

How to Use Your Participant Centre

Your registration email contains a link to login to your Participant Centre. This is where you can set fundraising goals, create a personal 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 cancer research and Workout in May!

Log into your Participant Centre and you'll find five steps to fundraising success, and all the tools you need.

Step One: Edit Your Personal Page

Nearly everyone has been touched by cancer – this is your chance to share your #whyiworkout story. We've given you a template to get your started, but don't be afraid to speak from the heart. You've also got the ability to add photos/video and a personal blog to let you track and share your progress with your supporters. Use this page to take your supporters with you on your Workout journey and keep them engaged.

Title

Welcome to My Personal Page

Body

Font family Font size

B *I* U ABC [List Bulleted] [List Numbered] [List None] [List Indent] [List Outdent] [List Undo] [List Redo]

This May I'll be participating in *Workout to Conquer Cancer* presented by RYU Apparel, where I'll be joining hundreds of others across the province as we get moving every single day of the month in support of cancer research and enhancements to care at BC Cancer.

One in two British Columbians will be diagnosed with cancer in their lifetime. I've committed to break a sweat and fundraise to improve the outcome for people facing this disease across the province. 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 is providing exciting new evidence that is changing the way cancer is prevented, detected and treated.

So, as I lace up my runners, fill up my water bottle and get ready to sweat my way through May, please show your support by making a donation today.

Preview Save

The Preview will open in a new window, but will not save your changes.

When you're happy with your copy, click Save.

Your next step is to create a custom URL for your page. Keep it as simple as your name or come up with something clever – it's up to you. We recommend keeping your page public so that your great aunt who hasn't got a handle on links yet can google it. ;) To change the URL of your personal page, click URL Settings and make the change:

Home Email Progress Personal Page

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

Personal Page URL: [\(URL Settings\)](#)
http://donate.bccancerfoundation.com/site/TR/Events/workout17?px=2565567&pg=personal&fr_id=3190

This page is Public

Title

Home Email Progress Personal Page

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

Personal Page URL: ()
http://donate.bccancerfoundation.com/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

Home Email Progress Personal Page

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

Personal Page URL: ()
http://donate.bccancerfoundation.com/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

Don't forget to save your work!

Home Email Progress Personal Page

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

The shortcut was successfully updated.

The privacy setting was successfully updated.

Personal Page URL: [\(URL Settings\)](#)
http://donate.bccancerfoundation.com/goto/your_name

This page is Public


When you're happy with your URL and web copy, click Photos/Video in the menu on the right to add some personality to your page. Captioning your photo will boost traffic to your page and help to keep it personal.

Home | Email | Progress | Personal Page

Photos/Video

You may add either photos or a video to your page.

Photos



Images must be .gif, .jpg or .png files.
 No file chosen

Caption




or [remove photo](#)

Video

Content

Photos/Video

Components

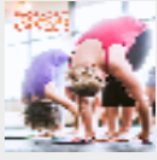
0   

Home | Email | Progress | Personal Page

Photos/Video

You may add either photos or a video to your page.

Photos



Images must be .gif, .jpg or .png files.
 No file chosen

Caption




or [remove photo](#)

Video

Content

Photos/Video

Components

0   

You can fine-tune the fundraising tools on your page by selecting Components in the right hand menu. Choose which fundraising tools you'd like to add or remove from your page.

Home | Email | Progress | Personal Page

Components

- Status Thermometer**
Thermometer showing percent to personal fundraising goal.
- Fundraising Honor Roll**
Scrolling list of largest donations received.
 Show donor names only. Do not show amounts.
- Enable Personal Blog**
Allows you to post updates when viewing your personal page.




[Preview](#)

The Preview will open in a new window, but will not save your changes.

Content

Photos/Video

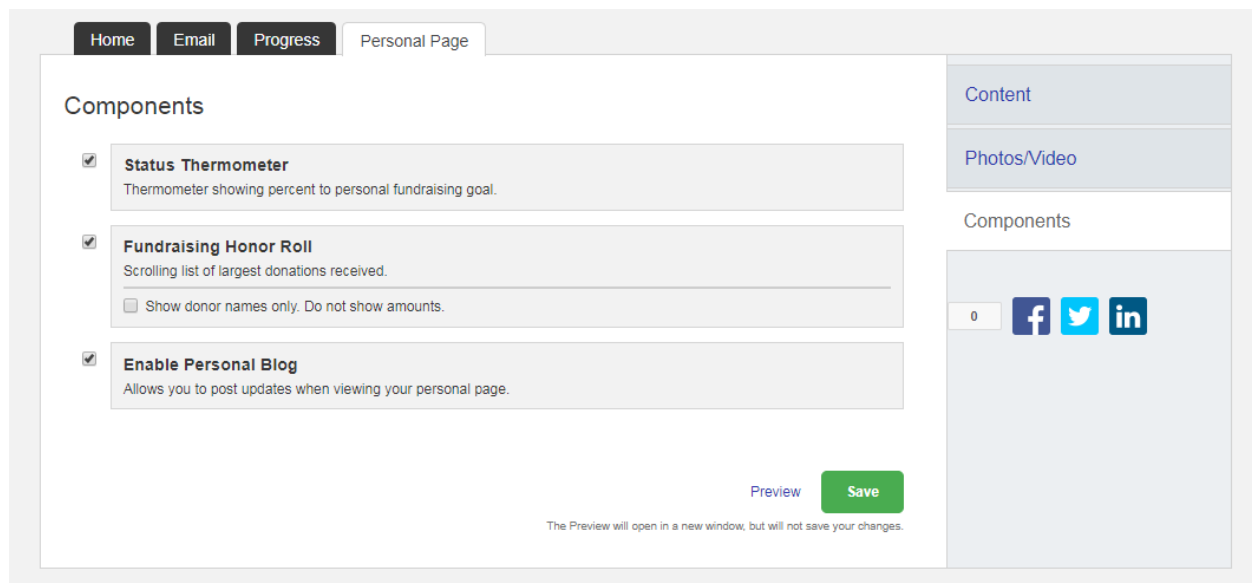
Components

0   

The status thermometer automatically tracks the funds you've raised to keep your supporters up-to-date on your progress.

The Fundraising Honor Roll automatically gives a shout out to your top supporters (if you'd prefer, you can choose to show names only and hide amounts).

If you enable your Personal Blog, you'll be able to post updates directly to your personal page (no need to log in to the participant centre again and again to edit web copy) – you can share the smoothies you've made, the stairs you've climbed, and the friends you've made along the way. This is where you can show your supporters your passion and dedication to the cause!






Save as you go, and use your custom URL to check your progress.

2. Add Contacts to Your Address Book

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 or via your personal email, or you can manage everything right here in your Participant Centre. 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 Progress Personal Page

Import Contacts

0   


① Select Source → ② Retrieve Contacts → ③ Select Contacts → ④ View Results


Select an Import Source [\(Tell me more\)](#)

Importing contacts from other email services into your Participant Center Address Book makes it easy to solicit donations, monitor who responded, and follow up with personal thank you notes.

Let's begin by identifying where you keep your address book.





You can import contacts directly from an email service below:





OR you can upload a .csv file exported from another email client:

File-based import for...

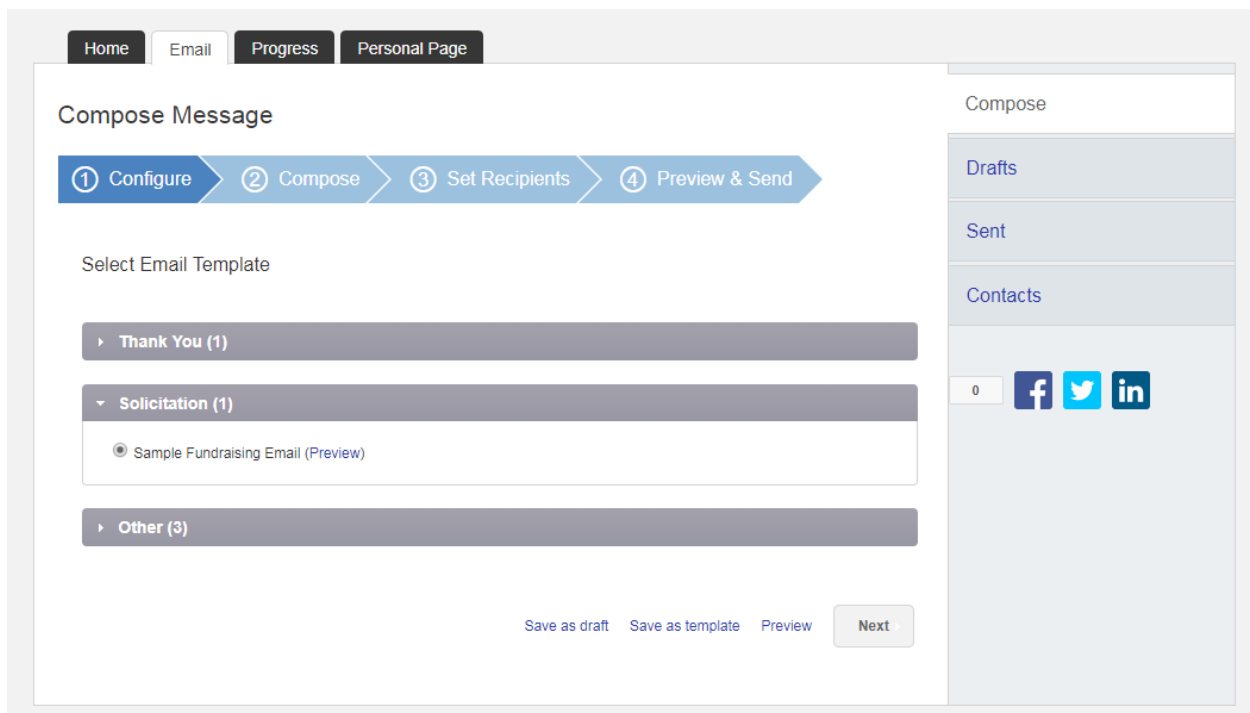
(Hotmail, Apple, Outlook, AOL)

Cancel Next

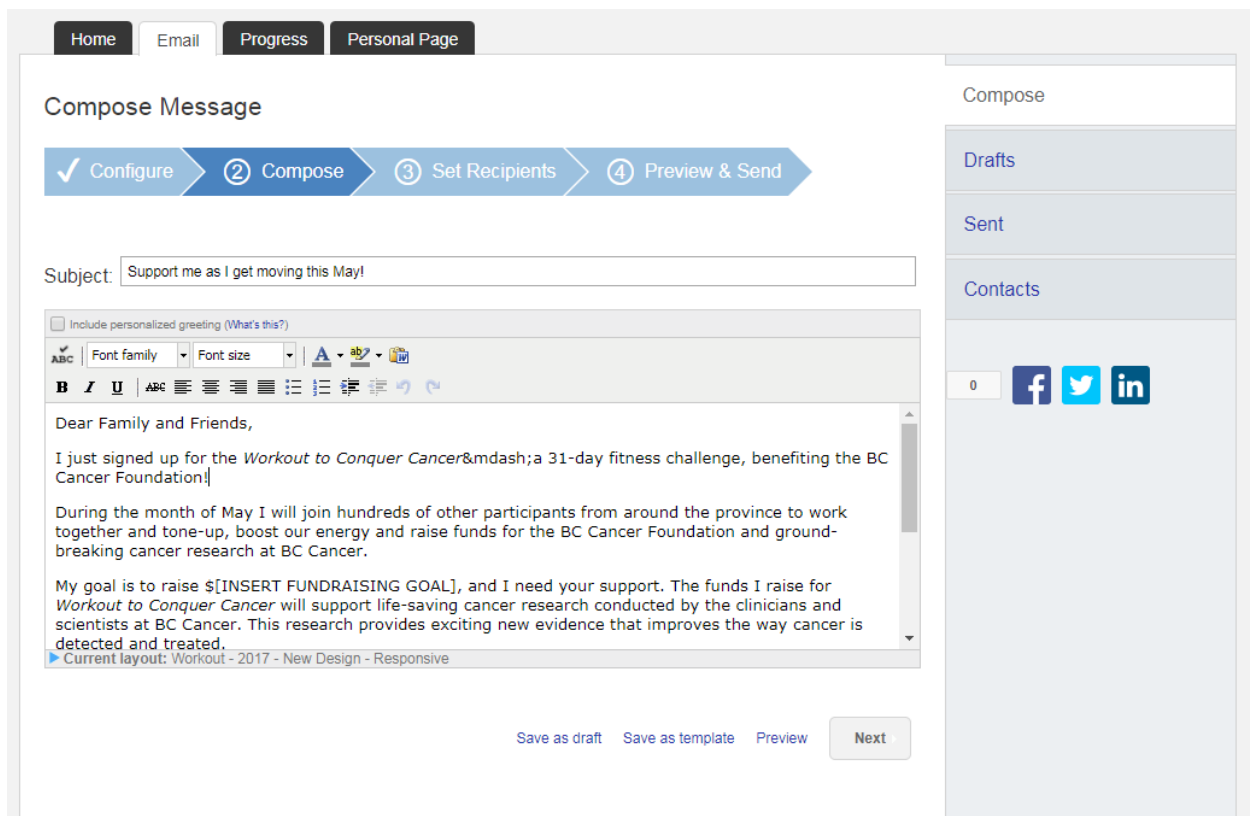
3. Send an Email

Once you've got your contents 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. It's quite a powerful fundraising tool!

There are many email templates to get you started – the solicitation email is to let people know what you're doing and ask for support, the thank you email is to thank your supporters and encourage them to follow along, and the others include a blank email for your personalization and team invites/messaging. Select the template you'd like to use and click Next to edit the content before sending.



Be sure to personalize your message. These people want to support you, as well as the cause!



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.

Home | Email | **Progress** | Personal Page

Compose Message

✓ Configure → ✓ Compose → **③ Set Recipients** → ④ Preview & Send

Available Contacts:

Recipient List

Name	Email	Actions
------	-------	---------

Compose

Drafts

Sent

Contacts

0

Add Contact

First Name:

Last Name:

* Email:

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.

Support me as I get moving this May!



Dear Family and Friends,
I just signed up for the *Workout to Conquer Cancer*—a 31-day fitness challenge, benefiting the BC Cancer Foundation!
During the month of May I will join hundreds of other participants from around the province to work together and tone-up, boost our energy and raise funds for the BC Cancer Foundation and groundbreaking cancer research at BC Cancer.
My goal is to raise \$[INSERT FUNDRAISING GOAL], and I need your support. The funds I raise for *Workout to Conquer Cancer* will support life-saving cancer research conducted by the clinicians and scientists at BC Cancer. This research provides exciting new evidence that improves the way cancer is detected and treated.
Workout to Conquer Cancer takes place May 2018, but my fundraising starts today. I'll be challenging myself to reach and surpass my fundraising goal. Please support me in this important cause by visiting my personal fundraising page and making a donation. All donations over \$20 will be issued a tax receipt.
Whatever you are able to give will make a huge difference. I greatly appreciate your support and will be sure to keep you posted on my progress!
Sincerely,

[INSERT YOUR NAME]
A link to your Page will automatically be added to the bottom of your message.



Workout to Conquer Cancer | BC Cancer Foundation
© Copyright 2018 BC Cancer Foundation.
Provincial Office
150-686 West Broadway, Vancouver, BC, V5Z 1G1
Charitable Registration: #11881 8434 RR0001
[Contact us](#) | [Unsubscribe](#) | [View this email online](#)



[Save as draft](#) [Save as template](#)

[Send](#)

Sent

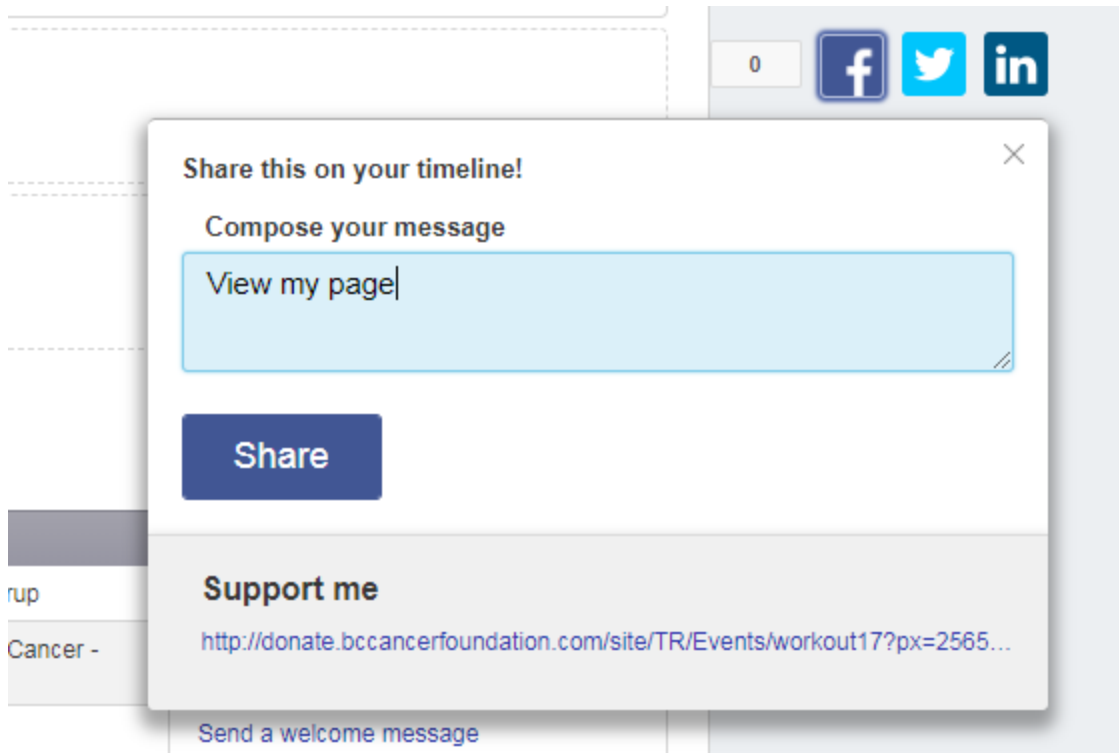
Contacts

0



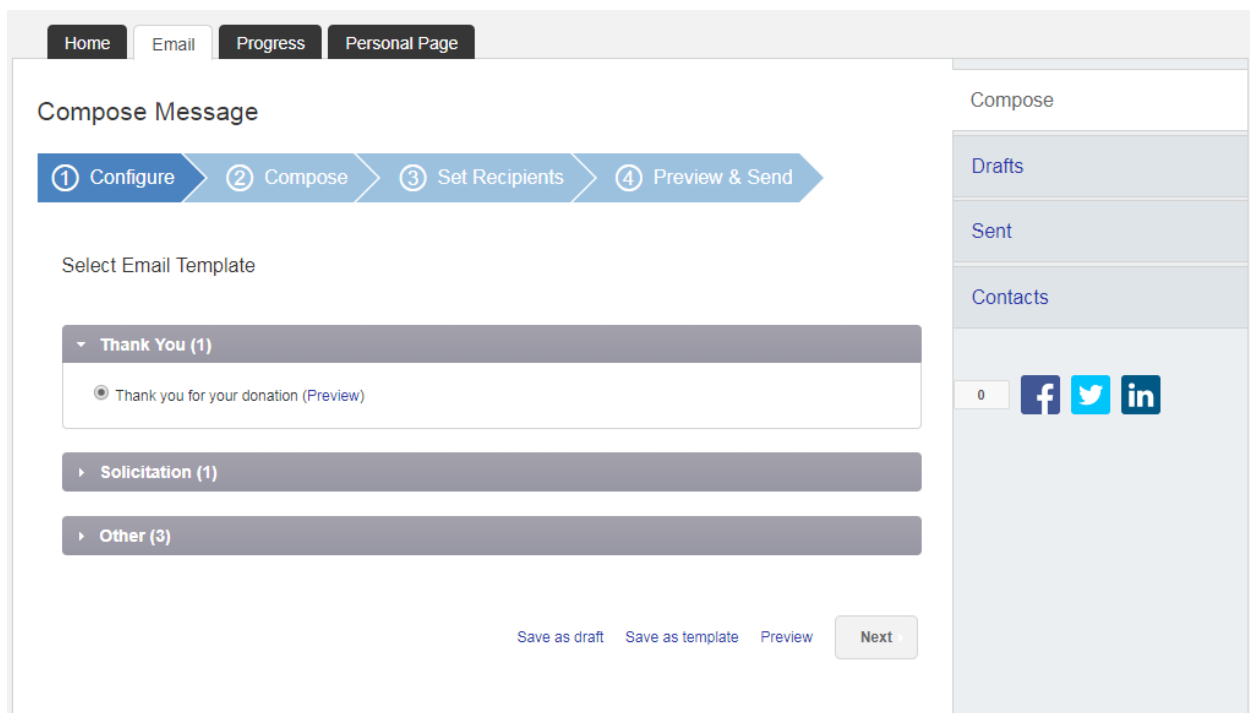
Once it's ready, click Send and you're on your way to fundraising success!

In between email asks, be sure to share your personal page (and your progress) on social media using your custom URL or the facebook, twitter and linked in 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!



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 Progress tab, and edit your fundraising goal at any time by clicking "change".

The screenshot shows a web interface for a fundraising report. At the top, there are navigation tabs: Home, Email, Progress, and Personal Page. The main content area is titled "View Personal Report" and includes a progress bar and four summary cards: "I Have Raised" (\$0.00), "My Goal (change)" (\$100.00), "Percent" (0%), and "Days Left" (48). Below these is a line graph showing "Gift Amount" over time, with a y-axis from \$0.00 to \$1.00 and x-axis dates of 03-30-2018 and 04-13-2018. The graph shows a flat line at \$0.00. To the right, there is a sidebar with "Personal" and "Team" sections, a "Top 10 Donors" box, and social media icons for Facebook, Twitter, and LinkedIn. Below the graph is a "Donation History" section with a table that currently shows "No donations found." and a pagination indicator "0 of 0".

Home Email Progress **Personal Page**

View Personal Report

Your Fundraising Progress

\$0.00 I Have Raised \$100.00 My Goal (change) 0% Percent 48 Days Left

● Gift Amount

\$1.00
\$0.90
\$0.80
\$0.70
\$0.60
\$0.50
\$0.40
\$0.30
\$0.20
\$0.10
\$0.00

03-30-2018 04-13-2018

Donation History

Gift Notifications: **Off** (turn on)

(View personal donations or Download personal donation list)

Donor	Amount	Notes	Date	Actions
No donations found.				

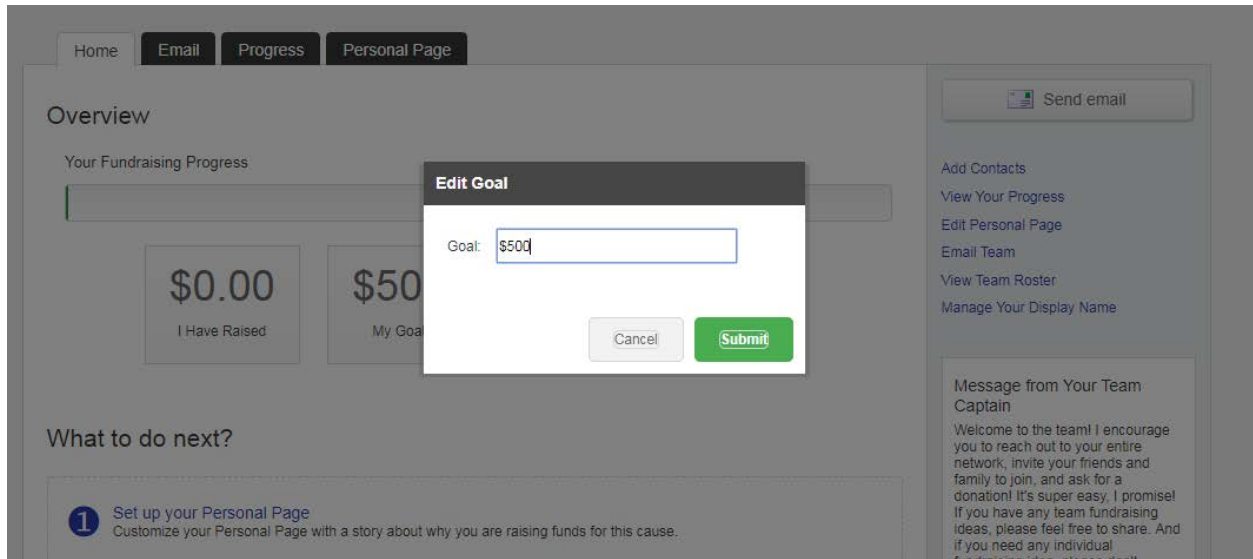
« < 0-0 of 0 > »

Personal

Team

Top 10 Donors

0



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.

Thank you for your support! Funds raised by Workout to Conquer Cancer will allow clinicians to better detect, diagnose and treat cancer for the one in two British Columbians who will be diagnosed with cancer in their lifetime. In five years, Workout has raised an incredible \$1.57 million for the BC Cancer Foundation, providing researchers at BC Cancer with the resources to launch new research initiatives as well as state-of-the-art tools and equipment to advance patient comfort and care.