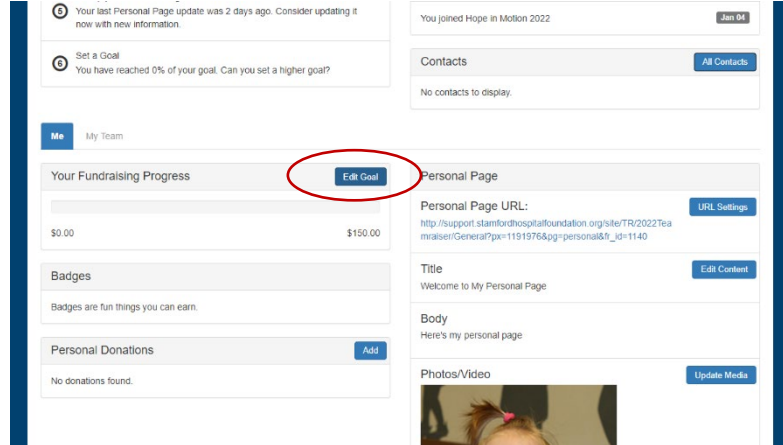


The screenshot shows the 'Participant Center' for 'Hope in Motion 2022' on the 'Team Blackbaud' page. The top navigation bar includes 'Welcome Lacey!', 'LOG OUT', 'PARTICIPANT CENTER', and the date 'June 5, 2022'. The main content area is divided into two columns. The left column, titled 'What to do next?', contains a list of tasks: 'Set up your Personal Page' (checked), 'Add Contacts to Your Address Book', 'Send an Email', 'Thank your Donors', 'Set up your Personal Page' (with a note about a 2-day update), and 'Set a Goal'. The right column features a blue box titled 'REACH YOUR GOAL FASTER RAISE MONEY DIRECTLY ON FACEBOOK' with three steps: 'Connect this fundraiser to Facebook', 'Invite friends, share updates and collect donations on Facebook', and 'Keep track of your progress'. A red circle highlights the 'Connect Fundraiser to Facebook' button in the first step. Below this box are sections for 'Recent Activity' (showing 'You joined Hope in Motion 2022' on Jun 01) and 'Contacts' (showing 'No contacts to display').

Family and friends can now support your efforts without having to leave Facebook!

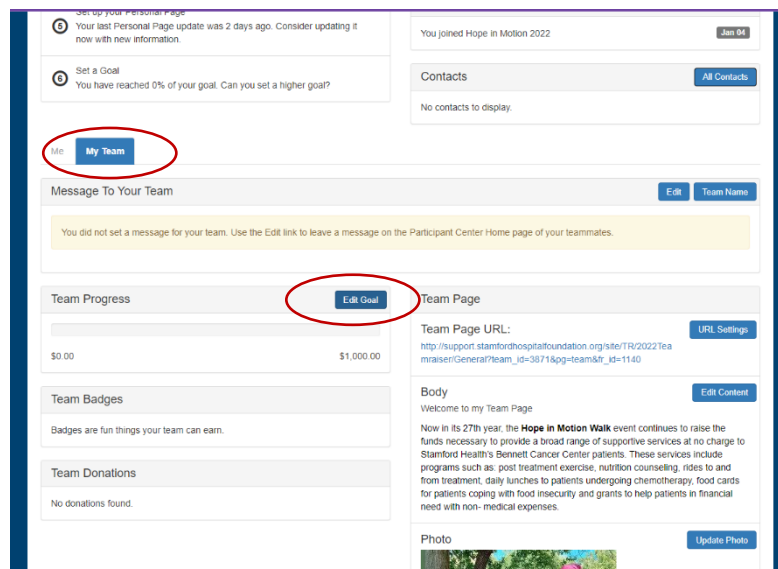
How to change your personal goal

- Log in to your Participant Center
- Scroll down to the "Your Fundraising Progress" box
- Click the blue "Edit Goal" button in the top bar of that box
- Enter the new amount and click Save



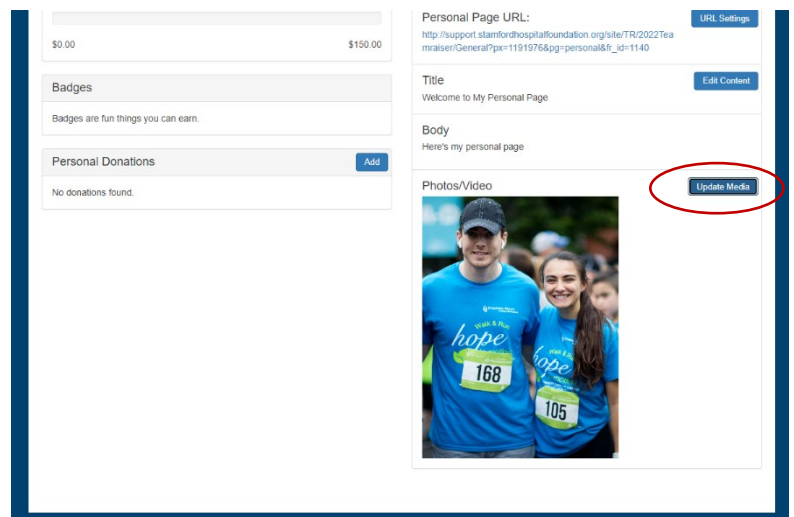
How to change your team goal (only team captain can change team goal)

- Log in to your Participant Center
- Scroll down and click the "My Team" tab
- Locate the box labeled "Team Progress"
- Click the blue "Edit Goal" button in the top bar of that box
- Enter the new amount and click Save



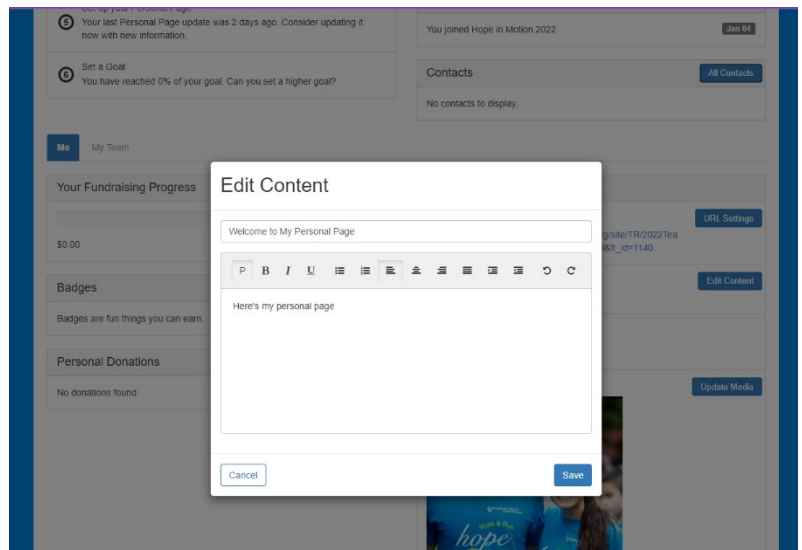
To upload a photo to the personal page

- Log in to your Participant Center
- Scroll down to the "Personal Page" section (on the right hand side)
- Click on "Update Media" button in the Photos/Video row
- Click the "Choose File" button
- Add a picture from your computer then click "Open"
- Enter a caption if you'd like to display one (optional)
- Click the "Save/Upload" button



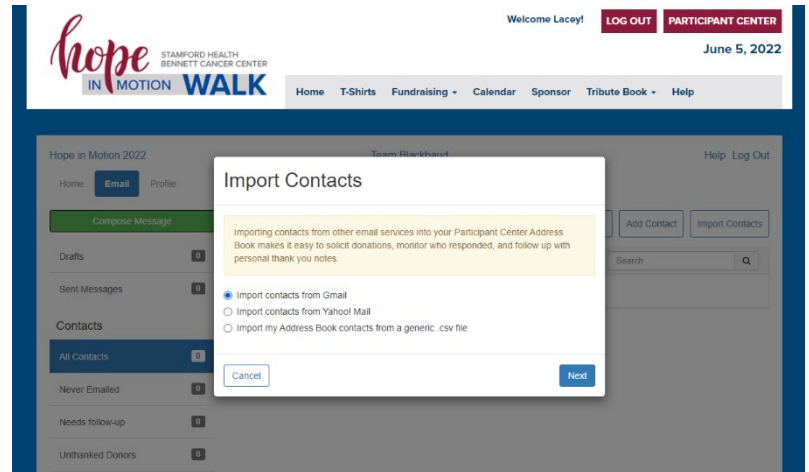
To add your story to the personal page

- Log in to your Participant Center
- Scroll down to the "Personal Page" section (on the right hand side)
- Click on "Edit Content" button in the Title row
- Edit your page title and body copy
- Click the "Save" button



To upload contacts to your Participant Center

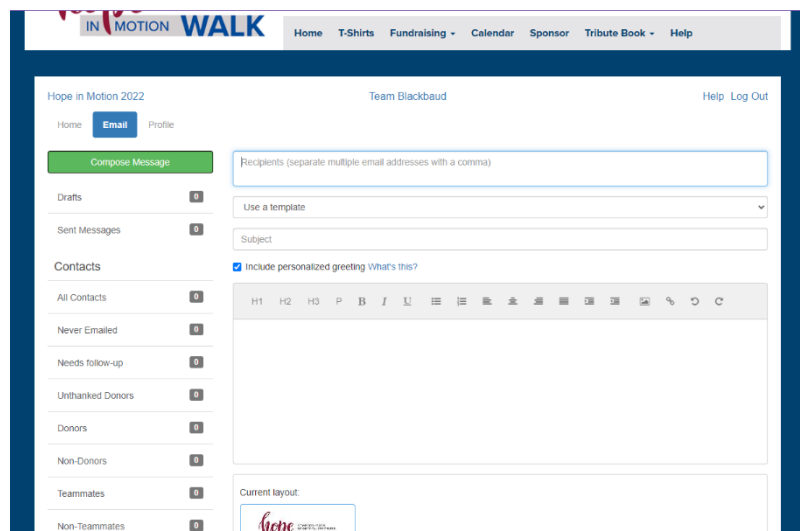
- Log in to your Participant Center
- Click on the “Email” tab
- Click on “All Contacts” in the left column, then “import Contacts” in the upper right corner
- Follow the prompts by importing a contact list or uploading a .csv file.



To send a fundraising email

If you want to use a pre-written template:

- Log in to your Participant Center
- Click on the “Email” tab
- Enter your future supporters’ names and email addresses in the “To:” field or Click on “choose from your contacts list” if you’ve imported your
 - contacts already
- Click on “Use a template” and choose “Solicitation”
- Edit the message as needed, being sure to fill in any personal details, then hit “Preview & Send” at the bottom left corner of the email



If you want to write your own email:

- Log in to your Participant Center
- Click on the “Email” tab

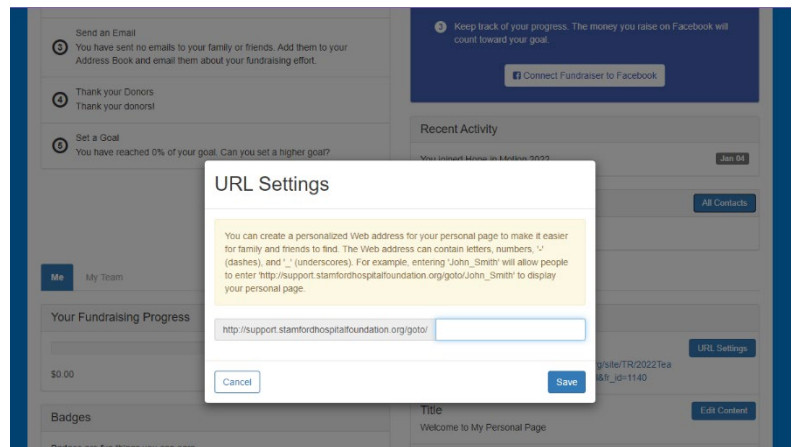
- Enter your future supporters' names and email addresses in the "To:" field or Click on "choose from your contacts list" if you've imported your contacts already
- Enter your subject line in the "Subject" field
- Write your email
- Then hit "Preview & Send" at the bottom left corner of the email

To share on my social media platforms

- Login to your Participant Center
- In the right hand column, you will see a Share section with social media icons. Click on the one you'd like to utilize.
- Type in the message that you would like to share and follow the instructions from there.
- You can also customize your Personal Page URL to make it easier to remember and share. See the next question for how to do this.
- You've not shared your personal page!

To create a 'friendly URL' for your page

- Login to your Participant Center
- Scroll down to the "Personal Page" section (on the right hand side)
- Click on "URL Settings" button in the Personal Page URL row
- You can customize/shorten the URL link of your Personal Page.
- A best practice is to customize your URL link with your Name and the year of your event.
- Once done, click the "Save" button.
- The URL link to your Personal page has now been customized. You can now copy/paste the new URL to any social media site, an email or even a text message.



How do I run reports to get my team stats?

- Log in to your Participant Center
- Scroll down and click the "My Team" tab

- Review your progress in the boxes labeled "Team Progress" and "Team Roster"
- To download your team donations or team roster, click on the button with the down arrow next to the corresponding label. An excel document will be exported to your computer.