

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 in-depth 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

2014 ANGELS AMONG US 5K RUN & 3K FAMILY WALK

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** Help

Edit Your Team Fundraising Page [View Team Page](#)

Team Page URL: http://dccc.comio.net/site/TR/Angels/AngelsAmongUs?team_id=5430&pg=team&fr_id=1110 [URL Settings](#)

Body

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

Photo

No image

Caption

[Preview](#)

Team Name
BTC equals HOPE [Edit](#)

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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.

Name	Groups	Email		Page Visits	Donations	
		Sent	Opened		Previous	Current
<input type="checkbox"/> Caroline Frandock		0	0	0	\$0.00	\$0.00
<input type="checkbox"/> Chris Frandock		0	0	0	\$0.00	\$0.00
<input type="checkbox"/> Kristen Frandock		0	0	0	\$0.00	\$0.00

Select an Import Source

Importing contacts from other email services into your Participant Center Address Book makes it easy to solicit donations, monitor who has responded, and follow up with personal thank you notes. [Tell me more.](#)

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

You can import contacts directly from an email service below:

Gmail

YAHOO!

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

File-based import for ... [Tell me more.](#)

(Hotmail, Apple, Outlook, AOL, etc.)

[Cancel](#) or [Next](#)

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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 PERSONAL PAGE TEAM PAGE [Help](#)

Overview

Your Fundraising Progress

\$0.00 **\$200.00** **0%** **269**
I HAVE RAISED MY GOAL [change](#) PERCENT DAYS LEFT

What to do next? [You have not sent any emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.](#)

Recent Activity

RECRUIT	Alysabeth Nigh joined your team	Send a welcome message	Jul 29
RECRUIT	Alysabeth Nigh joined your team	Send a welcome message	Jul 25
RECRUIT	Mike Hoefle joined your team	Send a welcome message	Jul 25
RECRUIT	You joined Angels Among Us 2012		Jul 25

[Send email](#)

- [Add Contacts](#)
- [View Your Progress](#)
- [Edit Personal Page](#)
- [Email Team](#)
- [View Team Roster](#)

Message from Your Team Captain

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

[Edit](#)