Accessing Your Participant Center –
A Tutorial for Leadership Class Members

Quick Links
- Register
- Donate/ePledge
- Participant Center

Login to My Participant Center

Username [ ]

Password [ ]

[Log In]

Forgot your password?

The MS Leadership Class is a group of Central Pennsylvania professionals who have made outstanding contributions to their profession and to the community. The MS Leadership Classes, which take place in Lancaster, York, Harrisburg and State College, have honored thousands of community leaders since 1996 and raised over a million dollars in the fight to end MS. **Learn more about a Leadership Class in your area!** Nominations for Class members are welcome! **Click here** to download the nomination form.

MS Run to Stop MS

Make your personal achievement of running in a marathon, triathlon or other endurance event even more memorable by helping those who live with the unpredictable challenges of multiple sclerosis. Ask your friends and family to support your run by making donations to the National Multiple Sclerosis Society and together we can create a world free of MS. Sign up now!

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 ...ising 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 tools 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 ...the tools available within the participant center and provides step-by-step instructions on how to utilize them.

> Your username will default to the email address that you registered with. Your password will be "welcome" Once you have successfully logged in you should change your password to something you can remember.

Quick Links
- Register
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- Participant Center

Welcome, Natasha!
Click here if you are not Natasha
Click here to edit your account

Home
Register
Donate/ePledge
Volunteer
Event Details
FAQs
Event Sponsors
My Participant Center
Contact Us

My Participant Center

You are registered for these events:

| Lancaster MS Leadership Class of 2012 | September 27, 2012 |

Other events:

Harrisburg MS Leadership Class of 2011	December 12, 2011
Run to Stop MS	Various dates
York MS Leadership Class of 2012	March 26, 2012

> 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

Quick Links
- Register
- Donate/ePledge
- Participant Center

Welcome, Natasha!
Click here if you are not Natasha
Click here to edit your account

Participant Center | Personal Page | Address Book | Email | Follow-ups | My Progress

Welcome To Your Participant Center!

Thank you for joining the Central PA MS Leadership Class!

What should I do next?

1. **Update you Personal Page.** Simply click on the Personal Page symbol above and follow the directions. You can change the layout of the page, write you own personal appeal, upload a photo or one of the ones we supply. If you have any questions on how to update your personal page, email us at fr@nmss.org.

2. **Send out suggested emails** to your friends and family asking for their support!

3. **Start Fundraising Online:**

- Start by viewing your Personal Page now to see what your potential donors will see:
- Send reminder and solicitation e-mails to friends, family and co-workers about your participation
- Track your ongoing fundraising progress
- Update your fundraising goal
- Send follow-up messages and thank-you emails to your supporters

Need help navigating through your participant center? Click here to view a tutorial that details each of the tools available within the participant center and provides step-by-step instructions on how to utilize them.

What should I do next?

The first thing you should do is customize your personal page.
Edit your personal page

Help me get started

Message from

Fundraising Goal: $1,500.00

New goal:
$1,500.00

[Update Goal]

Update personal URLs

Your donation form is currently marked as private. This means that your name will not appear in the participant search list and only people that you invite will be able to support you.

Make my donation form public

Gift Notifications: On [Off]

Logout

> You can update your goal at any time.

> You can also update your personal URL so that you have a web address that's easy for others to find

Participant Center | Personal Page | Address Book | Email | Follow-ups | My Progress

Update Settings

Personal Page Shortcut URL

You can create a personalized Web address for your personal page to make it easier for family and friends to find. The Web address can contain letters, numbers, '.' (periods), '-' (dashes), and '_' (underscores). For example, entering 'John.Smith' will allow people to enter 'http://main.nationalmssociety.org/goto/John.Smith' to display your personal page.

http://main.nationalmssociety.org/goto/ [   ]

[Save] [Cancel]

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

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

This is what you will see when you "open" your personal page for editing.

You can upload personal photos ("jpeg" format only) add your own personal story in one of 3 text areas. You can also create a blog on your page and upload videos.

Your status indicators can scroll with one of the following options
- Participant Status
- Largest Gifts
- Donor Names Only
- None

Navigation sidebar:
- Home
- Register
- Donate/ePledge
- Volunteer
- Event Details
- FAQs
- Event Sponsors
- My Participant Center
- Contact Us

Top icons: Participant Center | Personal Page | Address Book | Email | Follow-ups | My Progress

Your personal page is a Web page where your friends and family can read about why you are supporting this cause and support you with online donations. Follow the steps below to personalize your page.

1. Design the look of this page.
Select a layout template for this page: Single Photo/Status left edge
Select a style to change your font and color scheme: Default

2. Edit the content of this page. Show me less

3. Save your changes.
Your changes have not yet been saved. You must click Save before exiting.

[Save My Changes] [Preview this Page] [Quit Without Saving]

Page Title — Help
I Can Make a Difference

Status Indicator — Help
Participant's name will go here
Goal: Your goal here
Achieved: Your results here
Title:
Style: Participant Status
[Choose]

Fundraising Honor Roll
Scrolling list of names will appear here.
Title:
Style: Largest Gifts
[Choose]

Headline and Text — Help
Headline: Why We Fight MS
Text:
Having multiple sclerosis means that you may not be able to walk when you wake up. Or that you may suddenly have impaired vision. Or that your memory will fail you for no apparent reason. The symptoms of MS are different, and devastating, for everyone - the only certainty is that it will affect yet another person every hour of every day.

Photo — Help
1. Prepare your image. Images must be .jpg files. Uploaded images will be automatically resized to fit in a 300 x 400 pixel space. The maximum acceptable file size is 200 Kb.
2. Select the file. Enter the name of the file on your computer or use the Browse button to select the file.
[Browse...]
3. Click the upload image button. [Upload Image]
Caption: Join me!

Headline and Text
Headline: Why I Chose to Participate
Text:
This year I've joined forces with the National Multiple Sclerosis Society because I want to do something for the people who have been diagnosed - and because we want to prevent more people from learning what it means to live with MS. Today, there is no cure for multiple sclerosis, and with a diagnosis occurring every hour in this country, it's time to act. Diagnosis is most common between the ages of 20 and 50, and individuals face a lifetime filled with unpredictability.

Headline and Text
Headline: Why You Should Sponsor Me
Text:
The National Multiple Sclerosis Society will use funds collected from this event to support cutting edge research projects, as well as provide programs which address the needs of people living with MS today. Because we can do something about multiple sclerosis, because donations to the National Multiple Sclerosis Society are helping to change the world right now, we are getting closer to the hour when no one will have to hear the words, "You have MS."

Personal Web Log (Blog)
You can keep your personal page fresh by adding a Web Log (Blog) to it. Update your Personal Blog frequently with your training or fundraising progress or just with your daily thoughts. Encourage your friends to bookmark it and check frequently to see your latest updates.

Keep a Personal Blog: ☐ Yes, I'd like to add a Blog to my Personal Page
Title for Your Blog:

Personal Media Layout
○ Show Photos on the Personal Page
○ Show Video on the Personal Page

Embedded YouTube Video
Video to Play: ◉ I know the URL of the Flash video file
○ I want to find the video on YouTube
URL for Video Flash File:
[Play Video]
Video Preview:
Video preview

Address Book

Store email addresses within your participant center.

The information you enter on this page is private and available only to you. It will not be used to send unsolicited email and will not be sold to a 3rd party.

Name	Email	Action
Spickler, Donald E.		edit delete
	Danielle.Wertz@nmss.org	edit delete
	Lori.Straub@nmss.org	edit delete
	Natasha.Booton@nmss.org	edit delete
	Natasha9701@comcast.net	edit delete

Records 1 - 5 of 5   First | Previous | Next | Last

You can import your address book from Outlook Express, Outlook, Yahoo Mail, AOL and generic CSV. . .

Import Contacts From Another Address Book

1. Choose a file format: Microsoft Outlook (.csv file)
2. Go to that application and export your contacts in the appropriate format.
   Help on uploading from:
   Outlook Express
   Outlook
   Yahoo! Mail
   AOL
   Generic CSV
3. Specify the name of the file: _____ Browse...

Upload Now   Cancel

Participant Center | Personal Page | Address Book | Email | Follow-ups | My Progress

Add Contacts By Manually Entering Names and Email Addresses

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 importing your address book.

Save   Save and Continue Adding   Cancel

First Name: Last Name: Email Address:

. . . 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.

Email

Home
Register
Donate/ePledge
Volunteer
Event Details
FAQs
Event Sponsors
Event Information
Team List
My Participant Center
Contact Us
Edit My Profile
Log Out

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Suggested Messages   Help

This list shows email message templates that contain suggested content to help you get started and the Blank message for creating your own message templates. Click the name of a template to view the existing content and work with it to send it as a message to the appropriate email addresses. If you customize content within a message, you can save the content as another message template to use later.

Solicit Gifts

Support Me

Thank You

Thank You for Sponsoring Me

Other

Create Your Own Message

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> Use our generic emails to solicit donations or thank your donors.
>
> Each email can be sent as is or it can be modified to your liking.

> This is how the generic email looks when you open it to edit & add recipients.

Compose Your Email Message Below: Help

* = Required Fields

Your Name: Natasha Booton

* Your Email: natasha9701@comcast.net

* Send to: Enter multiple addresses on separate lines or separate them with commas. You can also add recipients from your address book.
(Note: We respect your privacy, addresses you enter below will be added to your Address Book, but will not be used by the organization. For further information, see our Privacy Policy.)

Your Address Book

This is the list of people already entered in your Address Book. To add people from this list to the Sent To area so they will receive this email:

1. Highlight one or more names in the list.

Danielle.Wertz@nmss.org
Lori.Straub@nmss.org
Natasha.Booton@nmss.org
Natasha9701@comcast.net

Hint: Use the Ctrl or Shift keys to select multiple names.

2. Click the Add Recipients button to place the selected contacts into the Send To field.

<< Add Recipients

Layout:

No image available	No image available	No image available	No image available
2008 Challenge Walk ⦿	2008 General-Autoresponder ○	2009 Bike ○	2009 Challenge Walk ○

No image available	No image available
2009 Walk ○	Blank Stationery ○

Subject: Please support me

Body:
Every hour of every day, someone is diagnosed with MS. That's why I joined the Central Pennsylvania Lancaster MS Leadership Class of 2009, and why I'm asking you to support my fund raising efforts with a tax-deductible donation.

The National Multiple Sclerosis Society is dedicated to ending the devastating effects of MS but they can't do it without our help. It's faster and easier than ever to support this cause that's so important to me. Simply click on the link at the bottom of this message. If you prefer, you can send your contribution to the address listed below.

Any amount, great or small, helps to make a difference in the lives of people with MS. I appreciate your support and look forward to

A link to your Page will automatically be added to the bottom of your message.

Send   Preview   Save   Cancel

Follow-ups

Contacts List

Print List
Download List

The Contacts List shows all people now listed in your Address Book (either entered directly by you or added when you sent them a message from the Participant Center Email area). You can keep track of the number of messages you have sent each contact, visited your Personal Page, and made a donation.

A red flag is automatically added to the 'To Do' column of each contact who makes a donation to remind you to send a personal thank you message. To remove the flag, select the recipient and a 'Send Email' button to access the Suggested Messages list where you can use an existing appeal message or create a new one; or, use the 'Clear To Do Flag' button to remove the flag manually.

To easily send follow up appeals, click 'have not donated on your behalf for this event' from the 'Show contacts who...' drop-down list and click the 'Send Email to All' button to access the Suggested Messages' list where you can use an existing appeal message or create a new one.

Show contacts who... [are in this Contacts List (all contacts)] Go   Help

| | Send Email to Selected | Send Email to All | Clear To Do Flag |

Records 1 - 5 of 5   First | Previous | Next | Last

	Name and Email	To Do	Donor or Teammate	Emails Sent #	Date	Donations Amount	Date
☐	Danielle.Wertz@nmss.org						
☐	Lori.Straub@nmss.org						
☐	Natasha.Booton@nmss.org						
☐	Natasha9701@comcast.net						
☐	Spickler, Donald						

Records 1 - 5 of 5   First | Previous | Next | Last

| Send Email to Selected | Send Email to All | Clear To Do Flag |

♥ = Send a Thank You Email   ♥ = Send a Follow-up Email

$ = Donor

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.

Participant Center | Personal Page | Address Book | Email | Follow-ups | My Progress

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!

Gift Summary   Offline Gift Guidelines   Enter Gifts Received Offline

	Online	Offline	Total
Your Number of Gifts:	0	0	0
Your Dollar Amount Raised:	$0.00	$0.00	$0.00

My Progress

Goal: $1,500.00
Achieved: $0.00

Jun 2009   Jul 2009   Aug 2009
© PopChart.com

Gift History   Print List   Download List

Name	Email	Amount	Date	Action	Gift Type
No results found					

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