

# Navigating the Participant Center

## 1. GETTING STARTED



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When you log in to your participant center, you should see a screen similar to this one. If you are not a team captain, you will not have the link that says "TEAM PAGE" at the top.

From here, you can add contacts to your address book, personalize/update your personal page and/or team page and send e-mails to your friends.

## 2. ADDITIONAL RESOURCES

Scroll down the page, and you can do even more.

You can click the 'fundraise with Facebook' button to activate Boundless Fundraising. This will help you reach all of your friends on Facebook and let them know you're fundraising and would like their help.

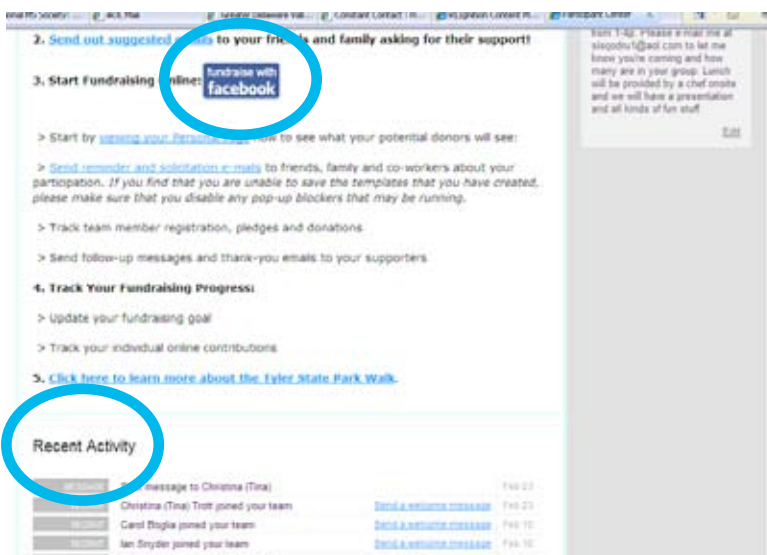
You can also see your recent activity at the bottom of the page and follow the suggested next steps.

## 3. UPDATE YOUR PERSONAL PAGE

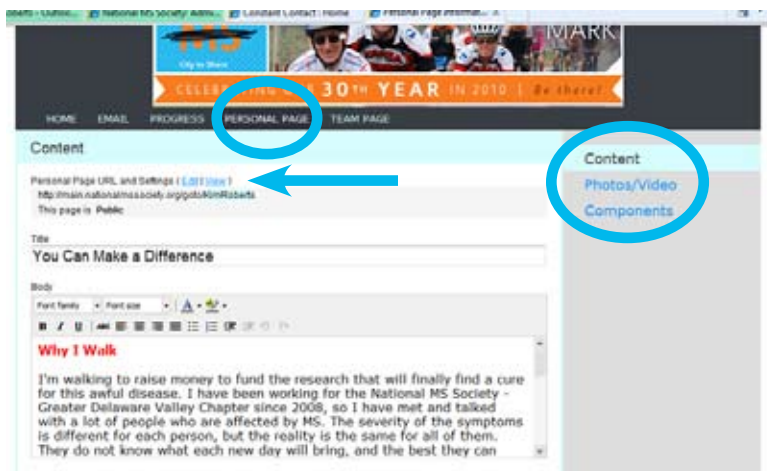
The first thing you should do when you log into your participant center for the first time is update your personal page. To do that, click "PERSONAL PAGE" at the top. Update the text, as you would a Word document. You can change font styles, sizes and colors with the toolbars provided. Use this space to explain why you're walking and why people should support you. Click 'Save' to save your changes.

From here, you can also create your own personal URL. Click the 'Edit' link at the top and type what you would like

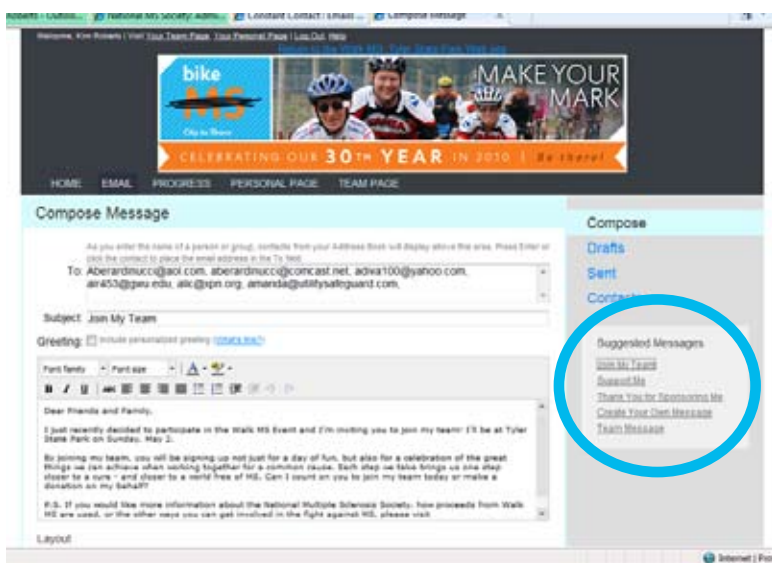
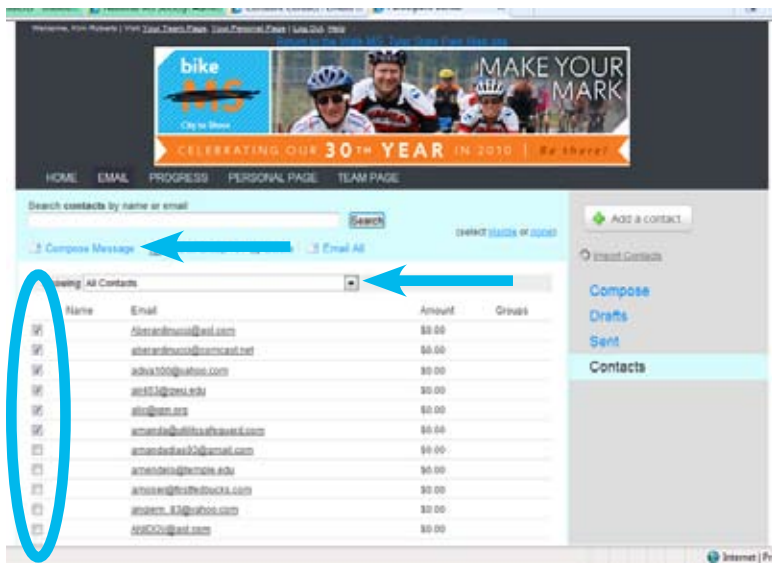
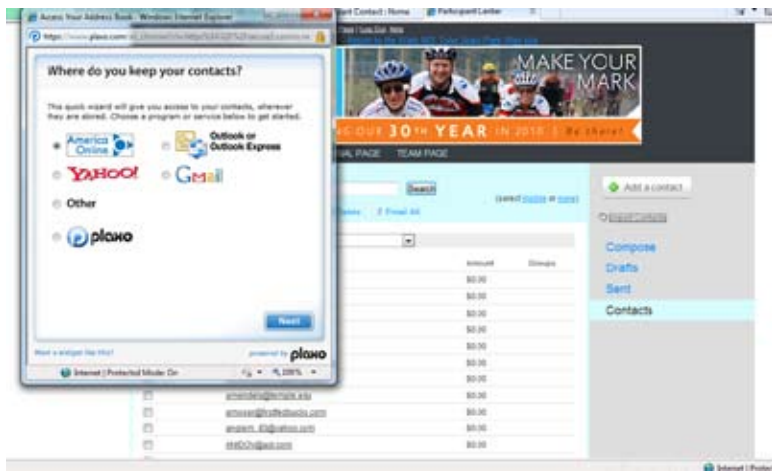
## 2. ADDITIONAL RESOURCES



## 3. UPDATE YOUR PERSONAL PAGE





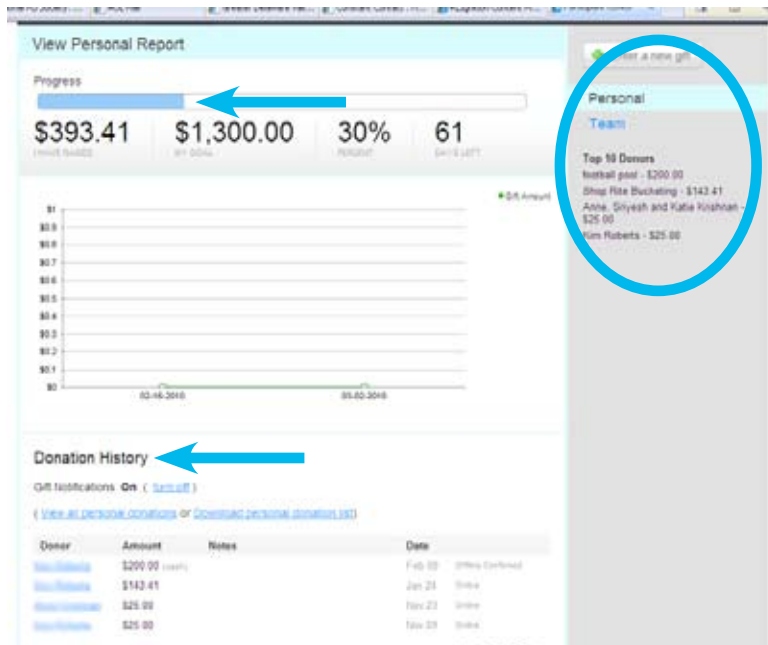


When you import contacts, you will be prompted to choose your e-mail provider and then enter your e-mail address and your password. This information will not be stored. The system will only use it to access your account to pull contacts. It won't be used again after that.

After your contacts are added, you're ready to send an e-mail. If you're not already redirected back to the e-mail home page, click the EMAIL tab at the top and then 'Contacts' on the right. Select the contacts you'd like to send a message to by checking the boxes next to their e-mail addresses. You can filter your contacts with the drop-down menu at the top if you only want to send a message to your teammates, to people who have donated, etc. Click 'Compose Message' at the top or 'Compose' on the right to start your message.

You will see a blank message with just the "To:" field filled in. Click the type of message you'd like to send from the choices on the right. Those messages will bring up pre-written content, including the subject line. You can edit the message in the e-mail or send it as is. A link to your personal page will automatically be included at the bottom of the e-mail your friends receive. You will not see that in the body of the e-mail while you're working on it.

## 6. TRACK YOUR PROGRESS

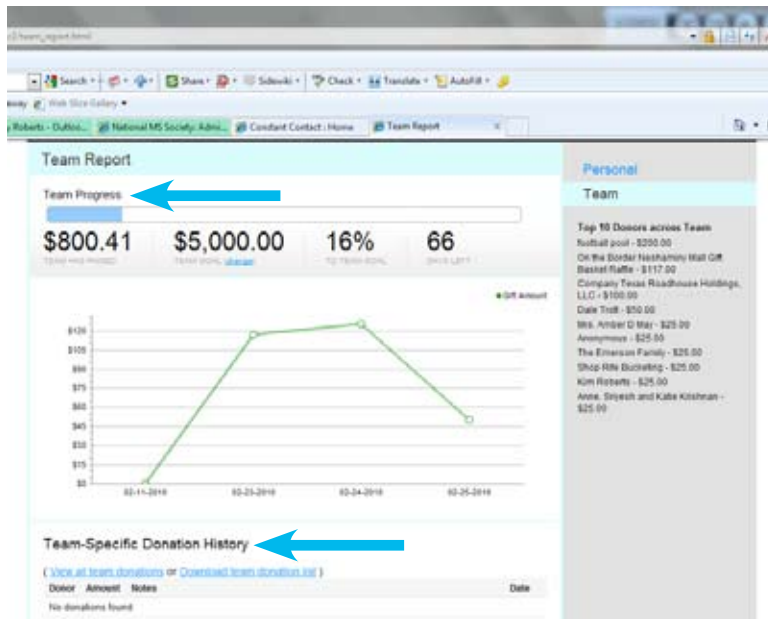


## 6. TRACK YOUR PROGRESS

After you send your e-mails, you can track your personal and team progress by clicking the PROGRESS button at the top. On the right-hand side, you will see two links. One is for personal, and the other is for team. On both pages you will see your progress thermometer, your top 10 donors, and your donation history.

Your team progress page will also show you which donations were made directly to your team and which donations were made on behalf of your teammates.

## 7. DOWNLOAD YOUR TEAM ROSTER



If you are a team captain and you'd like to download your team roster, you can do that by going to your team progress page and scrolling down to the contributing team members section. Click 'Download roster.' The report includes your teammates' contact information and fundraising totals.

## 7. DOWNLOAD YOUR TEAM ROSTER

