# <u>Accessing Your Participant Center -</u> <u>A Tutorial for Leadership Class Members</u>



word will be "welcome"

you can remember.

Once you have successfully

logged in you should change

your password to something

Take advantage of our Fantastic Online Fundraising Tools!

our powerful online fundraising tools, we've made it easier then ever for your friends and family to contribute to your sing efforts for the Leadership Class or the Run to Stop MS program. Every Leadership Class member and Runner s their own participant center and personal page created for them. These tols are proven to help increase your ising results! Need help navigating through your participant center? Click here to view a tutorial that details each of he tools available within the participant center and provides step-by-step instructions on how to utilize them.

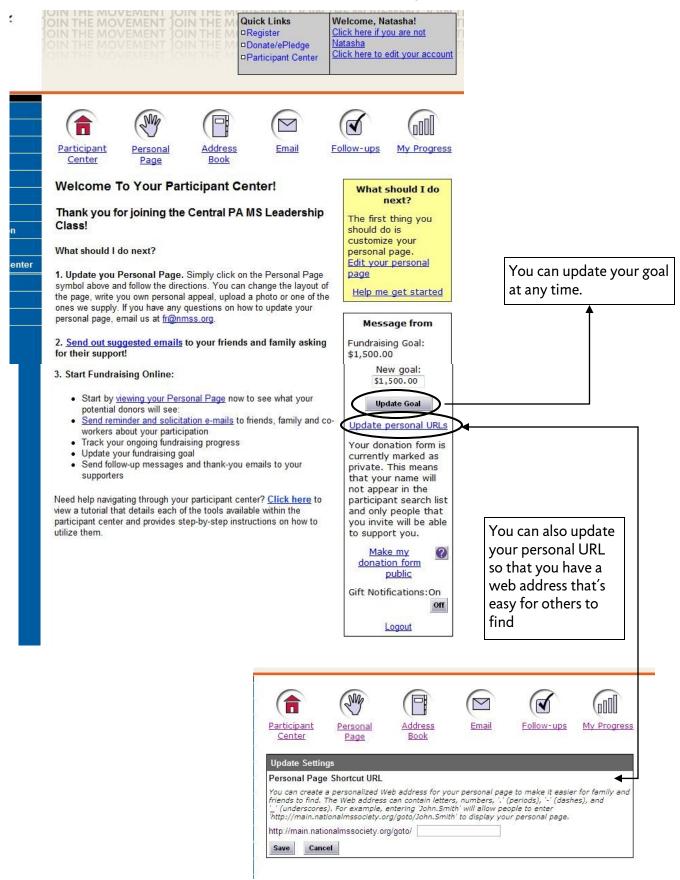
National Multiple Sclerosis Society Central Pennyklania Chapter	JOIN THE MOVEMENT JOIN THE JOIN THE MOVEMENT JOIN THE JOIN THE MOVEMENT JOIN THE JOIN THE MOVEMENT JOIN THE JOIN THE MOVEMENT JOIN THE	Quick Links □Register □Donate/ePledge □Participant Center	Welcome, Natasha! Click here if you are not Natasha Click here to edit your account
Home	My Participant Center		
Register			
Donate/ePledge	You are registered for these events: Lancaster MS Leadership Class of 2012	September 27, 2012	
Volunteer	Other events:		
Event Details	Harrisburg MS Leadership Class of 2011	December 12, 2011	
FAQs	Run to Stop MS	Various dates	
Event Sponsors	York MS Leadership Class of 2012	March 26, 2012	
My Participant Center			
Contact Us			

Once you've entered your username & password you will be taken to a page that shows all of the events you are registered for.

Click on the link for your class to access your participant center.

\*Please note, for this demonstration, we will be using the Lancaster MS Leadership Class of 2012

#### Participant Center - Homepage



## Personal Page

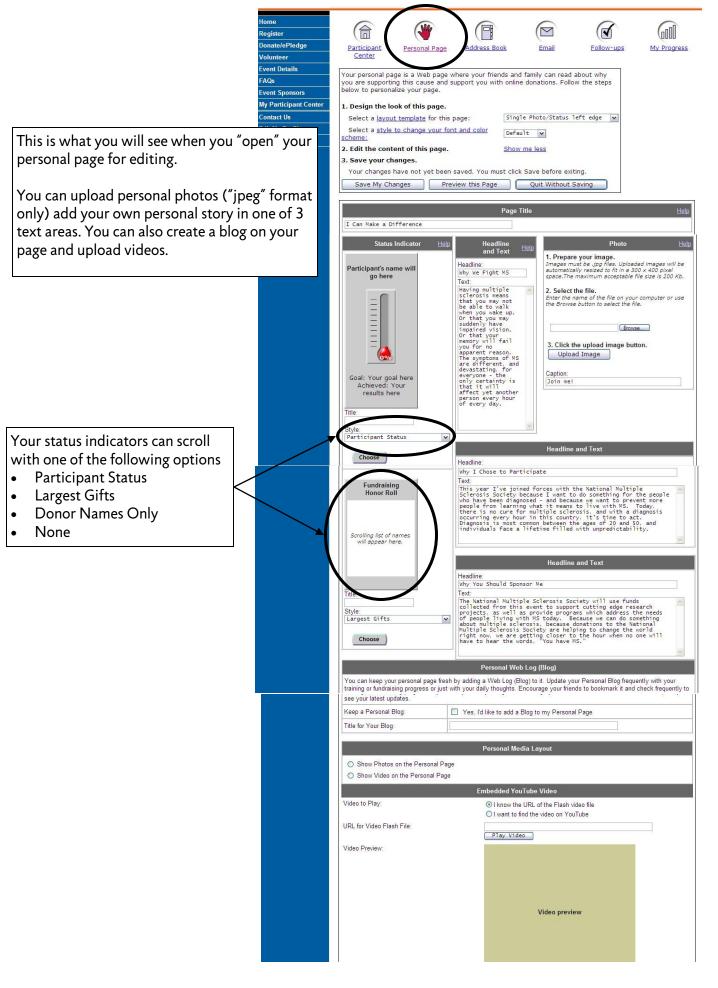


You can change your layout (single photo on the left or right or two photos on the left or right), the font and color scheme and most importantly, you can change the content of the page.

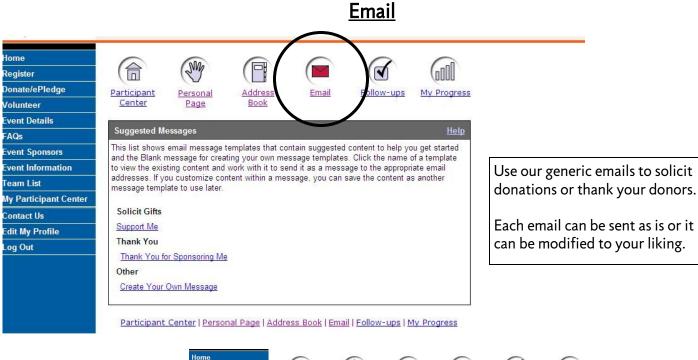
This screenshot shows you what your default personal page will look like. You can keep it like this, or you can modify it to add your own personal appeal. Tell visitors why you've joined the Leadership Class and even share a photo or two!

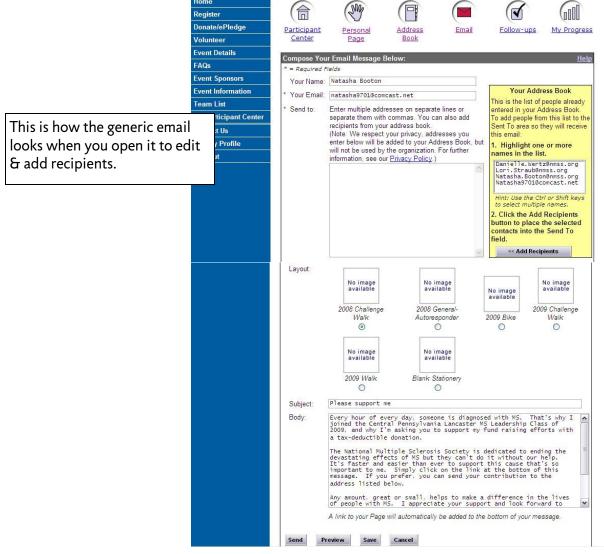
To change the content of your page, click on the link under #2 - "Click here to open this page for editing"

## Editing Your Personal Page



	Address Book	
Home Register Donate/ePledge Volunteer	Participant Center Personal Page Address Book	Iow-ups My Progress Store email addresses
Event Details FAQs Event Sponsors Event Information Team List My Participant Center Contact Us Edit My Profile Log Out	Address Book         The information you enter on this page is private and available only to you. It will not be used to not be sold to a 3rd party.         Import Contacts       Online Import       Add Contacts         All   A  B  C  D  E  E  G  H  I  2  K  L  M  N  O  P  O  B  S  I  U  V  W  X  Y  .       Name       Import Contacts         Spickler, Donald E.       Danielle.Wertz@nmss.org       Lor.Straub@nmss.org         Natasha Booton@nmss.org       Natasha9701@comcast.net         Records 1 - 5 of 5       First   Previous   Next   Last         Import Contacts       Online Import	Help o send unsolicited email and will within your participant center.
from Outlook Mail, AOL an		
FAQs Event Sponsors Event Information Team List My Participant Center Contact Us Edit My Profile Log Out	Add Contacts By Manually Entering Names and Email Addresses       Help         Do you want an easier way to add to your address book? If you have people in another address book, you may be able to import their information directly.       Learn more about import address book? If you have people in another address book.         Save       Save and Continue Adding       Cancel         First Name:       Last Name:       Email Address:         Important       Important       Important         Save       Save and Continue Adding       Cancel         Save       Save and Continue Adding       Cancel	Or you can manually add them. If someone makes a donation to you using an email address that you do not have stored in your address book, it will auto- matically upload for you.





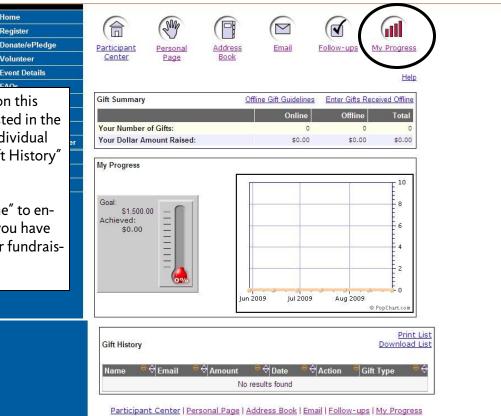
teer Details Col Sponsors Information The or a triat triac tricipant Center y Profile 'Sen ut To te Sh	The second secon	sent them a me of messages y atically added to a personal thar to access the 5 a new one; or, t w up appeals, c p-down list and e you can use :	e now list essage fr ou have o the To the you m Suggeste use the ' click 'have click the an existi	om the F sent each Do' colur lessage ed Messa Clear To I e not don e 'Send E	nr Address 'articipant ( nn of each To remove iges list wh Do Flag' bu ated on yo mail to All'	Center Email visited your P contact who the flag, sele nere you can itton to remov ur behalf for tl button to acc	Do entered dire area). You ersonal Pa makes a du ct the recip use an exis se an exis e the flag n nis event' fr isess the 'Si	can keep ge, and m onation to vient and a sting appe- nanually. om the 'SI	List List ou ade al	Progress
elePledge Pe teer Petails Col Sponsors The or a List tracic rticipant Center a do rt Us result y Profile Sen ut To Sen Sh	Center ntacts List sl ded when you s c of the number nation. d flag is automa nd you to send d Email button i sage or create a asily send follow acts who' drop sages' list when	hows all people sent them a me of messages y atically added to a personal that to access the s a new one; or, t w up appeals, c p-down list and e you can use .	e now list essage fr ou have o the To the you m Suggeste use the ' click 'have click the an existi	ed in you om the F sent eacl Do' colur lessage. ad Messa Clear To I e not don e 'Send E	nr Address 'articipant ( nn of each To remove iges list wh Do Flag' bu ated on yo mail to All'	Book (either Center Email visited your P contact who the flag, sele here you can t thor to remov ur behalf for tl button to acc	Do entered dire area). You ersonal Pa makes a du ct the recip use an exis se an exis e the flag n nis event' fr isess the 'Si	Print I ownload I ectly by yo can keep ge, and m onation to ient and a sting appe- nanually. om the 'SI	List List List ade al	
elePledge Pe teer Petails Col Sponsors The or a List tracic rticipant Center a do rt Us result y Profile Sen ut To Sen Sh	Center ntacts List sl ded when you s c of the number nation. d flag is automa nd you to send d Email button i sage or create a asily send follow acts who' drop sages' list when	hows all people sent them a me of messages y atically added to a personal that to access the s a new one; or, t w up appeals, c p-down list and e you can use .	e now list essage fr ou have o the To the you m Suggeste use the ' click 'have click the an existi	ed in you om the F sent eacl Do' colur lessage. ad Messa Clear To I e not don e 'Send E	nr Address 'articipant ( nn of each To remove iges list wh Do Flag' bu ated on yo mail to All'	Book (either Center Email visited your P contact who the flag, sele here you can t thor to remov ur behalf for tl button to acc	Do entered dire area). You ersonal Pa makes a du ct the recip use an exis se an exis e the flag n nis event' fr isess the 'Si	Print I ownload I ectly by yo can keep ge, and m onation to ient and a sting appe- nanually. om the 'SI	List List List ade al	
teer Details Col Sponsors Information The or a triat triac tricipant Center y Profile 'Sen ut To te Sh	Center ntacts List sl ded when you s c of the number nation. d flag is automa nd you to send d Email button i sage or create a asily send follow acts who' drop sages' list when	hows all people sent them a me of messages y atically added to a personal that to access the s a new one; or, t w up appeals, c p-down list and e you can use .	e now list essage fr ou have o the To the you m Suggeste use the ' click 'have click the an existi	ed in you om the F sent eacl Do' colur lessage. ad Messa Clear To I e not don e 'Send E	nr Address 'articipant ( nn of each To remove iges list wh Do Flag' bu ated on yo mail to All'	Book (either Center Email visited your P contact who the flag, sele here you can t thor to remov ur behalf for tl button to acc	Do entered dire area). You ersonal Pa makes a du ct the recip use an exis se an exis e the flag n nis event' fr isess the 'Si	Print I ownload I ectly by yo can keep ge, and m onation to ient and a sting appe- nanually. om the 'SI	List List List ade al	
Coi Sponsors Information Criticipant Center tt Us Y Profile Ut To e Cont Kenter Cont Kent	Contacts List sl Ided when you s < of the number nation. d flag is automa nd you to send d Email button i sage or create a asily send follow catts whodrop sages' list wher	sent them a me of messages y atically added to a personal thar to access the 5 a new one; or, t w up appeals, c p-down list and e you can use a	essage frou have to the To the you m Suggeste use the 't click 'have click the an existi	om the F sent each Do' colur lessage ed Messa Clear To I e not don e 'Send E	Participant ( h contact, nn of each To remove Iges list wh Do Flag' bu ated on yo mail to All'	Center Email visited your P contact who the flag, sele nere you can itton to remov ur behalf for th button to acc	entered dire area). You ersonal Pa makes a do ct the recip use an exis e the flag n his event' fr cess the 'So	ectly by yo can keep ge, and m ponation to pient and a sting appe- nanually. om the 'SI	List pu ade al	Help
Sponsors Information List List tricipant Center y Profile ut trici second secon	Contacts List sl Ided when you s < of the number nation. d flag is automa nd you to send d Email button i sage or create a asily send follow catts whodrop sages' list wher	sent them a me of messages y atically added to a personal thar to access the 5 a new one; or, t w up appeals, c p-down list and e you can use a	essage frou have to the To the you m Suggeste use the 't click 'have click the an existi	om the F sent each Do' colur lessage ed Messa Clear To I e not don e 'Send E	Participant ( h contact, nn of each To remove Iges list wh Do Flag' bu ated on yo mail to All'	Center Email visited your P contact who the flag, sele nere you can itton to remov ur behalf for th button to acc	entered dire area). You ersonal Pa makes a do ct the recip use an exis e the flag n his event' fr cess the 'So	ectly by yo can keep ge, and m ponation to pient and a sting appe- nanually. om the 'SI	List pu ade al	Help
Information Or a de List Track A child track a do track a do track a do track a do track a do track a do track track a do track track a do track track a do track track track a do track t	dded when you s < of the number nation. d flag is automa nd you to send d Email button i sage or create a asily send follov acts who' drop sages' list wher	sent them a me of messages y atically added to a personal thar to access the 5 a new one; or, t w up appeals, c p-down list and e you can use a	essage frou have to the To the you m Suggeste use the 't click 'have click the an existi	om the F sent each Do' colur lessage ed Messa Clear To I e not don e 'Send E	Participant ( h contact, nn of each To remove Iges list wh Do Flag' bu ated on yo mail to All'	Center Email visited your P contact who the flag, sele nere you can itton to remov ur behalf for th button to acc	entered dire area). You ersonal Pa makes a do ct the recip use an exis e the flag n his event' fr cess the 'So	ectly by yo can keep ge, and m onation to sient and a sting appe- nanually. om the 'SI	nu ade al	Help
Itist tracia a do tracin a do	dded when you s < of the number nation. d flag is automa nd you to send d Email button i sage or create a asily send follov acts who' drop sages' list wher	sent them a me of messages y atically added to a personal thar to access the 5 a new one; or, t w up appeals, c p-down list and e you can use a	essage frou have to the To the you m Suggeste use the 't click 'have click the an existi	om the F sent each Do' colur lessage ed Messa Clear To I e not don e 'Send E	Participant ( h contact, nn of each To remove Iges list wh Do Flag' bu ated on yo mail to All'	Center Email visited your P contact who the flag, sele nere you can itton to remov ur behalf for th button to acc	area). You ersonal Pa makes a do ct the recip use an exis e the flag n his event' fr cess the 'So	can keep ge, and m onation to vient and a sting appe- nanually. om the 'SI	ade a how	Help
List training of the second se	k of the number nation. d flag is automa nd you to send d Email' button sage or create a asily send follow acts who' drop sages' list where	of messages y atically added to a personal thar to access the S a new one; or, u w up appeals, c p-down list and e you can use a	ou have o the To nk you m Suggeste use the " click 'have click the an existi	sent each Do'colur lessage ad Messa Clear To I e not don e 'Send E	h contact, nn of each To remove Iges list wh Do Flag' bu ated on yo mail to All'	visited your P contact who the flag, sele here you can titton to remov ur behalf for th button to acc	ersonal Pa makes a do ct the recip use an exis e the flag n his event' fr cess the 'So	ge, and m onation to pient and a sting appe nanually. om the 'SI	a a al how	Help
ticipant Center TUS A re remi Profile See net To e cont Mes Sh	d flag is automa nd you to send d Email' button i sage or create a asily send follov acts who' drop sages' list where	a personal than to access the s a new one; or, u w up appeals, c p-down list and e you can use a	nk you m Suggeste use the 'i click 'hav click the an existi	essage. ed Messa Clear To I e not don e 'Send E	To remove Iges list wh Do Flag' bu ated on yo imail to All'	the flag, sele here you can i itton to remov ur behalf for th button to acc	ct the recip use an exis e the flag n nis event' fr cess the 'Si	eient and a sting appea nanually. om the 'Sl	a al how	Hein
remii remiii	nd you to send d Email' button sage or create a asily send follov acts who' drop sages' list where	a personal than to access the s a new one; or, u w up appeals, c p-down list and e you can use a	nk you m Suggeste use the 'i click 'hav click the an existi	essage. ed Messa Clear To I e not don e 'Send E	To remove Iges list wh Do Flag' bu ated on yo imail to All'	the flag, sele here you can i itton to remov ur behalf for th button to acc	ct the recip use an exis e the flag n nis event' fr cess the 'Si	eient and a sting appea nanually. om the 'Sl	a al how	Help
Profile 'Sen t To e cont Mes	d Email' button sage or create a asily send follov acts who' drop sages' list where	to access the S a new one; or, u w up appeals, c p-down list and e you can use a	Suggeste use the ' click 'have click the an existi	ed Messa Clear To I e not don e 'Send E	iges list wh Do Flag' bu ated on yo mail to All'	ere you can i itton to remov ur behalf for tl button to acc	use an exis e the flag n nis event' fr cess the 'Si	sting appea nanually. om the 'Sl	al how	Help
To e cont Mes	asily send follov acts who' drop sages' list where	w up appeals, c p-down list and e you can use :	lick 'hav click the an existi	e not don e 'Send E	ated on yo mail to All'	ur behalf for ti button to acc	nis event' fr cess the 'Si	om the 'SI		Help
cont Mes	acts who' drop sages' list when	p-down list and e you can use :	click the an existi	e 'Send E	mail to All	button to acc	ess the 'Si			Helo
	Send Email to S			d Email to	All	Clear	To Do Flag			
Rec	cords 1 - 5 of 5 <u>F</u>	First   Previous   Ne	<u>xt   Last</u>				Emo	ils Sent	Donations	
	Name and E	Email	÷	To Do	Donor or	Teammate	#	Date	Amount	Date
	Danielle.Wert	tz@nmss.org								
E	Lori.Straub@	bomss org								
	Natasha.Bool	iton@nmss.org								
	Natasha9701	1@comcast.net								
	Spickler, Don	nald								
Re	cords 1 - 5 of 5	First   Previous   N	ext   Last							
	Send Email to :	Selected	Sei	nd Email t	o All	Clas	r To Do Flag			
			100000		o All	clea	r to bo Plag	,		
*	= Send a Thank Yo	ou Email 🛛 🌪 = Ser	nd a Follov	w-up Email						
S =	Donor									

Home

Register

This page allows you to see who you have sent emails to and if those people have made a donation. A donor's name will be flagged if they have given a donation, so that you know to send them a thank you email.

#### **My Progress**



Track your fundraising progress on this page. Your overall total will be listed in the "Gift Summary" area and each individual donation will be listed in the "Gift History" area.

Click "Enter Gifts Received Offline" to enter any cash or check donations you have in hand. Doing this will keep your fundraising totals up to date online!