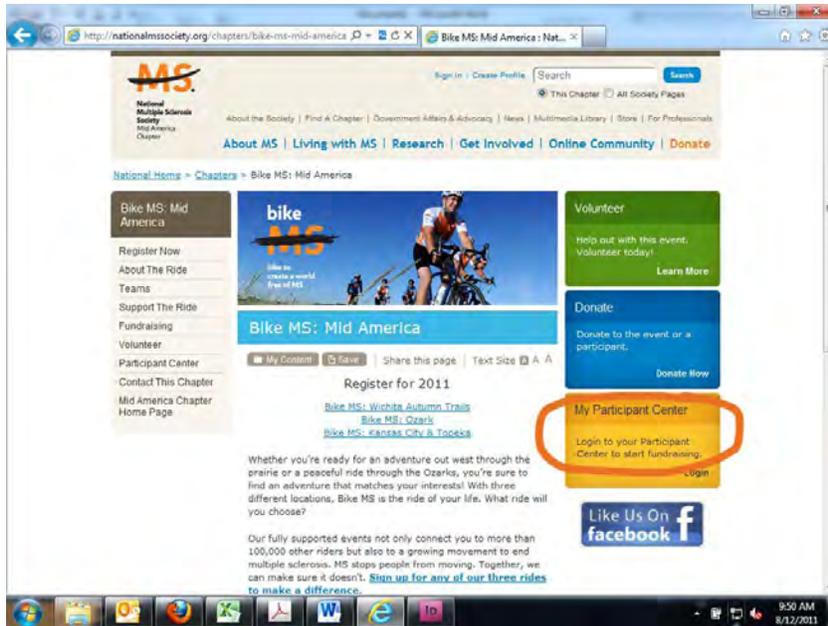
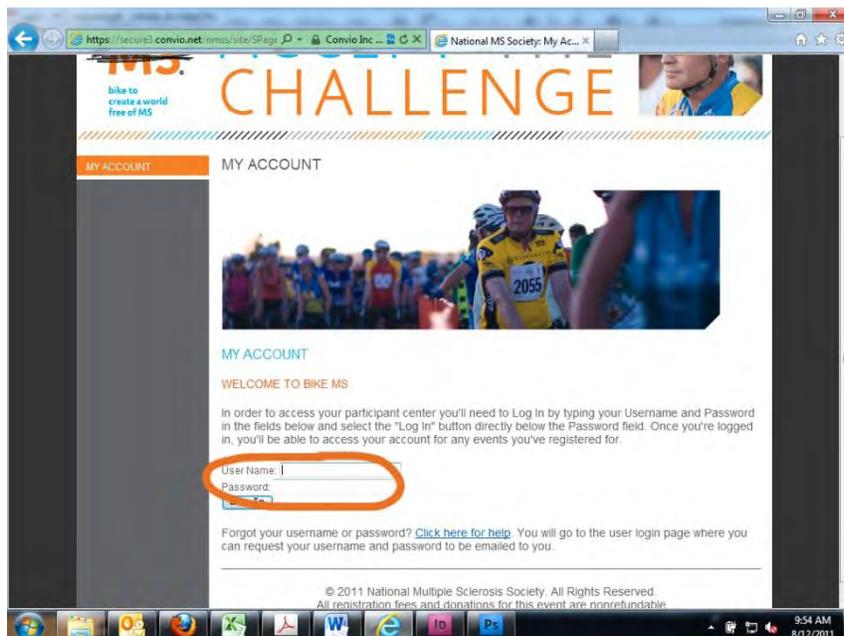


Accessing the Participant Center

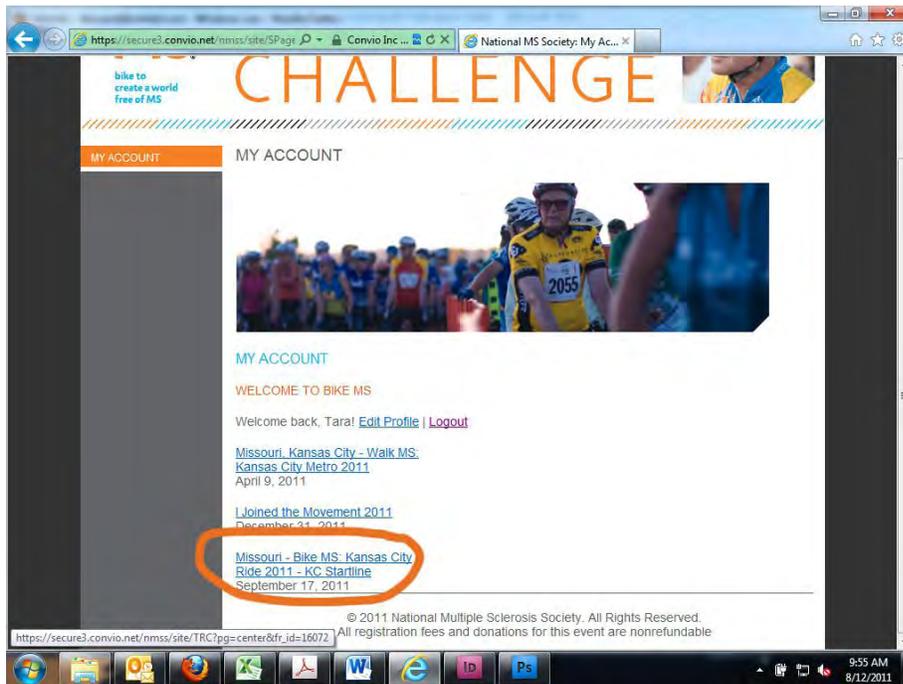
STEP 1: From the Bike MS page (bike.msmidamerica.org), select “My Participant Center” in the yellow box on the right-hand side.



STEP 2: On the next page, you'll be asked to enter your login information. This is what you put it when you originally registered.



Step 3: Click on the event you're registered for. This will take you to your Participant Center.



My Participant Center overview

The Overview page of the Participant Center provides a quick look at your fundraising progress.

In your Participant Center you can:

- Set up your personal Web page
- Upload your e-mail address book
- Send e-mails to solicit donations and thank your donors
- Track e-mails sent and actions taken
- Track your fundraising progress
- Access your team information (only team captains have this icon)

Navigation Tools

The screenshot shows the Participant Center Overview page. The browser address bar displays <https://secure3.convio.net/nmss/pc2/dash/>. The navigation menu includes HOME, EMAIL, PROGRESS, and PERSONAL PAGE. The main content area is titled "Overview" and features a "Progress" section with a progress bar and the following statistics: \$0.00 (I HAVE RAISED), \$595.00 (MY GOAL), 0% (PERCENT), and 36 (DAYS LEFT). A "change" link is located under the goal amount. Below this is a yellow box titled "What to do next?" with the text: "You have not sent any messages. You should email your contacts." To the right of the progress bar are buttons for "Send email" and "Enter new gift". Below these are links for "Add contacts to Address Book", "View your progress page", and "Work with Personal Page". A large text box titled "TIPS FOR ENTERING GIFTS COLLECTED OFFLINE" provides instructions on how to enter donations. At the bottom, there is a "fundraise with facebook" button. Several orange callout boxes provide additional information: one points to the "change" link, another to the "Enter new gift" button, a third to the "What to do next?" box, and a fourth to the "fundraise with facebook" button.

Your current fundraising progress is readily accessible. Update your fundraising goal by clicking "change" located under the current goal.

Click here to enter an online donation.

This section tells you what you should do next to make the most of your Participant Center.

Use social media to fundraise!

Setting up your personal Web page

From the Navigation Toolbar, select the Personal Page button. This page is comprised of three sections – content, photos/video, and components.

CONTENT

STEP 1: Use the “Content” section to customize your Personal Page. Create an easy to remember personalized Webpage to promote your personal page.

Click here to create a personalized shortcut URL to your personal page.

Welcome, Tara Duerr | Profile | Log Out

HOME EMAIL PROGRESS **PERSONAL PAGE**

Content [View Personal Page](#)

Personal Page URL and Settings
http://main.nationalmssociety.org/site/TR/Bike/KSGBikeEvents?px=8904007&pg=personal&fr_id=16072
This page is **Public** [Edit](#)

Title
I Can Make a Difference

Body

Font family Font size **B** *I* U ABC [List Icons]

Why We Want a World Free of MS

Having multiple sclerosis means that you may suddenly have blurry vision. Or that your memory will fail you for no apparent reason. Or that you may not always be able to walk, let alone ride a bike. The symptoms of MS are different, and devastating, for everyone - the only certainty is that it will affect yet another person every hour of every day.

Why I Ride

I've registered for Bike MS because I want to do something for the people who have been diagnosed - and because I want to help prevent more people from having to learn what it means to live with this disease. Today, there is no cure for multiple sclerosis, and with diagnosis occurring most frequently between the ages of 20 and 50, many individuals face a lifetime filled with unpredictability.

[Preview](#)

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

Content
[Photos/Video](#)
[Components](#)

STEP 2: Ensure your Personal Page is made “Public.” Private pages do not show up on the Team Roster and are not easily accessible to donors. Add your personal story or motivation for participating. Feel free to use the provided message. Preview your page and “Save” (at the bottom).

Content [View Personal Page](#)

Personal Page URL and Settings <http://main.nationalmssociety.org/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)

or [cancel](#)

Title

I Can Make a Difference

Body

Font family Font size

B *I* U ABC

Why We Want a World Free of MS

Having multiple sclerosis means that you may suddenly have blurry vision. Or that your memory will fail you for no apparent reason. Or that you may not always be able to walk, let alone ride a bike. The symptoms of MS are different, and devastating, for everyone - the only certainty is that it will affect yet another person every hour of every day.

Why I Ride

I've registered for Bike MS because I want to do something for the people who have been diagnosed - and because I want to help prevent more people from having to learn what it means to live with this disease. Today, there is no cure for multiple sclerosis, and with diagnosis occurring most frequently between the ages of 20 and 50, many individuals face a lifetime filled with unpredictability.

[Preview](#)

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

Content

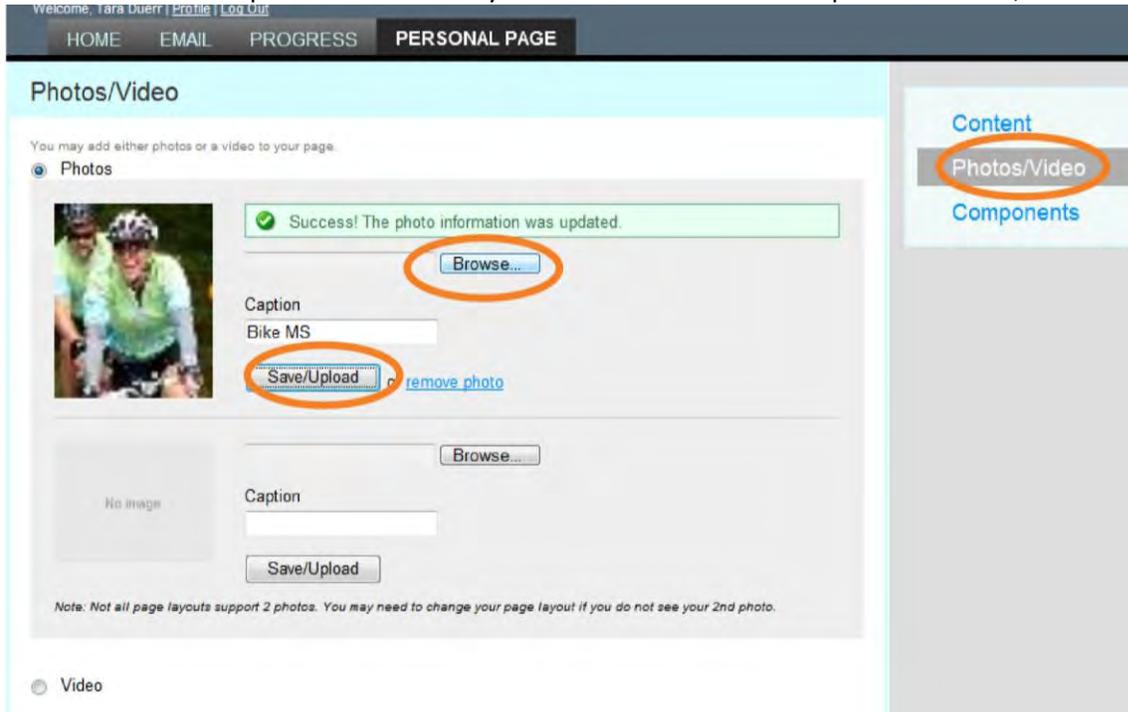
[Photos/V](#)

[Compon](#)

Setting up your personal Web page

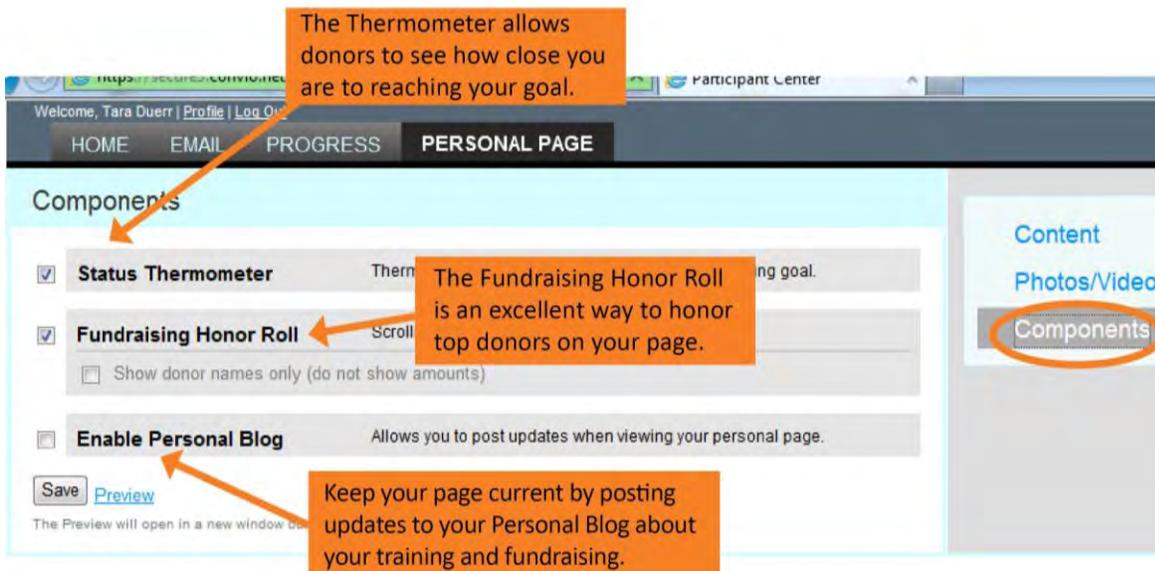
PHOTOS/VIDEO

STEP 1: Use the “Photo/Video” section to personalize your Web page with pictures of you, your family or your team. Images must be JPEG files and smaller than 200KB. Or, upload a video of your Walk MS efforts or a personal thanks to your donors. You can add a photo or video, but not both.



COMPONENTS

STEP 1: The “Components” section allows you to choose which options appear on your Personal Page. You must hit “save” to activate your choices.

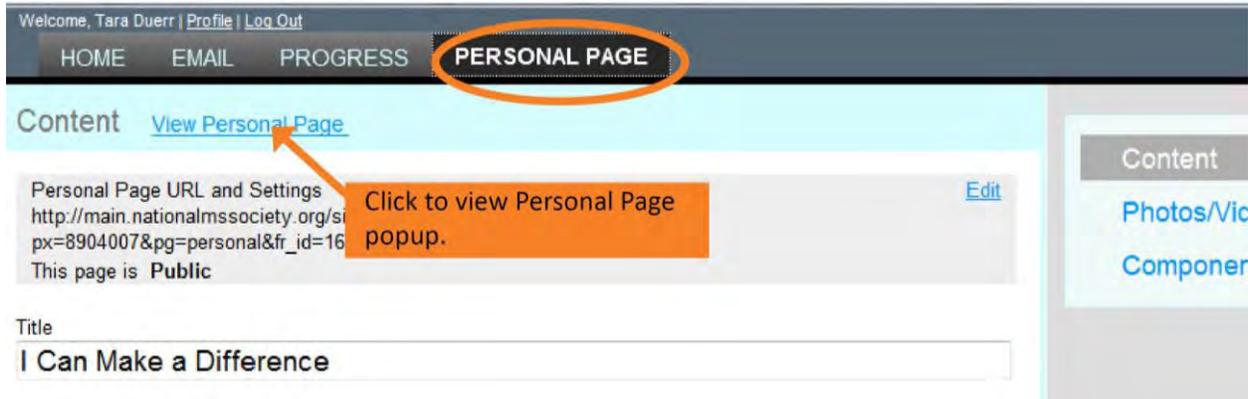


Blogging on your personal Web page

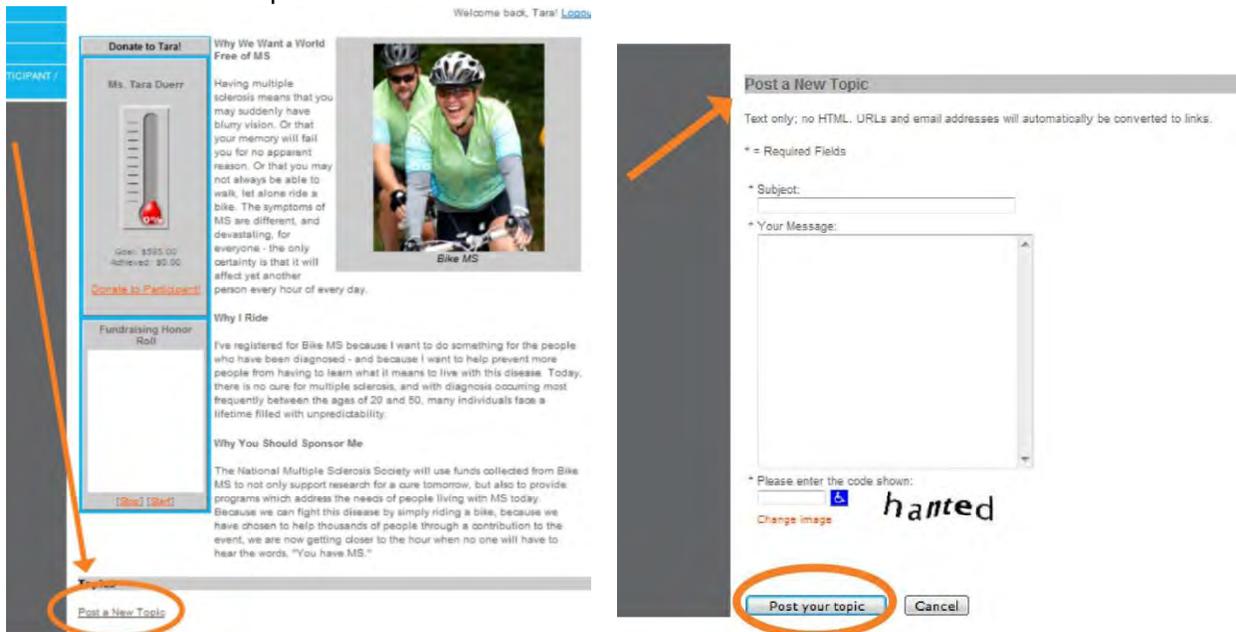
Keep your Personal Page fresh by adding a blog. Frequently update your personal blog with your fundraising progress or just with your daily thoughts. Encourage your friends to bookmark it and check frequently to see your latest updates.

STEP 1: Enable the Personal Blog feature in the “Components” section of the “Personal Page.” See *previous page for more details.*

STEP 2: Access to your Blog is available only through your Personal Page. Choose “Your Personal Page” at the very top of the Navigation Toolbar. Then click on the View Personal Page link.



STEP 3: Your Personal Page will display in a second window. Scroll to the bottom of the page and choose “Post New Topic.”



STEP 4: Scroll down to post your topic. Once you have entered your information, click “Post your topic” to submit your blog. This will now appear on your Personal Page.

Uploading your address book

STEP 1: Click on “E-mail” in the navigation toolbar, then choose “Contacts”.



STEP 2: Click “Import Contacts” and follow the instructions to upload your address book from Outlook, Yahoo, AOL or an Excel (.CSV) file. Or click “Add a contact” to manually add contacts.

STEP 3: Once imported, contacts can be filtered by donor status, teammate status (team captains only) or the follow up needed.

Sending e-mails

STEP 1: Select “E-mail” in the navigation toolbar. From this section, you can send e-mails to potential donors to solicit donations and send thank-you e-mails to those who have donated. You can also send e-mails to teammates.

STEP 2: Feel free to use existing suggested templates and layouts for your emails.

The screenshot shows the 'Compose Message' interface. At the top, a navigation bar includes 'HOME', 'EMAIL' (circled in orange), 'PROGRESS', and 'PERSONAL PAGE'. The main area is titled 'Compose Message' and contains a 'Send' button, 'Save Draft', 'Preview', and 'Save as template' options. Below these are 'To:' and 'Subject:' fields. A note explains that as you enter a name in the 'To:' field, contacts from your Address Book will appear, and you should place the email address in the 'To' field. Below the fields, there is a 'Hide templates' link and a section for 'Suggested Message Templates' with links for 'Support Me', 'Thank You for Sponsoring Me', 'Create Your Own Message', and 'Team Message'. A red oval highlights this section, with an orange callout box stating: 'You can use the template e-mails or draft your own personal message.' Below the templates is a rich text editor with a toolbar for font family, size, bold, italic, underline, link, and unlink. At the bottom, there is a 'Current layout' section with a dropdown menu set to '2010 Bike MS (done selecting)'. Below this are several layout options: '2011 Bike MS - E-News', '2011 Bike MS - Fundraising Blitz Day | Pure Protein', '2011 Bike MS - Fundraising Week | Pure Protein', '2011 Bike MS - World MS Day Blitz | Pure Protein', and 'General-Autoresponder'. An orange callout box points to these options, stating: 'You have several options available for the layout or "stationary" of your e-mail. Choose the one that works best for your audience.'

STEP 3: Scroll down to preview your e-mail before sending it out.

Entering Donations

STEP 1: Select “Home” in the navigation toolbar. Click on “Enter new gift”.

The screenshot shows a fundraising dashboard with a navigation bar at the top containing 'HOME', 'MAIL', 'PROGRESS', 'PERSONAL PAGE', and 'TEAM PAGE'. The 'HOME' button is circled in orange. Below the navigation bar is an 'Overview' section with a progress bar and statistics: '\$0.00 I HAVE RAISED', '\$595.00 MY GOAL [change](#)', '0% PERCENT', and '36 DAYS LEFT'. A yellow box contains the text 'What to do next? You have not sent any messages. You should email your contacts.' On the right side, there is a 'Send email' button and an 'Enter new gift' button, both circled in orange. Below these are several links: 'Add contacts to Address Book', 'View your progress page', 'Work with Personal Page', 'Email Team', and 'View team roster'. At the bottom left, it says 'WELCOME TO YOUR Participant Center'.

STEP 2: Enter your donor’s information. Click “Add” to save, or click “Save and Add Another” to enter more donations. The name entered in the Recognition Name box will be displayed in your Fundraising Honor Roll on your Personal Page. If donors wish to remain anonymous, do not mark this box.

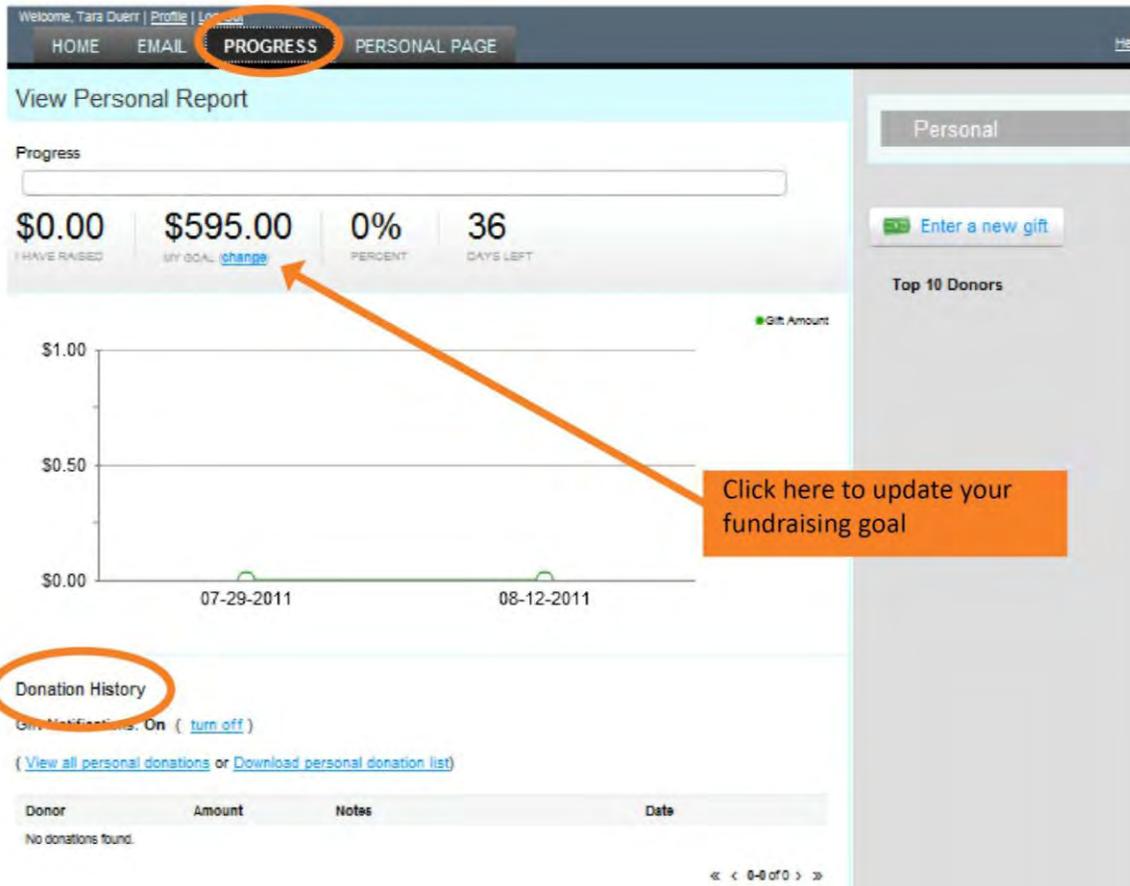
The screenshot shows a form titled 'Enter the details for a gift that someone has given directly (or promised) to you:'. The form includes the following fields: '*First', '*Last', 'Email', '*Street 1', 'Street 2', '*City', '*State', '*Zip', and 'Recognition Name'. There is a checkbox labeled 'Yes, display the amount of this gift.' which is checked. Below this is the '*Amount' field. The '*Payment Type' section has three radio buttons: 'Cash' (selected), 'Check', and 'Credit'. At the bottom, there are three buttons: 'Add', 'Save and Add Another' (circled in orange), and 'cancel'.

All cash/check donations will need to be sent to the Mid America Chapter office for them to officially show up in your fundraising records.

Tracking your progress

STEP 1: Choose “Progress” from the navigation tools.

STEP 2: The helpful tools allows you to easily track your fundraising progress. The “Progress” section gives a quick overview of your fundraising to date, your current goal (can be updated on the “Home” page), percentage to your goal and the number of days left until the event.



STEP 3: The “Donation History” section provides a complete list of donors. In this section, you can choose not to receive e-mail notifications when a donation is made. You can also download your personal donation list for your future records.

Fundraise with Facebook

Linking your personal page to your Facebook page

If the Facebook application has been activated for your event, the logo will appear on the Home page.

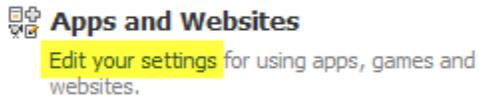
STEP 1: After accessing your Participant Center Home page, click on the “Fundraise with Facebook” logo.

The screenshot shows the Participant Center Home page. At the top, there are navigation tabs: HOME (circled in orange), MAIL, PROGRESS, and PERSONAL PAGE. Below the tabs is an 'Overview' section with a progress bar and statistics: \$0.00 (HAVE RAISED), \$595.00 (MY GOAL), 0% (PERCENT), and 36 (DAYS LEFT). A yellow box contains the text: 'What to do next? You have not sent any messages. You should email your contacts.' Below this is a 'WELCOME TO YOUR Participant Center' section with a 'TIPS FOR ENTERING GIFTS COLLECTED OFFLINE' box. At the bottom left, the 'fundraise with facebook' logo is circled in orange.

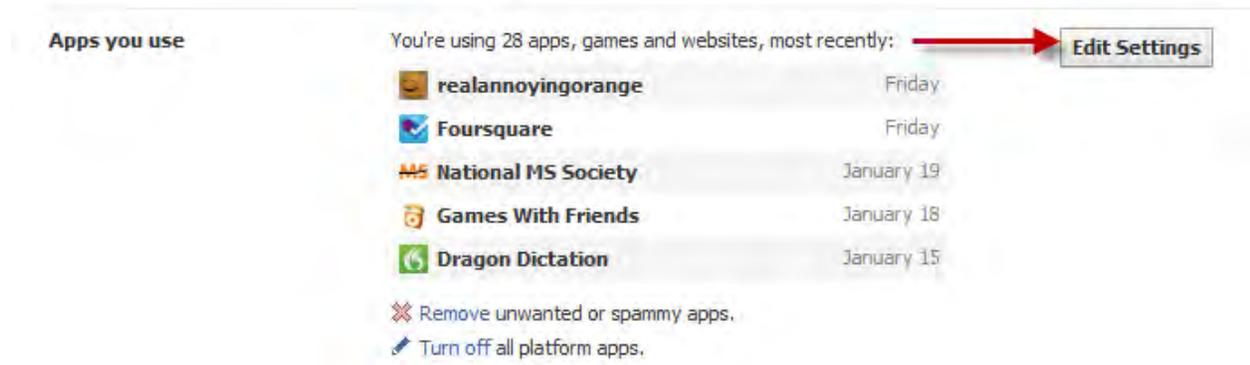
STEP 2: Log into your Facebook account. Go to privacy settings

The screenshot shows the Facebook account settings menu. The 'Account' tab is selected. The menu items are: Home, Profile, Account (selected), Edit Friends, Manage Pages, Account Settings, Privacy Settings (highlighted with a red arrow), Help Center, and Logout.

STEP 3: Click edit your settings under apps and websites



STEP 4: Click edit settings under apps you use



STEP 5: Click the X next to the National MS Society app to remove, and make sure it comes off the list



STEP 6: Then reinstall the app from the participant center. Highlight your fundraising efforts to all of your Facebook friends and watch your donations grow!

Team Captain Tools

(Only available to Team Captains)

SETTING UP YOUR TEAM WEB PAGE

STEP 1: Choose “Team Page” from the navigation toolbar. From this section of the Participant Center, you can set up your team’s Web page. Add your team’s story or motivation for participating, or instead, use the stock message. Include a picture of your team. Preview your page and “Save” (at the bottom).

The screenshot shows a web interface for setting up a team page. At the top, a navigation bar includes 'HOME', 'EMAIL', 'PROGRESS', 'PERSONAL PAGE', and 'TEAM PAGE', with 'TEAM PAGE' circled in orange. Below the navigation bar is a 'Content' section. The 'Team Page URL' field is circled in orange and contains the text 'http://main.nationalmssociety.org/gator/'. Below this field are 'Save' and 'Cancel' buttons. The 'Body' section contains a rich text editor with a toolbar and a text area containing a message about MS. Below the text area is a 'Photo' section with a 'Browse' button, a 'Caption' field, and a 'Save/Upload' button. At the bottom left, there are 'Save' and 'Preview' buttons. On the right side, a sidebar contains a form for team information: 'Team Name' (Development), 'Company', 'Division', and 'Friends and Family', with an 'Edit' button circled in orange. An orange arrow points from the 'Edit' button to an orange text box on the right.

Update your team information by clicking “Edit.” If your team is part of a national team, choose that company in the drop-down menu provided. If the company is not listed, enter it here.

STEP 2: Create an easy-to-remember Web address for your Team Page. Once you “save” the new Web address, the full address will be listed at the top of the page. Copy and paste the link into your personal e-mail signature so everyone you communicate with can easily visit your team’s page.

Team Captain Tools

(Only available to Team Captains)

TRACKING YOUR TEAM PROGRESS

STEP 1: Under the “Progress” section of the Participant Center, select “Team” to track your team’s progress, update your team’s fundraising goal and review/maintain your team roster.

Welcome, Lydie Parramore | Your Personal Page | Log Out | Help | Development

HOME | EMAIL | **PROGRESS** | PERSONAL PAGE | TEAM PAGE

Team Report

Team Progress

\$0.00 **\$0.00** **0%** **121**
TEAM HAS RAISED TEAM GOAL (change) TO TEAM GOAL DAYS LEFT

Be sure to change your team goal here. Once you've reached your goal, raise it!

■ Gift Amount

31
30.9
30.8
30.7
30.6
30.5
30.4
30.3
30.2
30.1
30

11-26-2009 12-10-2009

Team-Specific Donation History

([View all team donations](#) or [Download team donation list](#))

Donor	Amount	Notes	Date
No donations found.			

« < 0-0 of 0 » »

Contributing Team Members

([View all teammates](#) or [Download roster](#))

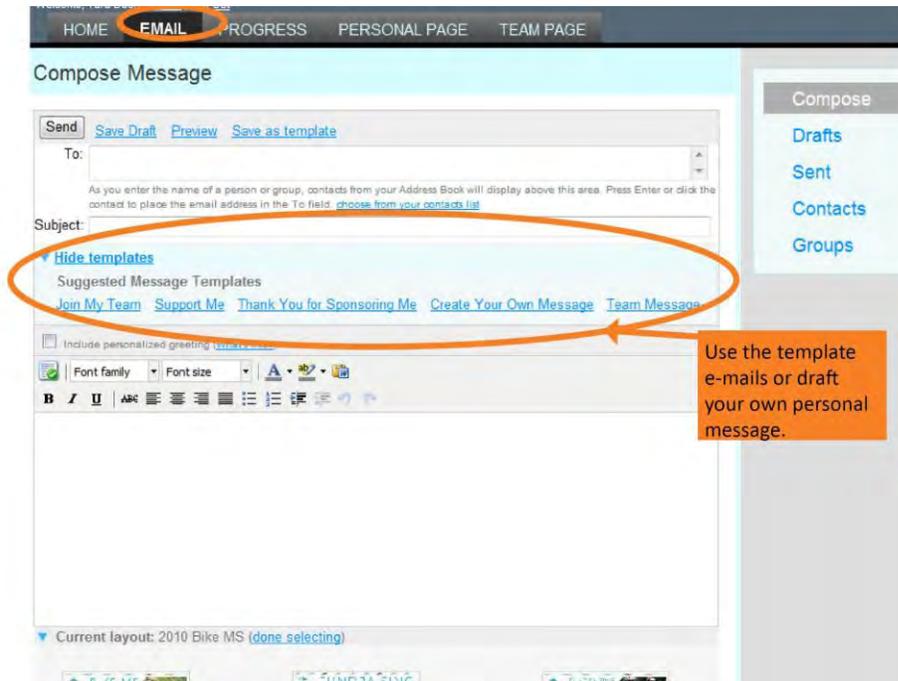
STEP 2: Below the “Team-Specific Donation History,” the “Contributing Team Members” section provides detailed information regarding your team and their individual fundraising efforts. To access last year’s team roster, please e-mail midamerichapter@nmss.org.

Team Captain tools (only available to Team Captains)

COMMUNICATING WITH YOUR TEAM

Regular communication is fundamental to building a successful team. Develop a communications schedule and use the helpful Participant Center tools specifically designed for Team Captains.

STEP 1: Under the “E-mail” section of the Participant Center you can send e-mails to potential team members encouraging them to “Join My Team” or send regular e-mails to your current members.



STEP 2: From the “Home” page, post welcome messages to greet new members and to remind them about upcoming deadlines or team challenge announcements. Update regularly!

