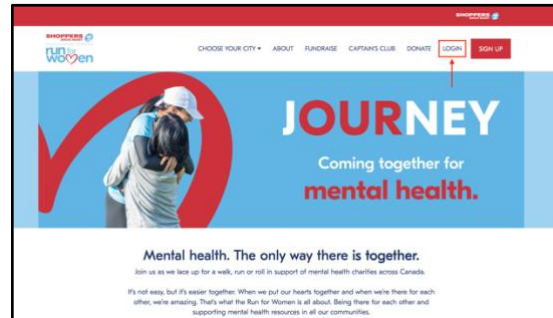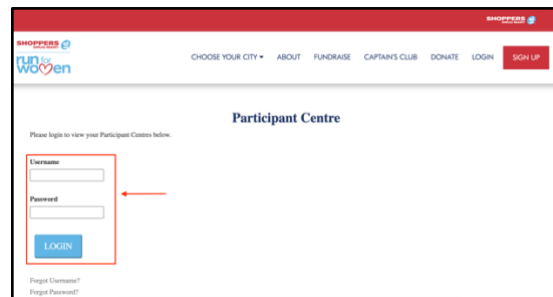# HOW TO SET UP YOUR PARTICIPANT CENTRE AND FUNDRAISING PAGE

LOGIN TO YOUR ACCOUNT

Once you have registered for the event, login to your Participant Centre by visiting Runforwomen.ca and clicking the white "Login" button located in the top right-hand corner.

Input your username and password, and then click the blue "Login" button.

Click on the event that you are currently registered for; this will bring you to your Participant Centre. To select the event you are registered for, please click the long blue bar under "You are registered for these events".
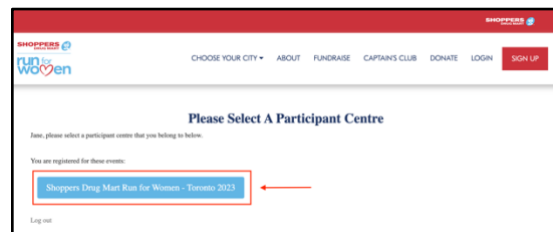
NAVIGATING THE PARTICIPANT CENTRE

You are now logged into your Participant Centre and are stationed on the Home page. Your Home page provides most of the information you need to see at-a-glance about your performance and recent activity. Next to the "Home" tab is the "Email" tab and the "Profile" tab which will both be explained further on.
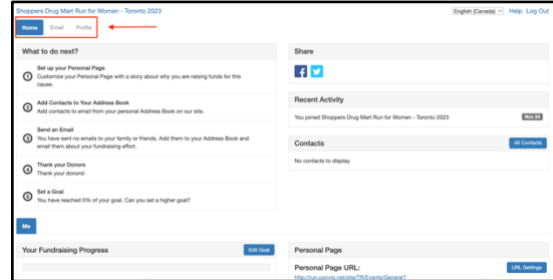

To begin setting up your Participant Centre and Fundraising Page, view the "What to do next?" suggestions. These suggested actions will help you improve your fundraising progress.

Click on each of the suggested steps to complete an action. Once you have completed a step, a checkmark will replace the suggested action number on the left.
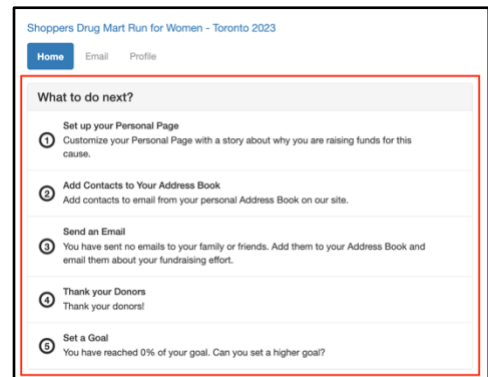
CUSTOMIZE YOUR FUNDRAISING PAGE

In this section you can customize your Personal Fundraising Page with a message about why you are raising funds for the Run for Women through your local charity. You can also edit the body of your message by using the toolbar. Once you are finished you can click the "Save" button.
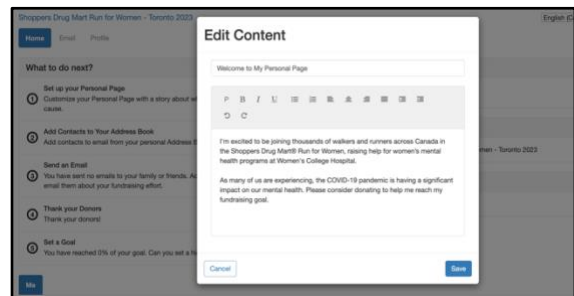
You will also be able to make further adjustments to your Personal Fundraising Page by scrolling to the bottom right of your Home page.

Under the Personal Page header, you will find the following sections:
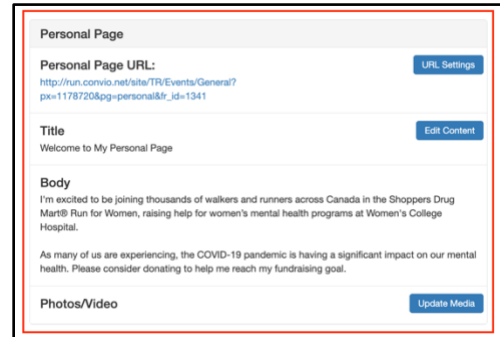
Personal Page URL: this is the official link for your Personal Page. You can copy and paste this link and share it on your social media platforms. You can also personalize this link by clicking the "URL Settings" button.
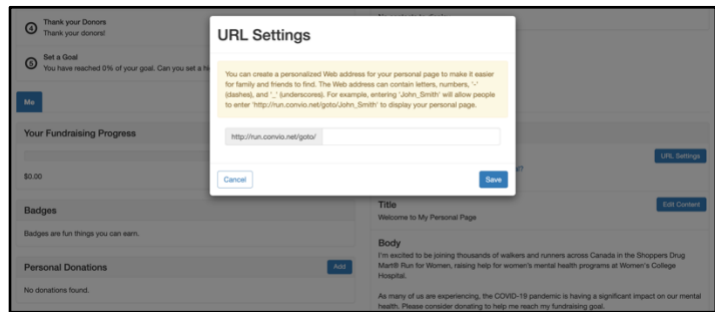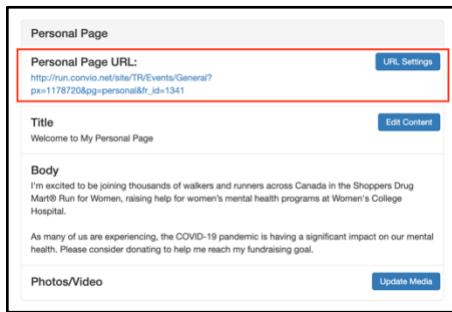
Title and Body: you can click the "Edit Content" button to make further changes to the title and body of your page.
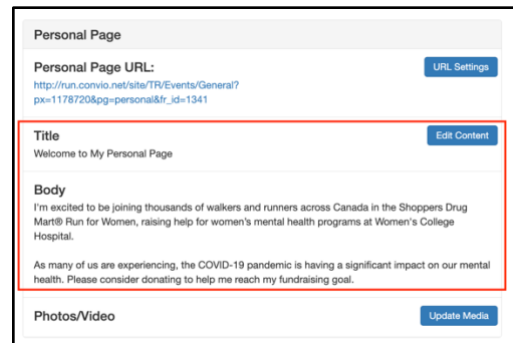
Update Media: you can choose to include photos or videos on your Personal Page.
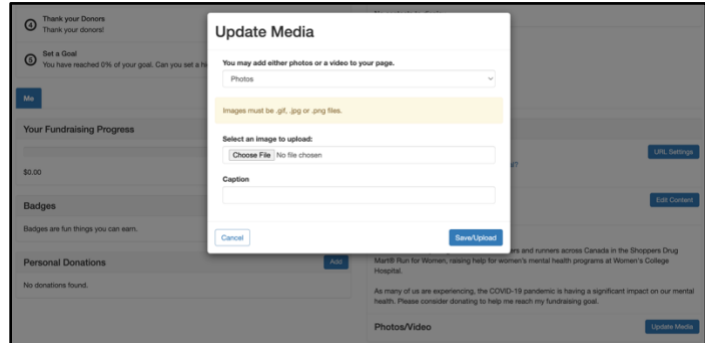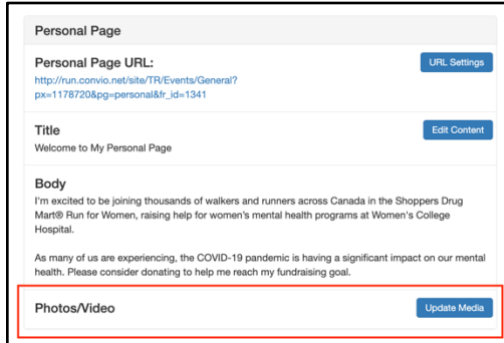

ADD CONTRACTS TO YOUR ADDRESS BOOK

The Contacts page displays all of the contacts stored in your Address Book. This may include new contacts or contacts from previous years. This list is located on the left-hand side, and it can be filtered into groups based on the six default groups provided: All Contacts, Never Emailed, Needs Follow-Up, Un-thanked Donors, Donors and Non-Donors. You can also create your own contact group by clicking the "Add a group" button.
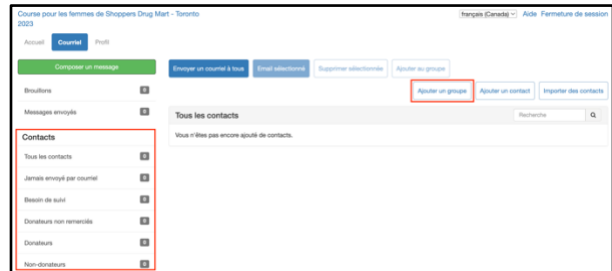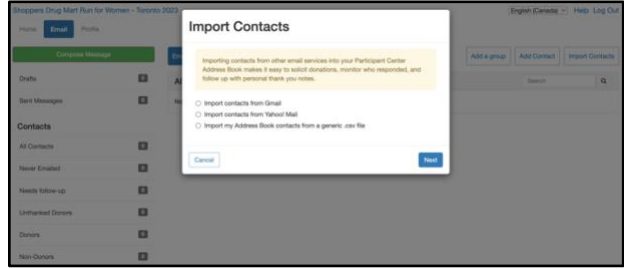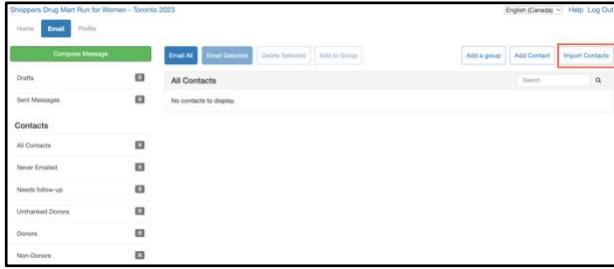

Add Contacts
Clicking the "Add Contacts" button allows you to add a single contact by first name, last name, and email address.
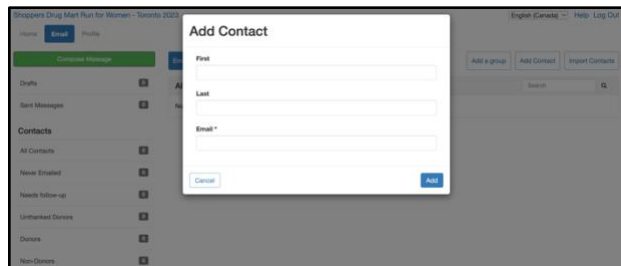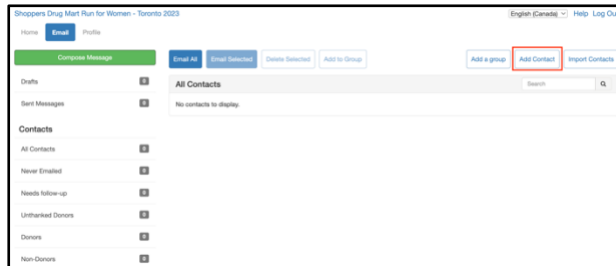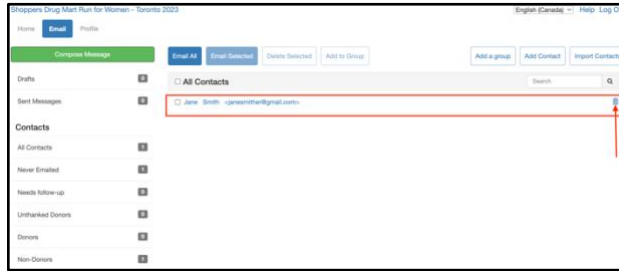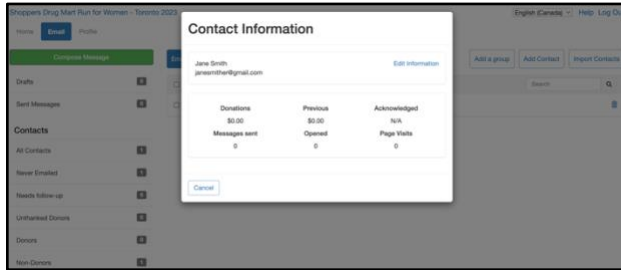

Import Contacts
Clicking the "Import Contacts" button provides you with the option to import contacts from Gmail, Yahoo, or a CSV file. Once you have selected your preferred method of importing, these contacts will then be added to your address book.

If you would like to delete an added contact, you can click the blue trash can to the far right of the contact's name.

You can also view information for all of your contacts by directly clicking the contact which will bring up the "Contact Information" screen. On this screen you can see donations made towards your fundraising effort by the contact, and you can also edit your contacts information by clicking "Edit Information".

All Contacts can also be viewed by scrolling to "Contacts" on the right-hand side of your Home page and clicking "All Contacts".
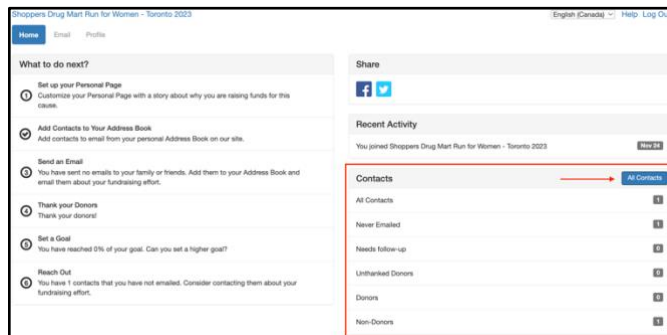
SEND AN EMAIL

One of the most important parts of your Participant Centre is the "Email" tab which provides you with the ability to send emails to your friends and family. The Email page contains a left sidebar to provide access to your Drafts, Sent Mail, and Contacts.

Through the "Compose Email" view you can create your own message, or you can click the "Use a Template" drop-down and select one of the Suggested Messages. You can also input email addresses in the recipient's bar and/or click one of your Contact groups on the left hand side and select pre-existing contacts that you would like to email.
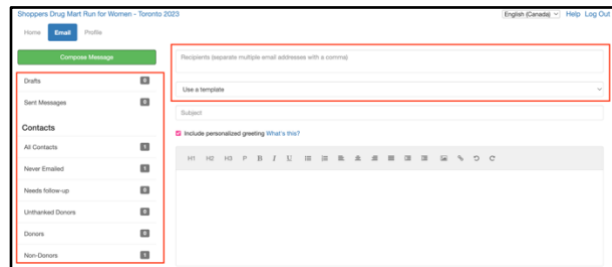

You will also be able to edit the email subject line, include a personalized greeting, edit the body of your message by using the toolbar, and select the thumbnail image for your charity which will be displayed in the email you send. The thumbnail is selected by default so please ensure that you select the thumbnail image for your specific city.
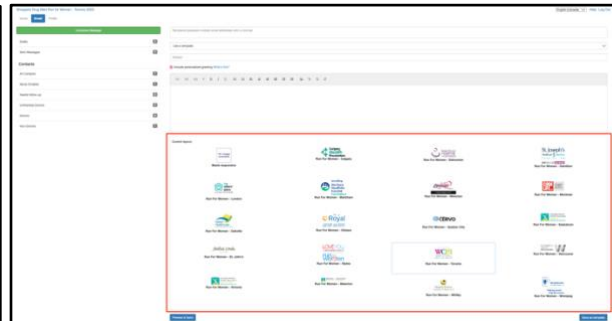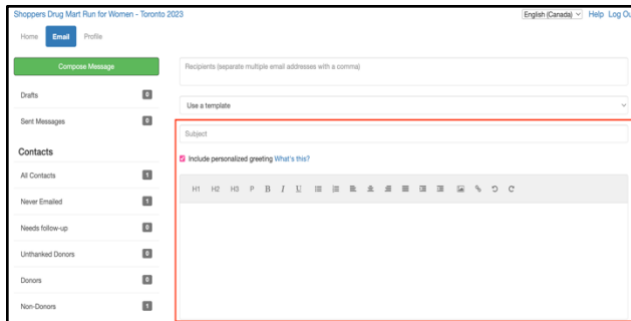
Save as Template

On the bottom right of this page, you will also have the option to "Save as Template". Clicking this button will store the current message as a custom template that you can access or finish editing later. To access all saved templates, click the drop-down and select one of the messages nestled under "Your Saved Templates".
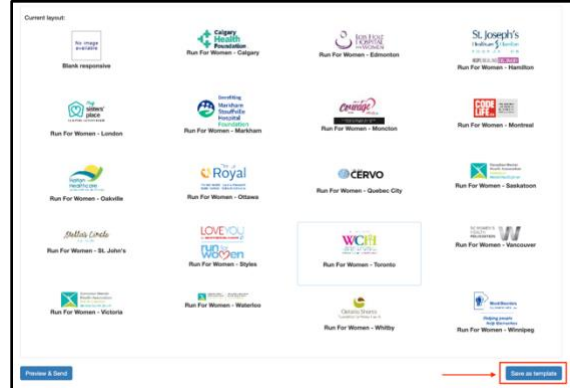
Preview and Send

There is also a "Preview & Send" button which will first provide you with an accurate preview of your email. If you are satisfied with the email, you can then click the "Send" button. However, if you would like to make changes to the email before sending, you can click the "Close" button and make your adjustments. Once you are done, simply click "Preview & Send" once again and then click the "Send" button.
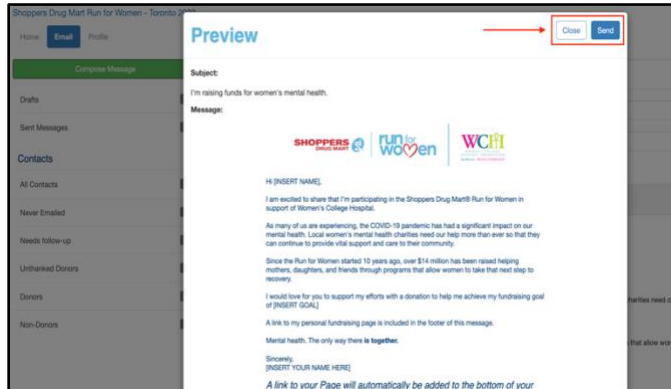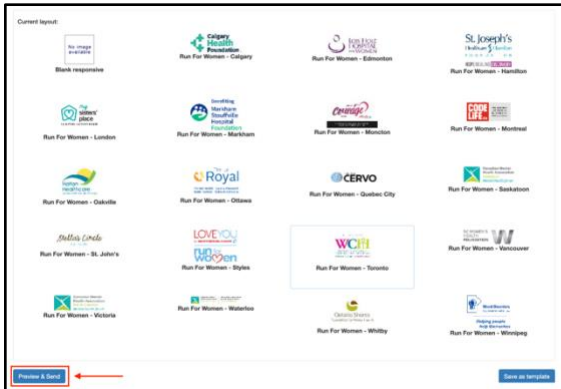

THANK YOUR DONORS

Clicking this action will take you back to the "Compose Email" view and it will populate all of your "Unthanked Donors" in the recipient's field of an email. This will allow you to reach out directly to anyone who donating toward your fundraising effort that you have not yet sent a "Thank You" email to.
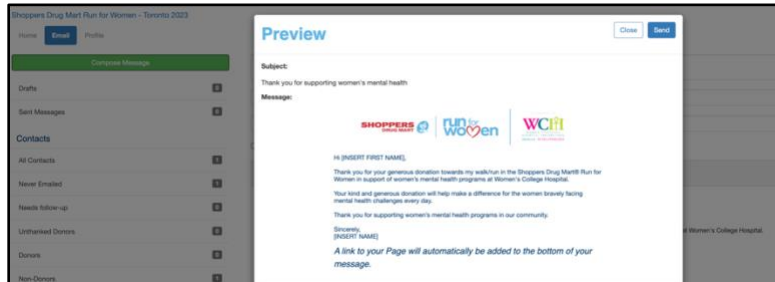
SET A FUNDRAISING GOAL

By clicking the "Set a Goal" action, you will be able to set your own personal fundraising goal. You can edit this goal whenever you would like by also scrolling down to "Your Fundraising Progress" and clicking "Edit Goal".
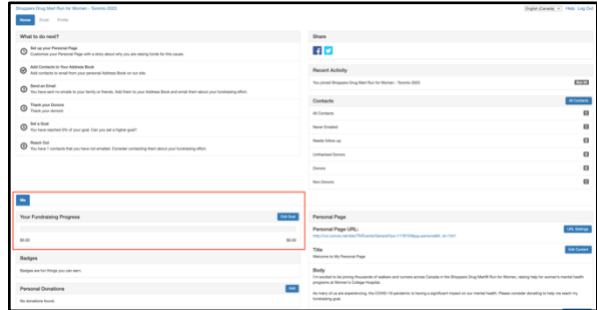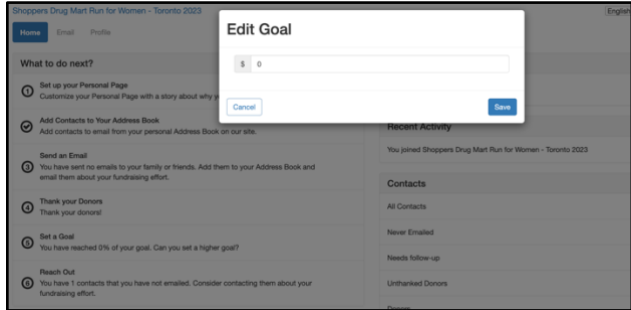
Congratulations, you have now completed your suggested actions!
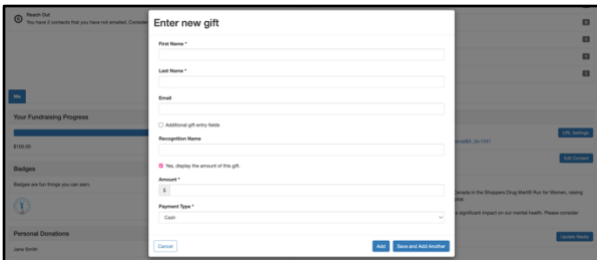
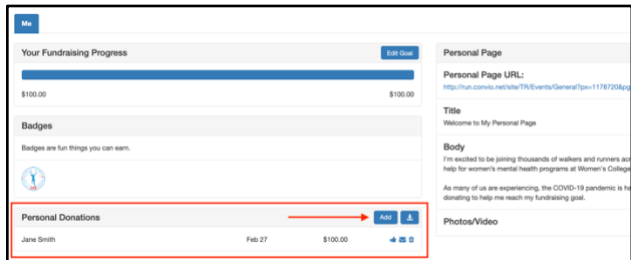## OTHER IMPORTANT FEATURES ON YOUR HOME PAGE

Badges:
In the "Badges" section you can view awards that you have received based upon Fundraising Milestones that you have reached.
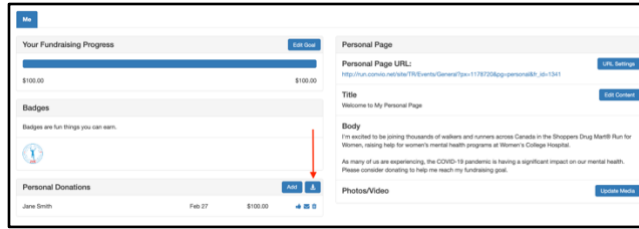

Personal Donations:
In the "Personal Donations" section all donations made toward your fundraising effort are viewable. You can also add your own offline donation by clicking the "Add" button.

There is also an option to download a CSV file displaying all of the donations you have received, simply click the Download arrow positioned to the right of the "Add" button.

The acknowledge thumbs up displayed to the right of each donation will indicate whether or not each donor has been acknowledged by you through a follow-up email.
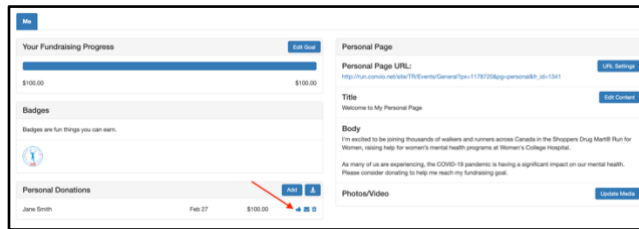

Share:
In the "Share" section you will have the option to share your personal page URL/link on different social media platforms. Simply click the social media icon that you would like to share your link on and the corresponding login page for that platform will open.
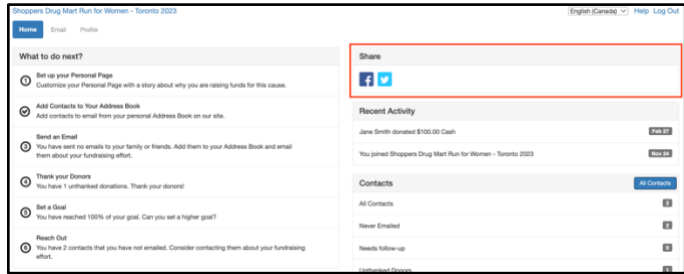
Recent Activity:
The "Recent Activity" section displays the 5 most recent actions performed by you, starting from most recent. The date of each action is displayed to the right of the action.
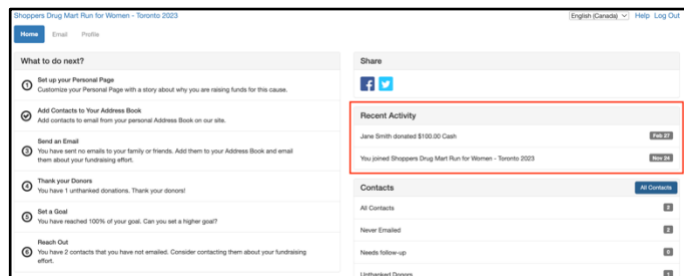
YOUR PROFILE PAGE

As mentioned previously, you can also click the "Profile" tab on your Home page and this will bring you to your Profile page. On this page you can edit various aspects related to your registration.

Profile tab:
View/edit your username and/or password, first and last name, email address, personal emailing options, address, and phone number.

Event Options tab:
You will be able to edit your page privacy options and change your team membership if you would like.

LOG OUT OF YOUR PARTICIPANT CENTRE

To logout of your Participant Centre, simply click the "Log Out" button in the top right-hand corner of your Home Page.

You can then login to your Participant Centre again at another time in order to make additional changes, check your fundraising progress, and send emails out to donors.