

How to Use Your Participant Centre

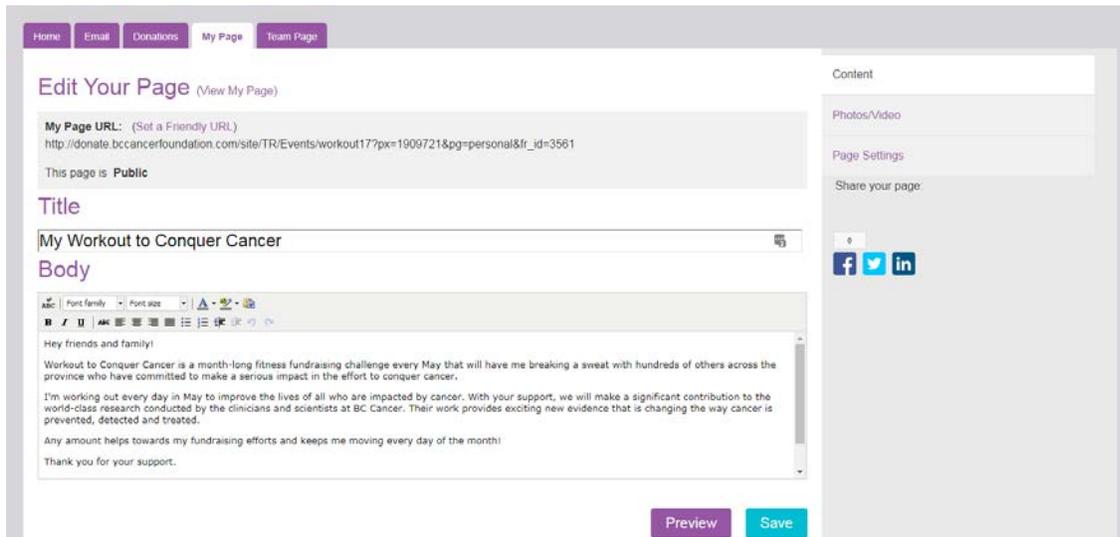
Your participant centre is where you can set your fundraising goal, customize your personal fundraising page to share with your friends and family, manage your support asks and thank you emails, and check your progress as you raise funds for the cancer research in BC!

This guide covers how to –

1. Customize your fundraising page(s)
2. Create a shareable web link
3. Track your workouts (*New* [Click Here](#) for an updated step-by-step)
4. Update your contacts
5. Send an email through your participant centre

Step 1 - Customize your fundraising page(s)

Nearly everyone has been touched by cancer – this is your chance to share your story. We've given you a template to get your started, but don't be afraid to speak from the heart.



The screenshot shows the 'Edit Your Page' interface. At the top, there are navigation tabs: Home, Email, Donations, My Page (selected), and Team Page. The main content area is titled 'Edit Your Page (View My Page)'. It includes a 'My Page URL' field with a sample URL, a 'This page is Public' status indicator, a 'Title' field containing 'My Workout to Conquer Cancer', and a 'Body' field with a rich text editor. The body text reads: 'Hey friends and family! Workout to Conquer Cancer is a month-long fitness fundraising challenge every May that will have me breaking a sweat with hundreds of others across the province who have committed to make a serious impact in the effort to conquer cancer. I'm working out every day in May to improve the lives of all who are impacted by cancer. With your support, we will make a significant contribution to the world-class research conducted by the clinicians and scientists at BC Cancer. Their work provides exciting new evidence that is changing the way cancer is prevented, detected and treated. Any amount helps towards my fundraising efforts and keeps me moving every day of the month! Thank you for your support.' At the bottom right, there are 'Preview' and 'Save' buttons. On the right side of the interface, there is a sidebar with 'Content' options: 'Photos/Video', 'Page Settings', and 'Share your page:'. Below the share options are social media icons for Facebook, Twitter, and LinkedIn.

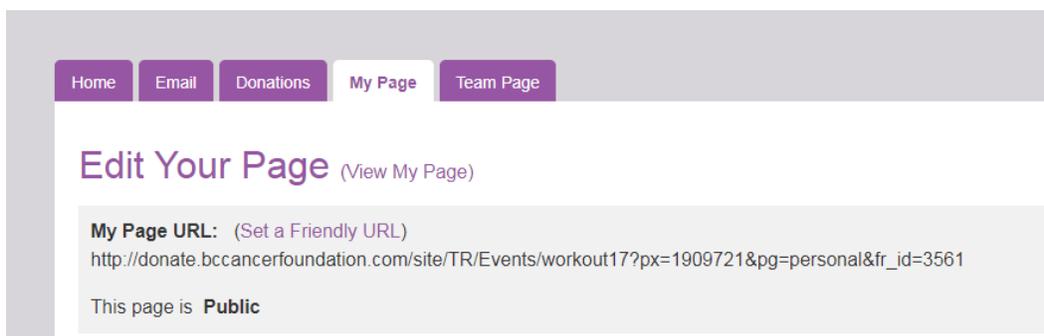
1. Select the "My Page" tab
2. Update the copy in the title and body of the text boxes
3. When you're happy with your copy, click Save.
4. Select "Photos/Video" on the right hand side of the screen to update your photo or add a video link from the internet.

Step 2 - Create a shareable web link

This link allows you to create a short web link to share in your Instagram bio or on other social media channels. Keep it as simple with your name or come up with something clever – it's up to you.

To change the URL of your personal page –

1. Select "My Page"
2. Click "Set a Friendly URL" to customize the web link
3. Type in your name into the open text box. If you receive an error message please try another option as that is already in use.
4. Ensure your page is set to public (recommended) and click save.
5. Copy and paste your new link to share!

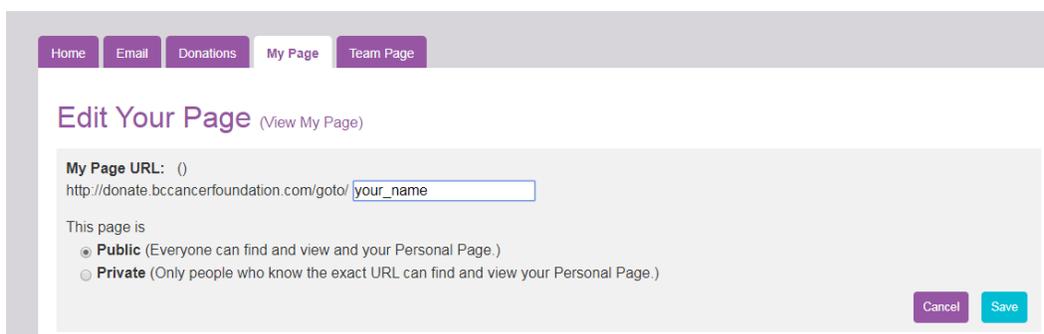


Home | Email | Donations | **My Page** | Team Page

Edit Your Page (View My Page)

My Page URL: (Set a Friendly URL)
http://donate.bccancerfoundation.com/site/TR/Events/workout17?px=1909721&pg=personal&fr_id=3561

This page is **Public**



Home | Email | Donations | **My Page** | Team Page

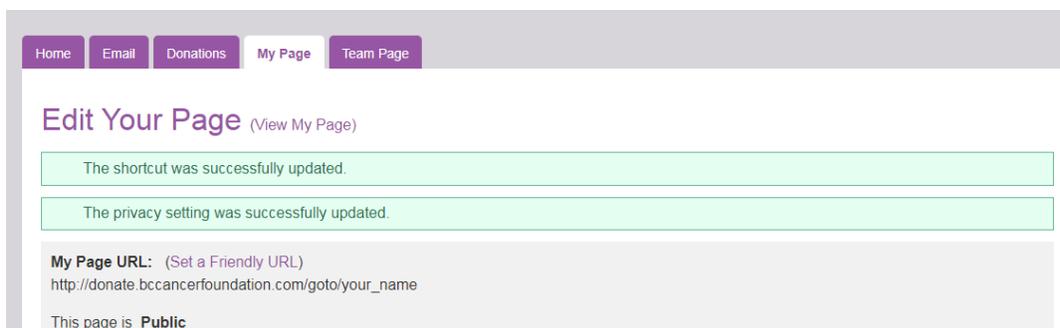
Edit Your Page (View My Page)

My Page URL: ()
http://donate.bccancerfoundation.com/goto/your_name

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



Home | Email | Donations | **My Page** | Team Page

Edit Your Page (View My Page)

The shortcut was successfully updated.

The privacy setting was successfully updated.

My Page URL: (Set a Friendly URL)
http://donate.bccancerfoundation.com/goto/your_name

This page is **Public**

Step 3 – Track your workouts

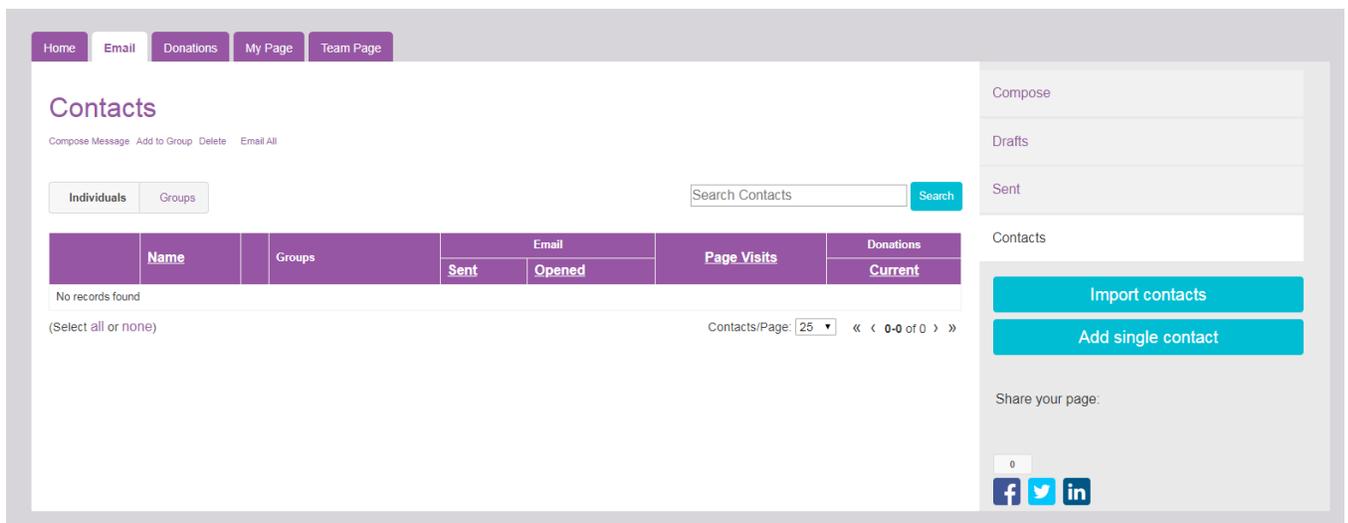
You're working hard this month—show off your efforts to your supporters by tracking your workouts publicly on your Personal Page!

We have an entire step-by-step guide on our website [here](#).

Step 4 – Update your contacts

Now that your personal page is complete, it's time to let people know about it! You can share your personal page link on social media and/or sending a personal email. To do this –

1. Select the "Email" tab at the top of your participant center home page
2. Select "Contact" from the menu on the right of the screen
3. You have the option to import multiple contacts or add a single contact.
4. Add contacts from your Gmail or Yahoo account, or import a .csv file from outlook or other email providers, or click next to skip this step and add contacts one at a time during the email creation step!



Home | **Email** | Donations | My Page | Team Page

Contacts

Compose Message | Add to Group | Delete | Email All

Individuals | Groups

Search Contacts

| | Name | Groups | Email | | Page Visits | Donations |
|------------------|------|--------|-------|--------|-------------|-----------|
| | | | Sent | Opened | | Current |
| No records found | | | | | | |

(Select all or none) Contacts/Page: 25 « < 0-0 of 0 > »

Compose

Drafts

Sent

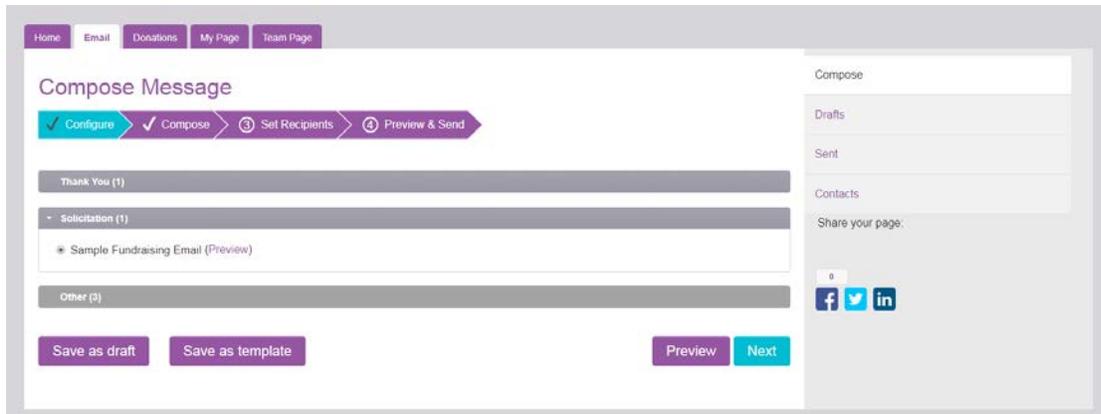
Contacts

Share your page:

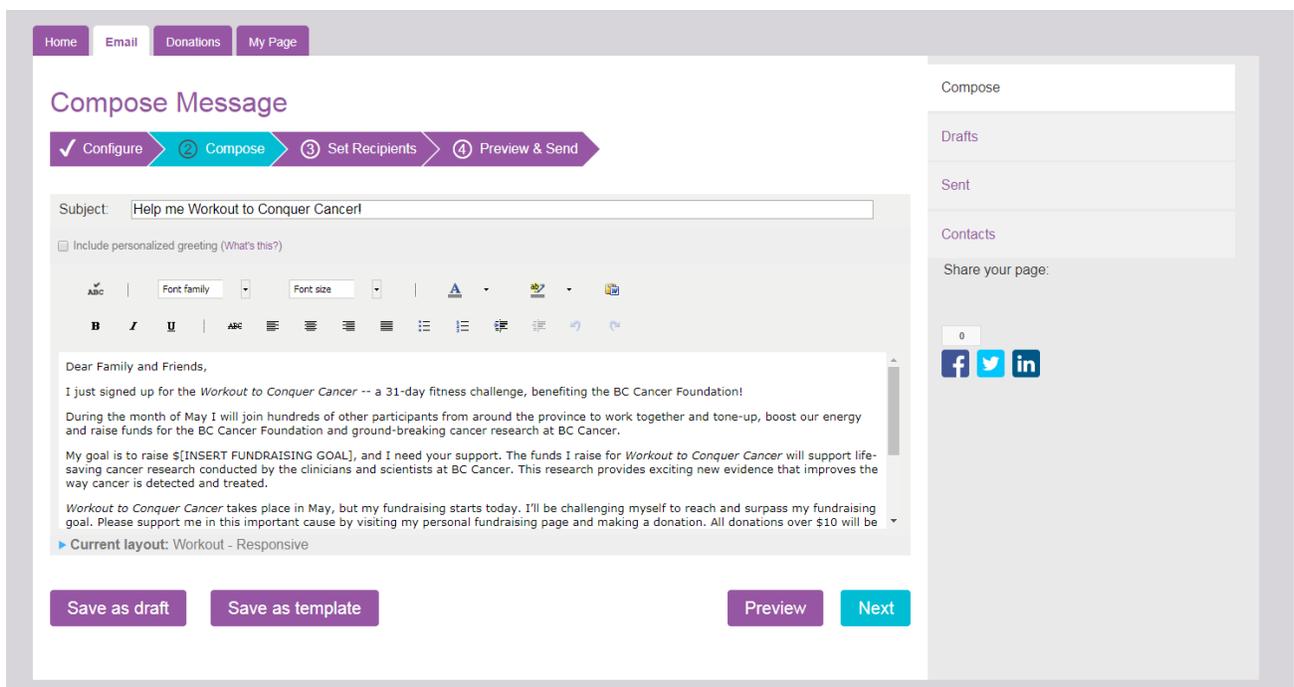
0

Step 5 - Send an email through your participant centre

Once you've got your contacts sorted – and don't worry, you can always edit your list later – send an email! The participant centre keeps track of who's been sent an email, who's opened their email and who has made a donation.



1. Under the "Email" and "Compose" tabs, select the template you'd like to use and select "Next"
2. Personalize your email. You can save this as a new template or save as a draft.
3. You can preview your email at any time before moving on to the next step
4. Choose the contacts that you would like to send this to and select Next
5. Review your email. When you are happy with it, press Send.

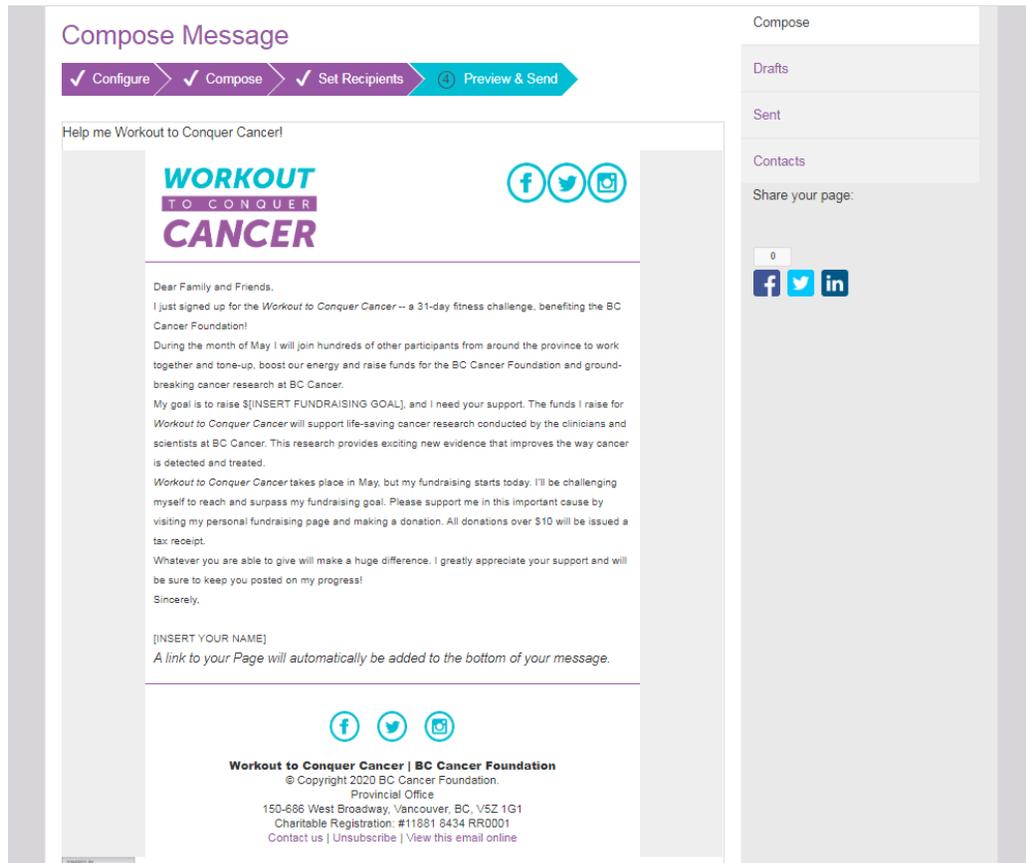


Once you've composed your message, click Next to select recipients from your contact list or to add contacts for this email. Contacts added at this stage will be added to your recipient list so you can manage your emails, donations and responses.

The screenshot shows the 'Compose Message' interface. At the top, there are navigation tabs: Home, Email, Donations, and My Page. Below this is a progress bar with four steps: 1. Configure (checked), 2. Compose (checked), 3. Set Recipients (active, highlighted in blue), and 4. Preview & Send. Below the progress bar are two buttons: 'Add Contact' and 'Import Contacts'. The main area is divided into two sections: 'Available Contacts' on the left, which includes a search bar and a dropdown menu, and 'Recipient List' on the right, which is a table with columns for Name, Email, and Actions. On the far right, there is a sidebar with options: Compose, Drafts, Sent, Contacts, and Share your page.

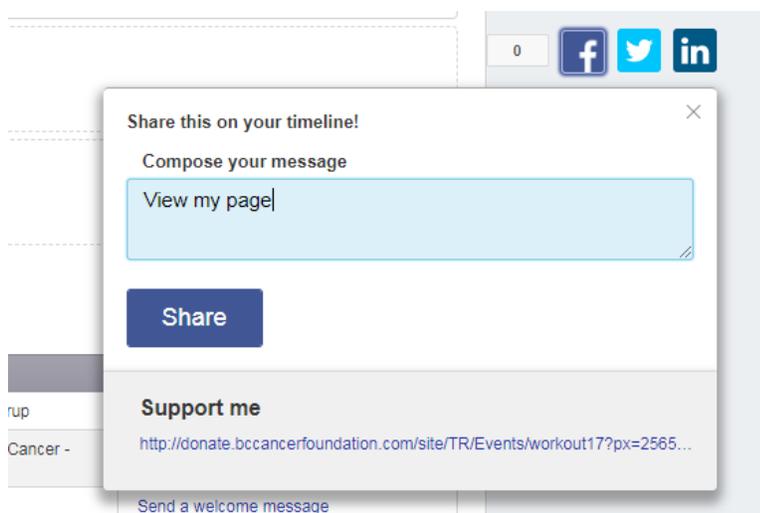
The screenshot shows the 'Add Contact' modal form. It has a dark header with the title 'Add Contact'. Below the header are three input fields: 'First Name' with the value 'John', 'Last Name' with the value 'Smith', and '* Email' with the value 'johnny@email.com'. At the bottom of the form are two buttons: a grey 'Cancel' button and a green 'Add' button.

Once the list looks good, click next to preview and send your email. If you see something that needs changing, you can jump back a step using the blue arrow tabs under Compose Message and proceed through the steps again.



Once your message is ready, click Send and you're on your way to fundraising success!

In between email asks, be sure to share your personal page (and your progress) on social media. You can do this using your custom URL or the Facebook, Twitter and LinkedIn buttons you'll find on the Personal Page tab. You never know who you might reach!



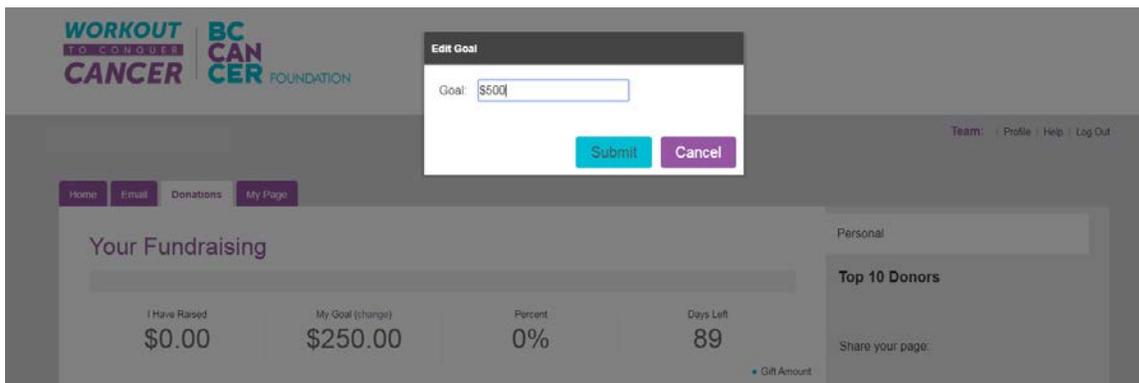
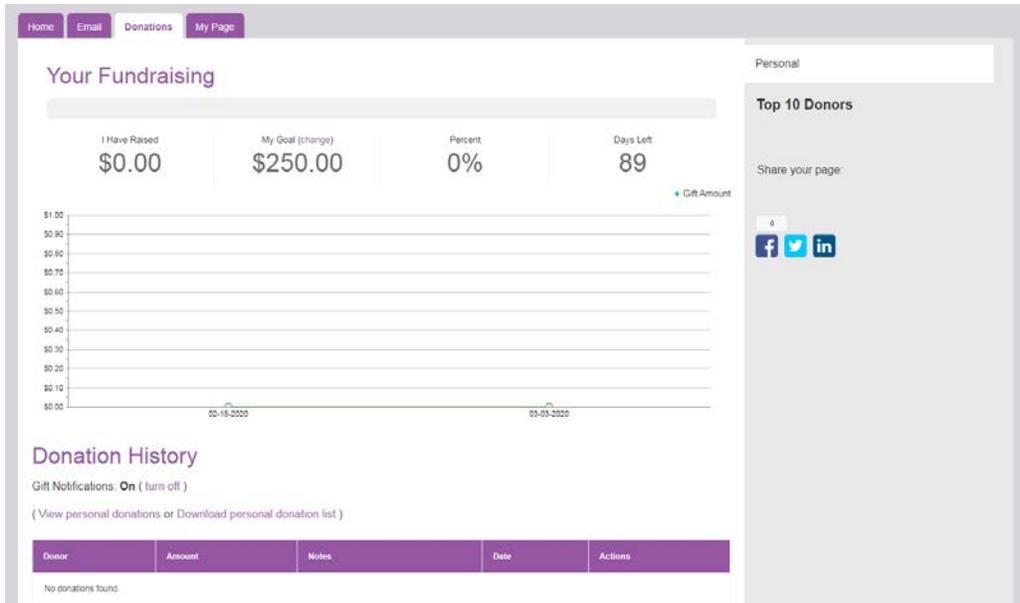
4. Thank your donors

As funds start to roll in, be sure to thank your donors. The email templates make this quick and easy, and fully customizable. Your thanks will encourage people to follow your progress and that support will keep you moving throughout the month!

The screenshot shows a web interface for composing an email. At the top, there are navigation tabs: Home, Email (selected), Donations, and My Page. The main heading is 'Compose Message'. Below it is a progress bar with four steps: 1. Configure (checked), 2. Compose (checked), 3. Set Recipients, and 4. Preview & Send. Underneath, there are three categories of email templates: 'Thank You (1)', 'Solicitation (1)', and 'Other (3)'. The 'Thank You (1)' category is expanded, showing a preview of an email titled 'Thank you for your donation (Preview)'. At the bottom of the main area are three buttons: 'Save as draft', 'Save as template', and 'Preview'. To the right of the main area is a sidebar with sections: 'Compose' (with a count of 0), 'Drafts', 'Sent', 'Contacts', and 'Share your page:' (with social media icons for Facebook, Twitter, and LinkedIn).

5. Set a Goal

You set a fundraising goal when you registered for Workout, but what happens when you meet it? You can check your progress on the Donations tab, and edit your fundraising goal at any time by clicking "change".



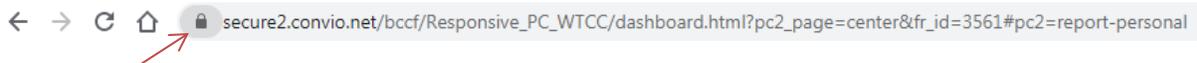
That's the fundraising side – all that's left is to get moving! For tips, follow us on Facebook and Instagram, check out our [blog](#), and keep an eye on your inbox for motivation throughout the month.

Note-You may see this notification in place of your progress chart, prompting you to install Adobe Flash Player:

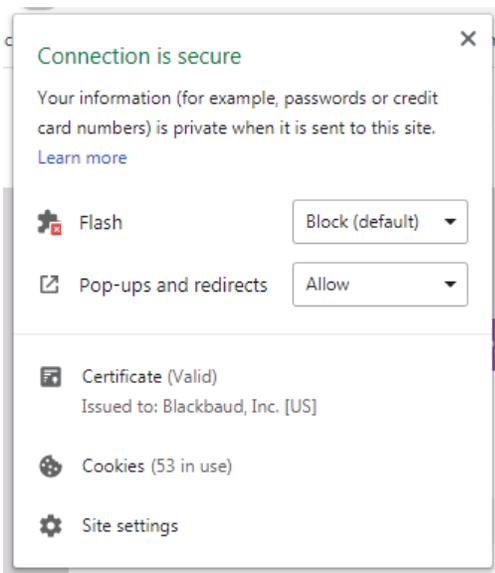
Install the latest Adobe Flash Player to view a chart of your progress: [Adobe Flash Player Download Center](#)

If you would like to view this chart, you will need to update your browser settings to allow Flash to run.

To do so, click on the lock icon in the address bar of your browser:



In the window that opens, change Flash from Block to Allow. Reload the page, and your graph should display.



If there is no Flash option in the popup, click Site settings at the bottom. Under Permissions, change the Flash setting from Block to Allow:

