
This document was put together to help you with some basic steps in your event participant centre. This is where you can invite people to make online gifts to support your event challenge and to keep track yourself of all your family, friends and networks that do support you!

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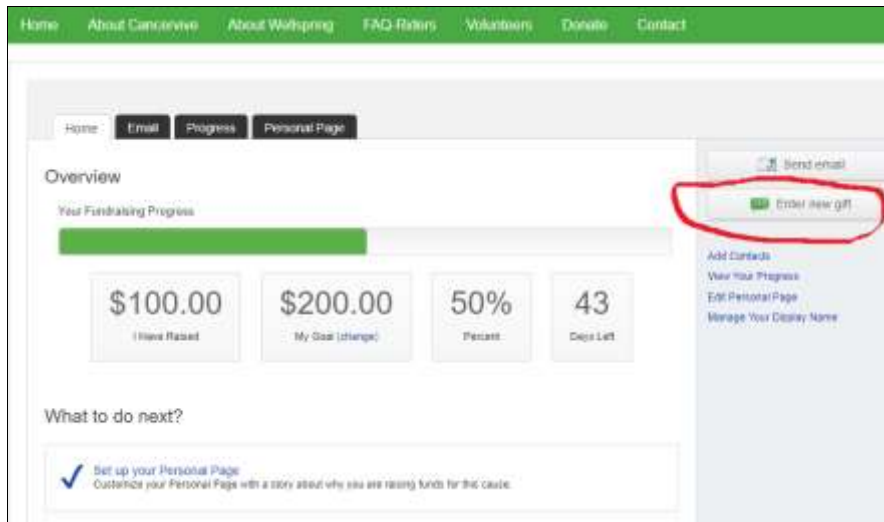
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For help with setting up your site, your pages, your emails or any other technical challenges, please call or email our Events Technical Specialist Kim McNeil at 403-560-2926 or kimm@wellspringcalgary.ca.

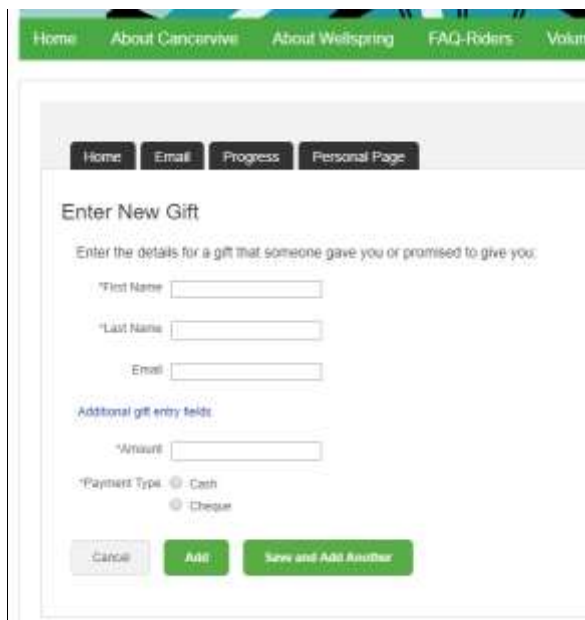
**Thank you for choosing to support Wellspring
Calgary through this event!**

Enter an Offline Gift

1. Login to your participant centre.
2. On the right of the screen there's a button that says “enter a new gift” – select this button.



3. The next screen enables you to enter the basic details needed for the gift to show up on your thermometer:

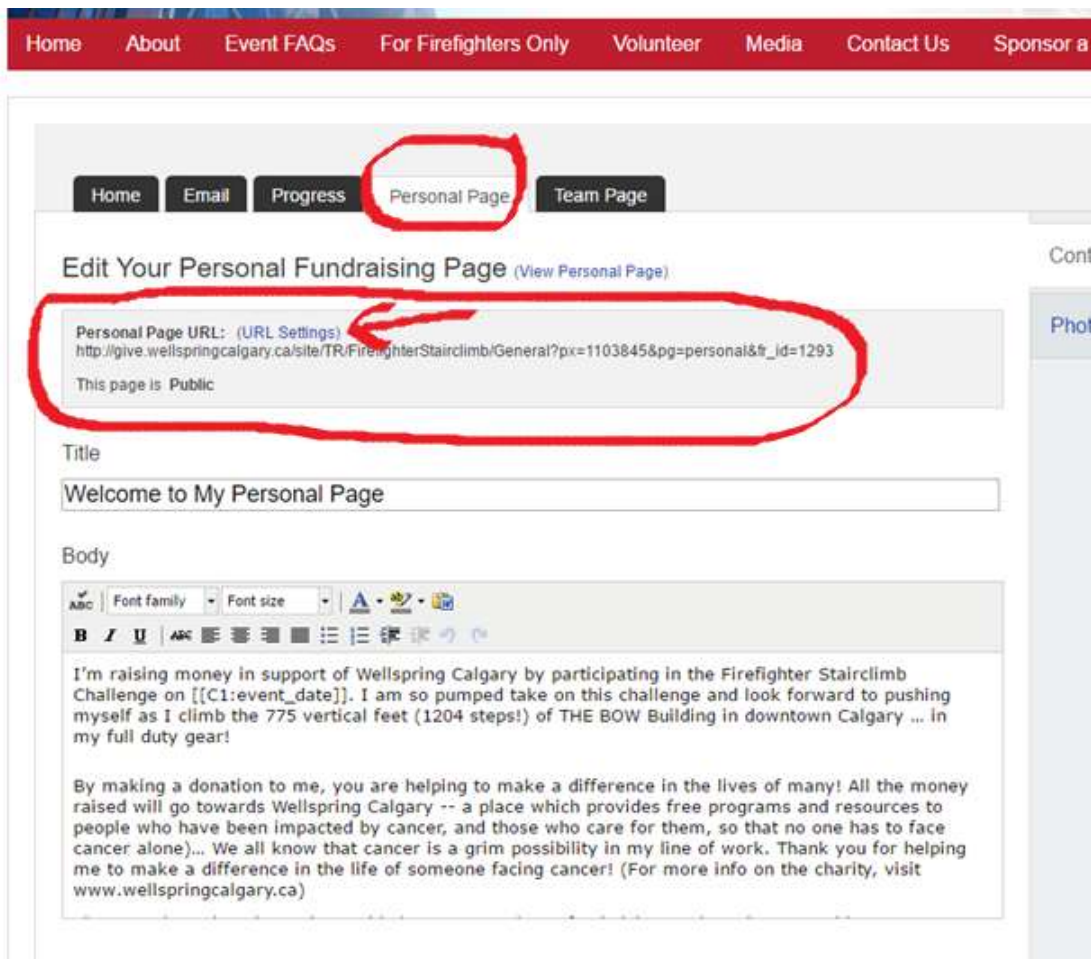


The screenshot shows the 'Enter New Gift' form. At the top, there is a navigation bar with links: Home, About Cancerwise, About Wellspring, FAQ Riders, and Volunteers. Below this is a sub-navigation bar with Home, Email, Progress, and Personal Page. The main content area is titled 'Enter New Gift' and contains the following fields and options:

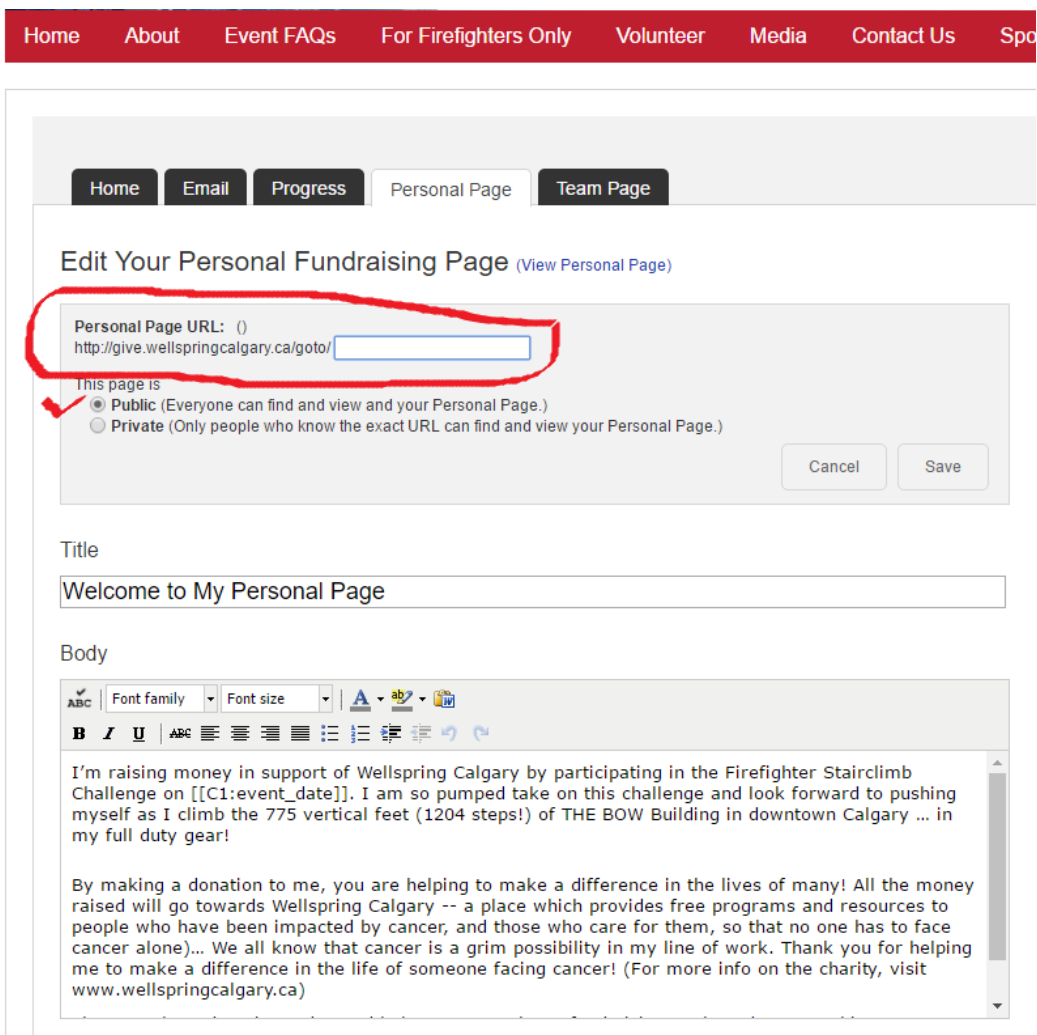
- Enter the details for a gift that someone gave you or promised to give you:
- *First Name
- *Last Name
- Email
- Additional gift entry fields:
- *Amount
- *Payment Type Cash Cheque
- Buttons: Cancel, Add, Save and Add Another

How to Shorten your Fundraising Page URL from your Participant Centre

1. Login to your participant centre
2. Click on the tab that says “personal page”
3. Click on the hyperlink that says URL Settings



4. This opens up a “personal page URL” which enables you to create a ‘friendly’ shortcut link to your personal fundraising page
5. In the box enter your short name (eg your first name last initial, Team name, etc) without any spaces. It could look like this:
http://give.wellspringcalgary.ca/goto/BobSmith
6. Keep the ‘public’ radio button on (selected)
7. Click on the tab “personal page” again and the ‘personal page URL’ showing beneath the tabs should now reflect your new short url
8. Copy/paste this link to put into your facebook posts, twitter or any email that you send inviting people to give to you.



Home About Event FAQs For Firefighters Only Volunteer Media Contact Us Spo

Home Email Progress Personal Page Team Page

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

Personal Page URL: ()
http://give.wellspringcalgary.ca/goto/

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

Title

Welcome to My Personal Page

Body

Font family Font size

B *I* U ABC [List Icons]

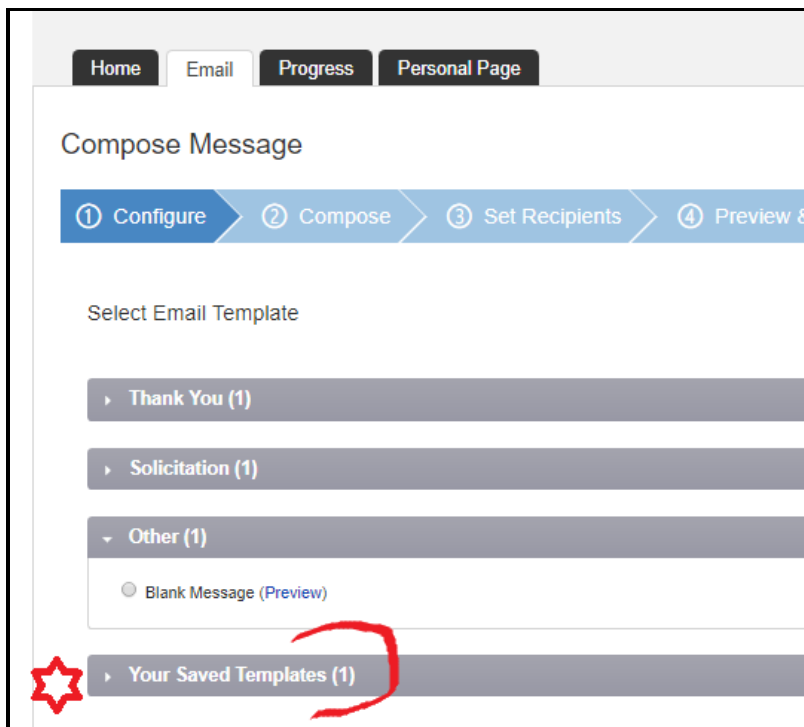
I'm raising money in support of Wellspring Calgary by participating in the Firefighter Stairclimb Challenge on [[C1:event_date]]. I am so pumped take on this challenge and look forward to pushing myself as I climb the 775 vertical feet (1204 steps!) of THE BOW Building in downtown Calgary ... in my full duty gear!

By making a donation to me, you are helping to make a difference in the lives of many! All the money raised will go towards Wellspring Calgary -- a place which provides free programs and resources to people who have been impacted by cancer, and those who care for them, so that no one has to face cancer alone)... We all know that cancer is a grim possibility in my line of work. Thank you for helping me to make a difference in the life of someone facing cancer! (For more info on the charity, visit www.wellspringcalgary.ca)

How to create a personal email template to send to your address book

It takes a bit of navigation to go thru the first time (it's a dropdown that's called 'your saved templates' under the options that's sometimes hard to see).

1. In the participant centre, under 'email' you have a choice of 3 options originally: thank you, solicitation, and other. Once you create a personalized email template, a 4th area is created. This can be sometimes hard to notice at first. From the 'email' tab you'll see "Your Saved Templates" -- if you click on the grey box, you can see your created templates listed.



2. You can preview (red) your template from here but to actually select it for emailing, you must select the radio button (purple) to the left of the title of the template.



3. After selecting the radio button, when you hit NEXT at the bottom of the screen, your template will appear. Assuming all is good, you can select NEXT again. This will bring you to the address book. You can import an excel file of names and emails here or enter them one at a time. From here it's just a matter of selecting recipients and sending the email.

It may take about 10 minutes for the email to be sent through the server to your recipient. If it doesn't get there (check the spam folder too), call our Events Technical Specialist Kim McNeil (403-560-2926) or email kimm@wellspringcalgary.ca.

Upload a picture or video to my Personal Page

Pictures/Photographs must be .gif, .jpg, or .png file types. Videos must be uploaded to YouTube first.

To upload a photo on your Personal Page, follow these steps:

1. Log into your Participant Center
2. Click on the Personal Page tab
3. On the Right hand navigation pane, click the Photos/Videos link
4. Click Choose File
5. Navigate to the image you would like to upload
6. Click Save/Upload

To upload a video on your Personal Page, follow these steps:

1. Log into your Participant Center
2. Click on the Personal Page tab
3. On the Right hand navigation pane, click the Photos/Videos link
4. Click the Video radio button
5. Type in or paste the YouTube Video URL
6. Click Save