Participant Guide



The Participant Center is your communications and fundraising headquarters. Full of great features, this is where you can get up-to-the-minute information about the event, customize your Personal Fundraising Page, upload photos, send messages, and check on your progress.

This guide will provide you with the necessary steps to get you started. View the "Participant Center Tutorial," http://convio.na4.acrobat.com/part_center_2/, for indepth details of the features offered to you as a participant of Angels Among Us.

Topics in this guide:

- Personalize your Personal Fundraising Page
- Set up your Contacts and Address Book
- Composing & Sending Emails
- Tracking your Progress

Team Page

If you are a Team Captain, you will have access to both the Team Page and your own Personal page. Only the Team Captain can edit the Team Page. To customize the Team Page:

- 1. Click on Team Page from the top navigation bar,
- 2. Under Body, create your team story. If your team is in honor or in memory of someone, tell the viewers about the person here. Upload a photo of them or insert a video. Remember...this page is the "Heart" of your team.
- 3. Click "Save" when finished.

HOME EMAIL PROGRESS PERSONAL PAGE TEAM PAGE	<u>Help</u>
Edit Your Team Fundraising Page View Team Page	
Team Page URL: http://dccc.convio.net/site/TR/Angels/AngelsAmongUs? <u>URL Settings</u> BTC equal team_id=5430&pg=team&fr_id=1110 Body	s HOPE Edit
B I U Asc ≣ ≣ ≣ ≣ ∷ ;	
Photo Browse	
No image Caption	
Save/Upload	
Save preview	

Personal Page

All team members receive a personal fundraising page. To customize your personal page, follow these steps:

- 1. Click on Personal Page, on the top navigation bar.
- 2. Click in the page title box to personalize your title.
- 3. Under Body Text, type in your story. Make it personal; let people know why you are involved. When finished, be sure to safe before proceeding to the next step.
- 4. Click on the Photos/Video link on the right side of the screen to upload a photo or a video. Save.
- 5. As you customize your page, you may preview your page at any time by clicking the Preview link at the bottom of the page. Previewing will not save your page, you must click on "Save" when finished.

HOME EMAIL PROGRESS PERSONAL PAGE TEAM PAGE	<u>Help</u>
Edit Your Personal Fundraising Page View Personal Page	
Personal Page URL: http://dccc.com/in.net/site/TR/Angels/AngelsAmonglis? URL Settings	Content
px=1041604&pg=personal&fr_id=1110 This page is Public	Photos/Video
Title	
Welcome to BTC Equals HOPE	
Body	
🔯 Comic Sans MS • 3 (12pt) • 🛓 • 💇 • 📷	
B / U ⊨ ARE 書 書 書 ⊟ 注 律 律 * ♥ ♥	
Be an angel and join me at the Angels Among Us 5K and Family Fun Walk on Saturday, April 28th, 2012 to help the Duke researchers find a cure for brain tumors.	
A brain tumor diagnosis will ripple across your entire life. Priorities shift. Every moment becomes more meaningful. Relationships become more loving. Time more precious.	
At the Preston Robert Tisch Brain Tumor Center at Duke, they understand how overwhelming a brain tumor diagnosis can be and they are passionate about understanding the "how" and "why" of brain tumors. But they need our support to push their research forward at a faster rate to find a cure.	
Help me find a cure! Join with me so no other family must endure the pain of havino a loved one	
Save Preview The Preview will open in a new window but will not save your changes.	

Address Book

You're going to love this feature! There's no need to manually input your contact's information; just a few easy steps and you're done. What's really nice, when you return next year, your contacts will still be listed on your personal page!

- 1. Click Email, from the top navigation bar.
- 2. Click Import Contacts, from the right side column. If you use one of the following email providers, the system will guide you through the process America Online, Yahoo, Outlook, Gmail or Plaxo.
- 3. If your email provider is not listed above, you need to export your contacts as a CSV file. Once your contact file is saved as a CSV, click Upload Contacts.
- 4. To add one contact at a time, click the Add a Contact button.

Security Point...The addresses you upload are private and cannot be viewed by anyone but you.

H	IOME EMAIL PR	OGRESS I	PERSON	AL PAGE	TEAM F	PAGE			<u>Help</u>
Contacts Compose Message Add to Group Compose Add to Group Com					Compose Drafts Sent				
	ndividuals Groups]						Contacts	
	Email Email		Page Donations		ions				
	Name	Groups	Sent	Opened	Visits	Previous	Current	Import contacts	
	Caroline Frandock		0	0	0	\$0.00	\$0.00		
	Chris Frandock		0	0	0	\$0.00	\$0.00	Add single contact	
	Kristen Frandock		0	0	0	\$0.00	\$0.00		

Import Contacts	
Select an Import Source	
Importing contacts from other email services into your Participant Center A makes it easy to solicit donations, monitor who has responded, and follow up thank you notes. Let's begin by identifying where you keep your address book.	ddress Book <u>Tell me more.</u> with personal
You can import contacts directly from an email service below: • GMail • YAHOO!	
OR you can upload a .csv file exported from another email client:	Cancel or Next

Sending Emails

With this system, you have access to several different types of email templates with preset text. If you prefer to write your own message, use the blank message template. You may save your email as a template and personalize the greeting. There are lots of time saving features offered, so be sure to explore them all.

To send an email:

- 1. Click Email, from the top navigation bar.
- 2. Click Use Template.
- 3. Select from the options provided.
- 4. Edit the message to include your team's story, or leave the message as written and personalize it by filling in the blanks.
- 5. To enter your email recipients, click "choose from your contact list." If you did not upload your contact list, you may enter the email addresses manually.
- 6. When ready, click "send."

HOME EMAIL PROGRESS PERSONAL PAGE TEAM PAGE				
Compose Message				
Send Save as draft Preview Save as template				
To:				
Subject: Join My Team				
▼ <u>Hide templates</u> Suggested Message Templates Join My Team <u>Please Support My Efforts</u> <u>Thank You for Your Gift</u> <u>Blank Message</u>				
Include personalized greeting (What's this?)				
Font family ▼ Font size ▼ ▲ * * * * * ● B I II Asc ★ ★ ★ ★ ●				
B I U we set a				
Thank you so much for all of your support!				

Keep Track of Your Progress

Click on the "View Your Progress" from the top navigational bar.

If you are the team captain, this page will give you an overview of your team's progress; see how much the team has raised and how close you are to your team goal. You can even view the top 10 donors to your team. Remember, as team captain you also have a personal progress page.

As a team member or as an individual participant you can view your personal progress.

You're able to view your personal goal (which you may change at any time), your total dollars raised, and how many fundraising day are left until Angels Among Us 2014.

This system will help keep you on track with the follow-up that's needs attention. In the "What to do next" section, it will tell you if you need to send emails or add people to your address book.

By clicking on the names under "Recent Activity" at the bottom of the box, you can view all the activity for that person. The system will even suggest what type of email is required for each name listed.

As Team Captain, you have an area to send a message to all your teammates. Just click on the Edit link and compose your message.

At the end of Angels Among Us, you can download or print a report of your donation history. This will be a handy feature when it comes to send thank you notes to all your donors.

HOME EMAIL PROGRESS PERSO	NAL PAGE TEAM PAGE	Help		
Overview				
Your Fundraising Progress	Send email			
\$0.00 \$200.00 0%	Add Contacts			
I HAVE RAISED MY GOAL (<u>Change</u>) PERCENT	Edit Personal Page Email Team View Team Roster			
What to do next? You have not ser				
to your Address I effort.				
Recent Activity		Message from Your Team Captain		
RECRUIT Alysabeth Nigh joined your team	Send a welcome message Jul 29	You have not set a message for		
RECRUIT Alysabeth Nigh joined your team	Send a welcome message Jul 25	to leave a message on the		
RECRUIT Mike Hoefle joined your team	Send a welcome message Jul 25	Participant Center Home page of		
RECRUIT You joined Angels Among Us 2012	Jul 25	your teammates.		
		Edit		