

Access your Participant Centre

1. Go to www.walkforalzheimer.ca and click '**Login**' at the top of the screen.
2. Enter the Username and Password
3. Click '**Submit**'
4. Click the **name of the registered event**.

Participant Login

Welcome back, John | [Logout](#)

Participant Centre

Go to your Participant Centre to manage your fundraising and email friends and family.

You are registered for the following event(s):

- [2020 New Walk Event](#)

Click on the name of the event, to proceed to your participant centre.

5. You are now in your **Participant Centre**. This where you can personalize your fundraising page (write your story), add a picture, import your contacts, and send emails letting everyone know you are participating and ask for support. There are different sections to navigate from the home page of your participant center, i.e. What to do next and Recent Activity

The screenshot shows the 'Participant Centre' dashboard for John. At the top left is the logo for 'IG WEALTH MANAGEMENT WALK FOR ALZHEIMER'S' with a 'Back to the Website' link. Below the logo are navigation buttons for 'Home', 'Email', and 'Profile'. The main heading is 'Welcome to your Participant Center, John!'. A section titled 'You have days until your event' provides instructions on how to use the page. Below this, there are two main sections: 'What to do next?' and 'Recent Activity'. The 'What to do next?' section lists tasks like setting up a personal page, adding contacts, and sending emails. The 'Recent Activity' section shows a list of messages and events with dates.

What to do next?	Recent Activity
<ul style="list-style-type: none">Set up your Personal Page Customize your Personal Page with a story about why you are raising funds for this cause.Add Contacts to Your Address Book Add contacts to email from your personal Address Book on our site.Send an Email Your last email was sent 142 days ago. Email more friends and family about your fundraising efforts.Follow up with 3 contacts.	<ul style="list-style-type: none">Sent messages to M Tom, Beta Tester, m tom May 25Sent messages to John Three, M Tom, m tom May 25Sent message to M Tom Apr 27You joined 2020 New Walk Event v10 - Test Feb 17Oreo Cookie joined your team Jan 23

6. What to do next

The “**What to do next**” section on the left provides a **list of actions** a participant can take to improve their fundraising progress. The status indicators to the left will indicate whether the action has been completed or not.

Checkmark = completed task

Number = an action that has not been completed.

What to do next?	
<input checked="" type="checkbox"/>	Set up your Personal Page Customize your Personal Page with a story about why you are raising funds for this cause.
<input checked="" type="checkbox"/>	Add Contacts to Your Address Book Add contacts to email from your personal Address Book on our site.
<input checked="" type="checkbox"/>	Send an Email Your last email was sent 142 days ago. Email more friends and family about your fundraising efforts.
4	Follow up with 3 contacts.
5	Thank your Donors Thank your donors!
6	Set up your Personal Page Your last Personal Page update was 20 days ago. Consider updating it now with new information.
7	Set a Goal You have reached 0% of your goal. Can you set a higher goal?
8	Reach Out You have 3 contacts that you have not emailed. Consider contacting them about your fundraising effort.

A checkmark represents a completed task.

A number indicates action is still required for the suggested task.

Here is a summary of what **7 actions (a-h)** you can perform from each suggested task:








What to do next

a) Set up your Personal Page

This will allow you to view the content of your personal page. Every personal page contains a default message. You have the option to update it with a personal message of your own.

Edit Content

My Participant Page: [INSERT YOUR NAME HERE]

P **B** *I* U       

Welcome to my Participant Page!

Thank you for supporting me in raising awareness and funds that will make a difference in the lives of people living with dementia, their caregivers and families.

I'm participating in the IG Wealth Management Walk for Alzheimer's in [City] on [Date] to help raise money on behalf of the Alzheimer Society, so they can meet the growing demand for programs and services. These and other resources make all the difference in the way that people affected by dementia are able to manage the disease and live life to the fullest.

Thank you for whatever donation you can make. No matter how small or big, you are making a difference in the lives of people affected by dementia. Select the button on the right to Donate Now!

Thank you again for your generous commitment and support.

For more information on the IG Wealth Management Walk for Alzheimer's or to register for a Walk nearest you, please visit www.walkforalzheimers.ca.

Having trouble with the site? Check out the Website Help page (under Tools & Tips at the top-right of this website).

What to do next

b) Add Contacts to your Address Book

This section will allow you manage your contacts. You will have the option to add/import contacts in your address book.

Contacts	
All Contacts	10
Never Emailed	6
Needs follow-up	4
Unthanked Donors	2
Donors	2
Non-Donors	8
Past Donors	0
Past Donors Who Have Not Donated This Time	0
Teammates	2
Non-Teammates	8
Past Teammates	0
Past Teammates Not Registered for This Event	0

What to do next

c) Send an Email

Message your family and friends about your fundraising effort using one of the pre-existing email templates or create a personal message of your own.

Home **Email** Profile

Compose Message

Recipients (separate multiple email addresses with a comma)

Drafts 0

Sent Messages 3

Contacts

All Contacts 10

Never Emailed 6

Needs follow-up 4

Unthanked Donors 2

Donors 2

Non-Donors 8

Past Donors 0

Use a template

Use a template

Recruiting
Join My Team
Team Message

Solicitation
Please Support Me

Thank You
Thank You for Sponsoring Me

Other
Blank Message

Current layout:

d) Send a Follow-up

Selecting '**Needs follow-up**' and you will be directed to the email section and the contacts in the "needs follow-up" group will populate in the recipient field of the message. If you have sent a follow-up, this step will not appear.

What to do next

e) Thank your Donors

Selecting 'Thank your donor' and the contacts in the "unthanked donors" group will populate in the recipient field.

f) Set up your Personal Page

Depending on when your personal page was last updated, it may ask you to consider updating it now with new information. If you have updated your personal page recently, this step will not appear.

g) Set a Goal

Set your goal by entering the amount in the pop-up window. You can change your fundraising goal anytime.

Edit Goal

Cancel

Save

h) Reach Out

Depending on how you moved through the list above, a final step may include to reach out to contacts you have not emailed yet. If you have emailed all contacts, this step will not appear.

Recent Activity

The “**Recent Activity**” section on the right displays recent actions taken by the participant. The actions are ordered chronologically, starting with the most recent. The date of each action is displayed to the right.

Recent Activity	
Sent messages to M Tom, Beta Tester, m tom	May 25
Sent messages to John Three, M Tom, m tom	May 25
Sent message to M Tom	Apr 27
You joined 2020 New Walk Event v10 - Test	Feb 17
Oreo Cookie joined your team	Jan 23

Personal Progress

Under the 'Me' tab on the bottom left, you will find information about your personal fundraising progress. This will include:





- a) **Your Fundraising Progress** bar displaying the total amount raised. If you would like to edit your goal, click "**Edit Goal**".
- b) **Badges** which include Milestones achieved
- c) **Personal Donations** in which you have the option to enter offline pledge amounts.

The screenshot shows a user interface for 'Personal Progress'. At the top, there are two tabs: 'Me' (selected) and 'My Team'. Below the tabs, there are three main sections:

- Your Fundraising Progress:** This section features a progress bar that is currently empty. Below the bar, the amount '\$0.00' is displayed on both the left and right sides. An 'Edit Goal' button is located in the top right corner of this section.
- Badges:** This section has a title 'Badges' and a sub-header 'Badges are fun things you can earn.'.
- Personal Donations:** This section has a title 'Personal Donations' and a sub-header 'No donations found.'. An 'Add' button is located in the top right corner of this section.





c) Personal Donations

Selecting the download icon will allow the participant to download a list of donations as a CSV file.

Personal Donations			Add		
Egon Spengler	Oct 14	\$20.00			

Adding an offline gift

Click the 'Add' button to enter an offline gift.

Personal Donations			Add		
Egon Spengler	Oct 14	\$20.00			

Enter the information in the pop-up window.

Enter new gift

First Name *

Last Name *

Email

Additional gift entry fields

Recognition Name

Yes, display the amount of this gift.

Record this gift on behalf of my entire team.

Amount *

Payment Type *

Personal Page

In the “**Personal Page**” section at the bottom right, the participant can view and modify the content of their personal page.

Personal Page

URL Settings shorten your page URL or make you page private so that only those people with the URL can see it.

Personal Page URL:
http://www.alzgiving.ca/site/TR/WFA/WFA_15?px=1152453&pg=personal&fr_id=2830

Title Edit Content
My Participant Page: [INSERT YOUR NAME HERE]

Body

Welcome to my Participant Page!

Thank you for supporting me in raising awareness and funds that will make a difference in the lives of people living with dementia, their caregivers and families.

I'm participating in the IG Wealth Management Walk for Alzheimer's in [City] on [Date] to help raise money on behalf of the Alzheimer Society, so they can meet the growing demand for programs and services. These and other resources make all the difference in the way that people affected by dementia are able to manage the disease and live life to the fullest.

Thank you for whatever donation you can make. No matter how small or big, you are making a difference in the lives of people affected by dementia. Select the button on the right to Donate Now!

Thank you again for your generous commitment and support.

For more information on the IG Wealth Management Walk for Alzheimer's or to register for a Walk nearest you, please visit www.walkforalzheimers.ca.

Having trouble with the site? Check out the Website Help page (under Tools & Tips at the top-right of this website).

Personal Page URL


The URL for your personal page is provided. Copy and share with your family and friends.

URL Settings shorten your page URL or make you page private so that only those

Personal Page URL:

http://www.alzgiving.ca/site/TR/WFA/WFA_15?px=1152453&pg=personal&fr_id=2830

Click on URL Settings to create a personal/shorten URL.

Personal Page Click to create a personal URL 

URL Settings shorten your page URL or make you page private so that only those people with the URL can see it.

Personal Page URL:
http://www.alzgiving.ca/site/TR/WFA/WFA_15?px=1152453&pg=personal&fr_id=2830

URL Settings shorten your page URL or make you page private so that only those people with the URL can see it.

You can create a personalized Web address for your personal page to make it easier for family and friends to find. The Web address can contain letters, numbers, '-' (dashes), and '_' (underscores). For example, entering 'John_Smith' will allow people to enter 'http://www.alzgiving.ca/goto/John_Smith' to display your personal page.


<http://www.alzgiving.ca/goto/>

Cancel

Save

Personal Page Content

Click the **'Edit Content'** button in order to change the title and content on your personal page.

Title Click Here 

My Participant Page: [INSERT YOUR NAME HERE]


Body


Welcome to my Participant Page!

Thank you for supporting me in raising awareness and funds that will make a difference in the lives of people living with dementia, their caregivers and families.

Personal Page Media

Click **'Update Media'** to upload a photo or a YouTube video to your personal page.


Photos/Video Click Here 



From the pop-up window, click on the drop-down menu to select the media type.

Update Media

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

Video 

Photos

Video

Cancel Save

For Photos, follow the instructions in the pop-up window.

Update Media

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

Photos

Images must be .gif, .jpg or .png files.

Select an image to upload:

Choose File No file chosen

Caption

Cancel Save/Upload

For Video, enter the URL of the YouTube video.

Update Media

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

Video

YouTube Video URL (e.g. <http://www.youtube.com/watch?v=3eZTh94Fapg>)

http://youtube.com/watch?v=c9z2_9OP9fM

Cancel Save

The **'My Team'** tab displays only when the participant is on a team, and the My Company tab displays only visible if the participant's team is associated with a company. (Next to "Me" tab at the bottom right).

The screenshot shows the 'My Team' tab selected. Below the navigation bar, there are four main sections:

- Message To Your Team:** A yellow message box stating, "You did not set a message for your team. Use the Edit link to leave a message on the Participant Center Home page of".
- Team Progress:** A section with a progress bar and an "Edit Goal" button. The current amount is \$10,046.00 and the goal is \$0.00.
- Team Badges:** A section with the text, "Badges are fun things your team can earn."
- Team Donations:** A table listing donations with "Add" and "Download" buttons.

Team Donations				Add	Download
Rosie Test	Jun 16	\$10.00	Like	Message	
Omega Tester	May 5	\$5.00	Like	Message	Delete

If you are a captain or a member of a team, select the **'My Team'** tab to view the fundraising progress for your team. The fundraising information that is available for the individual participant, will be available for your team.

Me **My Team**

Message To Your Team Edit Team Name

You did not set a message for your team. Use the Edit link to leave a message on the Participant Center Home page of your teammates.

Team Progress Edit Goal

\$10,046.00 \$0.00

Team Badges

Badges are fun things your team can earn.

Team Donations Add ↓

Rosie Test	Jun 16	\$10.00	👍 ✉
Omega Tester	May 5	\$5.00	👍 ✉ 🗑

Team Page URL Settings shorten your page URL or make you page private so that only those people with the URL can see it

Team Page URL:
http://www.alzgiving.ca/site/TR/WFA/WFA_15?team_id=9841&pg=team&fr_id=2830

Body Edit Content

Welcome to our Team Page!

Our team is raising money in support of the Alzheimer Society by participating in the IG Wealth Management Walk for Alzheimer's in [CITY] on [DATE].

We are participating in the Walk this year because dementia is the fastest growing healthcare issue of our time. As more and more people are impacted there is an increasing demand for Alzheimer Society programs and services. Services that make all the difference in the way that people are able to manage the disease and live life to the fullest.

Please donate today and help us reach our fundraising goal! To do so, select the Donate Now button on the right, or select the name of a team member to sponsor them individually.

By supporting our team, you are helping the Alzheimer Society continue to make a difference in the lives of people affected by dementia.

Thank you again for your generous commitment and support!

[TEAM NAME]

Captain's Message

The captain of a team will have an option to send a message to the rest of the team.

Message To Your Team Edit Team Name

You did not set a message for your team. Use the Edit link to leave a message on the Participant Center Home page of your teammates.

Message To Your Team

Enter your message

Team Name

If you are the team captain, you can change or update the team name by selecting the 'Team Name' button.

Edit Team Name

Team Name

Team Name *

Festivus

Cancel

Save

Team Progress

Similar to the personal fundraising progress bar, the Team Progress displays the amount raised by the team.

Select the **'Edit Goal'** button to update the team goal.



Team Badges

Similar to personal badges, achievements are displayed when a milestone has been achieved.

Team Badges

Badges are fun things your team can earn.

Team Donations

The Team Donations section displays donations made on behalf of the team. There is an option to download the list of gifts as a CSV file. Select the download icon next to the 'Add' button.

To enter an **offline pledge**, click the **'Add'** button.

Team Donations			Add	↓
Rosie Test	Jun 16	\$10.00	👍	✉
Omega Tester	May 5	\$5.00	👍	✉ 🗑

In the pop-window, enter the necessary information.

Enter new gift

First Name *

Last Name *

Email

Additional gift entry fields

Recognition Name

Yes, display the amount of this gift.
 Record this gift on behalf of my entire team.

Amount *
\$

Payment Type *
Cash

[Cancel](#) [Add](#) [Save and Add Another](#)

Team Page

Similar to the personal page, information on the team page can be found here. Only the team captain is allowed to edit their team page.

Accessing Participant Centre

Team Page

URL Settings shorten your page URL or make you page private so that only those people with the URL can see it.

Team Page URL:
http://www.alzgiving.ca/site/TR/WFA/WFA_15?team_id=9841&pg=team&fr_id=2830

Body Edit Content

Welcome to our Team Page!

Our team is raising money in support of the Alzheimer Society by participating in the IG Wealth Management Walk for Alzheimer's in [CITY] on [DATE].

We are participating in the Walk this year because dementia is the fastest growing healthcare issue of our time. As more and more people are impacted there is an increasing demand for Alzheimer Society programs and services. Services that make all the difference in the way that people are able to manage the disease and live life to the fullest.

Please donate today and help us reach our fundraising goal! To do so, select the Donate Now button on the right, or select the name of a team member to sponsor them individually.

By supporting our team, you are helping the Alzheimer Society continue to make a difference in the lives of people affected by dementia.

Thank you again for your generous commitment and support!

[TEAM NAME]

For more information on the IG Wealth Management Walk for Alzheimer's or to register for a Walk nearest you, please visit www.walkforalzheimers.ca

Having trouble with the site? Check out our Website Help page (under Tools & Tips at the top-right of this website).

Team page URL

The URL for the team page is provided. Only the team captain can create a custom URL.

Team Page

URL Settings shorten your page URL or make you page private so that only those people with the URL can see it.

Team Page URL:
http://www.alzgiving.ca/site/TR/WFA/WFA_15?team_id=9841&pg=team&fr_id=2830

Team Page Content

To edit the content on the team page, click '**Edit Content**'. Once again, only the captain can edit their Team Page.

Body

Edit Content

Welcome to our Team Page!

Our team is raising money in support of the Alzheimer Society by participating in the IG Wealth Management Walk for Alzheimer's in [CITY] on [DATE].

We are participating in the Walk this year because dementia is the fastest growing healthcare issue of our time. As more and more people are impacted there is an increasing demand for Alzheimer Society programs and services. Services that make all the difference in the way that people are able to manage the disease and live life to the fullest.

Please donate today and help us reach our fundraising goal! To do so, select the Donate Now button on the right, or select the name of a team member to sponsor them individually.

By supporting our team, you are helping the Alzheimer Society continue to make a difference in the lives of people affected by dementia.

Thank you again for your generous commitment and support!

[TEAM NAME]

For more information on the IG Wealth Management Walk for Alzheimer's or to register for a Walk nearest you, please visit www.walkforalzheimers.ca

Having trouble with the site? Check out our Website Help page (under Tools & Tips at the top-right of this website).

Team Page Photo

By default, all team pages will contain the IG Wealth Management Walk for Alzheimer's logo. The team captain can change the image by selecting the **'Update Photo'** button.

Photo

Update Photo



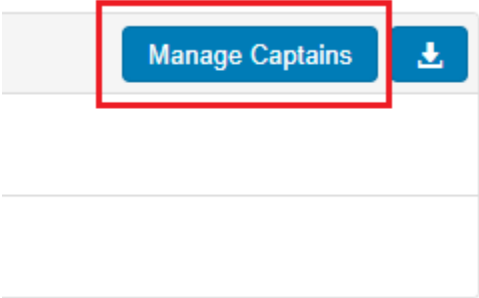
Team Roster

The Team Roster displays members of your team 5 members at a time. Each name will link to the team member's personal page.

Team Roster	Manage Captains	↓
Oreo Cookie		
John Three		

Manage Team Captains

The team captain can change the status of the captain as well as other members of the team. Selecting “Manage Captains” other members of the team can be assigned the role of captain.



Download Team Roster

You can download the team roster as a CSV file by clicking the download icon.

