

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.

The **PERSONAL PAGE** is your personal donation page. If you want people to make a donation under your name, they should click your name from the team page to make their gift. Their gift will also show up on the team total. The **PERSONAL** page allows each team member to raise money and keep track of their progress.

The **TEAM PAGE** is what team members and donors view when they click on the team name. This is the team's main page and can only be edited by the team captain. Here the captain can change the team goal, check team progress, access donor information, create emails to members, and more.

Personal Page

Personal Page Setup

All team members receive a personal fundraising page. This is so each team member can do their own personal fundraising for the team. To customize your personal page, follow these steps:

1. LOGIN to the PARTICIPANT CENTER at the top of the home page,
2. Click on **Personal Page**, on the top navigation bar.
3. Here you can modify the URL that directs people to your personal fundraising page.
4. Create your story about why you are fundraising for the team.
5. Click "Save" when finished.

Keep Track of Your Progress

Click on the **Progress** tab on the top navigation bar.

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 days are left until the Angels Among Us event.

By clicking on "Download personal donation list", at the bottom under DONATION HISTORY, you can download or print a report of your personal donors.

At the end of Angels Among Us, this will be a handy feature when it comes to send thank you notes to all your donors.

Sending Emails

Write your own message, using the blank message template. You may save your email as a template and personalize the greeting.

To send an email:

1. Click **Email**, from the top navigation bar.
2. Click Blank Template, then NEXT at the bottom.
3. Enter a subject and write a message to include your team's story.
4. Make sure you click SAVE AS TEMPLATE so you have it for next time.
5. Select a header, then click NEXT at the bottom.
6. Select your email recipients or ADD CONTACTS or IMPORT CONTACTS. If you did not upload your contact list, you may enter the email addresses manually.
7. When ready, click NEXT, then SEND.

Team Page

Team Page (for team captain only)

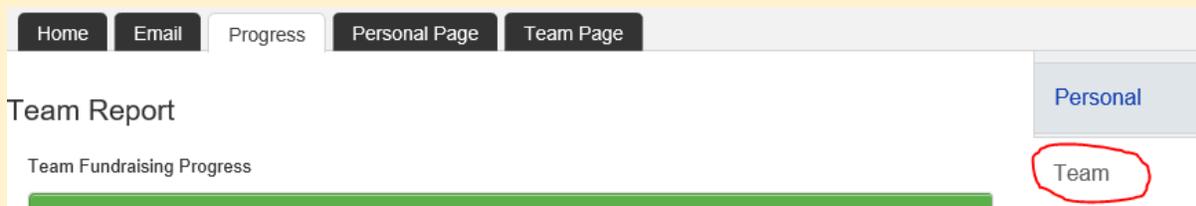
If you are a Team Captain, you will have access to both the Team Page and your own Personal page. Only the Team Captain can edit the Team Page. To customize the Team Page:

1. LOGIN to the PARTICIPANT CENTER at the top of the home page,
2. Click **Team Page** tab on the top navigation bar.
3. You can modify your team URL which directs people to the team fundraising page.
4. Create your team story under BODY and upload a photo. If your team is in honor or in memory of someone, tell the viewers about the person here. Remember...this page is the “Heart” of your team.
5. Click “Save” when finished.

Keep Track of Your Teams Progress

Click on the **Progress** tab on the top navigation bar.

IMPORTANT: You must click TEAM on the right side of the page to switch from PERSONAL page to TEAM page!



You're able to view the team goal (which you may change at any time), your total dollars raised, and how many fundraising days are left until the Angels Among Us event. As the team captain, this page will give you an overview of your team's progress 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.

By clicking on “Download team donation list”, at the bottom under DONATION HISTORY, you can download or print a report of people who have donated to the team.

At the end of Angels Among Us, this will be a handy feature when it comes to send thank you notes to all your donors.

Sending Emails

Write your own message, using 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 Blank Template, then NEXT at the bottom.
3. Enter a subject and write a message to include your team's story.
4. Select a header, then click NEXT at the bottom.
5. Make sure you click SAVE AS TEMPLATE so you have it for next time.
6. Select your email recipients or ADD CONTACTS or IMPORT CONTACTS. If you did not upload your contact list, you may enter the email addresses manually.
7. When ready, click NEXT, then SEND.

SAMPLE EMAILS

SUBJECT: It's that time of year

Dear Friends and Family,

I have decided to participate in the Angels Among Us 5K and Walk of HOPE event on April 25, 2020 to help raise funds for brain tumor research. Why don't you join my team, the more people the merrier, and the better for the Preston Robert Tisch Brain Tumor Center at Duke. We need people like you on my team.

Participating in an event that raises money for brain tumor research is so important to me and I know touches your life in some way. Think about the ways that cancer has impacted those around you. The money we raise will go towards helping to improve patients' quality of life and finding a cure. We need your support, so please do anything you can; join my team, register, or make a donation.

SUBJECT: Welcome to my team

Be an angel and join me at the Angels Among Us 5K and Walk of HOPE on Saturday April 25, 2020 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 having a loved one diagnosed with a brain tumor.