

FUNDRAISING

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 you created during registration
3. Click '**Submit**'
4. Click the **link to your Walk**. You're 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're participating and ask for support. Click on the tab labelled '**Personal Page**'
 - a. Here you can edit the page title. The default is "My Participant Page". Simply **click in the field** and type whatever you want.
 - b. Edit the body of your page. There is a default explanation there. You can add to it, delete and/or write a brand new one.
 - c. To upload a picture/video, please click on "**Upload a Photo/Video**" located on the right column,
 - iv. Click the '**Choose File**' button
 - v. Locate the image you want to use on your computer
 - vi. Click '**Open**'
 - vii. Click the '**Save/Upload**' button
 - viii. On the right, click the '**Content**' button to return to the Body section of your page.
5. At the bottom of that page, click 'Preview' to view a sample of your page in a new browser window. If it's good, go back to the original window /tab in your browser.
6. Click the green '**Save**' button

How to add contacts to your Participant Centre

Your Participant Centre provides you the option to connect to your Gmail or Yahoo account and easily import contacts. If you use an email provider other than these, contacts can be imported using any .csv (Excel) formatted file. The steps are outlined below.

1. Login on www.walkforalzheimer.ca to access your Participant Centre.
2. Click the **'Email'** tab
3. Click the **'Contact's** button on the right-hand side
4. Click the **'Import Contacts'** button
5. If you are importing from Google or Yahoo, select one of those options and follow the prompts.
6. If you are importing from a .csv (Excel) file, follow steps 6-13 below.
7. Select the **'File based import for...'** option
8. Browse to your .csv file on your computer
9. Click the **'Next'** button
10. Review the mapping. Check the first name, last name and emails are in the correct column.
 - a. if not, click the **'change the column mapping or the encoding'** link.
 - b. Use the arrows on the fields to change the mapping.
11. Click the **'Next'** button.
12. Check the round button to choose to import all of your contacts or some
13. Click **'Next'**
 - a. If you've chosen to import only some contacts, this page will display the contacts and allow you select which ones you'd like to import.
 - b. If you chose to import all contacts, you receive a report on which contacts imported successfully and which were rejected.
14. Click **'Finished'**

How to send emails from your Participant Centre

Your Participant Centre provides you with email templates to use as you start fundraising for your walk. You can customize the content of your email and track who've you've sent to and who has replied.

1. Login on www.walkforalzheimer.ca to access “**My Participant Centre**” at the top and choose your event.
2. Click the ‘**Email**’ tab
3. Select the email template you want from the list. Options include “Thank you, Recruiting, Solicitation, and Other.”
4. Click the grey bar to open the menu
5. Choose your message by checking the round button.
6. Click the ‘**Next**’ button on the bottom of your page
7. Edit your template
 - a. You can change the Subject line, message in the body and add a personalized greeting. A personalized greeting adds a salutation to the first name of your contact which is taken from your contact list and customized for each email. For example, Dear Tony or Dear Tamara. If your contact list doesn't include a first name, it will read Dear Friend. If you use a personalized greeting, do not put a salutation in the first line of your email i.e. do not write in Dear Tony yourself.
8. Click ‘**Next**’ button
9. Select the contacts you want to send email to
 - a. As you select them, they will appear in the column to the left
 - b. If you want to send to a single contact not already in your imported list, click the ‘**Add a Contact**’ button.
 - c. Fill out the fields in the pop-up window. Click ‘**Add**’
10. When you are done choosing, click ‘**Next**’ button

11. Preview your message. If satisfied, click **'Send'**

- a. If not satisfied, use the blue arrow bar above the preview to return to Compose to make changes
- b. Click **'Next'** after making your changes and when satisfied, hit **'Send'**.